



**Town Council
Regular Meeting Minutes
April 18, 2023 – 9:30 a.m.**

Mayor O’Cain called the Regular Council Meeting to order at 9:30 a.m. on April 18, 2023, in person at Town Hall, 441 White Pine Drive, Laurel Park NC 28739 and electronically through Zoom platform.

The following attended in person at Town Hall, 441 White Pine Drive, Laurel Park NC 28739:

- Mayor Carey O’Cain
- Mayor Pro Tempore A. Paul Hansen
- Commissioner George W. Banta
- Commissioner Deb Bridges
- Town Manager Alex Carmichael
- Town Clerk Tamara Amin
- Assistant to the Town Manager Jordan Jones
- Police Chief Bobbie Trotter
- Public Works Director Brandon Johnson
- Crew Leader Matthew Pearce
- Autumn Radcliff- Henderson County Representative
- Christopher Todd- Henderson County Representative

The following were absent:

- Commissioner Kristin Dunn
- Fire Chief Tim Garren

Mayor O’Cain opened the Regular Meeting and led the Pledge of Allegiance.

PUBLIC COMMENT

Mayor O’Cain asked if there was any public comment; there was one.

Mr. Dhom of 4150 Laurel Park Highway , spoke about his opposition on a new Town Hall. He asked Council to use the energy to increase road improvements and infrastructure, as well as increase compensation for all Staff. Mr. Dhom said this would make Laurel Park a great place to live and work.

APPROVAL OF THE AGENDA

Commissioner Banta moved to approve the agenda. Mayor O’Cain asked for discussion; there was none. The vote was unanimous in favor of the motion.

APPROVAL OF THE CONSENT AGENDA

- a. March Monthly Report - The aforesaid report is attached to and made part of these minutes as Appendix 1.
- b. Municipal Clerks Week Proclamation - The aforesaid proclamation is attached to and made part of these minutes as Appendix 2.
- c. Police Week Proclamation - The aforesaid proclamation is attached to and made part of these minutes as Appendix 3.
- d. Public Works Week Proclamation - The aforesaid proclamation is attached to and made part of these minutes as Appendix 4.
- e. World Bee Day Proclamation - The aforesaid proclamation is attached to and made part of these minutes as Appendix 5.

Commissioner Bridges moved to approve the consent agenda as presented. Mayor O’Cain asked for discussion; there was none. The vote was unanimous in favor of the motion.

NEW BUSINESS

HENDERSON COUNTY COMPREHENSIVE PLAN PRESENTATION

Autumn Radcliff and Christopher Todd gave an overview of the Comprehensive Plan submitted to the County Board of Commissioners.

Mayor Pro Tem Hansen asked Mr. Todd about the Ecusta Trail maintenance and what the County is planning.

Mr. Todd stated the County is still getting it all worked out. The County is hoping there is participation by all and continuity. Maintenance plans were sent to Staff which proposed three situations:

- a. Each entity/municipality would be responsible for the maintenance in their area;
- b. One entity would be responsible for the whole trail;
- c. Or it would be a hybrid responsibility.

ARTAC is in charge and a bid will go out for maintenance work.

Mayor Pro Tem Hansen said the Ecusta trail is a linear park. The residents of Laurel Park pay taxes to the County. This is a County project, and the County should maintain the park. If Laurel Park has to maintain it, it will cost the Town money to hire additional staff, which the Town does not have.

Commissioner Bridges asked about parking logistics.

Mr. Todd said funding sources can’t pay for trail head sites for parking. The County is modeling the successful Swamp Rabbit Trail and hoping to have partnerships with religious groups and businesses.

Commissioner Banta said he will contact some churches and synagogues.

Mr. Todd and Ms. Radcliff departed the meeting at 10:13 a.m.

STORY MAP BUDGET AMENDMENT

Mayor Pro Tem Hansen said he met with Town Manager Carmichael and Commissioner Bridges and spoke about options. Some of those options were not really good. Town Council recommended delaying the Story Map discussion until the next meeting when Commissioner Dunn was present.

GLENN ROCK SPRINGS BUDGET AMENDMENT

Town Manger Carmichael said Budget Amendment #6 appropriates \$1,565 from Fund Balance to Parks Contracted Services (10-6130-4450.) This appropriation is necessary to pay for services at Glenn Rock Springs. The deck work came in a little over.

Mayor O’Cain said Eagle Scout Tristan proposed to do the boardwalk at the swampy portion that would cost \$500. Mayor O’Cain asked if Staff would increase the Budget Amendment #6 by \$500 for the Eagle Scout work.

Mayor Pro Tem Hansen moved to approve amended Budget Amendment #6 with the addition of \$500 making the Budget Amendment \$2065. Mayor O’Cain asked for discussion; there was none. The vote was unanimous in favor of the motion.

- f. Budget Amendment #6 - The aforesaid Amendment is attached to and made part of these minutes as Appendix 6.

Commissioner Banta asked staff to reiterate that the Parks and Greenways Board needs to work within their budget.

TOWN MANAGER’S REPORT

Town Manager Carmichael stated Staff is working on the budget and the competition of priorities.

Mr. Carmichael and Mayor O’Cain will be meeting with Towerpointe this afternoon.

Mr. Carmichael congratulated Commissioner Bridges on being honored by the League of Municipalities for the most number of classes taken.

DEPARTMENT HEAD REPORTS

PUBLIC WORKS

Public Works Director Brandon Johnson said the department is continuing to work on culverts and patch work. Mr. Johnson said the department hopes to finish brush this week and start delivering mulch.

Commissioner Bridges asked Staff to put in the newsletter about contacting the City of Hendersonville for any water problems like busted water meters.

Council asked Staff to contact the City of Hendersonville to repair the road after tearing it up to fix a water leak.

POLICE

Chief Trotter said there were 13, 073 events, two were citations. There was a DWI check point on March 17 that is not included in this report. The department gave out 18 citations during that day.

The department will have an Inservice for the next 2 weeks. There will be another community class on Thursday, April 20.

ADMINISTRATION

Town Clerk Amin said the Town will be having many events coming up:

- 1st official Bee Committee Meeting today at 4:30
- Earth Day Clean up on Saturday, April 22 at Town Hall at 9 a.m.
- Volunteer Gardening Day at Laurel Green at 10 a.m.
- Arbor Day Tree Planting at Jump Off Rock at 10 a.m.
- And preparing for “NO MOW MAY.”

FIRE

Fire Chief Tim Garren was not present.

Commissioner Bridges said the ISO rating for Valley Hill came in at 2. Mayor Pro Tem Hansen asked Staff to get assessment.

MAYOR AND COMMISSIONER COMMENTS

Commissioner Bridges – Commissioner Bridges asked Staff to start scheduling neighborhood meetings.

Mayor O’Cain asked if Cedarbrook would come down. Commissioner Bridges said she will make it happen.

Commissioner Banta said previous Town Managers went to HOA meetings and gave 10-minute overviews of what is happening in Town.

Commissioner Banta recommended Town Manger and one or two Council members start attending.

Mayor O’Cain recommended waiting until the Town has a budget and then seeing what needs to be scheduled.

Commissioner Banta – Commissioner Banta said he attended the Ecusta Trail County Organization Meeting, and they are speeding up the discussion of amenities. He let the County know that Laurel Park does not want to burden the residents with financial obligations for the Ecusta Trail. The County should be responsible for it.

Mayor O’Cain – Mayor O’Cain asked Staff to get the status of Laurel Green. Town Manager Carmichael said he will follow up and get a start date.

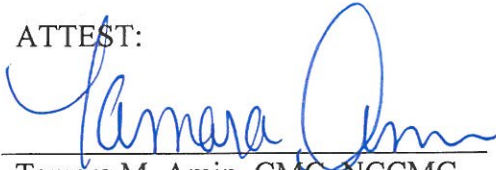
Mayor Pro Tem Hansen – Mayor Pro Tem Hansen had no comments.

Commissioner Dunn – Commissioner Dunn was not present.

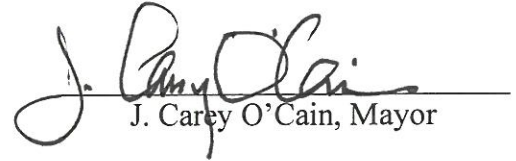
ADJOURNMENT

There being no further business, Mayor Pro Tem Hansen moved to adjourn at 10:40 a.m. Mayor O’Cain asked for discussion; there was none. The motion carried unanimously.

ATTEST:



Tamara M. Amin, CMC, NCCMC
Town Clerk/ Deputy Tax Collector

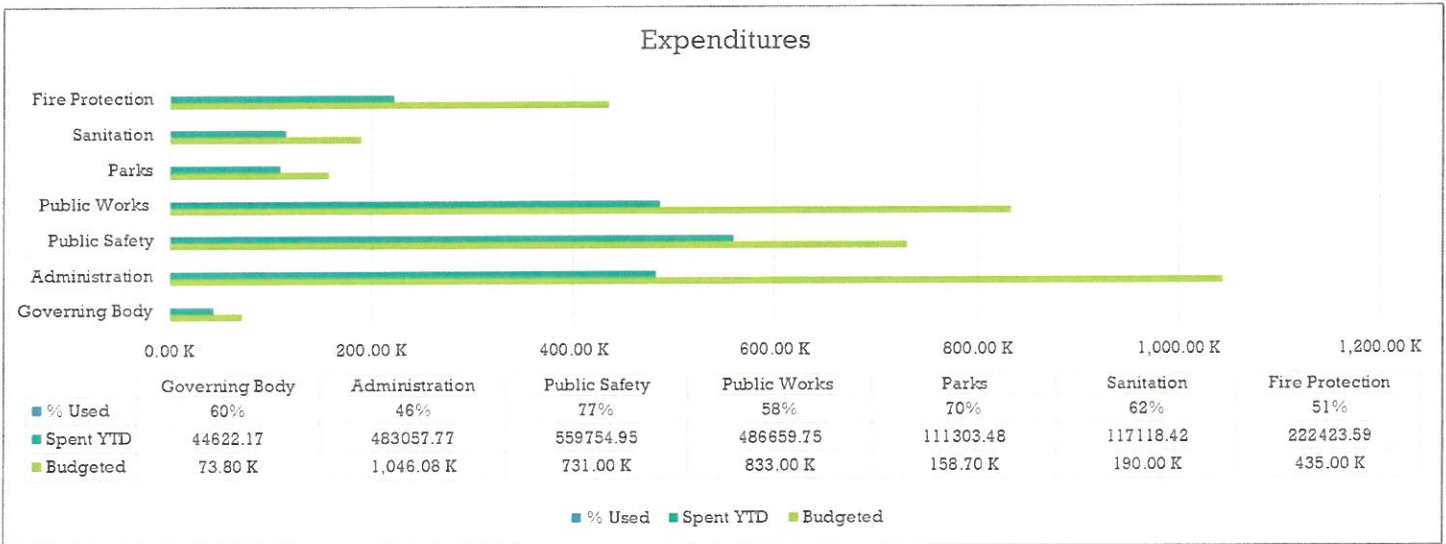
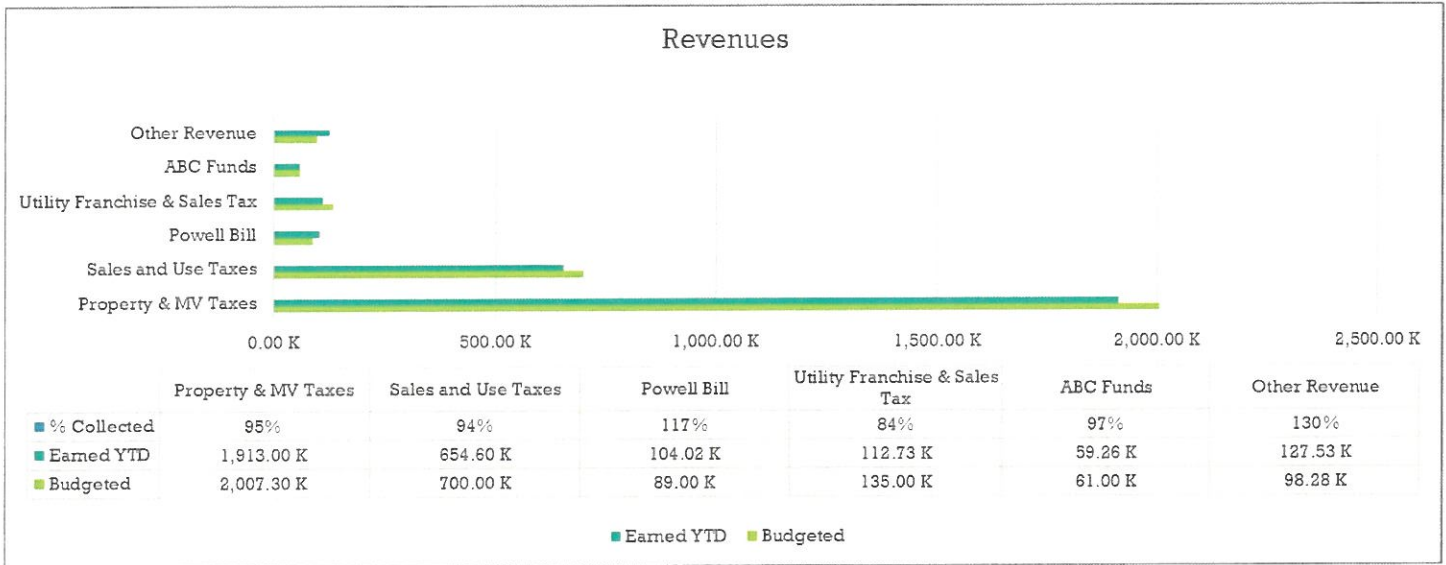

J. Carey O’Cain, Mayor

5/16/23
Date



Appendix - 1

Monthly Report – March



Tax Collector's Report (March 31, 2023)-

For prior year taxes, a total of \$29,759.96 remains outstanding. The Town received \$5,623.52 from Henderson County for property taxes collected for August and a total of \$1,849,029.48 since the 2022 bills were mailed. The 2022 tax levy is \$1,867,476.50. The Town currently has a collection rate of 99.369%.



Planning & Zoning

Status of Single Family Residential Dwellings (SFRD)

PERMIT #	ADDRESS/LOT #/ZONE	OWNER/BUILDER	STATUS
2021-13	3149 LP Hwy	Sigfrid Della Valle	NC
2021-19	212 Beechwood	Jennifer Yost	UC
2021-25	209 Sunny Ridge Rd	Walter Baker	UC
2021-40	276 Roberts Dr.	Chris Miller	NC
2022-23	74 Indian Woods Trl	Jon Skillman	UC
2022-31	10 Fawn Turn Ln	Sigfrid Della Valle	UC
2022-38	209 Ficker Cir.	Sarah Adams	HCBP
2022-44	945 Somersby Pkwy.	Matt Padula	HCBP
2023-4	PIN# 9558351987/Rowland	Loyd Alexander	LPZCP
2023-5	PIN# 9548467175/Clays Cv.	Josh Youngblood	LPZCP

Status Legend

LPZCP = Laurel Park Zoning Compliance Permit

HCBP = Henderson County Building Permit

UC = Under Construction

NC = Nearly Complete

Monthly Permits Other Than SFRD

Deck	0
Sign	0
Fence	1
Additions or Remodel	1
Accessory Use or Structure	2
Total for March	4

Appendix - 2

PROCLAMATION
54TH ANNUAL MUNICIPAL CLERKS WEEK
April 30th THROUGH May 6th , 2023

WHEREAS, the Office of the Municipal Clerk, a time honored and vital part of local government exists throughout the world; and

WHEREAS, the Office of the Municipal Clerk is the oldest among public servants; and

WHEREAS, the Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies, and agencies of government at other levels; and

WHEREAS, the Municipal Clerk serves as the information center on functions of local government and community; and

WHEREAS, Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, province, county and international professional organizations; and


WHEREAS, it is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk.

NOW, THEREFORE, we, the Laurel Park Town Council, do recognize the week of April 30th through May 6th, 2023 as


“MUNICIPAL CLERKS WEEK”

and further extend appreciation to our Municipal Clerk, Tamara M. Amin and to all Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

WITNESS my hand and seal of the Town of Laurel Park, North Carolina this 18th day of April 2023.



J. Garey O'Carroll
Mayor

Attest: 

Tamara M. Amin
CMC, NCCMC

Town Clerk

Appendix - 3

PROCLAMATION
POLICE WEEK
May 14th THROUGH May 20th, 2023

WHEREAS, the police officers of America have worked devotedly and selflessly in behalf of the people of this Nation, regardless of the peril or hazard to themselves; and

WHEREAS, these officers have safeguarded the lives and property of their fellow Americans; and

WHEREAS, by the enforcement of our laws, these officers have given our country internal freedom from fear of the violence and civil disorder.

NOW, THEREFORE, we, the Laurel Park Town Council, do recognize the week of May 14th through May 20th, 2023 as

“POLICE WEEK”

and further recognize May 15th as Peace Officers Memorial Day in honor of the Federal, State, and Municipal officers who have been killed or disabled in the line of duty.

WITNESS my hand and seal of the Town of Laurel Park, North Carolina this 18th day of April 2023.



J. Carey O'Carroll
Mayor

Mayor
Attest: 
Tamara Amin, CMC, NCCMC
Town Clerk

Appendix - 4

PROCLAMATION

**PUBLIC WORKS WEEK
MAY 21st THROUGH MAY 27th 2023**

WHEREAS, public works infrastructure, facilities, and services are of vital importance to the health, safety, and well-being of the residents of this community; and

WHEREAS, the support of an understanding and informed citizenry is vital to the efficient operation of public works systems and programs such as water, sewer, streets, snow removal, public buildings and grounds, parks, and fleet services; and

WHEREAS, the quality and effectiveness of these services and facilities, as well as their planning, design, and implementation is vitally dependent upon the efforts and skills of public works personnel.

NOW, THEREFORE, we, the Laurel Park Town Council, do recognize the week of May 21st through May 27th, 2023 as

“PUBLIC WORKS WEEK”

and furthermore, call upon all citizens and civic organizations to recognize the contributions that public works officials make every day to support our health, safety, comfort and quality of life.

WITNESS my hand and seal of the Town of Laurel Park, North Carolina this 18th day of April, 2023.

Attest:


Tamara Amin, CMC, NCCMC
Town Clerk


J. Carey O'Carroll
Mayor

Appendix-5

**Town of Laurel Park
PROCLAMATION
WORLD BEE DAY May 20, 2023**

WHEREAS, most of the 25,000 to 30,000 species of bees (Hymenoptera: Apidae) are effective pollinators, and together with moths, flies, wasps, beetles, and butterflies, they make up the majority of pollinating species; and

WHEREAS, Pollination is a keystone process, critical for food production and human livelihoods, making bees and other pollinators critical to ensuring the global safety of the food supply chain. A third of all food produced in the world, i.e. every third spoon of food, depends on pollination; and

WHEREAS, bees also serve as sentinels for emergent environmental risks, signaling the health of local ecosystems. Without their service, many interconnected species and processes functioning within the ecosystem would collapse; and

WHEREAS, Beyond food, pollinators also contribute directly to medicines, biofuels, fibers like cotton and linen, and construction materials; and

WHEREAS, Studies of United Nations and the International Union for Conservation of Nature show that bee populations have significantly decreased, due to numerous factors including intensive agriculture, widespread use of pesticides and pollution caused by waste, loss of habitat, exposure to new diseases and pests; and

WHEREAS, the Town of Laurel Park manages parks, public landscaping, and other public lands that may include greenways and wildlife habitats; and

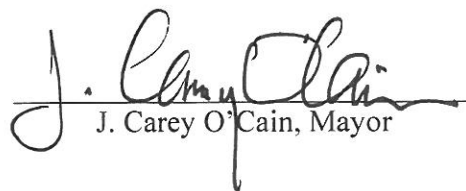
WHEREAS, the Town of Laurel Park of Henderson County, North Carolina, USA, provides recommendations to developers and residents regarding landscaping to promote wise conservation stewardship, including the protection of pollinators and maintenance of their habitats; and

NOW, THEREFORE, I, J. Carey O’Cain, Mayor of the Town of Laurel Park, do hereby proclaim the May 20, 2023, as our municipality’s observance of

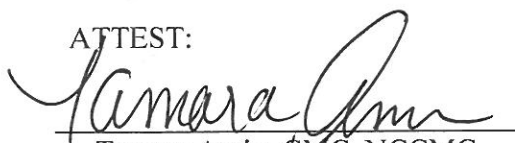
World Bee Day

And, as Laurel Park is an affiliate of Bee City USA®, do urge all citizens to recognize this observance.

In witness whereof, I have hereunto set my hand and caused the seal of Laurel Park, NC, to be affixed this 18th day of April, 2023.


J. Carey O' Cain, Mayor

ATTEST:


Tamara Amin, CMC, NCCMC
Town Clerk/Deputy Tax Collector

Appendix - 6

Ord. 2023-7

**Town of Laurel Park, North Carolina
Budget Ordinance Amendment**

Fiscal Year 2022-2023

Amendment #6

To transfer funds from Fund Balance to the Parks Department Contracted Services for Glenn Rock Springs.

Section 1. To amend the General Fund (10), the appropriations are to be changed as follows:

<u>Account</u>	Decrease	Increase
Contracted Services (10-6130-4450)		\$ 2,065.00
	_____	_____
Total Changes		\$ 2,065.00

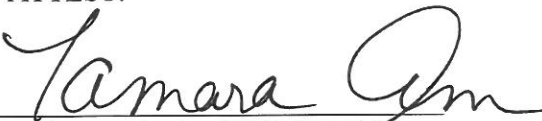
Section 2. To amend the General Fund (10), the revenues are to be changed as follows:

<u>Account</u>	Decrease	Increase
Fund Balance Appropriated (10-3070-0000)	\$ 2,065.00	
	_____	_____
Total Changes	\$ 2,065.00	
Grand Total Changes	\$2,065.00	\$2,065.00


Section 3. Copies of this budget amendment shall be furnished to the Clerk to the Town Council, and to the Budget Officer and the Finance Officer for their direction.

Adopted this 18th day of April, 2023.

ATTEST:



Tamara Amin, CMC, NCCMC
Town Clerk/Deputy Tax Collector



J. Carey O'Cam, Mayor