

## TOWN OF WESTOVER HILLS

### MINUTES

**Town Council Meeting  
Monday, August 20, 2012  
Westover Hills Town Hall**

**Present:**

Mayor Stephen Tatum  
Mayor Pro Tem Kelly Thompson  
Council Member Marcus Snyder  
Council Member Jack Koslow  
Council Member John R. Thompson III  
Council Member Elliot Goldman

**Staff Present:**

David Burgess, Town Administrator/Police Chief  
Tim Chambers, Public Works Director  
Randy McKee, Building Official  
James C. Mahanay, City Secretary  
Penny Spikes, Administrative Assistant  
Mary Barkley, City Attorney

A meeting of the Westover Hills Town Council was scheduled for 6:00 p.m. on Tuesday, August 20, 2012 at the Westover Hills Town Hall pursuant to written notice posted on Friday, August 16, 2012.

**1. Call To Order.**

With a quorum of Council Members present, Mayor Stephen Tatum called the meeting to order at 6:03 p.m.

**2. Approve minutes of July 17, 2012 council meeting, July 31, 2012 budget workshop and August 13, 2012 budget workshop.**

Council Member John Thompson made the motion, seconded by Council Member Jack Koslow, that the Minutes of the Town Council Meeting on July 17, 2012, as revised, the Minutes of the Budget Workshop on July 31, 2012, as revised, and the Minutes of the Budget Workshop on August 13, 2012 be approved. The motion carried unanimously.

**3. Financial Statements.**

City Secretary James C. Mahanay presented the Town financial statements dated July 31, 2012.

**4. Discuss and take action on variance request at 1412 Arles Court for a variance for the front south corner to encroach into the setback 4 ft.**

Mr. Steve Mallick, as representative of owner Mr. Will Churchill, presented the variance request. Mayor Stephen Tatum read the names of the residents who submitted comment cards which included two (2) in support and three (3) in opposition. Mr. Don Luntley, 1409 Arles Court, was present and supported the variance, but no comment card was submitted. Both neighbors immediately adjacent to the subject property support the variance, and the neighbor closest to the encroachment was in attendance to express support of the variance. Discussion followed, which noted that both neighbors most affected by the variance supported approval of the variance, and that the residents in opposition do not reside on Arles Court, their objections were to variances in

general, and they did not state any specific reasons why the requested variance should not be granted.

Council Member John Thompson, seconded by Council Member Jack Koslow, made the motion to approve the variance. The motion carried unanimously.

**5. Discuss and take action on three variance request at 2212 Hidden Creek Road.**

Agenda item withdrawn at request of resident.

**6. Discuss and take action on water bill for Don Luntley at 1409 Arles Court.**

Agenda item withdrawn at request of Mr. Luntley.

**7. Discuss and take action on FY 2012-2013 General Fund and Water Enterprise Fund Budgets.**

Town Administrator David Burgess made a brief presentation on the status of the FY 2013 budget. During the two budget workshops, the Council members and staff have sought to balance the budget in a manner that will not require an increase in property tax or water rates. Following the last budget workshop, staff discovered some additional items that would result in an \$18,000 deficit. Town Administrator Burgess believes the budget can be balanced by deferring certain equipment purchases until the next fiscal year.

Council Member Kelly Thompson, seconded by Council Member John Thompson, made the motion to postpone approval of the FY2013 budget until the regular September Council meeting to allow staff to complete the proposed changes. The motion carried unanimously.

**8. Discuss and take action on FY 2012-2013 tax rate.**

Mayor Stephen Tatum noted that the tax rate should be voted upon at the time that the budget is approved at the September Council meeting. No action taken.

**9. Discuss and take action on accounting software program.**

Administrative Assistant Penny Spikes made a brief presentation which summarized staff's research of accounting software to internalize the Town accounting and billing functions. Ms. Spikes indicated two (2) software providers merited consideration: Sage North America and Tyler Technologies. The cost of the Tyler Technologies software is \$13,860.00 or approximately one-half that of the Sage software. Westworth Village utilizes Tyler Technologies and is pleased with the software. Interviews of other clients of Tyler Technologies also suggested high levels of customer satisfaction. Tyler Technologies would also assist with implementation and conversion of historical data into the new system. Town Administrator Burgess and Ms. Spikes both recommended purchasing the Tyler Technologies software.

Council Member Elliot Goldman made a motion, seconded by Council Member Jack Koslow, to support the Town Administrator's request to purchase the Tyler Technologies software. The motion carried unanimously.

**10. Discuss and take action on communications plan for the Town of Westover Hills.**

Council members discussed the desire to improve regular communication with Town residents, including recaps of each Council meeting to be posted on the Town website and sent by email to

the residents. Public Works Director Tim Chambers indicated that 291 email addresses have been obtained for residents and that email communications have become more frequent with respect to street and utility construction activity and the recent mosquito spraying program.

**11. Discuss and take action on consistency, font and colors of signage for the Town of Westover Hills.**

Agenda item withdrawn.

**12. Executive Session.**

Mayor Stephen Tatum adjourned the regular meeting to convene into Executive Session at 6:50 p.m. to discuss the following:

- a. Discuss with the Town's attorney the status of litigation with Jon Kevin White.
- b. Discuss personnel matters with the Town Administrator.

Mayor Stephen Tatum adjourned the Executive Session at 7:20 p.m. to reconvene into the regular meeting.

**13. Adjournment.**

There being no further business, Mayor Stephen Tatum adjourned the meeting at 7:20 p.m.

Attest:

Approved:

---

James C. Mahaney  
City Secretary

---

Stephen Tatum  
Mayor