

Town of Hot Springs
Board of Alderman
Regular Meeting
November 11, 2025

Present:

Mayor Abigail Norton
Alderman Jeanne Gentry
Alderman Wendy Stancil
Alderman Daniel Myers

Mayor Norton called the meeting to order at 5:35

Alderman Myers made the motion to go into executive session at 5:36
Alderman Gentry seconded the motion.
All agreed

Alderman Stancil made the motion to return to regular session at 5:46.
Alderman Myers seconded the motion.

Alderman Myers made the motion to accept the October minutes.
Alderman Stancil seconded the motion.

Agenda:

Kaitlyn Finkle presented the Board with a zoning ordinance and went over it with the Board. Ordinance is attached.

The Board discussed fees not designated in the ordinance, and Mayor Norton asked if fees had to be agreed on prior to accepting the ordinance. Ms. Finkle replied they did not.

Alderman Stancil made the motion to accept the new zoning amendments.
Alderman Gentry seconded the motion.

Public Comment:

Glenda Dolbeare and Ike Lassiter wanted to thank Alderman Gentry and Alderman Myers for their service to the Town.

Sara Jo Litwak, with the Hot Springs Event Committee, said they are planning to have their Christmas Parade and Tree Lighting on December 13. The Board discussed street closing. Mayor Norton said she has already sent an email to the DOT and will get back with Ms. Litwak when she hears from them.

Ms. Litwak said the parade, with a Marching Band, should not require more than 20 minutes of street closure.

A gentleman attending the meeting had concerns about the Zoning Ordinance presented to the Board, stating he missed the opportunity to voice his opinion on the RV ordinance. Mayor Norton asked him to attend the next zoning meeting.

Phillip Solomon said he was concerned about the 25/70 that crosses from the Artisan Gallery to the Hot Springs Elementary School. He said he hesitated to invite children to Trick-Or-Treat at the Gallery because he felt it was unsafe to cross the street there.

Mayor Norton said the DOT is working on Crosswalk plans, and she will ask them to consider that area.

Kristen Robinson asked if the Town issued permits for burning structures on private property, as she had done this recently.

Mayor Norton said the HSVFD most likely obtained the required permit, as they participated in burning the structure.

Ms. Robinson suggested presenting a proposal, for future reference, to the BOA to create a document that indicates the steps and procedures one needs to burn a structure.

Departments:

Brad Guth shared with the Board an update on projects he has been working on.
Paperwork attached

Mayor Norton said the deadline for accepting bids for sidewalks was November 3, and they had only received one bid from Lonesome Mountain.

Alderman Gentry made the motion to accept the bid.

Alderman Myers seconded the motion.

Mr. Guth shared with the Board his plan to apply for \$115,000 to cover FEMA denials.

Alderman Myers made the motion to approve this application.

Alderman Gentry seconded the motion.

Mr. Guth described a mitigation fund to potentially replace the Spring Creek Bridge and described a grant to possibly pursue the design. *Paperwork attached*

Alderman Stancil made the motion to approve applying for this grant.

Alderman Myers seconded the motion.

Mr. Guth explained the 10 M water / wastewater project is awaiting paperwork.

Mayor Norton said the paperwork for the downtown sidewalks had arrived, and the Board, under the direction of Attorney Leake, agreed to continue this meeting on Thursday, November 13 at 10:00 to approve the plans.

Hassena Kassim shared paperwork with the Board to describe the projects she has been working on. *Paperwork attached*

Ms. Kassim told the Board Police Chief Shelton needs a taser. The quote she presented was in the amount of \$1,973.00. She asked if that could be purchased, and if she should look into grants to apply for to use for this purpose.

Alderman Myers said the Board did not need to vote on this; the expenditure would come out of the Police Department Budget.

Ms. Kassim said Chief Shelton also needs a new phone, and that would come out of the Police Department Budget under "communications."

Jeremy Trantham discussed with the Board utilizing Powell Funds for paving and sidewalks,

And added this work can only be done when weather permits, and therefore those projects may not get done this year.

Mr. Trantham also mentioned that the maintenance department was in need of some supplies that would cost in the area of \$3,000.00, which included a H2S monitor which basically detects gas leaks that can be fatal; adding you cannot smell the gas, and must have the meter to detect any leaks. He said the maintenance workers also need muck boots. This amount also included other needed supplies, but could they start with one purchase.

Mr. Trantham gave his list of needed supplies to the Board.

Alderman Gentry asked if the Town has seen any FEMA money yet.

Mayor Norton said they have not seen any money that covers contents yet.

Alderman Gentry said they need to get another quote for the supplies but agreed the maintenance employees did need muck boots.

Ms. Kassim agreed Mr. Trantham and Mr. Woods had a lot of paperwork and did need file cabinets.

Alderman Gentry said they would have to do a Budget Amendment and told Ms. Kassim to keep this in mind when the next Board became seated.

Mayor Norton asked if a budget amendment could be done.

Ms. Kassim said it would probably be done in January.

Mayor Norton asked if the Board approved the tree trimming in the amount of \$5,200.00.

Ms. Kassim said the trimming is being done on Reservoir Road to the water tank.

Mayor Norton asked if they needed a motion.

Alderman Gentry said the funds would come from General Fund Streets or Powell, and they can do a budget amendment.

Ms. Kassim continued with the Maintenance Department request for a vehicle with a lift gate.

Alderman Myers said a lift gate was essential to save time and prevent injury.

**Alderman Myers made the motion to approve the purchase of a truck with a lift gate.
Alderman Stancil seconded the motion.**

Ms. Kassim shared a memorandum from NCLM describing a grant to provide Technical Tracking. She described technical tracking as a system that can be used with Southern Software and Quick Books that would be useful to the Town.

Alderman Stancil made the motion to allow Ms. Kassim to apply for the Technical Tracking addition.

Alderman Gentry seconded the motion.

Ms. Kassim presented the Board with Budget Amendments, totaling 7.
See list attached.

Alderman Myers made the motion to approve Budget Amendment # 5.
Alderman Gentry seconded the motion.

Alderman Gentry made the motion to approve Budget Amendment # 6
Alderman Myers seconded the motion.

The Board discussed cleaning up the parking lot. Cars have been parked there continually even after owners have received letters of request to move them. Alderman Myers said he has had multiple conversations with the owners, some who have been unresponsive.

Attorney Leake said if letters were sent, and owners have been told for the last four months, then it would be acceptable to have vehicles towed at owners' expense. Alderman Gentry said the letters did not specify that the cars would be towed.

Attorney Leake then recommended another letter be sent informing owners the cars will be towed at owners' expense and give them two weeks.

TJ Phillips asked the Board for a letter of support to apply for a grant to assist with a Public Parking lot.

Alderman Gentry made the motion to support this application.

Alderman Stancil seconded the motion.

Mr. Phillips said the Grant Awards Committee will meet Thursday at 11:00 am if anyone is interested in attending.

Fire Department

Fire Chief Josh Norton asked for confirmation that the Board had approved tree / limb removal on Reservoir Road, imperative to access.

Ms. Kassim said yes it would come out of the Streets Budget.

Mayor Norton shared an Agents Authorization Form that will give McGill Associates, PA authority to represent the Town of Hot Springs for the Water Line replacement.

Alderman Gentry made to motion to allow.

Alderman Stancil seconded the motion.

**Alderman Myers made the motion to allow Road Closure for the Christmas Parade.
Alderman Stancil seconded the motion.**

Mayor Norton said the Board needs to discuss the Donation Center. They need to discuss employees, ensuring they were following procedures. She added Mandy Cox could still be working under disaster recovery, but her grant ends in February.

Alderman Myers said the Baptist Church would like for them to be out by the first. of the year.

Mayor Norton said she would make some calls.

Alderman Stancil said Ms. Cox could continue working until December and was being paid by a grant.

Alderman Gentry asked what this entailed.

Mayor Norton said the donation center was for people affected by the flood, and it was designed for disaster recovery only.

Alderman Gentry said who was supposed to determine who was affected.

Alderman Stancil said short of having people fill out a survey, the Board cannot make that determination.

Alderman Gentry shared her feelings about her experience of being an Alderman and Finance Officer for the Town.

Letter attached

Mayor Norton thanked Alderman Myers and Alderman Gentry and told them she would miss them.

Alderman Gentry said she will be right there for anyone, and especially Sena. (Ms. Kassim)

Alderman Myers made the motion to continue meeting Thursday, November 6.

Alderman Stancil seconded the motion.

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Approved
Abigail Norton, Mayor

12-8-25
Date