



Workshop Meeting of the Town of Carolina Shores  
Board of Commissioners  
August 3, 2015 10:00am

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*\*\*\*Public Hearings advertised for August 6, 2015 have been cancelled to allow more resident input with the Planning Board.\*\*\**

Call to Order

- I. Administrative Reports
  1. Administrative Reports
  2. Committee Reports
- II. New Business
  3. Regular Meeting, August 6, 2015 Agenda Items:
    - a. Sales Tax Revenue Re-distribution Resolution
- III. Public Comment
- IV. Mayor and Board of Commissioner Comments
- V. Closed Session: None
- VI. Adjournment

Town of Carolina Shores Board of Commissioners  
Agenda Item Summarization & Narrative

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Item: Agenda Adjustments

Contact: Mr. Walter B. Goodenough, Mayor

Location: Agenda Adjustments  
“Adjustments to the agenda and approval thereof”

Follow-up: None

Requested Action: Board Action: Approve/Disapprove

Budgetary Impact: None

Narrative:

This item presents for the Board’s consideration adjustments to the agenda from the time the time the agenda was created to allow for flexibility in deliberations of the Board.

Town of Carolina Shores Board of Commissioners  
Agenda Item Summarization & Narrative

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Item: Public Comment

Contact: Mr. Walter B. Goodenough, Mayor

Location: Public Comment  
“Public Comment”

Follow-up: None

Requested Action: Allow time for public comment.

Budgetary Impact: None

Narrative:

This item presents for the Board’s consideration those citizens that have comments pursuant to GS 160-81.1.

§ 160A-81.1. Public comment period during regular meetings.

The council shall provide at least one period for public comment per month at a regular meeting of the council. The council may adopt reasonable rules governing the conduct of the public comment period, including, but not limited to, rules (i) fixing the maximum time allotted to each speaker, (ii) providing for the designation of spokesmen for groups of persons supporting or opposing the same positions, (iii) providing for the selection of delegates from groups of persons supporting or opposing the same positions when the number of persons wishing to attend the hearing exceeds the capacity of the hall, and (iv) providing for the maintenance of order and decorum in the conduct of the hearing. The council is not required to provide a public comment period under this section if no regular meeting is held during the month. (2005-170, s. 3.)

Time Limit: 5 minutes

Town of Carolina Shores Board of Commissioners  
Agenda Item Summarization & Narrative

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Item: Consent Agenda

Contact: Mr. Walter B. Goodenough, Mayor

Location: Consent Agenda  
"Consent Agenda"

Follow-up: None

Requested Action: Pass all items with one motion, second, vote.

Budgetary Impact: Possible subject to items.

Narrative:

This item presents for the Board's consideration an expedited, omnibus action item for non-controversial, pro-forma, and routine items.

**Town of Carolina Shores  
Board of Commissioners  
Pre-Agenda Meeting Minutes  
July 6, 2015  
10:00 a.m.**

**DRAFT**

Members Present: Mayor Walter B. Goodenough and Commissioners: Joseph Przywara, Greg Davis, Bill Brennan, John Russo and John E. Manning. Also Present: Jon Mendenhall, Town Administrator and Nicole Marks, Town Clerk.

Members Absent: None

Others Absent: None

**Call to Order:**

At 10:00 a.m. Mayor Walter B. Goodenough called to order the Board of Commissioners Workshop Meeting.

**Administrative Reports:**

Town Administrator Report/Jon Mendenhall – On file at Town Hall:

This report serves as the report of administrative activities undertaken by the Town in the month of June and summarizes administrative, operational, and project updates for the reporting period. This report also summarizes and provides a brief narrative on items of business to be considered at the Regular Meeting of the Board.

Administrative

Administrative work has progressed in June to accomplish: annual performance evaluations, year-end clean-up tasks to prepare for the new fiscal year starting July 1, and hiring for open positions. Work is also on-going to implement the budget work plan for FY 16. Procurement activities have been initiated, form based improvements have been completed, and projects are being kicked-off for re-surfacing as well as digitization of records.

On a special note, the first annual report has been created in a “Report to the People” that is intended to provide an overview of Town Government, past accomplishments and planned future goals. This document is planned to be completed annually at the end of each fiscal year for the benefit of the public. Additionally, all members of the Town’s staff will be present for the workshop meeting to be introduced and recognized. It is with great pleasure that I recognize the following staff members:

Mrs. Julie Munday – Finance Director  
Mrs. Nicole Marks – Town Clerk  
Mr. Jerry Franklin – Building Custodian  
Mrs. Gail Treglia – Code Compliance Officer

Mr. Harold Kernodle – Chief Building Inspector  
Mrs. Jean Fisher – Building Inspector  
Mrs. Sara Hammonds – Office Assistant  
Mr. Chris Edwards – Maintenance Supervisor  
Mr. Floyd Burke – Maintenance Worker  
Mr. Arthur Bausch – Maintenance Worker

### Operational

#### *Finance*

Finance is preparing to close-out the current fiscal year and has begun work with the auditor for the annual audit process.

#### *Public Works*

##### Maintenance

The June schedule experienced no delay, I am pleased to report that the Maintenance Division performed very well during the month. Roadside ditch maintenance is on-going as is vegetative maintenance. Some equipment was removed from service due to maintenance issues and end of year budget constraints, the plan is to have all equipment back online in July.

#### *Inspections*

Inspections has transitioned with the new Chief Building Inspector in place. The finalization of permit form changes is complete. New phases in Calabash Lakes and The Farm at Brunswick are being prepared (in various stages of review) to be brought on-line.

#### *Public Safety*

Code Compliance is working on a summer-fall work program: 1) business registration and recognition of the Carolina Shores municipal name – business registration has been delayed until the General Assembly adjourns as there are some pending bills that may alter business registration conducted by municipalities, 2) catalog commercial signs (affixed to building and free-standing) – cameras are being evaluated to begin this work.

### Project

#### *Drainage*

##### Roadside Drainage Maintenance

1. Roadside Drainage – roadside drainage ditch maintenance will continue pending equipment repair and acquisition.

#### *Resurfacing*

##### Annual Resurfacing Project

1. Pinewood Drive – engineering cost proposal submitted for review following approval/modification design will begin in order to advance to the bid phase

### Incorporations via Reference

Inspections – please refer to the Inspections Report as provided

Public Safety – please refer to the Calabash VFD and Calabash Rescue Squad Reports as provided.

**Special Presentation: Annual Report to the People and Meet the Staff:**

Mr. Mendenhall introduced staff in his administrator's report and reviewed the Town of Carolina Shores 2015 Report to the People which is on file at Town Hall.

**Finance Report -- On file at Town Hall:**

Mr. Mendenhall gave the 4<sup>th</sup> Quarter Finance Report below:

**TOWN OF CAROLINA SHORES  
FINANCE REPORT  
4th Quarter 2014-2015**

**GENERAL FUND**

Beginning Balance \$4,382,728

**BUDGET SUMMARY**

	<b>2014-2015 ADOPTED</b>	<b>ACTUAL AS OF 06-30-2015</b>	<b>PERCENT</b>
<b>EXPENDITURES</b>			
OPERATING	1,276,600	1,035,717	
CIP	498,370	498,370	
TOTAL...	1,774,970	1,534,087	86%
<b>REVENUES</b>			
PROPERTY TAX	380,000	385,642	
SALES TAX	524,000	572,644	
UTILITY FRANCHISE	100,000	138,541	
MISC. (Bldg.Permits, Beer/Wine, Interest, MV)	669,600	413,054	
Powell Bill Funds	101,370	107,346	
TOTAL...	1,774,970	1,617,227	91%
<b><u>Ending Balance :</u></b>	<b>4,439,118</b>		

### **Pinewood Drive Work Order Request:**

Mr. Mendenhall said he seeks the Board's direction on the Pinewood Drive Work Order Request for the engineering study. Mr. Mendenhall said the amount of the work order is \$28,958.00. It was the consensus of the Board to place this item on the Consent Agenda for Thursday's Board meeting.

### **A Report by Brunswick County Planning Department on a Greenway Plan:**

Kirstie Dixon from the Brunswick County Planning Department discussed the Greenway/Blueway Plan for all of Brunswick County with the Board of Commissioners.

### **Committee Reports:**

Keep Brunswick County Beautiful – Mr. Gere Dale gave the KBCB report. Mr. Dale said he would like to add a couple of things to what Kirstie said since he's been involved in this for over ten years. Mr. Dale said the project has been vacant for about eight years until Mike Hargett moved over to the County and resurrected it and Kirstie is his right hand gal. Mr. Dale said he had a vision on how a Greenway would come through Carolina Shores ten years ago. Mr. Dale said and thinks his vision is still usable, definable and doable and it doesn't require using any roadways at all. Mr. Dale said he is not a proponent of putting people on roadways; it's a segregated walkway or a bike path. Mr. Dale said what he had envisioned took people off the roadways throughout Carolina Shores, so we can maybe discuss that further at some point but he is glad this project is being reenergized. Mr. Dale said incidentally the part of a project called the Maine to Key West Greenway in New England it's about 20-25% complete up there. Mr. Dale said south of New York there has only been limited work and if you look at the original map, where a Greenway would go, it would go from Wilmington to Little River. Mr. Dale said that would be the path through Brunswick County, to end up in Little River, it obviously has to go through Carolina Shores or Calabash or both. Mr. Dale said he would be very interested in that project and would be happy to talk further on it when it comes to further fruition. Mr. Dale said when he reported on KBCB last month, he indicated that they were ready to embark on a project called a Community Appearance Litter Index. Mr. Dale said basically it was to tour the County on a selected basis and identify the five major areas in the County. Mr. Dale said the areas are North, South, East, West and Central, picking roadways in each of those areas and making an assessment as to the amount of litter on a scale of one to four. Mr. Dale said they actually started on that project on June 18<sup>th</sup> and there were five of them that embarked on that project. Mr. Dale said on the North, part of the Central and for the East which is Oak Island and Southport, five of us worked pretty much a full day and they had a driver and someone that monitored the progress and laid out the areas they were going to go through. Mr. Dale said three of us were the counters that made the assessment and worked very well. Mr. Dale said they covered about 110 miles of County roads that day and got the top half of the County done. Mr. Dale said they are going to do the other half of the County, next Tuesday, a week from tomorrow which will involve the Southern District and they have asked Mr. Dale to route the activity for that district and he has picked two areas in each of those municipalities. Mr. Dale said the purpose of this is to provide a snapshot for the national organization of what the litter frequency is in Brunswick County and additionally to provide the County of some snapshots on where they need to concentrate their efforts to clean-up litter. Mr. Dale said on their first day, it was very interesting because they found everything from alpha to omega, we found some really clean areas and then we found some areas where there was litter every step of the way. Mr. Dale said they have selected areas down here that they have no idea of what they will find. Mr. Dale said he will post that information when he speaks in August. Thank you.

Calabash EMS – Mayor Goodenough said the transition with the County went smoothly.

Tree Advisory Committee – Commissioner Russo said the committee meets on July 22, 2015, so there is nothing to report at this time.

Calabash Fire Department – Mayor Goodenough said the Fire Department has ordered their new vehicle two weeks ago from Florida and its called E1. Mayor Goodenough said the grant was around \$380,000.00 and the truck came in around \$440,000.00 and it's unequipped which means they need to get supplies. Mayor Goodenough said the fireworks went off and there was around 3,000 people by Captain John's and another 3,000 people down by the waterways and roadways so that's about 6,000 residents or guests and was a real nice night.

**New Business:**

Petition for Voluntary Noncontiguous Annexation by Two Hardworking Guys, LLC – First Reading of an Annexation Ordinance July 6, 2015; Public Hearing and Second Reading Scheduled for July 9, 2015 at 2pm:

COMMISSIONER MANNING MADE A MOTION TO APPROVE THE FIRST READING OF AN ANNEXATION ORDINANCE PETITION FOR VOLUNTARY NONCONTIGUOUS ANNEXATION BY TWO HARDWORKING GUYS, LLC. COMMISSIONER DAVIS SECONDED THE MOTION. MAYOR GOODENOUGH ASKED IF THERE WERE ANY FURTHER DISCUSSION. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Economic Development Agreements for Beach Window and Door, LLC – Public Hearing Scheduled for July 9, 2015 at 2pm:

It was the consensus of the Board to place this item on the agenda for the Thursday meeting.

Appointment of Members to the HOA/POA Committee:

There was discussion on this item. It was the consensus of the Board to place this item on the agenda for the Thursday meeting.

**Public Comment:**

Gere Dale, 46 Calabash Dr. – Mr. Dale said two things regarding the Recycle Center, that secondary receptacle for the yard waste continues to block the access for people getting into the yard waste area and he doesn't know why that has to be placed in that position and has said that now for a couple of months running. Mr. Dale said the other thing is he was over there this morning on his way here and he sat next to the speed limit sign as he was waiting in line to get to the compactor and thought that was maybe a little bit superfluous to have that speed limit sign there as you wait in line to get to the compactor. Mr. Dale said we need that speed limit sign out on our roads and there are many of us in the town that would benefit having that speed limit sign out there and he encourages the Town to do that please. Mr. Dale said he wants to comment on the work that was done on the medians in Carolina Shores, the area that abuts the Parkway and abuts the main road going through the town. Mr. Dale said work was done over a period of the last month to put dirt on that median area and plant grass seed and so forth. Mr. Dale said that whole effort, he thinks was aborted, he's been involved in landscaping for sixty years and he never saw where you put dirt down, throw grass seed on it and then walk away for two weeks

and then come back and put some water on it and put some straw on it. Mr. Dale said there is no grass growing where that grass seed was put out and the straw is still there and hasn't been mowed over once and would like to ask somebody to take a look at that. Mr. Dale said his next item is on June 24<sup>th</sup> there was an ecotourism seminar over at the college and Kirstie was part of that. Mr. Dale said there were three other locations and invitations were sent out to all towns to attend and there wasn't anybody there from our elected town members. Mr. Dale said he was there because he was asked to be there by KBCB. Mr. Dale said it was very interesting and very educational. Mr. Dale said the only other thing that he's asked about is he sees that we are doing some significant swale maintenance work and that's very commendable but there are a number of people that are very unhappy with our swale maintenance because the town is coming in and digging it out without any kind of transit so the swales end up below the driveway culverts and water will have to go uphill to flow properly. Mr. Dale said he thinks people are hesitant to come into town hall to complain but he has asked the ones that have complained to him to come into Town Hall and make a formal complaint. Thank you.

**Mayor and Commissioner Comments:**

Commissioner Brennan – Commissioner Brennan said he is very happy to see financially we are on the upswing in spite of the difficulties we had this year, in spite of looking at a some what decreased tax base and also very happy that we are growing the Town.

Commissioner Russo – Commissioner Russo said on the corners where we have been dropping the gravel, it's doing two things, the gravel is flying around and bringing out into the roadway.

Commissioner Manning – Commissioner Manning said he hopes they answered Gere's questions about a couple of things. Commissioner Manning said he hopes everyone had an enjoyable 4<sup>th</sup> and he knows everyone enjoyed the fireworks. Commissioner Manning said it's good to see Mr. Brennan back as he was laid up a long time and hopes everybody enjoys the rest of the summer.

Commissioner Davis – Commissioner Davis said he wants to commend the financial process that we have gone through with the addition of full time staff and the additional equipment that we've added this year and yet we have come out to the plus side financially and have actually added money to our reserves. Commissioner Davis said he commends Jon and the staff and he's very pleased. Commissioner Davis said not only are we adding that medical center area but now we are adding another area over at Calabash Road and population wise we are growing daily and it's good to see.

Commissioner Przywara – Commissioner Przywara said he was in the Seattle area and they recycle everything.

Mayor Goodenough – None

**Closed Session:**

None

**Adjourn:**

COMMISSIONER BRENNAN MADE A MOTION TO ADJOURN THE JULY 6, 2015 BOARD OF COMMISSIONERS WORKSHOP MEETING. COMMISSIONER MANNING SECONDED THE MOTION. MAYOR GOODENOUGH ASKED IF THERE WERE ANY DISCUSSION. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

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Walter B. Goodenough, Mayor

Submitted by:  
Nicole Marks  
Town Clerk

**TOWN OF CAROLINA SHORES  
BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES**

**July 9, 2015  
2:00 p.m.**

**DRAFT**

Mayor Walter B. Goodenough called the July 9, 2015 meeting to order at 2:00 p.m. The Pledge of Allegiance was recited and there was a moment of silence. Commissioners Present: Joseph Przywara, John E. Manning, Greg Davis, Bill Brennan and John Russo. Also Present: Jon Mendenhall and Nicole Marks, Town Clerk.

Absent: None

**Agenda Adjustments:**

COMMISSIONER MANNING MADE A MOTION TO APPROVE AN AGENDA ADJUSTMENT BY ADDING ADJOURN AS ITEM NUMBER 10 ON THE AGENDA. COMMISSIONER BRENNAN SECONDED THE MOTION. MAYOR GOODENOUGH ASKED IF THERE WERE ANY DISCUSSION. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

**Public Comments:**

Gere Dale, 46 Calabash Drive – Mr. Dale said he has two subjects to cover. Mr. Dale said he was interested in the “Report to the People” that was presented at the workshop on Monday. Mr. Dale said he’s not sure what a “Report to the People” means, I thought we were residents or constituents, not people but it may have some insignificance he doesn’t understand. Mr. Dale said that was on page 22 and page 23 of the 60 page presentation. Mr. Dale said I don’t know whether you feel that you have fulfilled an obligation to communicate with people when you put something on the website and on page 22 and page 23 out of 60, I doubt there are very many people who are going to see this. Mr. Dale said I have asked repeatedly that hard copies of important documents be made available either at the Recycle Center or through the POA’s, I’ll ask that again. Mr. Dale said he was at the Carolina Shores POA Board meeting yesterday; I gave each of those Board members copies of this suggesting that they pass it along. Mr. Dale said with regards to the document itself, it says there are specific accomplishments then looking on the second page, it talks about reflecting back, which I guess that’s what those accomplishments are. Mr. Dale said there are eleven accomplishments on there including reorganizing the Department of Public Works, I don’t know as you people are supposed to be representatives of our community, are supposed to be representing our community, I don’t understand why reorganization of the Department of Public Works can be considered an accomplishment, perhaps somebody can enlighten me. Mr. Dale said he understands there were four people hired and now there are only three, I don’t know what happened to the fourth person. Mr. Dale said instituted a paperless agenda system, I don’t know what that has done, just cost the taxpayers money and when we sit out here in the audience we have difficulty seeing you folks on the dais because you are behind your laptop or desktop computers. Mr. Dale said there is an item in here addressed uniform service delivery in terms of right-of way maintenance and he has no idea of what that means; maybe somebody could explain that to him. Mr. Dale said and then

there is another item made operational improvements to the solid waste convenience site, well if you talk to the residents, its worse, then when you started making changes to Convenience Site. Mr. Dale said there is nothing that has been added, that is user friendly. Mr. Dale said the second item that he wants to talk about is there was road work done on the Parkway several months ago by Brunswick County Water and Sewer, I guess to go in and repair a water or sewer line, there was a lot of confusion and a lot of traffic backed up and so forth in conjunction with that. Mr. Dale said he happened to experience first hand with another incident because Brunswick County Water and Sewer had an occasion to rip up the road right in front of my house to repair a sewer leak from my neighbor. Mr. Dale said that set in an interim condition with rocks all over the part where they had dug up and they had put two cones there and I had to go out almost daily and put the cones back up after traffic hit them and knocked them over into the swale. Mr. Dale said two weeks went by after they left and I called Brunswick County and they said they had no record of doing that job. Mr. Dale said I'm looking out my window and I can see it, would you please check your records. Mr. Dale said they checked and got back to him and they said yes we did that and Mr. Dale said well when are you going to resurface it and they said we already have resurfaced it. Mr. Dale said I'm looking out my window and it has not been resurfaced and they said well we have a contractor. Mr. Dale said well contact that contractor and please ask him to come and resurface the road. Mr. Dale said I think that the Town needs to take a proactive position with Brunswick County Water and Sewer, when they come into our Town, rip up our roads, I think the Town should be aware of it and monitor it. Thank you.

**Consent Agenda:**

COMMISSIONER MANNING MADE A MOTION TO APPROVE THE FOLLOWING CONSENT AGENDA ITEMS.

- Approval of Minutes: June 1, 2015; June 4, 2015; and June 18, 2015
- Approval of a Revised Engineering Cost Proposal for Pinewood Dr. Resurfacing

COMMISSIONER RUSSO SECONDED THE MOTION. MAYOR GOODENOUGH ASKED IF THERE WERE ANY DISCUSSION. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

**Administrative Reports:**

Mr. Mendenhall said the Board has in front of them a Personnel Update for July 2015. Mr. Mendenhall said we have one full-time vacancy in the Maintenance Division and was vacated by a former employee who went to Brunswick County. Mr. Mendenhall said the Groundskeeper position is still open and that's a part-time position and one part-time Office Assistant position available. There was discussion on these vacancies. There was discussion on hours and rate of pay for employees.

COMMISSIONER BRENNAN MADE A MOTION TO INSTRUCT THE TOWN ADMINISTRATOR TO AUTHORIZE A TWO DOLLAR PER HOUR INCREASE FOR ALL EXISTING, CURRENT MAINTENANCE DEPARTMENT EMPLOYEES EFFECTIVE NEXT PAY CYCLE. COMMISSIONER DAVIS SECONDED THE MOTION. MAYOR GOODENOUGH ASKED IF THERE WERE ANY DISCUSSION. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

The Board continued discussion on the Personnel Update for July 2015. It was the consensus of the Board to not have Town Hall closed during the lunch hour and there should be at least two people in the building at all times and the Town Administrator should continue to do what he has been doing as far as getting the vacancies filled.

**Public Hearings:**

Annexation Ordinance for Two Hardworking Guys, LLC:

COMMISSIONER DAVIS MADE A MOTION TO OPEN THE PUBLIC HEARING FOR THE ANNEXATION ORDINANCE FOR TWO HARDWORKING GUYS, LLC. COMMISSIONER BRENNAN SECONDED THE MOTION. MAYOR GOODENOUGH ASKED IF THERE WERE ANY DISCUSSION. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Public Comment on Public Hearing:

There was no Public Comment on this Public Hearing.

COMMISSIONER MANNING MADE A MOTION TO CLOSE THE PUBLIC HEARING ON THE ANNEXATION ORDINANCE FOR TWO HARDWORKING GUYS, LLC. AND GO BACK INTO REGULAR SESSION. COMMISSIONER BRENNAN SECONDED THE MOTION. MAYOR GOODENOUGH ASKED IF THERE WERE ANY DISCUSSION. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Economic Development Agreement for Beach Window and Door, LLC:

COMMISSIONER DAVIS MADE A MOTION TO OPEN THE PUBLIC HEARING ON THE ECONOMIC DEVELOPMENT AGREEMENT FOR BEACH WINDOW AND DOOR, LLC. COMMISSIONER BRENNAN SECONDED THE MOTION. MAYOR GOODENOUGH ASKED IF THERE WERE ANY DISCUSSION. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Public Comment on Public Hearing:

Gere Dale, 46 Calabash Dr. – Mr. Dale said he spoke against the Economic Development Agreement for the Medical Complex of \$150,000 plus of taxpayer money. Mr. Dale said he speaks again for the record that he is against allocating over \$20,000.00 of taxpayer's money for this Economic Development Agreement. Mr. Dale said he see's there is to be a million dollar investment, a million dollars at the current tax rate would yield for the Town \$1,016.00 a year, so I guess over a course of 18-20 years there might be the opportunity to recoup that. Mr. Dale said he doesn't think that the praise in this document that he read results in the creation of a significant number of local jobs, I guess that is a creation of eight or ten jobs, not likely to go too our people who live in this community. Mr. Dale said he doesn't understand why we are giving taxpayer money for this kind of benefit. Thank you.

COMMISSIONER DAVIS MADE A MOTION TO CLOSE THE PUBLIC HEARING ON ECONOMIC DEVELOPMENT AGREEMENT FOR BEACH WINDOW AND DOOR, LLC AND GO BACK INTO REGULAR SESSION. COMMISSIONER MANNING SECONDED THE MOTION. MAYOR GOODENOUGH ASKED IF THERE WERE ANY DISCUSSION. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

**Old Business:**

At this time, Mayor Goodenough let Ms. Frances Di Bona speak as she missed the regular Public Comment section on the agenda.

Frances Di Bona, 15 Carolina Shores Dr. – Ms. Di Bona said she noticed in the Beacon they have filings on the candidates and whose running and whose not what and offices are open and asked if the filings will be announced in the Beacon as far as who is running. Ms. Di Bona said speaking to a lot of friends in her neighborhood, their biggest complaint was, it wasn't publically written so they didn't know when it was coming up, they didn't know when to vote.

**New Business:**

Second Reading and Adoption of an Annexation Ordinance for Two Hardworking Guys, LLC:

COMMISSIONER DAVIS MADE A MOTION TO APPROVE THE SECOND READING AND ADOPTION OF AN ANNEXATION ORDINANCE FOR TWO HARDWORKING GUYS, LLC. COMMISSIONER PRZYWARA SECONDED THE MOTION. MAYOR GOODENOUGH ASKED IF THERE WERE ANY FURTHER DISCUSSION. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Resolution on an Economic Development Agreement for Beach Window and Door, LLC:

COMMISSIONER MANNING MADE A MOTION TO APPROVE THE RESOLUTION ON AN ECONOMIC DEVELOPMENT AGREEMENT FOR BEACH WINDOW AND DOOR, LLC. COMMISSIONER RUSSO SECONDED THE MOTION. MAYOR GOODENOUGH ASKED IF THERE WERE ANY FURTHER DISCUSSION. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Appointment of Members to the HOA/POA Committee:

Mayor Goodenough said the Board is at the same place as Monday, that three communities have not submitted names for the HOA/POA Committee which are the community of Carolina Shores, Beacon Townes and Calabash Lakes. Mayor Goodenough said according to what the Board asked, it was to have the names by July 1, 2015 for appointment at the Board's July 9, 2015 meeting for appointment. Mayor Goodenough said the guidelines also stipulate that there would be a minimum of five members form the communities to start it and we only have three: The Village at Calabash, Lighthouse Cove and The Farm. Mayor Goodenough said he sees no reason why we should even pursue this any further but that's the Board's decision. There was further discussion on this item.

COMMISSIONER RUSSO MADE A MOTION TO DISCONTINUE THE COMMITTEE EFFECTIVE TODAY. COMMISSIONER MANNING SECONDED THE MOTION. MAYOR GOODENOUGH ASKED IF THERE WERE ANY FURTHER DISCUSSION. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

**Mayor and Board of Commissioners Comments:**

Commissioner Manning – None

Commissioner Davis – None

Commissioner Przywara – Commissioner Przywara asked Mr. Mendenhall where we are on the status of The Farm agreement because they rushed us, they asked us to do this quickly and were anxious to get underway to do all this work and the last time he talked to Mr. Mendenhall, they still hadn't come in to sign. Mr. Mendenhall responded and said they still haven't come in to sign the agreement and he talked to Andy Webster today and Mr. Mendenhall said he reminded Mr. Webster that they have submitted the paperwork for Phase 5 final plat for review and reminded Mr. Webster that cannot be approved until the agreement is ratified by D.R. Horton and they are holding up the entire process and that they really need to figure out why. Mr. Mendenhall said we need to figure out if they are going to sign it or not because if they are not going to sign it, then it needs to come back to the Board for a Board decision. Commissioner Przywara said his concern is that he doesn't want them to sign it later on because then they are doing all this road stuff into the school year and you're talking about certain road's being closed. Mr. Mendenhall said he did remind Mr. Webster that technically he has about three weeks in August to do the work and have it completed and inspected and there are a lot of things that need to be done. Mr. Mendenhall said that Mr. Webster was going to look into it. Commissioner Davis asked Mr. Mendenhall if during the conversation with Mr. Webster, was the flooding issue at Calabash Lakes mentioned and Mr. Mendenhall said the flooding issue was discussed. Commissioner Przywara said there is an agreement and yet D.R. Horton continues to use the wooden poles and signs. Commissioner Przywara said the poles are starting to get in crappy shape; they are loose and hanging down. Commissioner Przywara said there are one or two Stop Signs that our Administrator has concerns about public safety which are really fading and he was assured it was going to be taken care of like three months ago. Commissioner Przywara said he would like to make a suggestion to this body that we ask our Administrator to put something in writing and give D.R. Horton thirty days because they have had a long time to do this or otherwise we are going to take the agreement, take their money and replace it with the galvanized poles and signs. Commissioner Davis said we have an agreement that the Board agreed to over a year ago that they agreed to about new or existing signs and D.R. Horton has not changed one pole or sign at The Lakes and we have signs that are tilted, bent and they have not put in what is expected of this Town. Commissioner Davis said in a letter, they need to replace all the poles, stop signs and street signs. Mr. Mendenhall said by way of update a letter has been sent and we can do a similar letter for Calabash Lakes. Commissioner Przywara said it seems like it just takes them forever to do anything and it just doesn't make sense.

Commissioner Russo – Commissioner Russo said the Tree Advisory Committee needs volunteers. Commissioner Russo said he's very surprised and again he hates to say it this way but his development, who is from what he has seen was so interested in this HOA/POA and right now not one of them has even come up to try to help. Commissioner Russo said this Town is growing and people still think we are still back in 1974 whenever they started this thing.

Commissioner Russo said either they can't see growth, the Town needs people, we need help, we need people to come along with the Town, not pushing it down and his only concern is whatever we do, it better be legal so that people can complain if they want, as long as we do something that is legal and we're doing a good job. Commissioner Russo said he would like to get help with the Tree Advisory Committee and would like to get the information out in regards to the meeting.

Commissioner Brennan - Commissioner Brennan asked Mr. Mendenhall if we are moving along with East Coast Engineering to have them working on the road engineering project. Mr. Mendenhall said yes sir. Commissioner Brennan said one of the concerns is that we said we were going to try and get this stuff done and have it done by July 1<sup>st</sup> and here we are and I just don't want to wind up in that December timeframe again. Mr. Mendenhall said with the approval on the consent agenda today, that authorization is going to go out today to let them begin the survey work. Commissioner Brennan asked if they are ready to go and Mr. Mendenhall said yes sir, I have e-mailed them this week and they are very interested to get it started.

Mayor Goodenough - Mayor Goodenough said as far as the annexations go, there are some that are not thrilled with it, there are some that are not thrilled that we spent \$150,000.00 to annex twenty-eight acres of property or some not thrilled that we spent \$50,000.00 to annex another piece of property and it's going to take thirty or twenty years to get the money back. Mayor Goodenough said not thrilled because we are putting a medical center up there and there are some in town that are not going to go to it but what this individual doesn't know is that the medical center in town is going to be closing because this thing is opening and the other problem I have with those numbers is what year did you think the Village of Calabash will finally have paid back to this Town the \$4,000,000.00 it's going to cost to fix those roads that you people or this community or this Town or the people in charge knew better to annex all those years ago. Mayor Goodenough said I figure somewhere around 3050, that \$4,000,000.00 should be paid back. Mayor Goodenough said at what point will we get our money back on that deal that we are still paying for.

**Closed Session:**

None

**Adjourn:**

COMMISSIONER BRENNAN MADE A MOTION TO ADJOURN THE JULY 9, 2015 BOARD OF COMMISSIONERS MEETING. COMMISSIONER RUSSO SECONDED THE MOTION. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

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Walter B. Goodenough, Mayor

Submitted by:  
Nicole Marks  
Town Clerk

Town of Carolina Shores Board of Commissioners  
Agenda Item Summarization & Narrative

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Item: Administrative Report  
Contact: Mr. Jon Mendenhall, Town Administrator  
Location: Administrative Reports  
"Administrative Reports"  
Follow-up: None  
Requested Action: Receive reports on the administration of the Town  
Budgetary Impact: None

Narrative:

This item presents for the Board's information various reports on the administration of the Town.

# TOWN OF CAROLINA SHORES NORTH CAROLINA

200 Persimmon Road  
Carolina Shores, NC 28467



Phone 910-575-4877  
Fax 910-575-4812

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## MEMORANDUM

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TO: Mayor and Board of Commissioners  
FROM: Jon M. Mendenhall, Town Administrator  
SUBJECT: July Administrative Report  
DATE: 7/29/15  
ENCL: Press Release on Summer-Fall Street Improvements  
CC: File

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This report serves as the report of administrative activities undertaken by the Town in the month of July and summarizes administrative, operational, and project updates for the reporting period. This report also summarizes and provides a brief narrative on items of business to be considered at the Regular Meeting of the Board.

### Administrative

July has been an exceptionally busy month: ground-breaking for the medical center, pre-planning the proactive maintenance of streets in The Farm at Brunswick, kick-off of the Pinewood Drive resurfacing project, starting the records retention project, and multiple residential development projects totaling over 250 lots.

Equipment has been evaluated and additional items are being requested to add to surplus:

- 1) A lot of obsolete information technology equipment; approximately 6 old printers, 2 old PCs, adding machines, miscellaneous office/break-room equipment, and one badly worn credenza.
- 2) One obsolete zero-turn mower

### Operational

#### *Finance*

Finance has closed out the current fiscal year and has begun work with the auditor for the annual audit process.

*Public Works*  
Maintenance

The July schedule experienced no delay, the Maintenance Division continues to perform very well. A load of cold patch was purchased and Maintenance has canvassed the roads town-wide for potholes to patch; long-term this method will become the secondary patch method as Maintenance attempts to transition to the hot mix method that allows for a more durable and longer lasting patch. Roadside ditch maintenance is on hold while the dump truck is repaired. Maintenance is requesting that one lawn mower be considered surplus.

Inspections

Inspections is working well in all areas, work is continuing on the medical center and in the new phases of Calabash Lakes and the Farm at Brunswick.

*Public Safety*

Code Compliance continues work on a summer-fall work program: to catalog commercial signs affixed to building and free-standing) in order to bring all commercial areas further into compliance.

Project

*Drainage*

Roadside Drainage Maintenance

1. Roadside Drainage – roadside drainage ditch maintenance will continue pending equipment repair

*Resurfacing*

Annual Resurfacing Project

1. Pinewood Drive – in design phase (survey work wrapping-up), next milestone will be bid phase

Incorporations via Reference

Inspections – please refer to the Inspections Report as provided

Public Safety – please refer to the Calabash VFD report as provided

# TOWN OF CAROLINA SHORES NORTH CAROLINA

200 Persimmon Road  
Carolina Shores, NC 28467



Phone: 910-575-4877  
Fax: 910-575-4812

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## PRESS RELEASE

July 23, 2015

### Town of Carolina Shores Street Improvements for Summer-Fall 2015

The Town of Carolina Shores is pleased to announce that street improvements will begin in August, 2015 on numerous streets throughout Town. These improvements are in keeping with the goals established by the Town of Carolina Shores to proactively management infrastructure including streets and drainage ways. There are approximately 24 miles of Town maintained streets in the Town. These street improvement projects represent 20% of the total street mileage. With the completion of this work, over 5 years, a total of 8.64 miles of streets will have been improved representing 44% of the total street mileage maintained by the Town. This will have been accomplished without a tax increase, debt financing or special assessment.

#### Farm at Brunswick

The Farm at Brunswick subdivision will be seal-coated to prolong pavement life, providing for proactive street maintenance for the roadways in that subdivision. This work is being done in joint partnership with DR Horton and anticipates that every publicly dedicated street will be seal-coated.

Anticipated Start: August, 2015

Street Mileage: 3.96 miles

Area: See attached notice and map

#### Pinewood Drive & Sunfield Drive

A portion of Pinewood Drive and a portion of Sunfield Drive in the Carolina Shores subdivision are undergoing engineering in a project that will resurface those streets, improve drainage structures, and improve the median island at the intersection of Sunfield Drive and Persimmon Road. This work is being engineered by East Coast Engineering of Shallotte, work is anticipated in Fall 2015.

Anticipated Start: Fall, 2015

Street Mileage: 0.78 miles

Area: Pinewood Drive from the southern intersection of Myrtlewood Drive to the northern intersection of Sunfield Drive, Sunfield Drive southwest to Persimmon Road

Contact: Town of Carolina Shores, Jon Mendenhall, 910-575-4877

###

ACTIVITY REPORT – BUILDING PERMITS  
TOWN OF CAROLINA SHORES  
JUNE 2015

Single Family Residence	7
Total Cost of Construction (Stick built – SF)	\$1,543,265
Multi- Unit Housing	0
Total Cost of Construction (Multi Unit Housing)	\$0
Modular Home Permits	0
Total Cost of Construction – Modular	\$0
Manufactured Home Permits	0
Total Cost of Construction – Manufactured Homes	\$0
Commercial/Industrial Building Permits	0
Total Cost of Construction Commercial/Industrial Building	\$0
<b>TOTAL BUILDING PERMIT CONSTRUCTION VALUATION</b>	<b>\$1,543,265</b>
Other Building Permits (i.e. Addition, fence, deck, garage, shed, sunroom, mail station, concrete/asphalt paving, roof over deck, windows) construction valuation	\$57,302
Building Permits	16
Demolition	0
Electrical Permits	1
Mechanical Permits/Gas Permits	22
Plumbing Permits	3
Sign Commercial	1
Inspections Completed	318
Certificate of Occupancy Certificates	12
<b>TOTAL CERTIFICATE OF OCCUPANCY (CONSTRUCTION VALUATION)</b>	<b>\$1,505,607</b>
<b>PERMIT FEE REVENUE</b>	<b>\$24,726.72</b>
<b>YEAR TO DATE PERMIT REVENUE</b>	<b>\$278,632.72</b>

Cc: Town Administrator – FINAL REPORT June 2015  
Judy – Brunswick Co. Inspection Dept. 253-2024

**CALABASH FIRE DEPARTMENT  
ALARM REPORT  
JUNE 2015**

	BUILDINGS FIRES	FALSE ALARMS	WOODS BRUSH	MVA NO INJ	MVA INI/EXT	VEHICLE FIRE	WATER RESCUE	OTHER*	EMS	TOTAL
NUMBERS OF RESPONSES	9	8	3	8	1	2	2	16	110	159
FIREFIGHTERS RESPONDING	60	45	22	53	5	12	19	88	543	828

**APPARATUS RESPONSE**

LADDER 1260	15
TANKER 1265	2
ENGINE 1270	0
ENGINE 1271	6
RESCUE ENGINE 1272	52
CHIEF'S VEHICLE 1280	16
ASSISTANT CHIEF'S VEHICLE 1281	9
UTILITY 1282	0
FIRST RESPONDER 1284	100
BRUSH 1285	15
RESCUE 1295	6
BOAT	2
STATION	122
POV	9

**MUTUAL AID**

GIVEN	13
RECEIVED	5

**EMERGENCY CALLS**

	FIRE	MISC	EMS	TOTAL
TOWN OF CALABASH	1	10	36	47
TOWN OF CAROLINA SHORES	3	5	35	43
BRUNSWICK COUNTY (CFD DIST)	1	17	38	56
BRUNSWICK COUNTY MUTUAL AID	2	1	0	3
HORRY COUNTY MUTUAL AID	2	7	1	10
<b>TOTAL</b>	9	40	110	159

**OTHER CALLS\***

5- LOCK OUT CAR
3- SMOKE DETECTORS BATTRIES
1- STANDBY SUNSET BEACH ST 11
1- STANDBY HORRY CTY STATION 2
1- ILLEGAL BURN
1- ASSIST CITIZERN WITH CAR
1- LEAKING PROPANE TANK
1- STUCK ELEVATOR
1- CO DETECTOR CHECK
1- MAZ MAT ASSIT HORRY CTY

YTD CALLS -

**898**

Town of Carolina Shores Board of Commissioners  
Agenda Item Summarization & Narrative

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Item: Public Hearings

Contact: Mr. Walter B. Goodenough, Mayor

Location: Public Hearings  
"Public Hearings"

Follow-up: None

Requested Action: Conduct Public Hearing(s) as scheduled

Budgetary Impact: None

Narrative:

This item presents for the Board's action various public hearings as scheduled by the Board subject to the rules of procedure duly adopted by the Board of Commissioners and further subject to the requirements of the North Carolina General Statutes.

Town of Carolina Shores Board of Commissioners  
Agenda Item Summarization & Narrative

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Item: Sales Tax Re-distribution Resolution

Contact: Mr. Jon Mendenhall, Town Administrator

Location: New Business

Follow-up: None

Requested Action: Action (motion, second, vote)

Budgetary Impact: None

Narrative:

This item seeks the Board's consideration of resolutions opposing the re-distribution of sales tax revenues. This is a continuation of a previous discussion from earlier this year with Senate Bill 365 which was withdrawn. This version of the sales tax revenue re-distribution is being proposed as part of the State's budget.



TOWN OF CAROLINA SHORES BOARD OF COMMISSIONERS

A RESOLUTION  
OPPOSING THE RE-DISTRIBUTION OF SALES TAX REVENUES

WHEREAS, the Town of Carolina Shores was on record as opposing Senate Bill 369 which would have re-distributed sales tax revenues which would have not only adversely impacted the municipal revenues but also the municipal services that our residents enjoy and have come to expect; and

WHEREAS, the re-distribution of sales tax revenues has now found its way into the proposed budget laws of the State; and

WHEREAS, the consequences of such sales tax revenue re-distribution would move away from long established principles of cost based accounting through a “user pay” system to a redistributive system of subsidization of non-residents’ commerce/shopping habits through the provision of public services to such non-residents without commensurate revenue tools to equitably finance those services; and

WHEREAS, the Town of Carolina Shores and its sister municipalities in Brunswick County all collectively lose revenue under the proposed re-distribution of sales tax revenue in addition to Brunswick County Government losing revenue which translates into a detriment for 20 units of local government and by association 1 community college system, and 1 local education agency all of which serve over 115,000 residents of the State; and

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the Town of Carolina Shores that the Board of Commissioners is steadfastly opposed to the re-distribution of sales tax revenues; and

BE IT FURTHER RESOLVED that the Board of Commissioners of the Town of Carolina Shores instructs the Town Administrator to forward this Resolution to the Town’s legislative delegation with copies to be forwarded to the Office of the Governor and the membership of each and every budget committee now working in the General Assembly on the State’s budget.

In the COUNTY OF BRUNSWICK

Adopted this \_\_\_ Day of \_\_\_\_\_, 2015

TOWN OF CAROLINA SHORES BOARD OF COMMISSIONERS

By: \_\_\_\_\_  
Mr. Walter Goodenough, Mayor

\_\_\_\_\_  
Ms. Nicole Marks, Clerk to the Board

Town of Carolina Shores Board of Commissioners  
Agenda Item Summarization & Narrative

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Item: Mayor and Board of Commissioners Comments

Contact: Mr. Walter B. Goodenough, Mayor

Location: Mayor and Board of Commissioners Comments  
“Mayor and Board of Commissioners Comments”

Follow-up: None

Requested Action: Allow time for Mayor and Board comment.

Budgetary Impact: None

Narrative:  
This item presents a time for Mayor and Board’s discussion.

Town of Carolina Shores Board of Commissioners  
Agenda Item Summarization & Narrative

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Item: Closed Session

Contact: Mr. Walter B. Goodenough, Mayor

Location: Closed Session  
[As specified on the closed session notice and agenda]

Follow-up: None

Requested Action: Enter into closed session pursuant to the notice and agenda

Budgetary Impact: None

Narrative:

Pursuant to GS 143-318.11 Closed Sessions

**§ 143-318.11. Closed sessions.**

(a) Permitted Purposes. – It is the policy of this State that closed sessions shall be held only when required to permit a public body to act in the public interest as permitted in this section. A public body may hold a closed session and exclude the public only when a closed session is required:

- (1) To prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes.
- (2) To prevent the premature disclosure of an honorary degree, scholarship, prize, or similar award.
- (3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. General policy matters may not be discussed in a closed session and nothing herein shall be construed to permit a public body to close a meeting that otherwise would be open merely because an attorney employed or retained by the public body is a participant. The public body may consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure. If the public body has approved or considered a settlement, other than a malpractice settlement by or on behalf of a hospital, in closed session, the terms of that settlement shall be reported to the public body and entered into its minutes as soon as possible within a reasonable time after the settlement is concluded.
- (4) To discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the

public body in negotiations. The action approving the signing of an economic development contract or commitment, or the action authorizing the payment of economic development expenditures, shall be taken in an open session.

- (5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.
- (6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. General personnel policy issues may not be considered in a closed session. A public body may not consider the qualifications, competence, performance, character, fitness, appointment, or removal of a member of the public body or another body and may not consider or fill a vacancy among its own membership except in an open meeting. Final action making an appointment or discharge or removal by a public body having final authority for the appointment or discharge or removal shall be taken in an open meeting.
- (7) To plan, conduct, or hear reports concerning investigations of alleged criminal misconduct.
- (8) To formulate plans by a local board of education relating to emergency response to incidents of school violence.
- (9) To discuss and take action regarding plans to protect public safety as it relates to existing or potential terrorist activity and to receive briefings by staff members, legal counsel, or law enforcement or emergency service officials concerning actions taken or to be taken to respond to such activity.

(b) Repealed by Session Laws 1991, c. 694, s. 4.

(c) Calling a Closed Session. – A public body may hold a closed session only upon a motion duly made and adopted at an open meeting. Every motion to close a meeting shall cite one or more of the permissible purposes listed in subsection (a) of this section. A motion based on subdivision (a)(1) of this section shall also state the name or citation of the law that renders the information to be discussed privileged or confidential. A motion based on subdivision (a)(3) of this section shall identify the parties in each existing lawsuit concerning which the public body expects to receive advice during the closed session.

(d) Repealed by Session Laws 1993 (Reg. Sess., 1994), c. 570, s. 2. (1979, c. 655, s. 1; 1981, c. 831; 1985 (Reg. Sess., 1986), c. 932, s. 5; 1991, c. 694, ss. 3, 4; 1993 (Reg. Sess., 1994), c. 570, s. 2; 1995, c. 509, s. 84; 1997-222, s. 2; 1997-290, s. 2; 2001-500, s. 2; 2003-180, s. 2.)