

TOWN OF NEWLAND
MONTHLY BOARD MEETING
JANUARY 3, 2017
6:00 PM

PRESENT:

MAYOR: Valerie Jaynes
ALDERMAN: Donetta McKinney, Roxanna Roberson, Thomas Jackson, Kenny Caraway
ATTORNEY: Joe Seegers
GUESTS: Clara Dickson, Brian Dale Johnson, Tim Gardner, Matt Debnam
STAFF: Lise Meinhardt, Keith Hoilman, Ben Townsend, Karen Garland, Tammy Gardner, Gary Page

The Mayor called the meeting to order at 6:00 pm. Donetta made a motion to approve the agenda. Kenny seconded the motion. All agreed by a show of hands. The Mayor then led the audience in the pledge to the American flag.

The Mayor then asked for approval of the minutes. Donetta made a motion to approve November and December minutes. Kenny seconded the motion. All agreed by a show of hands.

The Mayor then asked Gary Page to explain the consideration of an Ordinance to Control Burning. He explains to the board a suggested ordinance for now, and they can amend other issues after a Town Meeting to discuss further issues. After much discussion the Board scheduled a Public Hearing for February 7th, 2017 to bring it before the town. Donetta made a motion for the meeting to be placed on the agenda for next month. Kenny seconded the motion. All agreed by a show of hands.

Gary Page then made a reference to the closing of Town streets and alleyways, He explained to the board that they do not have to open any roads unless its in the Towns best interest. He explains if owners of the land approach the Board, then they can approve such openings. Mr Seegers discussed a conversation with Mr Nelson about the road staying closed. Mr Seegers will let the board know of any further developments.

Lise Meinhardt was recognized. Lise gave the monthly report. She told the board she was working on w2s for the employees. Also that all the employees were now on Blue Cross insurance. Donetta asked about QS1, Lise explained its ok, still dealing with a few things. There were no other questions for Lise.

Karen Garland was recognized. She gave her report. Karen explained to the board they had gotten a penalty for a returned check that wasn't picked up by the end of the year. The State now charges a penalty fee of \$30.00. State notifies the customer and the Newland office never knows if they have a bad check. There were no questions for Karen. Donetta told Karen she did a great job decorating the Grinch tree for the town, along with Crystal and Tammy's help. The board all agreed that the Town looked very nice.

Ben Townsend was recognized. They received 3500 on the selling of the old police cars. There also was a spike in shoplifting. Other than that he reported business as usual. There were no questions for Ben.

Keith Hoilman was recognized. He explained how they got the ton truck running and it costed about \$500.00, with no luck on finding a good used truck yet. He told the Board about James having surgery and will be out about 15 days or so. Other than that, it was business as usual. There were no questions for Keith. Kenny told Keith what a good job everyone did on the decorations and decorating the Town. The board agreed.

Clara Dickson asks to speak since she came in after public comments. She asked the Board if they could do the closed sessions last so people won't have to stand around and wait. She then asked the Board how information pertaining to closed session leaked to the press. The Board explains that things are under investigation and more people knew about it than just the Board members.

There was no old business or new business.

Donetta made a motion to go into closed session to discuss personnel and litigation. Thomas seconded the motion. All agreed by a show of hands.

After returning to open session Kenny made a motion to hire Keith Hoilman as new full-time Town Administrator, at the pleasure of the board. He will continue to be over the Public Utilities full time. Donetta seconded the motion. All approved by a show of hands.

Donetta made a motion to adjourn. Kenny seconded the motion. All agreed by a show of hands. Meeting adjourned at 8:00 pm.

MAYOR

TOWN CLERK

TOWN OF NEWLAND
MONTHLY BOARD MEETING
FEBRUARY 7, 2017
6:15 PM

PRESENT:

MAYOR: Valerie Jaynes
ALDERMAN: Donetta McKinney, Thomas Jackson, Dave Calvert, Kenny Caraway
ATTORNEY: Joe Seegers
GUESTS: Frances Banner, Sam Ray, Dena Morris, Clara Dickson, Jason Penland
Matt Debnam
STAFF: Keith Hoilman, Lise Meinhardt, Jason Brown, Ben Townsend, Tammy
Gardner

The Mayor called the meeting together at 6:15 pm. The Mayor then led the audience in pledge to the American flag.

Donetta made a motion to approve the January minutes. Thomas seconded the motion. All agreed by a show of hands.

Buddy Williamson was next on the agenda. Donetta explained how he wanted to be annexed into the Town limits, but he didn't want to pay anything. Mr Seegers explained to the board how he had sent Mr Williamson 2 letters, and he was suppose to be at the meeting tonight. After some discussion Joe said it needed to be surveyed for city limits and they couldn't do anything without Buddy present. Mr Seegers said he would send another correspondence.

Jason Penland was recognized, he explained to the board that he was a well known local photographer and had been featured in magazines. He discussed where the photos had been taken and said he was featured on the Weather Channel, and had them at Stonewalls. He would like to hang his art work in the Town Hall. Donetta asked when he could start hanging it and he stated around April. The board all agrees to let him hang his art work in the Town Hall.

The Mayor asks for public comments. Frances Banner asks if the Town had an insurance bond on the missing money since the report showed the Town does not have a lot of money. The board explains they do but still waiting for investigation to finish. Clara Dickson asked what company held the bond insurance. Lise Meinhardt explained that CNA Surety was the company. Clara also stated about the water rates going up, in which Keith explained to the audience he was advised to go up 5% to adjust energy going up for the wells, wwtp, chemical costs and etc.

Jason Brown was recognized. He stated business as usual. The Mayor asked if he had seen any bad money around town, since there was an incident at Mountain Electric. Jason replied there had not been any reports of any in Newland. There was no questions for Jason.

Keith Hoilman was recognized. He stated water and sewer were going good and the Christmas lights were taken down. He stated that James would be out till February 20th, and that Danny Ray Cole would be his new part-time hire. Donetta stated that Keith had done a good job on the new website. Keith stated that him and Stephanie updated it and put new information on it. Donetta said she would like to link it to the Business Association. Keith then told the board about talking to Virginia Foxx and stated she would like to visit the Town Hall sometime. Keith then explains to the board of a possibility of running sewer/water to the old saw mill land, but he would know more on a later date. Keith then scheduled a work session with the board on Thursday, February 23 at 6:00 pm. Also mentioned about looking into and applying for a grant to help with the park. He stated that parks and recreation grant requires a 25% match. Minimum amount 10,000.00 and maximum amount is 100,000.00. Grant can be used for a wide variety of trails, parks and greenway projects, construction, renovation, facilities, land acquisitions and tools for construction. Governmental and non-profit are eligible to apply. Pre-applications are due by February 24th, 2017. The board agrees to apply for the grant. Donetta told the audience the Town would like to do an Easter egg hunt and asked if the town members wanted to help.

Tammy Gardner was recognized. She asked for a tax release for Dayne Anderson in the amount of \$15.49. He is not in the Town Limits. She also told the board she had mailed out 2nd notice letters to everyone who hasn't paid their taxes yet. She stated we have collected 90.90% at this time. No questions for her.

Donetta made a motion to release the taxes in the amount of \$15.49. Thomas seconded the motion. All agreed by a show of hands.

Lise Meinhardt was recognized. She explained about getting July to balance and now working on August. She and the clerk worked together to get Tr2 ready for the state and she sent that in. She told the board how she had to go back and fix things in order to be able to get the w2s ready. Kenny then asked what that meant. She explained how things didn't balance and had to be re worked. Dave then asked her what? Help me understand. And to repeat that he understands she is saying, things were not done right in the past. She explained to the board where things were not done right to begin with the past year, she had to go back and redo things in order for the w2s to be right. Donetta stated, were they not done right? Lise explained no she had to fix everything from last year till now. Lise then stated she hoped they had QS1 where she can balance right by the next meeting.

Dave made a motion to go into closed session for personnel. Thomas seconded the motion. All approved by a show of hands.

After returning from closed session, Keith discussed hiring of Mark Osborne part-time to help while they are short handed. The Board agrees.

Dave made a motion to adjourn. Kenny seconded the motion. All agreed by a show of hands. Meeting adjourned at 7:35 pm.

MAYOR

TOWN CLERK

TOWN OF NEWLAND
MONTHLY BOARD MEETING
MARCH 7, 2017
6:00 PM

PRESENT:

MAYOR: Valerie Jaynes
ALDERMAN: Donetta McKinney, Kenny Caraway, Roxanna Roberson
ATTORNEY: Joe Seegers
GUESTS: Clara Dickson, Dena Morris, Evelyn Minton, Wade King, Buddy
Williamson, Frances Banner, Stephanie Paglen, Dennis Quakenboss, Sam
Ray, Tim Gardner, Matt Debnam
STAFF: Lise Meinhardt, Keith Hoilman, Ben Townsend,

The Mayor called the meeting to order at 6:00 pm. The Mayor then led the audience in pledge to the American flag.

Donetta made a motion to approve the minutes for the regular meeting and the special meeting. Kenny seconded the motion. All agreed by a show of hands.

Claude Buchanan was next on the agenda. Keith explained to the board he was not able to attend that night because of a funeral and will be placed on April's agenda.

The Mayor then discussed the policy for public comments.

The Mayor then recognized Buddy Williamson. Donetta asked Buddy to explain what he wanted to do. Buddy stated he wanted to be in the town. Joe Seegers explained there was no survey to indicate whether it was in or out of the city limits. Buddy agreed he was in town limits. Lise told the board that the taxes were paid this week and after much discussion the board decided he was in the city limits. Kenny stated ok, we are good to go.

The Mayor then recognized Stephanie Paglen. Stephanie explained to the board she has been working on the website and would like to add silent scrolling ads on a big TV near clerk's office. It would advertise jobs, and events. She explained how she makes money selling the ads. She would provide the equipment but town would be responsible for any liability with the device. It would have up to five free ads per month for the town. Mrs. Paglen asked if the screen is only issue can we approve tonight? The Council told her to get with Keith for final approval.

The Mayor then asked for Public Comments.

Frances Banner was recognized. She stated she sent board members a Facebook message. She stated she was here to promote Ben Townsend for consideration for the police chief job. She stated how citizens liked him and they were concerned and wanted a good police chief. She stated Mr. Townsend

has the experience to be a good police chief. She stated Ben has given the town excellent service. Mrs. Banner then asked about the photographer, who wanted to place his pictures in town hall, if he had insurance and who would be liable if something happened to the pictures. She stated the town needed to be concerned about the liability. Donetta then explained the photographer has coverage and wants pictures to pertain to the area.

Clara Dickson was recognized. She stated she agrees with Frances. Ben has been here 12 years and is a good officer. She states the former officer was highly recognized and she wanted Ben to have the job.

Wade King was recognized. He agreed with the others. Ben would be the best choice. People respect Ben and the Town of Newland. Ben would have the decision to choose officers. Wade explained it was only fair for people who were waiting in line. He stated to look at what they've accomplished, and should be given their fair share.

Dennis Quakenboss was recognized. He stated he was police chaplain for Avery. He stated he can't speak more highly of Ben. Jason was good and Ben would be good to step in his place.

Nancy Morrison was recognized. She stated she didn't live in Newland. She is publisher of the Avery Journal and the Ben had been good to work with and appreciated all he has done over the years.

The Mayor then asked for reports.

Keith Hoilman was recognized. He stated the James was back from surgery, and everything was going good. He has been working on the website and had talked to Avery Parks and Recreation to combine the Easter egg hunt. He stated that Jason Brown turned in his notice and that March 10 was Karen Garlands last day. He also stated that Tammy Gardner would take the class to be a notary. He also stated he pre-applied for the 100,000 grant for the parks and recreation grant. Keith also reminded everyone about the work session for Thursday to discuss upcoming events.

Ben Townsend was recognized. He stated how it was business as usual and sad to have Jason leaving. He just found out Nathaniel Calvert (Bubba) resigned also. Donetta asked about business and house checks, Ben explained how they stop, check and talk to residence, not always up to the door. Donetta asked about a bicycle Newland Police Department had, in which Ben explained Banner Elk PD borrowed from Newland and returned it.

Lise Meinhardt was recognized. Everything on QS1. She gave the financial report. No questions for Lise. She explained to the board since taxes had not been paid previously that year that she had to pay penalties. Donetta thanked Lise for all she had done and was glad she was here and she is what we needed to get budget straightened out.

The mayor asked for old business in which everything seems resolved now.

The mayor asked for new business. Donetta explained how she hated to see a historical building torn down. Kenny explained how the cost of destroying, maybe asbestos in the building and then paving. He stated he had talked to commissioners who voted no and said it would cost several thousand just for each parking space. He expressed concern for the people who would have to relocate. No date of demolition yet. It will also take away Towns tax base.

Kenny then made a motion to go into closed session for personal and possible litigation. Donetta seconded. All agreed by a show of hands.

When returning from closed session Donetta made a motion to approve vacation separation leave pay to Jason Brown and Karen Garland. Roxie seconded the motion. All agreed by a show of hands except Kenny Caraway who voted no. Jason had 492 hours paying him \$11,672 at \$23.71 an hour and Karen had 418 hours paying her \$5273.00 at \$12.60 an hour.

Donetta made a motion to adjourn. Roxie seconded the motion. All agreed by a show of hands. Meeting adjourned at 7:50 pm.

Mayor, Valerie Jaynes

Town Clerk, Tammy Gardner

TOWN OF NEWLAND
MONTHLY BOARD MEETING
APRIL 4, 2017
6:00 PM

PRESENT:

MAYOR: Valerie Jaynes
ALDERMAN: Donetta McKinney, Kenny Caraway, Dave Calvert, Thomas Jackson
ATTORNEY: Joe Seegers
GUESTS: Claude Buchanan, Clara Dickson, Frances Banner, Sam Ray, Steve York,
Greg and Shannon Seiz, Jeanette Calvert, Matt Debnam, Tim Gardner
STAFF: Lise Meinhardt, Keith Hoilman, Byron Clawson, Crystal Hicks, Tammy
Gardner

The Mayor called the meeting to order at 6:00 pm. The Mayor then led the audience in pledge to the American flag.

Donetta made a motion to approve the minutes for the March regular meeting. Thomas seconded the motion. All agreed by a show of hands.

Claude Buchanan was recognized. Claude brought trophies and a video to show the board. He asked the board to support his cruise-in in Newland. Claude explained how he would like to get more things going in the Town, and wanted to do the cruise-in once a month through September. The Board discussed a schedule and times with Mr. Buchanan. The Board discussed the traffic of having it in uptown Newland. Donetta asked Mr. Clawson if he has any suggestions on how to help the traffic flow while the event is going on. Mr. Clawson said he would help in any way needed. After much discussion, the board agrees to pay \$250.00 donation to sponsor the cruise-in and to have it the third Friday of the month. Claude Tells the board he will get back with a schedule for them.

The Mayor then read the policy for public comments.

The Mayor then asked for public comments. Frances Banner thanked the board for all they were doing. There were no public comments.

The Mayor then swears in new Chief of Police Byron Clawson.

The Mayor tells the audience Dave Calvert would like to address them. Dave asks that the talking needs to stop in order for the Town to be able to get back to normal. Too much gossip about things that were never brought up has hurt the town and the board. He thanked everyone and wants things to move forward.

The Mayor then asked for department reports.

Crystal Hicks is recognized. She gives the monthly tag report. Valerie tells audience about hiring Whitney Townsend for the tag office.

Keith Hoilman is recognized. He states how hard Crystal has worked the past few weeks and how good she is doing. Keith then tells the board about working on the website for the town, and placing the electronic advertisement screen in front of the clerk's office. He states he has met with Rec-Department about the Easter egg hunt, and they asked if Town would be willing to help pay on an inflatable for that day. Keith then states about proposed building plans and site for Yellow Mountain Enterprise and feed Avery families by David Tate. Keith states officer Keith Reed's last day is April 3rd and has accepted a job in Dixon County Tennessee to be closer to home. Keith also stated the DMV has a new employee, Whitney Townsend who started on Monday April 3rd and has enrolled her in the notary class at Mayland Community College on Monday, April 24th, 2017 and Tammy Gardner at Newland campus on Monday, June 5th, 2017. Keith also tells the board he would like to do a board work session and Town would set up a time. There were no questions for Keith.

Lise Meinhardt is recognized. She gives the financial report. Everything is going well and all is in the computer now.

The Mayor asked for old business.

Donetta explains how the Greater Newland would like to have office space in the Town Hall to advertise and plan events.

The Mayor asked for new business.

Keith explains New Personnel Policy. Donetta made a motion to adopt new Personnel Policy. Dave seconded the motion. All agreed by a show of hands.

Dave recognizes Keith and tells the audience what a good job he is doing.

Donetta made a motion to go into closed session for personnel. Thomas seconded the motion. All Agreed by a show of hands.

Upon returning from closed session, no decisions were made in closed session. Thomas motioned to adjourn. Dave seconded the motion. All agreed by a show of hands.

Mayor, Valerie Jaynes

Town Clerk, Tammy Gardner

TOWN OF NEWLAND
MONTHLY BOARD MEETING
MAY 2, 2017
6:00 PM

PRESENT:

MAYOR: Valerie Jaynes
ALDERMAN: Donetta McKinney, Roxanna Roberson, Dave Calvert, Kenny Caraway
ATTORNEY: Joe Seegers
GUESTS: Tense Banks, Sam Ray, Clara Dickson, Matt Debnam, Steve York, Greg Seiz
STAFF: Lise Meinhardt, Keith Hoilman, Byron Clawson, Crystal Hicks, Tammy Gardner

The Mayor called the meeting to order at 6:00 pm. The Mayor then led the audience in pledge to the American flag.

Donetta made a motion to approve the minutes for the April meeting. Dave seconded the motion. All agreed by a show of hands.

Tense Banks was recognized. Tense explained to the board about the 100-year anniversary of the caboose at Newland Museum. It will be held June 3. They will have Cheerwine and Moonpies also since its their 100-year anniversary also. Tense and the Town discussed having a festival of the caboose and museum together. She told the board they had received the costumes from the Oz on the Beech Mountain and had them and many other things on display. The Avery Museum's hours are 10-3 Monday through Friday and 11-3 on Saturday. Tense stated they were working on a display to put in the Town Hall. Tense stated the Town could buy a brick for \$50.00 In Honor or In Memory to be placed at the museum.

The Mayor then asked for public comments. The Mayor then stated the rules for public comments. There were no public comments.

The Mayor then asked for department reports. Crystal Hicks gave the tag office report. There were no questions for Crystal. The board praised all the good work Crystal and Whitney had been doing. They stated they had heard many good things about them.

Lise Meinhardt gave the Financial report. There were no questions for Lise.

Byron Clawson gave the police report. Byron told the board they had had some vandalism and was keeping a close watch to try to find out who was doing it. Byron stated that officer Fields completed basic taser training at Mayland Community College, and is now certified to use the equipment. Byron stated that next month he will do basic radar. Byron then told the board he had decided on two officers Daniel Denton and Payton Lowerly and asked the board if he could go ahead and hire them. The board replied that they trusted his opinion and would let him make those decisions. Kenny made a motion to hire the two officers. Donetta seconded the motion. All agreed by a show of hands.

Tammy Gardner clerk, asked for a tax release in the amount of \$453.99 to the Avery County Quik Shop, they had already paid the amount under the Quik Shop. It was mistakenly added twice. Donetta made a motion to release the taxes in the amount of \$453.99. Dave seconded the motion. All agreed by a show of hands. There were no questions for Tammy.

Keith gave the public works and administrative report. He told the board he would like to schedule a Spring Clean-up day in May. They all agreed on May 22-26 and May 27 for volunteer pick up trash day. Donetta asked about building bathrooms onto the stage. Keith told her it's a flood area and would have to be built on stilts. The board agrees before they do anything, they would have to have a written promise from the owner of the land. Keith then explained to the board about needing to place a new meter and the cost would be around \$1000.00. Keith also told the board that the tag office would need to be closed May 4, 2017 because Crystal had a doctor's appointment and Whitney has not received her notary yet. Keith and the board set up a workshop date of Thursday, May 11th at 6:00. Keith stated he had mailed a letter to the passport agency and received a call back stating they would let him know something.

The Mayor then asked for old business. There was no old business.

The Mayor asked for new business. Dave asked for the board to propose putting liquor by the drink on the November 2017 ballot to help with business in Newland and to bring new businesses in. Donetta made a motion to put it on the ballot. Dave seconded the motion. The motion did not pass. The Mayor asked for discussion. Kenny said he believed they needed to discuss it more. There was much discussion about it so the board decided to table it until the next meeting to decide.

Dave made a motion to go into closed session for personnel. Kenny seconded the motion. All agreed by a show of hands.

After returning from closed session, the mayor announced no decisions were made. Kenny made a motion to eliminate Assistant Public Works Director's position once Keith received a letter from Workman's Comp. Roxanna seconded the motion. All agreed by a show of hands. Kenny made a motion to increase the pay of the clerk and the tag office at \$2:00 an hour. Dave seconded the motion. All agreed by a show of hands.

Dave made a motion to adjourn the meeting. Roxie seconded the motion. All agreed by a show of hands. The meeting adjourned at 7:45 pm.

Mayor, Valerie Jaynes

Town Clerk, Tammy Gardner

TOWN OF NEWLAND
MONTHLY BOARD MEETING
JUNE 6, 2017
6:00 pm

PRESENT:

MAYOR: Valerie Jaynes
ALDERMAN: Donetta McKinney, Thomas Jackson, Roxanna Roberson,
Kenny Caraway
ATTORNEY: Joe Seegers
GUESTS: Bobby Pyatte, Matt Dubnam, Clara Dickson
STAFF: Lise Meinhardt, Keith Hoilman, Byron Clawson, Crystal Hicks, Tammy
Gardner

The Mayor called the meeting to order at 6:00 pm. The Mayor then led the audience in the pledge to the American Flag.

Donetta made a motion to approve the minutes for the May meeting. Kenny seconded the motion. All agreed by a show of hands.

The mayor then asked Bobby Pyatte to speak. Mr. Pyatte explained that there were things around the parks that needed looked at and fixed. He explained to the board when he walks, there are places on the walk that cause puddles and the kids cannot ride their bikes. He stated the walk is rough to walk on and that the bathroom at Shoemaker Park has no hot water and no way to dry their hands. He explained he would like something there to be able to tie up his dog when he goes into the restroom. He also explained there is paint on the bridge that needs to be cleaned up. The board thanked Mr. Pyatte for bringing this to their attention. They also explained that limited funds keep them from doing a lot he asked for. Alderman Kenny Caraway commended Mr. Pyatte on walking 10 miles a day and stated that he wished he was in that good a shape.

The Mayor then asked for Public Comments. There were no Public Comments.

The Mayor then asked for Department Reports.

Crystal gave the tag report. There were no questions for Crystal. Donetta stated how she had received many compliments on how well the ladies were doing in the tag office.

Lise Meinhardt gave the Finance Report. There were no questions for Lise.

Byron Clawson gave the Police Report. He explained to the board that they have questioned 6 juveniles in concern of the vandalism in the town. He explained how they are still patrolling that area and working hard to prevent any more from happening. There was also a theft that involved a car chase but the merchandise was recovered. Mr. Clawson then asked the boards permission to hire Matthew Lambert as an officer. He feels that he would do a good job. The Board agreed to hire Mr. Lambert. There were no questions for Mr. Clawson.

Keith gave the water report. He stated all was going well. They had to fix a couple of leaks which involved removal of some pavement. He stated how the 4th of July events were coming together very well, and just needed some vendors, would be checking on that when he returned from vacation. Keith told the board he would like to advertise for a full-time position in the public works department, maintenance worker 1. Keith also stated yellow Mountain had started construction on their building. Workshop will be June 19th at 6:00 pm and June 29th for Public hearing on the budget.

There was no old business.

There was no new business.

Donetta made a motion to go into closed session for personnel. Thomas seconded the motion. All agreed by a show of hands.

When returning from closed session, the Mayor announced that an applicable agreement had been made with Ms. Joleta Wise with the town incurring a loss.

Kenny then explained to the board if they would like to get mums from the man that they got from last year he needed to know soon.

Donetta asked about giving \$2000.00 to the Newland Business Association. The board agreed to wait till after budget is set.

Valerie asked that the August meeting be moved till August 8th. The board agreed. Also, because the July meeting would be on the 4th that was changed till July 11th.

Kenny made a motion to adjourn the meeting. Thomas seconded the motion. All agreed by a show of hands. Meeting adjourned at 7:45 pm.

Valerie Jaynes, Mayor

Tammy Gardner, Clerk

TOWN OF NEWLAND
MONTHLY BOARD MEETING
JULY 11, 2017
6:00PM

PRESENT:

MAYOR: Valerie Jaynes
ALDERMAN: Donetta McKinney, Thomas Jackson, Roxanna Roberson,
Kenny Caraway
ATTORNEY: Joe Seegers
GUESTS: Emily Singleton
STAFF: Lise Meinhardt, Keith Hoilman, Byron Clawson, Crystal Hicks, Tammy
Gardner, Matthew Lambert, Daniel Denton

The mayor called the meeting to order at 6:00 pm. The Mayor then led the audience in the pledge to the American flag.

Donetta made a motion to approve the minutes for the June meeting. Roxie seconded the motion. All agreed by a show of hands.

Donetta made a motion to approve the minutes for the Public Hearing to approve the budget. Kenny seconded the motion. All agreed by a show of hands.

The Mayor then asked for public comments. There were no public comments.

The Mayor then asked for Department Reports.

Crystal Hicks gave the Tag Office report. There were no questions for Crystal. Donetta expressed her gratitude to the ladies for their hard work and working on the 4th of July.

Byron Clawson gave the Police Report. He told the board how him and the Town Police officers have been working with the DA to better assist them in drug investigations and prosecution of their cases. It was a positive meeting. He stated that himself, Officer Denton and Officer Fields attended the “active shooter” training at the court house. He stated Mr. Denton has started field training, and his paperwork has been submitted, and is working on Mr. Lamberts paperwork which will be submitted as soon as it is completed. Mr. Clawson then introduced the two new officers to the board, Mr. Matthew Lambert and Mr. Daniel Denton. The board expressed gratitude for them and the job they were doing. Donetta stated she really appreciated all they did to make the 4th of July eventful.

Lise Meinhardt told the board that everything was going well. She had no reports at this time.

Keith Hoilman gave the administrative report. He also thanked everyone for the participation in the 4th of July events. He explained to the board how he would like to get an event planning committee together to help with future events. Keith then explained to the board he had received 4 applications for a permanent public works worker 1 position. After discussion Donetta made a motion to hire Danny Ray Cole for the position. Thomas seconded the motion. All agreed unanimously by a show of hands.

Keith then explained hiring for the audit. After discussion, Kenny made a motion to hire Misty Watson for the 2017-2018 fiscal year. Donetta seconded the motion. All agreed unanimously by a show of hands.

Donetta then asked why Combs, Tennant, and Carpenter reflected two different amounts. She asked if in the past they had been paying for two different people to get the audit ready. Lise explained yes that the Town had paid an additional cost last year for Combs, Tennant and Carpenter to prepare an annual financial statement in addition to the audit amount. When she started it took her several months to get things in perspective and now she has everything that should needed to help with the audit and has the QS1 system also. Lise then asked the board where they wanted the funds from the dunking booth to go. They collected \$137.00. They decided to put them into restricted funds, for future kid's park equipment purchases.

Donetta then told Keith that they have gotten emails complaining about trash behind Buddy Williamson's car wash and junk around Gerald Browns. Keith stated he would look into this.

Thomas made a motion to adjourn. Donetta seconded the motion. All agreed by a show of hands. Meeting adjourned at 6:30 pm.

Valerie Jaynes, Mayor

Tammy Gardner, Clerk

TOWN OF NEWLAND
MONTHLY BOARD MEETING
AUGUST 8, 2017
6:00 PM

PRESENT:

MAYOR: Valerie Jaynes
ALDERMAN: Donetta McKinney, Roxanna Roberson, Dave Calvert, Kenny Caraway
ATTORNEY: Joe Seegers
GUESTS: Clara Dickson, Shannon and Greg Seiz, Frances Banner, Joleta Wise, Tim Gardner, Matt Debham, Families of Officer Denton, Officer Lambert and Chief Clawson.
STAFF: Lise Meinhardt, Keith Hoilman, Byron Clawson, Crystal Hicks, Tammy Gardner

The Mayor called the meeting to order at 6:00 pm. The Mayor then led the audience in the pledge to the American flag.

Donetta made a motion to approve the minutes for the July meeting. Kenny seconded the motion. All agreed by a show of hands.

The Mayor swore in Officer Daniel Denton and Officer Matthew Lambert. The Board expresses their gratitude to them.

The Mayor then asked for public comments.

Frances Banner was first. She asked why minutes of special meetings were not on the website. Keith explained how the website is still being constructed and worked on. He stated we are still trying to get everything we need on the website. She also asked who pays attorney fees for the petition that Mr. Caraway has filed with the board of elections.. The board responded Mr. Caraway.

Clara Dickson was next. She thanked the board for not raising taxes. Wanted to know if it was because of election year. Dave responded that was not even thought about, it was just the budget was at a good standing right now. Clara then asked why the board did not hire Doug Tennant or send him a letter as to why he was not chosen to do the audit this year. Dave explained how they chose the auditor through bids and that Misty Watson had given a cheaper bid. It was just an oversight in notifying the others. Keith said it was not regular protocol to notify bidders.

The Mayor then asked for Department reports.

Crystal Hicks gave the tag office report. There were no questions for Crystal.

Lise Meinhardt gave the finance report. She stated she was getting everything ready for the audit and things were going well. Dave explained to the audience when looking at numbers the way Lise presents them you can better tell what direction things are going in. Frances Banner then states she is worried by

the loss of money on the property of the corner lot. Frances also stated she believed that without Doug Tennant's audit the missing money may never have been found. Dave explained to Frances that Doug charged more because he would actually have to come in and do the books and the audit himself. He explained that now with Lise they will not have to pay for that anymore. Now with Lise as finance officer we have checks and balances to go by. Dave states the town should have had checks and balances done years ago. Joleta Wise asked if Doug was given a chance to bid. Dave responded yes he was, but they chose the one with a lower bid saving them around \$5000.00. It was just a matter of saving the Town money. Donetta McKinney added Misty has done audits for other towns and the Town of Newland checked her efficiency before hiring. It was just an oversight in notifying the others. Keith said it was not regular protocol to notify bidders. Keith Hoilman stated that Doug Tennant has done an excellent job for the town in which he and the board are very appreciative of all he has done.

Byron Clawson gave the police report. He said Officer Denton is through with his training. Officer Lambert is pending. He stated a Jeep was reported stolen, and recovered days later at Little Plumtree Creek. It was recovered thanks to Officer Fields who entered it in the Division of Criminal Information Network. With the assistance of the N.C.S.B.I. the police department is investigating an un-attended death. Preliminary results indicate a massive heart attack. Dave then asked Mr. Clawson about evidence stored in the evidence locker. Mr. Clawson stated that weapons and related items of prior cases had not been properly labeled in the past. Mr. Clawson stated that some of the items had been stored for as long as 20 years and had no bearing on any case. He added he was working with the DA to decide which items should be kept and which should be removed from the town.

Keith Hoilman gave the Administrator and Public works report. Danny Cole was now a full-time employee for the public works department. Everything is going well. There were no questions for Keith.

Tammy Gardner gave the clerks report. She asked for releases for Todd Lecka-\$619.52 He was billed for all his property being in the city limits, when he only has 1.22 in the city limits. James Speake-\$12.48, He was double taxed by the county. Juan Carlos Ambrocio-\$12.48 He was charged for 2 trailers but he only has one. Total of \$644.48. Then another came late it was for Kevin Winslow in the amount of \$1235.01. He was billed for all in city but has only 1.200 in city limits. Tammy stated she would get with Stephanie and make sure the minutes are put on the website.

Donetta made a motion to release the total of \$644.48, and to release the amount of \$1235.01. Dave seconded the motion. All agreed by a show of hands.

In old business, Keith reminded everyone they could get on a committee and help with the planning.

There was no new business.

Donetta made a motion to adjourn. Kenny seconded the motion. All agreed by a show of hands.
Meeting adjourned at 6:45 pm

Mayor, Valerie Jaynes

Town Clerk, Tammy Gardner

TOWN OF NEWLAND
MONTHLY BOARD MEETING
SEPTEMBER 12, 2017
6:00 PM

PRESENT:

MAYOR: Pro tem: Dave Calvert
ALDERMAN: Kenny Caraway, Donetta McKinney, Thomas Jackson
GUESTS: Greg and Shannon Seiz, Clara Dickson, Sam Ray, Frances Banner, Joleta Wise, Bill Lind, Matt Debnam
STAFF: Lise Meinhardt, Keith Hoilman, Byron Clawson, Crystal Hicks, Tammy Gardner, Danny Ray Cole

The Mayor pro tem called the meeting to order at 6:00 pm. The Mayor pro tem then led the audience in the pledge to the American flag.

Donetta made a motion to approve the proposed agenda. Thomas seconded the motion. All agreed by a show of hands.

Kenny addressed the proposed agenda letting everyone know that it would enable them to add something if they needed too. Dave stated that they needed to receive the agenda on Wednesday's now in order to change something if needed. Dave read the policy for public comments.

Donetta made a motion to approve the August minutes. Kenny seconded the motion. All agreed by a show of hands.

The mayor pro tem then asked for public comments.

Clara Dickson was recognized. She stated that her street had grass growing on it and asked if the boys could put round-up on it to get rid of it.

Frances Banner was recognized. She asked if the proposed agenda was like the agenda she had. The board answered yes.

The Mayor pro tem then asked for department reports.

Crystal Hicks gave the tag office report. There were no questions for Crystal. Dave asked about the passports. Keith explained how Crystal and Whitney have been doing the on-line classes.

Lise Meinhardt gave the financial report. Lise gave everyone a printout with line items and stated it was the best form for showing everything. The town has 325,000.00 in checking, and around 340,000.00 in savings. Donetta asked about the audit. Lise replied that it should start Monday September 18. There were no other questions.

Byron Clawson gave the police report. He stated the department was still looking at leads for the tractor stolen from the dealership. He stated an elderly woman received a call from the IRS demanding payment or face being arrested. After researching, found it was a computer-generated call possibly not from the U.S. He stated all was going very well with all his officers. Donetta asked if any progress with the evidence. Mr. Clawson stated that there had been some and he was talking with the DA about this.

Keith Hoilman addressed the board and introduced Danny Ray Cole to them. He is the newest employee in the Public Works department. The board welcomed Mr. Cole.

Keith then gave the Public Works and Administrative report. The utilities department has been working to get everything ready for the hurricane, made sure the generators and water treatment plant was set in case of emergency. Keith has been meeting with Phillip Barrier, the county manager, on working together to make the area a better place. They will be trying to get a better traffic pattern set for areas around the courthouse. Keith and James will be attending a re-certification class on September 25th. Keith also stated that a natural gas line was connected to Town Hall building at a waived cost of 1265.00. It will also save on the heating bill of the Town Hall.

Keith gave all the 1-year employees a plaque for their service. Michael Fields, Crystal Hicks, Lise Meinhardt, Tammy Gardner. The employees were very thankful for Keith and the Boards gratitude.

Donetta made a motion to adjourn the meeting. Thomas seconded the motion. All agreed by a show of hands.

Meeting adjourned at 6:30 pm.

Mayor, Valerie Jaynes

Town Clerk, Tammy Gardner

TOWN OF NEWLAND
MONTHLY BOARD MEETING
OCTOBER 3, 2017
6:00 PM

PRESENT:

MAYOR: Valerie Jaynes
ALDERMAN: Thomas Jackson, Roxanne Roberson, Dave Calvert, Kenny Caraway
GUESTS: Dena Morris, Clara Dickson, Steve York, Shannon and Greg Seiz, Matt
Debnam, Tim Gardner
STAFF: Lise Meinhardt, Keith Hoilman, Byron Clawson, Crystal Hicks, Tammy
Gardner, Michael Fields, Matthew Lambert

The Mayor called the meeting to order at 6:00 pm. The Mayor then led the audience in the pledge to the American flag.

Dave made a motion to approve the proposed agenda. Kenny seconded the motion. All agreed by a show of hands.

Dave made a motion to approve the September minutes. Kenny seconded the motion. All agreed by a show of hands.

The Mayor then asked for public comments and stated to stay in the three-minute zone.

Dena Morris was recognized. She stated she would like something done about the speeding on Watauga street. She stated that people walk on that road and the traffic flow in the morning and evenings are dangerous to anyone walking on the road. The board thanked her and asked Byron Clawson if he was aware of this. Mr. Clawson explained to the board he was aware, and they were looking into ways to help with this situation.

Clara Dickson was recognized. She thanked the maintenance department for spraying the grass on her street.

The Mayor then asked for Department Reports.

Crystal Hicks gave the Tag Office report. There were no questions for Crystal.

Lise Meinhardt gave the financial report. She explained to the board that she has been finishing the audit and it should be ready for review in the next week. There were no questions for Lise.

Byron Clawson gave the police report. Mr. Clawson stated he had been clearing out evidence. He also stated that he was getting ready for the audit for training standards. Mr. Clawson then explained to the board that it was time to order new uniforms for the department and asked if they could go to the blue uniforms since they are cheaper and would save some money plus look different than the County

Officers. The board agreed with Mr. Clawson and told him they trusted his decisions. There were no questions for Byron.

Keith Hoilman gave the Public Works report and the Administrative report. He stated that he and James had attended a re-certification training on Wednesday, September 27th in Banner Elk. Keith then stated they would be decorating for fall in the next couple of weeks. He explained how the GNA will not be taking lead on the Halloween festival this year. The Homecoming parade will be Friday, October 13th at 4:00. Keith stated he had been reviewing and working on the Town's personnel policy. There were no questions for Keith.

The Mayor then asked for old business. There was no old business.

The Mayor then asked for new business.

Steve York explained to the board how they would still be doing the scarecrow and wreath contest, but the GNA does not have the resources to do the Halloween costume contest and asked the town if they could help. Dave mentioned that a few of the businesses might like to help with this event.

Dave explained how he was the new long-range planning committee chair. After reviewing the current policy, he thought it was out of date and needed to be reviewed. He stated he would like to propose a moratorium with a 60-day status until the planning and regulation of development could be updated. Kenny stated that we need to move forward because a lot of the ordinances have changed over the last twenty years. He stated the Town needed everyone's input on ways the Town can grow. Kenny stated we want to know where we will be the next five years. Dave stated that we represent Avery County since we are the county seat. Dave stated that he would like to have the Town's input on ways to help the Town grow. There was much discussion on this and the date. Thomas agreed and stated we need to go head and get it set up. Dave then made a motion to have a public hearing on the 19th of October at 7:00 pm. Kenny seconded the motion. All agreed by a show of hands.

Keith gave all the Board members and the Mayor, Alderman Donetta McKinney's letter of resignation. Keith read the letter to everyone. Kenny stated how he hates this and appreciated all that Donetta has done for the Town. Kenny made a motion to accept Donetta's resignation. Valerie stated she believed things should stay the way they are until after the election since its just next month. Thomas stated he thought the board should wait also and asked about the policy on vacancies. Dave read the policy for filling a vacancy aloud to the audience. Kenny stated since it's not 90 days as policy states that it would be best to go ahead and appoint someone for that seat. Thomas explained how he was appointed and not elected for his seat. Dave asked Thomas how that process went. Thomas explained how he was approached and did an interview with three others and was picked from that. He explained he had nothing against Mr. Seiz he just felt that they should do the same as when he was appointed and just wants to do everything right. The board understands Thomas' feelings but Dave recommended Greg Seiz to be appointed now. He stated he was at the meetings and has good ideas for the Town. Dave also stated that people were told tales that he was going to run for Mayor when all he did was ask Valerie if she was going to run, which caused confusion so Mr. Seiz ran for alderman instead of Mayor. Kenny also recommended Mr. Seiz. Kenny stated Mr. Seiz was a good business man and thought he was concerned about things of the town. Thomas stated he did not disagree with it, but thought the Town should wait and go through the process of doing the right thing always. Roxie stated she had heard Mr. Seiz was a good business man. Valerie and Thomas both agreed they should wait until after the election. Dave said he understood but feels like this should be taken care of tonight. Kenny made a motion to appoint Greg Seiz. Thomas reminded them they had a motion on the table first of Donetta's

resignation. Kenny then asked about the motion to accept Donetta's resignation. The Mayor asked for a second. Dave seconded the motion. The Mayor then asked for a show of hands. All agreed by a show of hands. Kenny made a motion to appoint Greg Seiz. The Mayor asked for a second. Dave seconded the motion. The Mayor then asked for a show of hands. Roxie, Kenny and Dave raised their hands in agreement. Thomas did not vote.

Greg Seiz was appointed and sworn in by the clerk.

Greg made a motion to adjourn. Thomas seconded the motion. All agreed by a show of hands. The meeting adjourned at 7:00 pm.

Mayor, Valerie Jaynes

Town Clerk, Tammy Gardner

TOWN OF NEWLAND
MONTHLY BOARD MEETING
NOVEMBER 7, 2017
6:00 PM

PRESENT:

MAYOR: Valerie Jaynes

ALDERMAN: Kenny Caraway, Dave Calvert, Roxanna Roberson, Greg Seiz.

GUESTS: Roy Reynolds, Clara Dickson, Bill Close, Frances Banner, Shannon Seiz, Casey Turbyfill, Matt Debham, Tim Gardner

STAFF: Lise Meinhardt, Keith Hoilman, Byron Clawson, Michael Fields, Crystal Hicks, Tammy Gardner

The Mayor called the meeting to order at 6:00 pm. The Mayor then led the audience in the pledge to the American flag.

Kenny made a motion to approve the proposed agenda. Dave seconded the motion. All agreed by a show of hands.

Dave made a motion to approve the October minutes. Kenny seconded the motion. All agreed by a show of hands. Greg Seiz then stated that the last meeting got out of order somewhat and the minutes might be out of order of how they actually occurred, and he just wanted that on the record. He also wanted to make sure the board stayed on point of order. Kenny stated that at times it gets loud and the clerk can't always hear what's being said. He feels the clerk is doing a good job.

The Mayor then asked for public comments and to stay within the 3-minute zone. There were no public comments.

The Mayor then asked for department reports.

Crystal Hicks gave the Tag Office report. Dave asked Crystal if she could get last year's reports to compare to this years. Crystal told Dave she should be able to do that. There were no other questions for Crystal. Kenny then stated to the audience that Crystal and Whitney had been doing art work for Christmas decorations and what a good job their art work is. He told everyone to stop by and see what they had done.

Lise Meinhardt gave the financial report. She stated things were going well and on track. Lise stated she had gone back and prepared the sales tax refund for 2016-2017, and it came out to \$4800.00. Lise stated she was going back prior years and do it from where it had not been done. There were no questions for Lise.

Byron Clawson gave the police report. He stated that they had seized a vehicle from a drug case and will be asking for the vehicle for the town once the case is finished. The Police department was audited and received 100% compliance for the records of the officers. Both officers, Fields and Lambert completed the basic radar school.

Keith gave the public works and administrative report. They had to fix a few leaks and fix some things from the flood. Keith also stated the town purchased a used truck a 2012 Ram 4x4 for \$31,150.00 that was budgeted for. Keith then explained to the board how He and Lise had saved \$5000.00 on insurance through Fortner by reducing some plans. Also, Keith and Lise had a meeting with Verizon to see about savings. Frances stated they should check with Charter. Keith then stated there were around 1500-2000 trick or treaters this year and the float that the town entered in the homecoming parade was a big success with cupcakes that Lise made and were handed out to everyone. Kenny then stated to Keith he wanted to hear more about the vehicle he just purchased. Keith explained it was a 2012 he found in Huntersville. The truck has 76000 miles at a cost of \$31,150.00. Greg asked if it was outfitted. Keith explained it would need a snowplow at a cost around \$6850.00 and tire chains would cost around \$300.00. Dave then asked Keith about the old TRW being bought and if water goes out that far. Keith explained there is a well near there and the sewage runs up the High School Road, that will be something they will look in to. Dave then asked Keith if there were any ways taxes could be reduced in the next year. Keith explained it's hard to know that until budget and expenses are gone over first. Greg then asked about certain lights not working on the river walk. Keith explained that the flood had caused some damage and they knew about it and were working on it.

There was no old business.

The Mayor then asked for new business.

Greg told the board he had talked with Stephanie Paglen about setting up Town of Newland email accounts for the board to be reached by instead of using their personal email. Keith explained to Greg there would be a cost for the town. Lise explained to Greg that sometimes it's hard to get your emails since Stephanie is the only one with the password since she is the administrator. She stated you would have to bring your phone and laptop in to the town hall to have the emails set up. Valerie stated she did not think it was a good ideal since the board can only communicate by three only in a meeting. Shannon Seiz stated she thought Greg meant it only for reaching out and not discussing things. Valerie stated she misunderstood and was sorry. Keith stated he would talk to Stephanie about it and get back to the board at the next meeting.

Joe Seegers then talked to the board about the Board of Elections bill, which is \$3077.25 from County Attorney Michelle Poore, where Joleta Wise was contested about living in the city limits. Joe stated the statues stated to pay the board of elections and not the attorney. Mr. Seegers stated he had discussed this matter with the town administrator and the county manager. Joe Then stated to the board that the Town could pay three/fourths of the bill if paid now. The town would pay \$2302.50 plus a filing fee of \$7.25 which would make it \$2309.75 total. Clara then asked if the taxpayers are responsible to pay the bill and who hired an attorney? Joe stated it had nothing to do with that. The board did not contest Joleta. Frances Banner then stated that people did not believe Kenny lived in the city limits. Clara then stated that a lot of people believed Kenny Caraway did not live in the city limits and that she wants a map of every board members house to see if they live in the city limits. Clara then asked who has to pay? Joe stated the town was responsible. Dave made a motion to pay the three/fourths which is \$2309.75. Greg seconded the motion. The mayor then asked for discussion. Greg then asked if that would settle the bill. Joe stated it would. The Mayor asked all in favor to pay the \$2309.75 to vote. Dave, Greg, Roxie raised their hands in favor. Mayor then asked all opposed to pay the \$2309.75. Kenny raised his hand. The Mayor stated that the motion carried.

On the moratorium, Dave stated he had sent emails out to the planning board members. Greg asked if anyone turned in an application. Keith responded no. Kenny stated they were waiting for more responses. Kenny made a motion for 60 days moratorium on home site dwelling from the date of the meeting in which such time for the committee to come together. Greg seconded the motion. Mayor asked for discussion or no discussion. The Mayor then asked for all in favor vote. All agreed by a show of hands. Mayor asked for opposed. No one opposed. Mayor stated motion carried.

Kenny made a motion to go into closed session for personnel. Dave seconded the motion. All agreed by a show of hands.

On returning from closed session the mayor announced no decision is made.

Dave made a motion to adjourn. Greg seconded the motion. All agreed by a show of hands. Meeting adjourned at 7:10 pm.

Mayor, Valerie Jaynes

Clerk, Tammy Gardner

TOWN OF NEWLAND
MONTHLY BOARD MEETING
DECEMBER 5, 2017
6:00 PM

PRESENT:

MAYOR: Valerie Jaynes
ALDERMAN: Kenny Caraway, James C. Johnson, Lauren Turbyfill, Joleta Wise, Greg Seiz
GUESTS: Misty Watson, Roy Reynolds, Cathy Tolman, Casey Turbyfill, Christie Hughes, Melodie Johnson, Buddy and Melissa Williamson, Julia Jaynes, Clara Dickson, Jane Wise, Frances Banner, Jessica Clawson, Matt Debnam, Tim Gardner, Shannon Seiz
STAFF: Lise Meinhardt, Keith Hoilman, Byron Clawson, Michael Fields, Crystal Hicks, Tammy Gardner

The Mayor called the meeting to order at 6:00 pm. The Mayor then led the audience in the pledge to the American flag.

Greg Seiz made a motion to approve the proposed agenda. Valerie seconded the motion. No one opposed.

The Mayor made a motion to approve the new proposed agenda. James Johnson seconded the motion.

The Mayor then made a motion to approve the November minutes. Greg Seiz then stated the only adjustments on the minutes was that he made a motion on the emails and withdrew the motion which the minutes did not reflect and he would like that amended. The mayor then made a motion to approve the minutes with that amended. Greg Seiz seconded the motion.

The Mayor then asked for public comments. The Mayor announced the rules for public comments.

Frances Banner asked why the proposed agenda on line was not like the one that was given out at the meeting. The Mayor explained that a few meetings ago they decided to do proposed agendas since they had to be out earlier to the board giving way to add things if they had to before a meeting. Clara Dickson then stated that she would like to address the board in the next meeting.

Misty Watson, the CPA gave the audit report. She gave the board members a booklet and went over the highlights with the board. Misty stated that property tax collection rate was down due to one person not paying yet. She stated the state's minimum is 8%. She stated there were two things looked into, but both have been taken care of. Greg Seiz stated he wanted to go back to the 8% figure about what the state requires? Mr. Seiz stated he had a letter from 2015 for fund balance being down at 44%. He wanted to know what state requires, and what was recommended to get it up. He stated that a typical town of our size is 120%. He stated he wanted to clarify that since it was quiet a big difference. He asked Misty if she knew about that and she stated no she did not. Joleta stated that she would like to add that the letter was actually sent in 2012, 2013, 2014. Misty stated she would have to contact the state to find out. Lise explained that they use a FPA which is a calculation which they do not define

here. Lise stated she could not find it on any treasury website so she is not sure about the ratios. Lise stated she would look into it and send everyone a copy to their emails. Frances stated that Mr. Calvert once stated that the town had a surplus and asks if the town has a surplus. Misty explained the town has a 58% surplus. Greg Seiz asked for her to explain since based on the letter it did not look like there was a surplus. Misty stated she would be happy to contact the state and get back with the answers next month because she was not sure if things were the same then. She stated she was not sure if they were talking about the same thing since she has not seen the letter. Misty explained to Frances that they had enough to pay for about 6 months expenditures. Joe Stated that the one customer with the large tax payment had paid one year's taxes and payment on another. The Mayor thanked Misty.

The Mayor then asked for department reports.

Crystal Hicks gave the tag office report. James told Crystal how wonderfully she and Whitney were doing in the tag office, and how much he appreciated all they did.

Lise Meinhardt gave the financial report. Lise gave the board an audit book and statements which show we are on track with revenue. Lise stated she mailed in the sales tax refund that will be about \$12,000. Greg Seiz stated you won't reflect that till you receive it. Lise stated correct. She stated financial reports come at the last of the month and she would email the full financial statement to each person.

Byron Clawson then gave the police report. He stated that officer Denton was re-certified in child safety seat installment. Byron stated that he had most of the officer's mandatory in-serve certificates for 2017 and will be following up with them before December 31st. Valerie asked Byron about the parade. He stated it all went well and faster than he thought it would be. James thanked Byron for all they do and told him how much he appreciated them.

Keith Hoilman gave the administrative and public works report. He stated he will be sending Danny Cole to 1 certification school in April. Keith also stated that they have installed the snow blade and 8ft snow plow. Keith stated that they have the snowflakes up and most of all the Christmas lights up. He stated the Christmas parade went well. Keith then stated he went to an OSHA meeting because on November 20th had a couple of citations that equaled \$1600.00, which he stated we could pay them or go to Raleigh for a hearing on it. The chainsaw clip was \$3.05 and the Osha inspection was initiated by two workman's compensation claims that were accidentally filed on the same year but were really a year apart 15th and 16th. It raised a red flag and that initiated an inspection. Keith stated that Danny Cole was the safety officer and had installed fire extinguishers in the offices. Keith thanked the employees for their work on the float and for the Santa and pictures. Keith stated he had been researching a grant. Keith stated there had been a leak on Banner Hill in which the men worked on Saturday most of the day to repair the leak. Joleta asked if they could read the letter. Valerie then read a letter from Susie Potter thanking the public works employees and telling the board how hard they worked and what a good job they did. Keith stated he knew Danny, James and Eddie would really appreciate that. James asked who handles keeping up with the inspecting. Keith stated he has a book, after talking to Gary, he has planned on some training and a chainsaw tech. James then asked about the backhoe and if it was fixed now, Keith stated it was. James then asked if there was a maintenance schedule. Keith explained they have a log book in which oil changes and everything else is kept. Eddie Johnson keeps it up. Greg Seiz asked if it was part of his job. Keith replied it was. He stated that Gary and the guys were a lot of help. Keith stated that we would move on and that he thought it would make us a safer place. Joleta asked when was the last inspection. Keith stated he had been here 12 years and had never had one. Keith stated he went to Asheville and got the fine dropped 35%. Danny installed fire extinguishers and got everything checked out and up to date.

In old business. Greg Seiz stated he wanted to bring the motion back, that got tabled last month, to move forward for the email accounts for all the alderman and the Mayor. He stated it would cost \$4.00 per person at total of \$24.00 per month. James seconded the motion. James said he agrees with Greg to keep personal and business emails separate and everyone accountable. Joleta asked if the budget was ok for adding that. Lise replied it was. Frances Banner asked if the issues had been fixed from the discussion last month of not being able to get the emails. Lise and Keith explained yes, it's just a matter of how you set it up. Lise stated it was stored in the cloud and there was no reason you shouldn't have your own password. Lise stated it would be easier for her to use it instead of trying to figure out which email to use. All agreed by a show of hands. The motion carried.

James then asked about the moratorium. It was set up to be able to look over policies that were out of date and plan for the future. Keith stated that Greg could probably tell more about it. Keith stated the point was to look over some of the older policies and see if they needed updated and planning for the future. Greg Seiz stated he came here in June or July 2016 and had a \$30,000.00 document put together by the High Country Council of Government to set up a planning committee but it was put on a shelf and was never looked at. Greg stated it was a great piece of reference for the town. Greg stated he made a motion for that and the motion passed but it was never really looked at. Greg stated there was no movement from the board to continue it. Greg stated it was 18 years ago since the policies had been changed. He stated that a lot of policies are out of date and thought the 60 days would help spur a planning committee to get interested in the town and have a planning committee to get interested in the towns growth. It has 30 days left. James stated he thought it could have been done with a planning committee and not a moratorium because it upset the community since people did not understand it and it upset a lot of people. James made a motion to resend the moratorium. Greg Seiz asked Joe Seegers if we must have a public hearing on it. Joe stated no. Joleta seconded the motion but stated she wanted to go on with a planning committee. Lauren agreed. Kenny opposed. Motion carried.

In new business.

The Mayor asked about a pro-tem. Greg Seiz stated that James Johnson was interested in the job. James said yes, he would be. Joleta made a motion to make James the pro-tem. Greg Seiz seconded the motion. All agreed by a show of hands and saying I. Motion carried.

The Mayor then asked about a deputy finance officer (for check signing only) when Lise is not available. Lise explained that when the treasury people were here they strongly suggested to have one in place because a finance officer must sign the checks. Lise explained it could be any of us, an employee, or a board member. James said since all the board members were usually working and might not be available at all time that Tammy Gardner should have that job. Joleta stated that person should be bonded. She stated she highly recommended bonding that person. Lauren made a motion to appoint Tammy Gardner as deputy finance officer for signing checks only. James seconded the motion. All agreed by a show of hands and saying I. Motion carried.

The Mayor then asked about reappointing Joe Seegers as town attorney, Keith Hoilman as town administrator, and Tammy Gardner as town clerk. Greg Seiz made a motion to reappoint Joe Seegers, Keith Hoilman, Tammy Gardner. Kenny seconded the motion. All agreed by a show of hands and saying I. Motion carried.

The Mayor then asked about the revised budget. Lise explained how the auditor, treasury people suggests that the town have a 2-page format, budget ordinance. All it does is change the format of the

budget nothing else. Only difference is if there a profit has gone into the contingency line so that the revenue equals the expenditures. Lise explained not a change in the budget just the format. Joleta made a motion to change the format of the budget. James seconded the motion. All agreed by a show of hand and saying I. Motion carried.

Lise then asked the board about this year's Christmas bonus for the employee's. Lise explained it was \$600.00 last year. She gave the proposal to the board. Greg Seiz asked how much was given last year. Lise stated \$600.00 flat to each employee. Greg then asked how many employee's. Lise stated 12. Joleta asked why it was not included in the initial budget. Lise explained no it was not. Joleta asked if there was a reason the former board did not. Kenny explained they were waiting on Lise to get the budget straightened out then they would know what we could afford. The staff was given \$600.00 last year Kenny stated. Greg Seiz stated was this old business then. Keith stated it was just not put in the budget yet and wanted to see where the town was financially after 3 months into the new budget. Lise explained her feeling was that we were on track with the budget and below expenditures. She explained she does not see any major increases and insurances lowered. Greg Seiz asked if it was in the budget to pay next week with payroll. Lise replied no. James asked if it was voted on and approved when would it be rewarded. Lise responded that payday is the 15th, but the best thing is to do a separate payroll because if it's on the same check because it makes the government think it is their normal pay and it takes them into a higher tax bracket. James asked if it could be staggered. Lise replied yes or she could do them a day apart. Lise explained to the board it was a proposal from Keith and her. She stated they think the employees have done a great job this year and deserve one. James stated he wanted to talk about it later after closed session. Greg asked if it can be discussed in closed session. Joleta stated yes it was personnel. The board agreed and tabled it until after closed session.

Clara Dickson spoke up and Greg Seiz made a point of order. Clara stated how many times has the board been out of order. The Mayor stated unfortunately she would have to talk to the board at next meeting during public comments or be on the agenda to speak since public comments were over. Clara stated she would talk to the board in the next meeting.

Greg Seiz made a motion to go into closed session for personnel. James seconded the motion. All agreed by a show of hands and saying I.

Upon returning from closed session the Mayor announced no decision was made.

James asked Lise how difficult it would be to process bonuses on the 15th. James then asked Mr. Seegers if it could be done on the 15th. He stated they could. James stated he did not want bonus out until the 15th. Joleta Wise then made a motion to give the employees a \$500.00 bonus on the 15th of December and to amend the budget for \$6000.00. James seconded the motion. All agreed by a show of hands and saying I. Motion carried. James stated that paying people before they work was brought to his attention. Lise explained that she collects time sheets on Wednesday and they deposit on Friday. She stated if someone calls in sick or takes a vacation day it is adjusted the following payday. Lise explained she was open to change. It could be done on the following Tuesday. Lise states it is something the board needs to talk about. James said he would like to do it on the next check since the employees got a bonus. Keith states he would like to talk to the employees first. Lise explained there had been very few adjustments. Greg Seiz states there is money there. Lise states yes that almost everyone has accrued time. Lise states that maybe after the first of the year would be a good time.

Lise asked Joe Seegers if they needed to pay the bill to the County Board of Elections for the remaining balance. Joe explained he had already spoken with them about the lawyer bill and their bill.

James stated the bill for the Board of Elections for \$767.50 needed to be paid. He stated the past is the past and we need to move forward and go ahead and get this behind us. James stated he wants what's best for Newland. Julia Jaynes then stated could she ask a question. Kenny and Greg asked for point of order for motion on the floor since she was talking out of order. Julia stated she may be out of order, but she wanted to ask it anyway. She stated who made the decision to do this and get a lawyer for this, I cannot see paying a bill out of anger and jealousy. The town should not be responsible but the parties that were involved should pay this bill. The Mayor stated she could not do point of order because that was her mother-in-law. Julia states the person who went to the board of elections did it from jealousy and she felt it was the wrong thing to do. Lauren asked if the board of elections made a motion to challenge the letter of Joleta. Joe stated it was not an action taken by the town. Lise stated it was not an action taken by the town however the North Carolina general statutes states that any challenge from any person in challenging is the responsibility of the municipalities and it states the board of elections charges the town. Lauren asked if the town can get it from the person who did it, Lise and Keith explained no. Joe stated that state statutes require the town to pay contested fees, not an individual contesting a candidate's right to run for office. James states we went around and came back to the same thing it must be paid. Lauren states she disagrees with the statutes. Greg Seiz asks if this is something we could get quotes for and represent for the board. Joe stated Board of Elections does that. James states he does not care who did it but he is looking at a bill that needs paid. James made a motion to pay the bill in the amount of \$767.50. Greg Seiz seconded the motion. The mayor asked for discussion. Greg stated the reason he felt is because he does not want a black eye with the town. Greg states he will try to do what is best for the town. He stated people may not always agree with him but that they could call him anytime day or night to discuss the matter on why he made the decision and it will usually be based on fact. He states the attorney bill has been paid and this bill is for the board of elections. He states we need to do business with the county. He states he would like to see us working more with the county because they use a lot of things in our town. He states that is why he agrees and seconded the motion. He states he knows what Joe makes an hour and that everyone knew that amount, and feels we should pay the \$767.50. He states we just spent 15 to 20 minutes going over this again and is a big waste of the board's time. Greg states we really need to stand past the point of order here. The mayor asked for all agreed votes. James and Greg agreed. The mayor then asked for all opposed. Kenny, Lauren and Joleta opposed. Mayor announced motion failed and did not carry.

The Mayor then asked if there was anything else. Lise stated we received a quote from Misty Watson for next year's audit. She states she guesses the state is asking for it earlier because it needs approved. She stated it was \$14,000.00. this year because she did not spend as much time as she thought she would or it would have been \$15,000.00. Joleta stated she would like to take bids. Greg Seiz stated we need to make a motion for that. Joleta made a motion to submit bids for the next audit. James seconded the motion. The mayor then asked for discussion. Greg Seiz made a motion to move it till next month's meeting. Kenny stated that Misty Watson's bid was now a matter of public record and that would not be fair for her. Kenny stated she was cheaper than others. James stated she would get the opportunity to bid and states the bid process is a wonderful thing and a lot of things needed to be bid out. Greg stated it had been tabled until next meeting so point of order. Lise stated it was \$7500 to \$8000 less than the year before. Greg Seiz stated she saved the town around 35%. Mayor stated we would discuss it next month. Greg Seiz stated he had one more thing because he did not want to be the bad guy here. The whole point of order he states that he would love to see it working the way it is supposed to. Back and forth with public comments when a motion is on the table is inappropriate. Greg states he would really like for the public to understand and respect that. James states there is one more thing that is important in looking at this, but thinks the board should move forward. James states he has a mother that lives here and loves dearly but as they grow older he states he would like for the employees to learn CPR. James feels it would help the water department and it will help on the insurance. He states if

his mother came in to pay a water bill and fell over he would like for someone to be able to help her. He states he does it for a living and thinks it will cost about \$7.00 a piece for certification and is good for two years. Joleta thinks it is a great idea. Greg Seiz asks if we could bring it forward on the agenda next month. James then stated he wanted to bring back the Christmas Light Contest and a prize of one free water bill and sewer bill. He states he knows its late but maybe some will participate. James states he believes it would be a positive thing. Keith then asked if there would be a cap amount for the water/sewer bill. James believes it will help with things. James makes a motion to put it in effect tonight. James made a motion to bring back the Christmas Light Contest for one commercial business and one resident one free water and sewer bill. Lauren seconded the motion. James stated the Police Chief and Administrator are in charge of picking a winner. All agreed by and show of hands and saying I.

Lauren made a motion to adjourn the meeting. James seconded the motion all agreed by a show of hand and saying I.

Meeting adjourned at 7:45 pm.

Mayor, Valerie Jaynes

Clerk, Tammy Gardner