

TOWN OF WESTOVER HILLS

MINUTES

**Town Council Meeting
Tuesday, March 18, 2014
Westover Hills Town Hall**

Present:

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

Staff Present:

Lyle Dresher, Town Administrator
David Burgess, Police Chief
Tim Chambers, Public Works Director
Randy McKee, Building Official
Greg Saunders, Town Engineer

A meeting of the Westover Hills Town Council was scheduled for 6:00 p.m. on Tuesday, March 18, 2014 at the Westover Hills Town Hall pursuant to written notice posted on Friday, March 14, 2014.

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. Consider approval of the minutes for the Special Town Council Meeting of February 10, 2014.

Council Member John Thompson made the motion, seconded by Council Member Marcus Snyder, to approve the minutes of the February 10, 2014 meeting. The motion carried with a unanimous vote.

3. Review of the Financial Statements for February 2014.

Paul Kelsey of Hartman, Leito & Bolt presented and commented on the February 2014 Financial Report. He noted that the payable from the Water Fund to the General Fund was resolved via a transfer of funds during the month of March and that the Fiscal Year 2013 audit adjustments had been received and would be reflected in the March financial statements. He reported that the Town's software vendor had not yet responded to the Town's request for a timetable for the completion of the software's report-writing module upgrade. If the upgrade will not be completed in a reasonable period of time or is unable to generate a format similar to the Town's financial reporting package, Hartman, Leito & Bolt will evaluate whether they can create a spreadsheet to map the software's exported data to the Town's financial reporting format in an automated fashion.

4. Receive a presentation from MedStar Mobile Healthcare.

Doug Hooten, Executive Director of MedStar Mobile Healthcare, presented the "Teamwork Award" to the Westover Hills Police Department in recognition of the Department's assistance to MedStar during the severe ice storm that occurred on December 5th through December 13th, 2013.

5. Discuss future Capital Improvement Projects.

The Mayor and Town Council received an updated presentation by Town Administrator Dresher regarding the Capital Improvements Projects that had been under discussion over the past several Town Council meetings. The Town Engineer and Staff were asked to identify the most critical infrastructure improvements proposed in the report. Projects that were identified included street improvements to Deepdale Drive, particularly the southern half as well as the Hidden Creek and the Merrymount Road water line replacement. Additionally, the sanitary sewer mains identified in the report are very old and in need of replacement. The Council noted that it was important that the Town's citizens have knowledge of and understand the improvements being considered before the Town commits to the plan. No action was taken.

6. Consider approval of a contract with Raymond Turco & Associates relating to conducting a Westover Hills Citizen Attitude Survey.

Mr. Ray Turco of Raymond Turco & Associates presented a proposal to conduct a survey of Westover Hills citizens concerning the proposed Capital Improvements Program, as discussed in agenda item 5, and possibly other topics as may be determined by the Mayor and Town Council. The 4-page survey, to be developed by Turco and Town Staff and reviewed by Town Council, would be mailed to all residents and followed by a telephone call to ensure maximum participation. Mr. Turco anticipates 40 to 50% participation by residents. The citizen survey could be completed within 6 to 8 weeks. The estimated total cost to complete the survey and provide a report to the Town is \$2,400.

A motion was made by Council Member Goldman, seconded by Council Member Kelly Thompson, that the contract with Raymond Turco & Associates be approved. The motion carried with a unanimous vote.

7. Consider approval of a variance request at 1120 Shady Oaks Lane for the installation of fencing along the front of the residence beyond the 25-foot building setback line and for the planting of live hedging within the street right-of-way of Shady Oaks Lane.

Building Official Randy McKee presented a request for a variance at 1120 Shady Oaks Lane allowing for the installation of an ornamental fence within the 25-foot front building setback and live hedging to be planted within the Shady Oaks Lane right-of-way. Council Member Snyder, the owner of the subject property, recused himself from the meeting in advance of the consideration of the agenda item. Mr. McKee noted that the proposed amenities were consistent throughout the Town and that, of the 18 notices sent to surrounding property owners, only two were returned and neither objected to the variances requested.

A motion was made by Council Member Jack Koslow, seconded by Council Member John Thompson, to approve the variance request. The motion carried with a unanimous vote.

8. Adjourn.

There being no further business to discuss, Mayor Stephen Tatum adjourned the meeting at 7:40 p.m.

Approved:

Penny Spikes
Town Secretary

Stephen Tatum
Mayor