

**MINUTES OF THE AGENDA WORK SESSION
OF THE TOWN COUNCIL OF THE
TOWN OF LAUREL PARK, N.C.
October 13, 2011
9:30 A. M.**

The Laurel Park Town Council held an agenda work session in Town Hall on October 13, 2011 at 9:30 a.m. The following members were present: Mayor Henry T. Johnson, Commissioner Richard P. Cooke, Commissioner Dona M. Mennella, Commissioner J. Carey O'Cain, and Commissioner Robert O. Vickery. Town Manager Jim Ball was also present.

Mayor Johnson called to order the October 13, 2011, Council Agenda Work Session.

APPROVAL OF AGENDA

Commissioner Mennella moved to approve the Agenda. Mayor Johnson asked for discussion; there was none. The vote was unanimous in favor of the motion to approve the agenda.

AGENDA REVIEW – The Council reviewed the agenda items for the October 18, 2011 Town Council regular meeting.

1) Consent Agenda

- a) Minutes from the September 20, 2011 Council Regular Meeting
- b) Minutes from the September 20, 2011, Closed Session
- c) Minutes from the October 13, 2011 Council Work Session

2) Public Hearing(s)

None

3) Old Business

None

4) New Business

Consideration, Town Audit as prepared by Burleson & Earley, P.A. for year ending June 30, 2011

The Council discussed the draft audit with Bronwyn Burleson of Burleson & Earley, P.A. Several areas within the audit were discussed. The auditor stated that the results of the audit disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

5) Town Manager's Report

Special Work Session – Commercial/Noncommercial Wireless Communications

COUNCIL UPDATES AND OPEN DISCUSSION – The Council received updates on and discussed the following areas:

1. Discussion, Laurel Park Civic Association Historical Marker Program. Mr. Ball informed Council that the Laurel Park Civic Association had installed the next two historical markers. The first recognizes *Crystal Spring* and its very interesting history. The second recognizes *Woodlawn*, the historically significant home (originally built in 1837) of Roberta and Price Reinert at 211 Robinson Lane.

2. Discussion, Rhododendron Lake Park. Mr. Ball stated that Clement Riddle, of ClearWater Environmental, had given the Parks and Greenways Board an update on the project at its meeting on October 11. He expected to submit the updated plan by the end of the month. He still hoped to complete all the permitting within the next couple of months.

Mr. Ball stated that the Town Attorney had the paperwork required to set up the closing on the Lancaster Property. He hoped that closing would occur by the end of October.

Mr. Ball stated that he had contacted the surveyor with instruction to complete the work as directed for the Youngblood property. Once complete, that information would be forwarded to the Town Attorney to set up closing for this purchase. He hoped that closing would occur by the end of November.

3. Discussion, Unknown Owner Parcels. Mr. Ball stated that, since last month, the County Land Records Office had worked on two additional unknown parcels. As reported last month, work had been completed on one of the thirteen parcels and ownership had been reestablished due to the title work provided by the Town.
4. Discussion, Apple House Pump Station Roof Repair. Mr. Ball informed Council that the Apple Pump Station roof had a very bad leak. He had received quotes to repair the roof. He stated that the tiles had historical significance to the Town. He wanted to ensure that the Council would like the tile roof to be saved. Council concurred.
5. Discussion, Brush Collection. Mr. Ball stated that several residents may be at the Tuesday Council Regular meeting to discuss why fall brush collection was cancelled this year and the importance of brush collection within the community.
6. Discussion, Bi-weekly Pay Period. Mr. Ball stated that staff had completed about 80% of the policy review that would be required due to the change from a weekly to a bi-weekly pay period on January 1, 2012. He hoped to have the draft copies to Council by the end of the month for the policies to be discussed at the November work session. Mr. Ball recommended a bonus be paid to employees during the week that employees would not receive any pay because of the change. Council concurred.
7. Discussion, Eagle Software. Mr. Ball updated the Council on the progress of the eagle software upgrade. All initial training had occurred and the software company would be on site when we print water bills for the upcoming billing cycle.
8. Discussion, Extraterritorial Jurisdiction (ETJ) Project. Mr. Ball stated that the Henderson County Planning Director, Anthony Starr, initiated discussion with him about considering realignment of Laurel Park's ETJ zoning and/or the County's zoning where zoning controls currently overlap on a given parcel within the Town's ETJ. The overall goal of the project would be that the residents affected would have all of their property within one zoning jurisdiction. The Planning Board recommended that the Town retain all of its current ETJ's.

Council discussed an option to propose back to the County that the jurisdiction with the majority of the land within the parcel affected be the jurisdiction to retain control of that parcel. Mr. Ball stated he would discuss that option with Mr. Starr.

KEY DATE(S) – Council reviewed and discussed the following key date(s):

An Orientation for New Mayors is scheduled for Monday, November 28, 2011 from 9:00 am to 4:00 pm at Western Carolina University, Cullowhee.

The annual Employee Christmas Dinner at Echo Mountain Inn is scheduled for December 10, 2011.

The 2012 Essentials of Municipal Government is scheduled for January 25-26, 2012 in Asheville at the Doubletree Biltmore.

There being no further business, Commissioner Vickery moved to adjourn. Mayor Johnson asked for discussion; there was none. The vote was unanimous in favor of the motion.

ATTEST:

Henry T. Johnson, Mayor

Kimberly B. Hensley, CMC
Town Clerk

Date