

Town of Hot Springs  
Board of Alderman  
Regular Meeting  
April 13, 2026

Present:

Mayor Abigail Norton  
Alderman Lisa Gahagan  
Alderman Tammy Shelton  
Alderman Wendy Stancil  
Town Attorney Larry Leake  
Finance Officer / Town Administrator Hassena Kassim  
Tax Collector Laura Holloway  
Clerk Nancy Thomas

Mayor Norton called the meeting to order at 6:00.

**Alderman Shelton made the motion to approve the March 6 minutes.**

**Alderman Gahagan seconded the motion.**

**All were in favor.**

**Alderman Gahagan made the motion to approve the March 21, 2026 minutes.**

**Alderman Shelton seconded the motion.**

**All were in favor.**

**Alderman Stancil made the motion to approve the March 24 minutes.**

**Alderman Gahagan seconded the motion.**

**All were in favor.**

**Agenda:**

- **Allison Smith** with the NC Dept. of Commerce's Rural Economic Development Division (REDD) gave a presentation to the Board about Municipal services they provide and elaborated on upcoming visits to Hot Springs and funding opportunities. Visits and sessions planned for April 20, April 21, and April 22

**Public Comment:**

- **Ike Lassiter** asked the Board what was happening at the Post Office, where paving has been done to accommodate parking. He was concerned with traffic, having only one lane where cars are parked where Hikers Ridge was prior to the flood. Mayor Norton said the Town does not own that lot, but parking was allowed at this time while the work at the Public Parking Area is still progress.

Mr. Lassiter said sharing the space with moving traffic continued to be a problem. Mr. Thomas Phillips asked if the area would be marked with vertical lines, and Mr. Tim Arnett asked if the first space or two would be handicap accessible.

- **Barbara Meade** asked if it was necessary to have only one lane open on the Bridge, and could the Board request opening both lanes at least on Sunday. Mayor Norton and the Board explained that the DOT and the NC Bridge Department determined only one lane can be accessed at a time for safety. Mayor Norton reminded everyone how vital it is to obey the light signal. Going through the red light, which operates via sensor, is not only dangerous, but can affect the sensor and disrupt the process. She elaborated to please do not run the red light.
- **Glenda Dolbeare** asked when City Hall on Bridge Street will be ready. Hassina Kassim replied it should be ready by the end of May.

**Agenda:**

- **Mr. Thomas Phillips** talked to the Board about the Town Trail Festival, which is being hosted by Rebuild Hot Springs. He talked about the activities that would take place, and requested the Board approve a Live Music Application for the event and waive the Application Fee.

**Alderman Shelton made the motion to approve the Live Music Application for the Town Trail Fest.**

**Alderman Gahagan seconded the motion.**

**All were in favor.**

**Alderman Gahagan made the motion to waive the Application Fee for the Town Trail Fest.**

**Alderman Shelton seconded the motion.**

**All were in favor.**

- **Sonya Phillips** continued the discussion about the Town Trail Fest and added it was a free family event. She said volunteers are needed for cleaning up, and vendors should sign up ASAP if they wish to set up.
- **Tim Arnett** said on May 2, during the Town Trail Festival, the Spring Creek Tavern would like to request an extension for Live Music. They wish to allow booked musicians consisting of a flute and two acoustic guitars to play until 11:00 pm

**Alderman Gahagan made the motion to approve a live music extension until 11:00 pm for the Springs Creek Tavern.**

**Alderman Stancil seconded the motion.**

**All were in favor.**

**Hassena Kassim** said she, along with Pam Hysong and Land of Sky, need approval from the Board to submit a grant with USDA that will help the Town of Hot Springs Finance Office and Public Works replace content lost in the flood as well as assistance in purchasing cameras for the Police Department. She elaborated on content lost in the flood and said the USDA grant is a reimbursement grant in the amount of \$85,000.00. Eligibility includes approval from the Hot Springs Board of Alderman, a letter from the Town of Hot Springs which Attorney Leake will assist with, and a timely response as funds are limited.

**Alderman Gahagan made a motion to approve the grant application to USDA.**

**Alderman Stancil seconded the motion.**

**All were in favor.**

#### **Departments:**

- **Keven Reese**, who does the web site for the Town, said he is doing research on the live stream domain, and is working closely with Applied Solutions to ensure all is in place in accordance with all State ordinances.
- **Jeremy Trantham**, Maintenance supervisor, shared with the Board that the generator at the well house and Post Office need to be serviced. Hassena Kassim asked Mr. Trantham to get a quote for the service. While discussing, Attorney Leake commented that servicing the generator is in the Budget, and Board motion was unnecessary, but would not hurt to approve the expenditure.

**Alderman Gahagan made the motion to approve the expense of servicing the generators at the pump stations.**

**Alderman Shelton seconded the motion.**

**All were in favor.**

Mr. Trantham updated the Board on upcoming collections inspection, and employee Charles Hemphill taking Collections 1 & 2 class during the week of April 20. He also discussed an annual conference given by NCRWA (North Carolina Rural Water Association) which he thinks would be beneficial for the Maintenance Employees to attend. He added it may be too late to sign up to attend this year but hoped the Board would approve this expenditure. Hassina Kassim said the expenditure would consist of use of the town truck, cost of the conference (\$420.00) plus gas, and it would be taken from Continued Education Budget item.

**Alderman Shelton made the motion to approve the expenditure of Mr. Trantham plus one more employee attending the NCRWA conference.**

**Alderman Stancil seconded the motion.**

**All were in favor.**

- **Laura Holloway, Tax Collector,** told the Board she has sent second and third letters for delinquent property taxes, and a second letter for delinquent personal taxes. She said she has collected 96.58 % of real property taxes, and 96.30 % of personal taxes. She asked if the Board would waive a \$6.05 late fee for a property.

**Alderman Gahagan made the motion to waive the \$6.05 late fee.**

**Alderman Shelton seconded the motion.**

**All were in favor.**

- **Mayor Norton** discussed with the Board and Attorney Leake creating an ordinance to coincide with State Burning Bans which will enable law enforcement to issue citations to anyone not being compliant. Attorney Leake said he could create such an ordinance.

**Hassena Kassim**

- On behalf of the **Police Department,** she presented the Board with the Police Department Quarterly Report. (Attachment # 2)
- She, along with Mayor Norton, urged the Board to approve the Personal Policy. Attorney Leake reminded the Board that if they discovered anything in the Policy they wanted to change, they could amend it anytime.

**Alderman Stancil made the motion to approve the Personal Policy.**

**Alderman Shelton seconded the motion.**

**All were in favor.**

- She gave an update to the Board on how busy she has been researching alternative software's to replace QuickBooks, considering prices, and all having access without the need to move to another desk. Mayor Norton said she would really like the Board

to approve the transition to Southern Software at this meeting, so Hassena can move forward with the transition.

**Alderman Stancil made the motion to approve the purchase of Southern Software.**

**Alderman Shelton seconded the motion.**

**All Alderman were in favor.**

- She discussed discovering Skyrunner overbilling the Town, and fixed the error, giving the Town a credit balance of \$1,890.00. She now wants to go over billing with Duke Progress and US Cellular to see if she can find discounts or any other issues.
- She told the Board she created a Budget Amendment for the purchase of cameras for the Police Department to place throughout Town. She added this purchase would be paid for with FEMA grants, but Edwards Equipment Company required a 50% payment prior to receiving FEMA funds.

**Alderman Shelton made the motion to approve a Budget Amendment for the Police Department cameras.**

**Alderman Gahagan seconded the motion.**

**All were in favor.**

- She told the Board that according to Duke Progress, there would be a power outage at the Community Center, and they discussed what they should do to ensure she and Laura can still get paid, whether it be move to the Maintenance Shop, or work from home. They agreed to use Weather Related line item on checks.
- She expressed her thanks to Steve from Pittsboro who she met through Amy Donochod, owner of the Big Pillow Brewery, and arranged his donation of chairs, filing cabinets and lockers. Donations came to Hot Springs City Hall and the Hot Springs Volunteer Fire Department.
- She gave a presentation of progress with OSBM grant and projects she is working on. Please request a spread sheet for these topics.
- She discussed individual training with Josh from NCLM and Applied Solutions to be educated on Cyber Security and being able to manage phishing emails and frauds. She believed this training would be useful.

The Board did not make a decision on purchasing this training at this time.

- She gave a presentation to the Board of the Towns Budget to Actual report. Budget to Actual and Profit and Loss report is enclosed with official copy of these minutes.

### **Other Business**

- Sara Eavenson, not present, filled out an application to have live music for two events at the Magnolia House. One on May 9<sup>th</sup> and one on May 16.

**Alderman Gahagan made the motion to approve the Magnolia House request for live music for both May events.**

**Alderman Stancil seconded the motion.**

**All were in favor.**

**Alderman Gahagan** asked maintenance supervisor Jeremy Trantham if the Duke Progress and NSRR has resolved the power situation. Mr. Trantham said an employee from Haynes Electric will be collaborating with Duke to determine the best way to get power to the location. He said they are making progress.

Alderman Gahagan asked about the Powell fund, and Hassena Kassim told her the NCDOT was specific on what Powell funds can be used for. This topic was briefly discussed.

**Mayor Norton** discussed taking part in a feasibility study per request from the Town of Mars Hill. This is an interlocal agreement between towns just for a study. An agreement to participate is not binding. Letter is attached.

**Alderman Gahagan made the motion to submit the letter to Whom it May Concern to commit willingness to cooperate with this study.**

**Alderman Shelton seconded the motion.**

**All were in favor.**

**Mayor Norton** then asked the Board to go into Executive Session. 7:16

Amendments, Executive Session Minutes, and BOA meeting agenda are attached.

Approved <sup>3-3</sup> Board members and Mayor

Date 5-11-26

Abigail Norton  
Mayor Abigail Norton

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Other if necessary