

Present:

Mayor Abigail Norton	Disaster Relief Admin Assistant (DRAA) – Sena Kassim	Police Dept. – David Shelton
Alderman Jeanne Gentry	Donation Center – Mandy Cox	Project Management – Brad Guth
Alderman Wendy Stancil	Entertainment Committee – SaraJo Litwak	Rebuild Hot Springs Area (RHSA) – T.J. Phillips
Alderman Dan Myers	Fire – Dan Myers	Safety – Dan Myers
Attorney Larry Leake	Maintenance – Jeremy Trantham	Tax Collector – Laura Holloway
	Planning & Zoning – Lisa Hicks	

Mayor Norton called the Town meeting to order at 6:01pm.

Mayor Norton referred attendees to the Public Charge that were placed on each chair.

Mayor Norton asked the Board for a motion to approve the September 8, 2025 Meeting minutes. Alderman Stancil made a motion to approve; Alderman Myers seconded the motion; all were in favor.

Mayor Norton asked the Board for a motion to approve the September 18, 2025 Special Meeting minutes. Alderman Myers made a motion to approve; Alderman Stancil seconded the motion; all were in favor.

Mayor Norton asked the Board for a motion to approve the September 26, 2025 Special Meeting minutes. Alderman Gentry made a motion to approve; Alderman Stancil seconded the motion; all were in favor.

## **PUBLIC COMMENT**

## **DEPARTMENTS**

### **Project Manager – Brad Guth**

Mr. Guth presented a Request for Quote (RFQ) for appraisal services for the Wastewater Treatment Plan. Cushman & Wakefield is the only company that provided a quote. The site will require 3 appraisals. Cost is \$3,750.00 per appraisal. Alderman Gentry made a motion to accept Cushman & Wakefield's appraisal services; Alderman Stancil seconded the motion; all were in favor.

Town put out RFQ for electrical work on Town Hall. The Hoff Group is the only company that provided a quote; the quote is \$42,942.00. The company has the correct license and insurance to do the work. The quote is in line with the estimated cost for the work. Alderman Gentry made a motion to accept the Hoff Group's electrical services; Alderman Myers seconded the motion; all were in favor.

Mr. Guth asked the Board for authorization to apply for a grant from the Appalachian Regional Commission. Alderman Stancil made a motion to apply for the grant; Alderman Myers seconded the motion; all were in favor.

Mr. Guth asked the Board for authorization to apply for an EDA Disaster Supplemental Grant. Alderman Stancil made a motion to approve the application of the grant; Alderman Gentry seconded the motion; all were in favor.

### **Disaster Recovery – Sena Kassim**

Ms. Kassim referred the Board to a report of the Town's current financial accounts and balances.

Two form letters for water accounts were provided for the Boards review; one letter is a 60-day notice and the second letter will be delivered two weeks before the 15<sup>th</sup> of the month. Water turnoffs will be scheduled on the Tuesday closest to the 15<sup>th</sup> of the noted month. Alderman Gentry made a motion to accept the two form letters; Alderman Myers seconded the motion; all were in favor.

Ms. Kassim asked the Board for approval to look for a utility truck, one of the current trucks is in bad shape. Alderman Stancil made a motion to look for a new truck; Alderman Gentry seconded the motion; all were in favor.

The Town has been asked to have Jeremy Dearing complete Community Service with the Town. She explained Mr. Dearing's current circumstance. Based on circumstances, the Board's unanimous decision was not to have Mr. Dearing do any Community Service with the Town.

The Mag House has applied and paid for live music from 4:00pm until 10:00pm on Saturday October 18<sup>th</sup> and 25<sup>th</sup>. Alderman Gentry made a motion to approve the Live Music Application; Alderman Stancil seconded the motion; all were in favor.

Ms. Kassim ask the Board for permission to create an appropriated fund balance to move funds from General Fund to Revenue for the Volunteer Fire Department (VFD). Alderman Gentry made a motion to create an appropriated fund balance for the VFD ; Alderman Myers seconded the motion; all were in favor.

The Fairview Water Project is moving forward with hooking up to Hot Springs water. Hopefully one of the grants will cover the increased cost from the time the project was initially approved to the current cost of supplies. Attorney Leake suggested the Board send letters out to the people in Fairview explaining what the Town of Hot Springs is responsible for.

### **Entertainment Committee – SaraJo Litwak**

Trick-or-Treat will not be held at the school. The kids are invited to trick-or-treat at the businesses, downtown. The Police and VFD will be out controlling traffic on halloween.

### **RHSA – T.J. Phillips**

RHSA applied for two grants and was awarded one. The grant will pay for 6 to 8 trashcans and a water fountain at the Welcome Center. The application didn't meet the qualifications required by the second grant. The ATC liked what the Town is trying to do so they are working with RHSA to see if anything can be done to help with the streetlights.

The trashcans will not be here until November. Several people offered to loan some trashcans to the town until the permanent trashcans are received.

Engineers are still working on the layout for the public parking. Once received, RHSA will get quotes for a non-permeable and concrete parking lot. Ms. Kassim will speak with people who have equipment & items in the public parking lot letting them know the lot needs to be cleared out by November 13; she will also follow up with a letter.

The Hurricane Anniversary books will be available again. Currently, people can go to [rebuildhotsprings.org/books](http://rebuildhotsprings.org/books) to place a book order and it will be shipped to them.

#### **Maintenance Department – Jeremy Trantham**

Alderman Myers asked Mr. Trantham to think about replacing Mike Hensley's and Ted Moore's water meters. Alderman Gentry asked Mr. Trantham to also look into Elmer Hall's meter.

Mayor Norton asked the Board if they wanted to grant a contract to someone to do maintenance on some roads and do tree trimming? Or just call someone when the work is needed? Attorney Leake will draw up a contract for the work needed. Alderman Myers preferred having a contract instead of call as needed.

#### **Police Department – David Shelton**

Asks that the neighbor's tree, hanging over in the public parking lot, could be trimmed to put cameras back up. Ms. Kassim will get with the property owner and ask if we could trim the tree.

#### **Planning & Zoning – Abby Norton**

Planning & Zoning Board (PBZ) has been working with Land of Sky to help the Town's Zoning Ordinance be more in line with our Comprehensive Plan. The Ordinance is also in need of updating. PZB will meet on October 27<sup>th</sup> @ 6:00pm and then present recommendations in a Public Hearing on November 10<sup>th</sup>. Alderman Myers made a motion to schedule a Public Hearing on November 10<sup>th</sup>; Alderman Stancil seconded the motion; all were in favor.

In March of this year, an interlocal memorandum agreement was signed with Land of Sky for them to assist in an audit of our Zoning Ordinance. The agreement expires on December 31, 2025. Mayor Norton presented an amendment to extend the agreement to June 30, 2026. Alderman Gentry made a motion to extend the agreement; Alderman Stancil seconded the motion; all were in favor.

#### **Tax Collector – Laura Holloway**

2025 Tax Bills were mailed October 3, 2025.

Ms. Holloway requested permission to release \$2.94 in interest, from a 2022 bill to the new owners of the Honeymoon Cottage. Alderman Gentry made a motion to release the interest; Alderman Myers seconded the motion; all were in favor.

## TOWN BUSINESS

### Mayor Norton

Bids were opened for the 2016 Malibu.

1. Gitsinger \$551.01
2. Brown \$1,000.00
3. Black \$2,800.00

Alderman Myers made a motion to accept the bid from Mr. Black; Alderman Stancil seconded the motion; all were in favor.

The Candidate forum will be next Tuesday, October 21, 2025 from 6:00pm to 9:00pm, at the Pine Hall. It's suggested to be there at 5:30 to submit questions. There are seven candidates. Mr. Noris Gentry will moderate. Ms. Kassim will contact the candidates to let them know the forum date, time, and place. Alderman Myers made a motion to make a \$200.00 donation to Pine Hall for the use of the venue; Alderman Gentry seconded the motion; all were in favor.

### Alderman Wendy Stancil

Confirmed Maintenance was aware of the leak and sink-hole by the post office. They are aware.

Alderman Stancil asked Attorney Leake what can the town do regarding unkept properties owned by people who do not live in town. Mr. Leake referred the Town to the County's building inspectors regarding the safety of the properties as the County has the condemnation authority. Mr. Leake will speak with the building inspection people on behalf of the Town.

Alderman Stancil asked about racial profiling being acceptable in detaining people. She wants to know what the County's/State's protocol is on the matter. Mr. Leake assured her that the County has proper procedures in place and is qualified to deal with and call on assistance from others if needed.

Alderman Gentry made a motion to go into Executive Session (ES) at 7:44pm; Alderman Stancil seconded the motion; all were in favor.

At 8:03pm, Alderman \_\_\_\_\_ made a motion to return to Regular Session; Alderman \_\_\_\_\_ seconded the motion; all were in favor. Sena Kassim's weekly work hours were discussed in ES. Alderman \_\_\_\_\_ made a motion for Ms. Kassim to work 40-hours per week; Alderman \_\_\_\_\_ seconded the motion; all were in favor.

Since there is no other business to discuss, Alderman \_\_\_\_\_ made a motion to adjourn, Alderman \_\_\_\_\_ seconded the motion; all were in favor. Meeting adjourned at 8:04pm.

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Approved  
*Abigail Norton*  
Mayor Abigail Norton

11-10-25  
\_\_\_\_\_  
Date  
*Nancy Thomas*