

MINUTES OF THE MEETING OF THE MAYOR AND THE TOWN COMMISSIONERS OF
BILTMORE FOREST HELD DECEMBER 12, 2023

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 not present.

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

The Pledge of Allegiance was conducted.

Commissioner Loomis made a motion to approve the minutes from November 14, 2023. Commissioner Cogburn seconded the motion. The motion was unanimously approved.

Chief Trevor Lance gave the report for the Skyland Fire Department. Chief Lance said there were a total of 23 calls for the month and 10 of those were false alarm calls. Chief Lance safety tip of the month is to watch space heaters and make sure they are three feet away from objects, so they don't catch on fire. They are looking forward to Santa coming over on Christmas Eve at about 9:15 am so he can say hello to the kids in Town.

Chief Chris Beddingfield gave the report for the Police Department. There were 600 calls for service. There were no arrests for the month. The traffic citations increased this past month and

the number one complaint from residents is speeding vehicles and traffic issues. Chief Beddingfield said the department did a “no shave” December and raised \$400 for the Kiwanis Aktion Club of Rutherford County. There was a substantial break in on Hemlock where the homeowner did everything right. They had a camera system and an alarm system. The suspects were only there for two minutes. They were covered up so it was very difficult to see them. Chief Beddingfield said they got a lot of leads and have also partnered with the State Bureau of Investigation to work on technology leads as well.

Chief Beddingfield said they have new radio systems that were distributed and they are working very well.

Commissioner Kelly said he did some research on the Tesla vehicles and found them not to be as reliable and very expensive to repair. Chief Beddingfield said they are doing their research right now and he is talking with the Weaverville Police Department and their Chief, who has several vehicles and is following what he is doing very closely. Chief Beddingfield said they are weighing the pros and cons of electric vehicles versus gas vehicles. It is new technology, so it is a tough decision, but they want to do what is best for the Police Department and for the Town.

Mr. Harry Buckner gave the report for the Public Works Department. The focus has been on leaf collection. Mr. Buckner said there were 79 loads of leaves and brush collected. They have completed two passes on both sides of Town so far. Mr. Buckner anticipates fifty loads for the month of December.

Mr. Buckner said the Metropolitan Sewerage District project was completed today. The greenery was also hung up for Christmas decorations outside the Town Hall and in the median. Mayor Goosmann said the parking area at Greenwood Park looks very nice. Mr. Buckner thanked Mayor Goosmann and said the parking areas have also been striped. They are also almost 90% done with the tree removal for the trail at Brooklawn Park. Mr. Buckner said the focus for December is leaf collection.

Commissioner Kelly asked about a further update on the stormwater project. Mr. Buckner said they are waiting for a total of four permanent easements that were needed for stormwater infrastructure that did not have easements on them from when it was originally built. They are currently finishing up this negotiation. Mr. Buckner said he will be meeting with a consultant next Wednesday to lay out the final bidding schedule which will be advertised in January 2024 and bids will begin in February 2024. It is a sizeable project and is unsure how long the project will be but Mr. Buckner said approximately nine months.

Mayor Goosmann asked Mr. Buckner if they are going to be able to stipe Brookside anytime soon. Mr. Buckner said they can do this if the Board would like.

Mr. Tony Williams's Planning report was referred to the Board in his absence.

Mr. Kanipe gave the report for the Town. They had a kickoff meeting with the architects last week and their consultants regarding the Master Facility Planning project. They inspected each site by walking through each building and reviewed their initial findings. Mr. Kanipe anticipated they will get more information by the end of the week with their site thoughts in terms of space needs. We will be able to reconvene after the first of the new year and bring this back to the Board.

Mr. Kanipe said Mr. Kris Wetmore has communicated to staff they have finalized what they have done in Brooklawn Park. It looks good, and they are saving one more day in case they need to do additional tree work with the trail contractor.

Planting was completed with the Cedar Hill Stabilization and Stream Restoration project. There are a lot of planting materials that were put down there. Staff will continue evaluating the site and make sure it continues to look good.

Mr. Kanipe discussed the personnel policy for Town staff and said department heads have started looking over this and will begin putting together initial findings toward the end of the year. We will also meet at the beginning of the year to discuss further details about what needs to be

addressed. We will also engage Town staff with surveys and asking further questions to redevelop the personnel policy we have.

Mr. Kanipe discussed the upcoming holiday closures as last year we adopted the State holiday calendar. This year, we will be closed Monday, December 25th through Wednesday, December 27th and again on Monday, January 1st.

New Business was discussed by Mr. Kanipe and the Consideration of Resolution 2023-02 Honoring Officer Samantha Bombace for Service to the Town. Commissioner Cogburn made a motion to approve the Resolution. Commissioner Loomis seconded the motion and was unanimously approved.

Consideration of Resolution 2023-03 was discussed and is a Resolution Awarding Badge and Service Sidearm to Retiring Officer Samantha Bombace. Commissioner Kelly made a motion to approve the Resolution. Commissioner Cogburn seconded the motion and was unanimously approved.

Chief Beddingfield reminded the audience that on December 20th, there will be a reception for Sam with a presentation of her service weapon. All are invited to attend. Samantha Bombace completed 26 years of service with the Town of Biltmore Forest.

Consideration of Resolution 2023-04 Centennial Committee. Mr. Kanipe said the Friends of Biltmore Forest Committee spearheaded initial planning efforts for the centennial events through the leadership of Cindy Holman, who chaired the Centennial anniversary sub-committee. They all did a fantastic job creating events and specific and unique activities for the year. A plaque will be made that recognizes all the members. Mr. Kanipe read the Resolution:

COUNTY OF BUNCOMBE)

**TOWN OF BILTMORE FOREST
BOARD OF COMMISSIONERS**

RESOLUTION 2023-04

RESOLUTION HONORING THE SERVICE OF THE CENTENNIAL ANNIVERSARY COMMITTEE

WHEREAS, the Town of Biltmore Forest formally celebrated its centennial anniversary on February 14, 2023; and

WHEREAS, the Mayor and Town Board of Commissioners recognized the importance of this anniversary by designating 2023 as the Town's Centennial Anniversary Year; and

WHEREAS, the Mayor and Board would like to take this opportunity to publicly express their thanks and gratitude to the Town's Centennial Anniversary Committee and those who have volunteered to make this a successful anniversary year.

Chair, Cynthia Holman
Lauren Karlsson, Friends of Biltmore Forest Chair
Sara Lavelle
Katherine Morosani
Scott Pritchard

Friends of Biltmore Forest Community Members

NOW THEREFORE BE IT RESOLVED, that the Mayor and Town Board of Commissioners express their appreciation for the hard work, dedication, and volunteerism of the Centennial Anniversary Committee and all those who volunteered. This the 12th day of December, 2023.

George F. Goosmann, III
Mayor

Attest:

Laura Jacobs
Town Clerk

Commissioner Loomis made a motion to approve Resolution 2023-04, Commissioner Cogburn seconded the motion. The motion was unanimously approved.

Ms. Fran Noel presented the FY 23 Audit Presentation from Carter P.C. Ms. Noel went over the internal control letter Ms. Noel said there were also some Budget violations in the financial statement. In the general fund, the overage was due to personnel expenses which exceeded the amounts for Public Safety and debt service was also over budget due to a new loan and the payment was not included in the budget.

The water and sewer fund was over budget which is due to the sewer purchases being significantly more than what was included in the budget. Only \$185,000 was in the budget for sewer purposes and it is normally 300,000. There was an over budget comment in there for this. There were no difficulties in dealing with management and their performance. There were no disagreements over financial accounting matters. There were some journal entries but just the normal GASB (Governmental Accounting Standards Board) adjustments for pensions and debt. The adjustments did decrease the new positions of the Town by \$642,000. There will need to be a letter to the Local Government Commission to give their formal approval. I think they are behind and there will need to be a letter uploaded to them concerning the Budget violations. Ms. Noel also stated the water and sewer infrastructure may need to be replaced soon and this is a new calculation.

There was an unmodified opinion on the governmental financial statements and the major funds were the General Fund and the ARPA fund. The total assets increased by about \$700,000 and most of that was in cash. The total liability decreased by \$129,000 even with the new loan. The pension related liabilities increased about \$630,000. The total net position increased by about \$660,000. The General Fund revenues were \$50,000 more than budgeted and expenses for the General Fund were \$592,000 less than budgeted total.

The General Fund balance at year end was 4.8 million dollars which was an increase of \$675,000. The water fund revenues increased by \$81,000 over the prior year and the expenses

decreased by \$10,000 over the prior year. The property valuation for the Town was 898 million dollars which was an increase of 13 million from the previous reporting year.

Commissioner Kelly asked Ms. Noel about the water and sewer line infrastructure. Ms. Noel said the assets that are reported to the Local Government Commission are only the assets that the Town owns. Mayor Goosmann thanked Ms. Noel for her report.

Consideration of Appointment of Janet Whitworth to the Board of Adjustment in replacing Mr. Lowell Pearlman. A motion was made by Commissioner Kelly to approve the appointment. Commissioner Cogburn seconded the motion. The motion was unanimously approved.

The meeting was adjourned at 5:07pm

PUBLIC COMMENT

There was no Public Comment.

ATTEST:

Laura Jacobs
Town Clerk

George F. Goosmann, III
Mayor