

Town of Hot Springs  
Special Meeting  
December 30, 2025

Present:

Mayor Abigail Norton  
Alderman Lisa Gahagan  
Alderman Tammy Shelton  
Alderman Wendy Stancil  
Attorney Larry Leake

Finance Officer – Sena Kassim  
Tax Collector – Laura Holloway

Mayor Norton called the Special Meeting to order at 6:00 p.m. and advised there will be no Public Comment.

The purpose of this meeting is to review an amendment the town needs to make to the Sewer Policy.

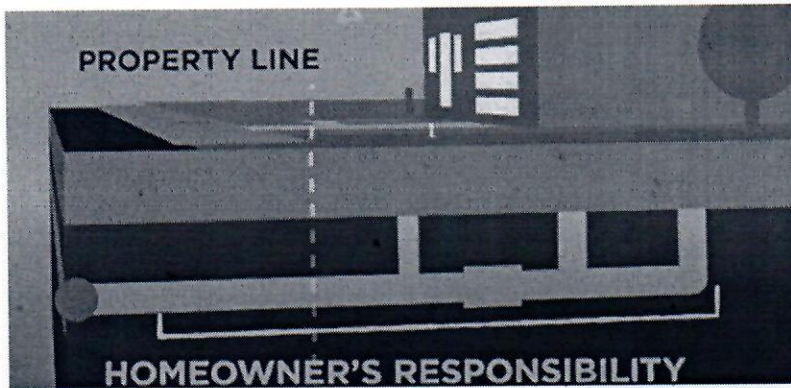
Over the past year, there have been several instances where a homeowner's or business's sewer line was stopped up. In the past, the town's responsibility extended only to the edge of the pavement; Maintenance would not go beyond the pavement or sidewalk. However, at this time, there is nothing in writing that specifically states this.

Ms. Kassim conducted extensive research on this matter, reviewing policies from several municipalities. Based on her findings, she has drafted the following amendment for the Board's review. If the Board agrees with wording [below], the amendment will be forwarded to the Attorney for his review and approval.

“The owner of any improved premise shall, at his/her expense, be responsible to repair, replace, and maintain the water and/or sewer lines on the owner's property from the point of use to town's main lines.

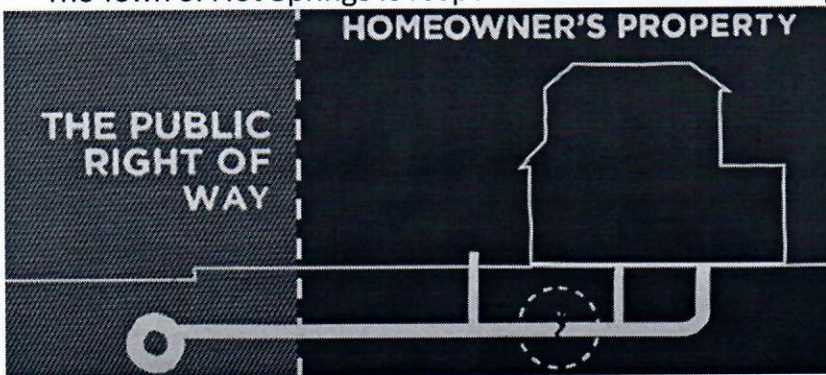
Property/business owner is responsible for clogs due to tree roots, grease and/or no flushable items.

- From home or business service line to sewer tap (orange dot below).
- Call a plumber first, clean the line. If the line is thought to be collapsed or broken. The plumber must send a camera into the line to determine where the break may be.
- If the person fails or refuses to repair. The Town may issue a letter to the property/business owner to remedy any unsatisfactory condition within 60 days from the date of receipt. The Town may refuse water or sewer system until a satisfactory condition has been met. The Madison County Health Department may be notified.



**Breaks or line collapses**

- Property owners are responsible for any breaks or collapsed lines on their property. Owner's plumber must verify line issues with a camera before notifying the town.
- The Town of Hot Springs is responsible for breaks or collapses at the Public Right of Way.



\*Public right of way is edge of street or sidewalk.

**Sources**

City of Raleigh, Asheville, Marshall, Highpoint

<https://cityofraleigh0drupal.blob.core.usgovcloudapi.net/drupal-prod/COR25/sanity-services-homeowner-responsibility.pdf>

<https://cityofraleigh0drupal.blob.core.usgovcloudapi.net/drupal-prod/COR25/SewerServiceBrochure.pdf>

<https://www.ccesnc.com/knowledge-center/whos-responsible-for-water-and-sewer-line-repairs-in-north-carolina>

Mayor Norton requested Board feedback on the amendment. Ms. Kassim noted it now includes a provision requiring repairs within 60 days of the Town's written notice.

Alderman Gahagan questioned whether the amendment would impose extra costs on a Silvermine Road resident. Ms. Kassim clarified it was not aimed at one individual but intended to define the Town's responsibilities after multiple similar issues arose over the past year.

Mayor Norton stated the policy applies to all properties. Alderman Stancil asked about owners facing health hazards who cannot afford repairs. Mayor Norton confirmed responsibility remains with the owner. Attorney Leake added that unresolved health hazards would involve the Health Department.

The Board approved the amendment draft and requested Attorney Leake to prepare the final document.

The Board will move into Executive Session to discuss personnel matters. At 6:08 p.m., Alderman Gahagan moved to enter Executive Session; Alderman Shelton seconded; motion carried unanimously.

The Board discussed assistance for the police department.

The Board discussed the possibility of hiring Brad Guth as project manager. The attorney will draft a contract and get in touch with Mr. Guth to discuss with him.

Alderwoman Gahagan made a motion to return to regular session at 8:07 pm, Alderwoman Stancil seconded the motion, all were in favor.

Nancy, town clerk, had requested the vacation time that will be lost by herself and Sena, the town administrator, to be paid. Alderwoman Gahagan made a motion to approve paying 18 hours to Nancy and 4 hours to Sena, Alderwoman Stancil seconded the motion, all were in favor.

Alderwoman Gahagan made a motion to adjourn the meeting, Alderwoman Shelton seconded the motion, all were in favor.

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Approved

Abigail Norton

Mayor Abigail Norton

1-12-26

Date