

MINUTES OF THE MEETING OF THE MAYOR AND THE TOWN COMMISSIONERS OF
BILTMORE FOREST HELD APRIL 9, 2024

Be it remembered by those that follow these proceedings that the Governing Board of the Town of Biltmore Forest met and conducted the following business:

Roll call taken by the Clerk:

Mayor George F. Goosmann, III, present

Commissioner Doris P. Loomis, present

Commissioner Fran Cogburn, present

Commissioner Glenn Kelly, present

Mr. Jonathan Kanipe, the Town Manager, was present. The Town Attorney, Billy Clarke, was also present.

Mayor Goosmann called the meeting to order at 4:30 pm.

The Pledge of Allegiance was conducted.

Consent Agenda

Commissioner Cogburn made a motion to approve the minutes from March 12, 2024. Commissioner Loomis seconded the motion. The Regular Meeting Minutes and Special Call Meeting Minutes were unanimously approved.

Public Comment

Mr. Charles Snider at 17 Brookside Road said Mr. Buckner informed them of a sewer line leak across the street at the park on Brookside. He was surprised that he was responsible for the repair. Mr. Kanipe said the Town doesn't own any sewer lines in Town, the Metropolitan Sewer District owns them. Mr. Kanipe said the service line that runs from Mr. Snider's home to the main line is the responsibility of the homeowner.

Mr. Clarke said this is essentially correct. Mr. Clarke said in some cases, there is a clean out and to Mr. Clarke's understanding, the homeowner is responsible up to the clean out.

Mr. Buckner said the sewer main is up in the middle of the park closest to the creek. There is a clean out on the edge of Brookside Road. The Town doesn't own any sewer. Mr. Buckner reported the issue to MSD. MSD maintains about ten feet outside of the main. From that point to the home is the resident's responsibility. Mr. Clarke said he will try and find out more details and get back to Mr. Snider.

Chief Trevor Lance gave the report for the Skyland Fire Department. There were a total of 28 calls for the month. Chief Lance said to make sure to get your dryer vents cleaned out. He said this should be done every six months. Also, inspect gas grills such as grease build up and spider webs. Mayor Goosmann thanked Chief Lance for all their hard work.

Chief Chris Beddingfield gave the report for the Police Department. Chief Beddingfield said last month he attended North Carolina State University during last month's meeting for a leadership program.

There were approximately 700 calls for the month. The main complaint was speeding traffic. There were over 53 traffic violations issued.

The Flock camera system has been working and they are starting the installations of the cameras throughout Town.

There are a lot of issues at the Doubletree Hotel. They have been working with Asheville and Biltmore Farms by trying to decide if the Biltmore Forest Police Department should be the initial response. They have also added cameras in that parking lot.

There is a Regional Chief's meeting at the Doubletree next week and should be a good event.

Staff is still waiting to hear back from the State on the conditional offer to a potential employee. The State is looking at 90 days and we are hoping to make this an easier process.

Commissioner Kelly asked Chief Beddingfield if they decided what kind of police cars they are going to buy. Chief Beddingfield said they will most likely wait until next budget year for buying new cars. There is still a long waiting list for vehicles.

Mr. Kanipe issued the Planning report for Tony Williams, Town Planner who was unable to attend. Mr. Kanipe said there were also two notices of violation issued yesterday.

Mr. Kanipe gave the report for the Town and the staff met with the architect and engineer last week to review comments from the Special Call meeting. The main focus for this discussion was reducing the scope of the Public Works facility and reviewing assumptions made during the initial review. The next step will be a more intensive review process with the Board that will occur next month.

Mr. Kanipe gave an update on the Greenwood Park update. The final tree removal occurred last week. These trees were removed because they were hazardous to the public gathering spaces in the park.

The Town also approved an agreement with Tennoca Construction Company to construct the bridge across the creek. This work will also occur over the next few weeks. The footings for the bridge are scheduled to begin next week, and the shop drawings for the steel are still in process. Also, the final paving of the walking path within the park will take place once the bridge construction is complete. There will also be heavy landscaping that will occur.

The trail project work has progressed and anticipate it to be finished by May 1st.

Each April, the Town is required to submit an annual report to the U.S. Department of Treasury regarding our utilization of the American Recovery Plan funds. The Town received an allocation of just over \$451,000. Funds were allocated toward the park improvements, which include Greenwood Park, the trail in Brooklawn Park, and upcoming playground improvements at Rosebank Park. In addition, the Town's audio-visual improvements last year were funded through this distribution. The Town's obligation for these funds must occur prior to December 31, 2024 and funds must be spent no later than the end of FY 25.

Mr. Kanipe said the Planning Commission met at the end of March and they would like to coordinate a joint meeting with the Board of Commissioners to receive feedback on their work plan and what specific issues the Board feels need to be addressed. The Town will coordinate this sometime within the next few months. There are several Planning Commission members who will also be attending a training at Biltmore Park on May 1st through the UNC School of Government.

Mr. Kanipe said he anticipates having a draft of the revised personnel policy for the Board's review at the Board meeting in May. Our second all-staff meeting is on Thursday, April 18th to present the potential changes and then finalize.

Mr. Harry Buckner gave the report for the Public Works Department. Staff completed CPR training and Mr. Buckner thanked Chief Beddingfield for coordinating this.

Mr. Buckner said staff has been mowing a great deal this year and they have been busy. There is an area that has a failing storm drain under Forest Road. Mr. Buckner said it doesn't pose an immediate or urgent matter but it is a substantial project. It is a cross pipe under the road. Mr. Buckner has met with a contractor and they are waiting for pricing and feedback.

Mr. Buckner completed the Consumer Confidence Report and it will be mailed out within the next few weeks. All of the tests passed.

Mr. Buckner said bi-monthly water billing will occur this month. Mr. Buckner said they are attempting various landscaping projects this month also.

Commissioner Kelly asked Mr. Buckner about the striping in front of the Country Club from the east side to the west side is disintegrating. Mr. Buckner said he would look into this.

Commissioner Kelly asked about the paving on Stuyvesant since he received a complaint. Mr. Buckner said it would be about October when the stormwater project will be worked on.

Mr. Buckner discussed the local water supply plan. This is a summary of our water system and our water usage as an entity and what planning we have in place with our supply. We purchase 100% of our water from the City of Asheville. Mr. Buckner said we currently have 813 water meters which is approximately 650 customers. We operate about 20 miles of water pipes. The vast majority of the water system was replaced in 2004. We use about 163,000 gallons of water per day throughout Town. There is a lot of variation between summer and winter. The average water usage is 87 gallons per person per day. This is within industry standards. We are in really good shape.

Stuyvesant/Lone Pine/Vanderbilt Road Stormwater project was discussed by Mr. Kanipe. Last month, the Board awarded a construction contract to Hyatt Pipeline, LLC for this stormwater construction project. Staff will conduct a pre-construction meeting with the engineer and contractor prior to work commencing and review the Town's expectations and the project overall. Mr. Kanipe signed off on the erosion control permit for it today as well.

Mr. Kanipe discussed the FY 24 Budget Amendment. This shows a total increase of \$23,350 in the General Fund. The General Fund expenditures have been adjusted to reflect changes over the past year. Part of this increase is with the Flock security cameras the Board approved. The second portion of this are changes being made to the water fund. It shows a slight increase in the water taps the Town has already completed. There is also funding in there for the water rate study.

A motion was made by Commissioner Loomis to approved the FY 24 Budget Amendment, Commissioner Cogburn seconded the motion and was unanimously approved.

Mr. Kanipe discussed the Consideration of the Planning Commission appointing Mr. Lowell Pearlman. Commissioner Loomis made a motion. Commissioner Cogburn seconded the motion and was unanimously approved.

A motion was made by Loomis to go into Closed Session at 5:25, Commissioner Cogburn seconded the motion and was unanimously approved.

The meeting was adjourned at 5:41pm.

The next meeting is scheduled for Tuesday, May 21st at 4:30pm.

ATTEST:

Laura Jacobs
Town Clerk

George F. Goosmann, III
Mayor