

## Regular Meeting Minutes – February 6, 2018

The Graham County Board of Commissioners met Tuesday, February 6, 2018 at 5:30 p.m. for their regular monthly meeting in the Graham County Community Building located at 196 Knight Street Robbinsville, NC. Board present was: Keith Eller, Dale Wiggins and Raymond Williams. Board absent: Jacob Nelms and Connie Orr. Commissioner Connie Orr was attending the NCACC Board of Directors meeting in Raleigh, NC.

1. Chairman Eller called the meeting to order.
2. Chairman Eller asks Commissioner Williams to give the Invocation.
3. Chairman Eller asks Commissioner Wiggins to lead the Pledge of Allegiance.
4. Chairman Eller asks for any changes to the agenda. Manager Garland stated that we needed to add Health Director Beth Booth as Item 6 ( Jeremy Brown was unable to attend); add Eddie Hollifield as Item 7 (Mike Stiles was unable to attend); and add Commissioner Williams to new business and closed session for personnel. Commissioner Wiggins made the motion to approve the agenda with the changes as stated. Commissioner Williams seconded this motion. Vote unanimous.
5. Chairman Eller asks for approval of the Regular Meeting Minutes for January 18<sup>th</sup> and the Workshop Session for January 18<sup>th</sup>. Commissioner Wiggins made the motion to approve the minutes as stated. Commissioner Williams seconded this motion. Vote unanimous.
6. Chairman Eller asks Health Director Beth Booth to speak. Ms. Booth stated that she was here to obtain approval from the board on updating the Health Department's website. Ms. Booth obtained two quotes: 1) Stars Creative for \$7500.00 and a yearly maintenance fee of \$3500.00 after the first year. 2) CIVICPLUS for \$7000.00 and a yearly maintenance fee of \$2000.00 beginning year two. Commissioner Williams made the motion to go with CIVICPLUS. Commissioner Wiggins seconded this motion. Vote unanimous.
7. Chairman Eller asks Eddie Hollifield to speak. Mr. Hollifield stated that he was here to request sponsorship for the Daniel Boone Council, Boy Scouts of America 4<sup>th</sup> Annual Bass Fishing Tournament at Fontana Lake. Mr. Hollifield asks that the money come from the occupancy tax that is collected at Fontana Village. The board thanked Mr. Hollifield for his work with the Boy Scouts and informed him that the Travel and Tourism Board would have to grant this request. Commissioner Williams stated that the next meeting will be Thursday, February 8<sup>th</sup> at 4:30 p.m. at the Graham County Community Building.
8. Chairman Eller asks Larry Hembree, EMS Director to speak. Mr. Hembree stated that he was here to discuss the EMPG Grant. Mr. Hembree stated that the county receives funding from the state for attending conferences and for EM projects that they approve. Mr. Hembree stated that this money can be used for his salary as well. Mr. Hembree stated that we needed to use all the funds or we would have to return it back to the state. The board agreed that the money needed to be used in its entirety Mr. Hembree stated that he received a check for \$20,625.00 last October and received a total of \$38,583.00 for last year.
9. Chairman Eller asks Wanda Hill, Senior Center Director to speak. Ms. Hill stated that she was here to ask permission to apply for the 2019 HCCBG Grant. Ms. Hill stated that she was applying for the same amount as last year. Commissioner Wiggins made the motion to allow Ms. Hill to apply for the 2019 HCCBG Grant. Commissioner Williams seconded this motion. Vote unanimous.
10. Chairman Eller asks Manager Garland for the Manager's Report. Manager Garland stated that her first item for discussion was the website for the Health Department but this was addressed by Director Booth at the first of the meeting.
11. Manager Garland stated that the P&J building finishing up work is in process and they are waiting on the executed change order to commence the storefront work to be done.
12. Manager Garland stated that the 911 Call Center is almost done and asks Misty Hembree to address the board on some final contracts. Misty Hembree, 911 Director stated that she has some final contracts on the technology side to present to the board. The first contract is for a Recorder System and the cost was \$45,506.00; the second contract is for the CAD System for \$241,748.00 and the third contract was for the Radio Upgrade for \$79,683.69. Manager Garland stated that she and Misty was working to get a conference call with the 911 board director and his assistant to ensure that we are maximizing both the grants and the 911 funds. Manager Garland stated that the grant funds allow us to have much more flexibility in spending on the

building but if we spend it all down, then we are hurting ourselves on the regular 911 funds and our meeting with them will help us to find the best overall scenario.

13. Manager Garland stated that she has been in contact with three firms who are preparing proposals for a courthouse assessment and she has some contractual issues to go over in closed session.
14. Manager Garland stated that the plans for the Administration Building need more consideration and she needs to know what we are facing with the courthouse. Manager Garland requests that we slow down until we have more answers. Manager Garland stated that in her analysis of existing space occupied by most of the offices in the courthouse to be moved is less in the current plan than they occupy now.
15. Manager Garland stated that she received a Right of Entry and Access Agreement between Graham County and the Cody Family to provide the company that is installing the ground water monitoring wells ability to access the wells to monitor them. This agreement will allow them to cross our property at the Sheriff's Department to do this work. Manager Garland stated that Attorney Coward has reviewed the document and finds no problems with it. Chairman Eller asks that this be discussed in closed session.
16. Manager Garland stated that a representative from DEQ made contact with her in reference to the gas spill advisory. Manager Garland stated that we extended the recreational ban on October 17, 2017 but DEQ is requiring that we pass a resolution to extend the ban for the record. Commissioner Williams made the motion to approve the resolution prepared by Manager Garland. Commissioner Williams seconded this motion. Vote unanimous.
17. Manager Garland stated that the Church Mouse Ministries is making a community garden and is seeking grants for the garden. Manager Garland stated that they are asking Graham County for a letter of support. Manager Garland stated that the Health Department is working with them as well to apply for grant funding. The board all agreed to the letter of support.
18. Manager Garland stated that she had received a notice from TVA on the Phase 1 Floating Cabin Rules Amendment which will redefine non-navigable houseboats and floating cabins to all becoming termed floating cabins after December 31, 2016 along with limited mooring standards, limitations to expansions, and requirements to register with TVA before January 1, 2019. Manager Garland stated that we have until March 19, 2018 to submit written comments and according to the federal register they may not remove any cabins that were permitted previous to December 2016 for 15 years and those without permits at December 2016 may not be removed for 5 years.
19. Manager Garland stated that the USFS District Ranger met with Brandon Houck, our Interim District Ranger last week and he said now is the time to send the letter to Alan Nicholson in Asheville who will be in charge of the final hire for our ranger. Manager Garland stated that they have advertised the position and will be interviewing applicants later this month. Manager Garland stated that Mr. Houck would like to come to our March board meeting with his timber specialist to go over the timber program for Graham County and they are scheduled for the March 20<sup>th</sup> workshop.
20. Manager Garland stated that the USFS approved the permits for our dumpster sites and this is a ten year permit.
21. Manager Garland attached a report from the Library and they are quite busy with activities for people from 0 to 100. Manager Garland stated that you will see wonderful changes to the interior of the library and it is much better organized and you are greeted with friendly faces.
22. Manager Garland stated that Duke Lifepoint issued a notice on Sunday morning that they will be having a public forum tomorrow evening at 5:30 p.m. at the Robbinsville High School and are encouraging community leaders to attend so they can advise us of their strategic plan for health care in our area.
23. Manager Garland stated that she needed to have a lengthy workshop for the following items sometime in mid-March. The items for discussion are: Capital projects planning and programming; Budget – set priorities for 2018-2019; Go over findings with Wage Study/Staffing Plans; Capital Outlay priorities and Evaluation of Manager and set manager priorities for 2018-2019 fiscal year.
24. Manager Garland stated that she, Chairman Eller and Commissioner Nelms would be attending a Corridor K meeting on February 12<sup>th</sup>.
25. Chairman Eller asks for public comment. Manager Garland stated that no one was signed in for public comment.

26. Chairman Eller stated that we would now go into the discussion items. Manager Garland stated that we had a request from the American Cancer Society to use an office in the county for their breast cancer patients. Manager Garland stated that they previously used the health department but with the new move there is no space available for them. Manager Garland stated that the only office available was at the EMS Base. Chairman Eller stated that Larry Hembree uses this office. The board discussed other options. The board suggests that they reach out to our local churches to see if an office or room could be made available to them.
27. Manager Garland stated that we needed two members appointed to the Four Square Board. Commissioners Raymond Williams and Commissioner Dale Wiggins volunteered to sit on this board. Commissioner Wiggins made the motion to appoint Commissioner Williams and himself to this board. Commissioner Williams seconded this motion. Vote unanimous.
28. Manager Garland stated that Four Square needed one more board member that represents the low income of our county. The board would try and find someone by the next meeting.
29. Manager Garland stated that we have finished the amendments to the personnel policy and asks that the board adopt the new policy as written. Commissioner Wiggins made the motion to approve the new personnel policy as written. Commissioner Williams seconded this motion. Vote unanimous.
30. Manager Garland stated that we needed to replace Commissioner Wiggins on the following boards: HCCBG Committee; DSS-LGPBC; Senior Center Advisory Board; SW Aging Leadership Team; SW Region A Aging Advisory; SWNC Senior Tar Heel Delegate (alternate). Commissioner Williams stated that he would serve on the Senior Center Advisory Board and the HCCBG Committee. Clerk Crisp stated that Commissioner Nelms could be moved from alternate to member on the SW Region A Advisory Committee. Commissioner Wiggins made the motion to appoint Commissioner Williams to the boards he volunteered for and to move Commissioner Nelms from the alternate seat to the member seat on the SW Region A Advisory Committee. Commissioner Williams seconded this motion. Vote unanimous.
31. Manager Garland stated that the Board of Health will be having Board of Health Orientation on March 20<sup>th</sup> at 1:00 p.m.
32. Chairman Eller asks if the issue with the fire exits at the P&J Building had been taken care of. Manager Garland stated that everything was fine with the exits leaving them as is.
33. Chairman Eller asks Commissioner Williams to speak. Commissioner Williams stated that he had taken his radio to Sylva to WCC and talked to Roger and he knows what our problems are with our radios. Commissioner Williams stated that he asked for a radio check with Dispatch and they did not hear him but Jeff Williams in Fontana and Clerk Crisp in Robbinsville heard him plain and clear. Commissioner Williams stated that we have needed our radios fixed for two to three years and we need to know what is wrong with our radios. Chairman Eller stated that he has asked repeatedly for a price on frequency for our county.
34. Chairman Eller stated that the board needed to go into closed session under G.S. 143-318.11(a) (1) (3) (5) (6) for privileged or confidential information, attorney client privilege, personnel and contracts. Commissioner Williams made the motion to go into closed session as stated. Chairman Eller seconded this motion. Vote unanimous.
35. Commissioner Williams made the motion to go back into open session. Commissioner Wiggins seconded this motion. Vote unanimous.
36. Commissioner Williams made the motion to retract the motion on setting a fee on ambulance costs for county residents who are DOA and to do a case by case basis. Commissioner Wiggins seconded this motion. Vote unanimous.
37. Commissioner Williams made the motion for Chairman Eller to sign the Right of Easement for the Cody Family when they signed the promised donated land at the Transfer Station over to the county. Commissioner Wiggins seconded this motion. Vote unanimous.
38. Chairman Eller made the motion to adjourn. Commissioner Williams seconded this motion. Vote unanimous.

Signature page attached!

Signature page for Regular Meeting February 6, 2018

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Keith Eller, Chairman, Graham County Commissioner

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Connie Orr, Vice-Chairman, Graham County Commissioner

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Jacob Nelms, Member, Graham County Commissioner

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Dale E. Wiggins, Member, Graham County Commissioner

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Raymond Williams, Member, Graham County Commissioner

ATTEST:

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Kim Crisp, Clerk to the Board