

MINUTES
Town of Blowing Rock
Board of Commissioners
Special Meeting – June 28, 2012

The Town of Blowing Rock Board of Commissioners held a special meeting on Thursday, June 28, 2012 beginning at 9:00 a.m. The meeting took place at Town Hall located at 1036 Main Street, Blowing Rock. Present were Mayor J.B. Lawrence, Commissioners Albert Yount, Tommy Klutz, Doug Matheson, and Jim Steele. Commissioner Dan Phillips was unable to attend the meeting due to sickness. Others present were Town Manager Scott Hildebran, Finance Director Nicole Norman, and Town Clerk Sharon Greene.

Mayor Lawrence called the meeting to order at 9:05 a.m. stating the purpose of the meeting was to handle year-end budget related items.

ACTION ITEMS

1. Engineering Services- Blue Ridge Vistas Condominiums

Town Manager Hildebran reviewed a proposal from McGill Associates for engineering services for the installation of a water line to service the Village Gate Condos (Blue Ridge Vistas) in conjunction with the Hwy 321 Widening Project. Mr. Hildebran also advised, prior to receiving water service, the property would be annexed into the Town limits of Blowing Rock.

Mr. Hildebran further stated that the North Carolina Department of Transportation (NCDOT) had requested that the Town prepare design documents for the installation of the water line to the Blue Ridge Vista Condos and based on their understanding of the project scope, McGill had proposed a cost of approximately \$11,000.00 for the project. According to Mr. Hildebran, the Town would receive reimbursement from the NCDOT for the full amount.

Mayor Lawrence called for a motion for approval of this item. Commissioner Klutz moved to approve the proposed engineering services agreement in the amount of \$11,000.00, seconded by Commissioner Steele. Unanimously approved. **Engineering Services Agreement- Blue Ridge Vistas Condominiums Service Extension Project – Exhibit A**

2. EEOP

Mr. Hildebran stated that in order for the Police Department to receive grant funding for mobile data terminal units for their police cars, an Equal Employment Opportunity Program (EEOP) needed to be adopted so that employment data regarding race, national origin, and gender could be collected, tracked and disseminated as necessary for compliance.

Commissioner Yount made a motion to adopt the EEOP as presented, seconded by Commissioner Matheson. Unanimously approved. **Equal Employment Opportunity Program (EEOP) – Exhibit B**

3. Town of Blowing Rock Section 125 Plan

Mr. Hildebran advised to meet IRS regulation changes, effective July 1, 2012, the "Limitation on Allocations" article in the Town's Section 125 Plan had been modified from a maximum of \$3,500.00 per year to \$2,500.00 per year per participant.

A motion was made by Commissioner Matheson, seconded by Commissioner Yount to approve the modification to the Town's Section 125 Plan as presented. **Section 125 Plan Amendment– Exhibit C**

4. Budget Amendment (Ord. #2012-09)

Town Manager Hildebran presented Budget Amendment Ordinance #2012-09 to Council for their consideration. He outlined the amendment as follows:

Section1 (General Fund) adjusts budget allocations to close out the budget year and allocates intern (seasonal salaries) reimbursement funds to be received from BRAAC.

Section 2 (General Capital Projects Fund) allocated additional donations received for the construction of the pool picnic pavilion.

Section 3 (Water/Sewer Fund) adjusts allocations to close out the budget year. This section also allocated Water/Sewer Fund retained earnings to cover revenue shortfalls due to lower than anticipated water/sewer usage/charges and water/sewer impact fee charges. In addition, this section allocates annual water tank and clearwell maintenance /repair line (per auditor).

Section 4 (Water/Sewer Capital Projects Fund) completes the allocation of annual water tank and clearwell maintenance costs from the water/sewer capital projects fund reserve to the water/sewer field operations maintenance/repair line. This section also allocated NCDOT reimbursement funds for design costs associated with the Village Gate/Blue Ridge Vistas water project due to the Hwy 321 widening.

Commissioner Steele made a motion to approve Budget Amendment #2012-09 as presented. The motion was seconded by Commissioner Yount. Unanimously approved. **Budget Amendment (Ord. #2012-09) – Exhibit D**

ADJOURN

Prior to the close of the meeting, Mayor Pro tem Yount asked council if they would be willing to meet with Steve Fleming of Well Spring Retirement Community (potential partner of Appalachian Regional Health Systems) to receive an update on the project. Council agreed to a meeting.

There being no further business to discuss, the meeting was adjourned at 9:30 a.m.

MAYOR _____
J.B. Lawrence

ATTEST _____

Sharon Greene, Town Clerk

ATTACHMENTS (06-28-12)

Engineering Services Agreement- Blue Ridge Vistas Condominiums Service Extension Project – Exhibit A

Equal Employment Opportunity Program EEOP – Exhibit B

Section 125 Plan Amendment – Exhibit C

Budget Amendment #2012-09 – Exhibit D