

**Town of Carolina Shores  
Board of Commissioners  
Pre-Agenda Meeting Minutes  
February 5, 2018  
10:00 a.m.**

Members Present: Mayor Joyce Dunn and Commissioners: Joseph J. Przywara, Bill Brennan, Greg Davis and Gere Dale. Also, present: Jon Mendenhall, Town Administrator; Julie Munday, Finance Director; James E. Eldridge, Town Attorney and Nicole Hewett, Town Clerk.

Members Absent: None

Others Absent: None

**Call to Order:**

At 10:00 a.m. Mayor Joyce Dunn called to order the Board of Commissioners Workshop Meeting.

**Administrative Reports: Town Administrator Report/Jon Mendenhall:**

Board of Commissioners Special Called Meeting Minutes January 25, 2018 – Mr. Mendenhall said the minutes are available and would like to include them on the Consent Agenda for Thursday. It was the consensus of the Board to place the minutes on the Consent Agenda.

Resolution 18-8 Alternative Work Schedule – Mr. Mendenhall said there are questions regarding Table 1 and Table 2. Mr. Mendenhall said it would prudent for the Board to review this item.

Volunteer Meeting – Mr. Mendenhall said the Press Release for the call for volunteers will be worked on and the meeting will be held later this month and hopes everyone will attend.

Finance – Mr. Mendenhall said Finance is working on W-2s and on implementing changes in federal tax law in accordance with IRS regulations.

Public Works – Mr. Mendenhall said Public Works is busy cutting and doing some force account work on the flood bench construction. Mr. Mendenhall said once contract crew is working on de-mucking the canal between Pinewood Drive and the Village at Calabash.

Inspections – Mr. Mendenhall said inspection volumes remain very high and there is a lot of activity. Mr. Mendenhall said there are a lot of new inquiries coming in about different phases and development.

Public Safety – Mr. Mendenhall said Code Compliance is working on one nuisance complaint and is supporting the 2018 calendar year kick-off for volunteers. Mr. Mendenhall said Code Compliance is attending FEMA training for emergency management purposes.

Projects – Mr. Mendenhall said the Drainage Spot Improvement Program for 2018 is underway and approximately 33% complete. Mr. Mendenhall said we have had weather delays the past couple of weeks and we are not making the progress we had hoped for but we are still moving

forward and look forward to the completion of DSIP #7 which is the Pinewood Project. Mr. Mendenhall said the draft Town Drainage Study will be on the March 2018 agenda for the Board. Mr. Mendenhall said that Mr. Robert Tucker is here from East Coast and will talk about the Sunfield Project bid and the issues associated with it and where we stand with that. Mr. Mendenhall reviewed the DSIP 18 Status Sheet with the Board (a copy is on file with the Town Clerk). Mr. Mendenhall asked Mayor Dunn if she had any comments regarding the Pinewood Project. Mayor Dunn said we had a meeting last week to talk to residents about the Pinewood, Mashie and The Village areas who would be affected by this project. Mayor Dunn said there was some shock that after all these years, someone showed up and were digging a road through that area. Mayor Dunn said we had a good talk about that. Mayor Dunn said there were three major things that came out of that conversation. Mayor Dunn said people are concerned about having an entrance off from Thomasboro. Mayor Dunn said they are very concerned that people that shouldn't be on this access road will be coming off Thomasboro Road to get on it. Mayor Dunn said they would like for us to think about having a gate or one resident thought about not even having an access off Thomasboro because there are side access roads along Pinewood that should give full access for vehicles that should have to get back in there and he thought that would be a much safer situation. Mayor Dunn said so they have asked for us to give careful consideration to protecting their security. Mr. Mendenhall said there is no culvert pipe on Thomasboro so that access will be removed once the trees are taken out. Mayor Dunn said that takes care of those two issues with the gate and security. Mayor Dunn said the third issue is that people that are losing too many trees are very concerned about their buffer and other people are concerned about the fact that removing some of these trees is leaving fragile trees around the edges of their property that are more likely to be blown over in a storm because there is not good protection of those trees now. Mayor Dunn said she has asked the people that have brought that up to contact the office and give their name and we would have our staff take a look on a case by case basis. Mayor Dunn said and if we believe trees are at risk, we will have our people take them down but it will not be automatic, they have to notify the office to take a look at it. Mayor Dunn said it was amazing to have Gere there to be able to explain the entire system. Commissioner Dale said he was happy to be able to do that. Commissioner Dale said he felt there was a good rapport with the people. Commissioner Dale said Mayor Dunn apologized for the lack of communication and she did a good job on that. Commissioner Dale we should have addressed communication before we went in but the project is very necessary and he thinks most of the people went away from the meeting recognizing that. Commissioner Dale said he thinks the follow-up list is good to look at some of the individual complaints. Commissioner Dale said he thinks that people were appreciative of the meeting and appreciative of being able to interact with Mayor Dunn and himself. Mayor Dunn said Gerin Hughes from Brunswick Trucking got rave reviews. Mayor Dunn said that people said even if they don't like the project, they like the way that Gerin and his staff are doing it. Commissioner Dale said very positive. Commissioner Przywara said he has been receiving questions about the buffer and Mayor Dunn said it will be looked at on a case by case basis. Commissioner Przywara asked how much this project is costing us. Mr. Mendenhall said we would have to go back and look at our files but he believes around \$70,000.00. Commissioner Dale said for 9,000 feet, that is an amazing price. Mayor Dunn said it's very unfortunate that the people that planted trees or bushes will have to remove them. Commissioner Davis said we haven't done anything in there in a long time and it's unfortunate that people started building or placing things on the easement. Commissioner Davis said that is the unfortunate thing that we to disturb some fencing or sheds or whatever but it's the nature of the beast. Commissioner Przywara said he thinks the Board has learned a lesson on this one. Commissioner Przywara said the lesson is to notify people of the projects in the area they will happen. Mayor Dunn said that was a majority of the complaints is that the residents weren't notified before the project began and the Board members agreed. Mayor Dunn said in summary, we would like to look at on a case by case basis taking down trees and putting up trees and being as generous as we can in that procedure. Mr. Mendenhall finished reviewing the DSIP

18 projects. Mayor Dunn asked where we stand with Beacon Townes and Mr. Mendenhall said we haven't heard anymore from Beacon Townes and we need to try to get up with someone from there. The Board agreed it was important to get in contact with Beacon Townes regarding the easement.

Donation Request from Communities in Schools – Mayor Dunn said we get requests from good charitable organizations around our area looking for donations. Mayor Dunn said we generally don't make donations other than to the fire department. Mayor Dunn said she thinks its time that the Board comes up with a formal verbalized policy on contributions. Commissioner Davis said he thought they did have a policy and Mr. Mendenhall said we don't have a written policy. Mayor Dunn said we need to have a clear reason why we do or don't and respond to the request. Commissioner Davis said we don't because we can't pick and choose the ones that are deemed better over the other and everyone would ask and it's the reason that we came up with why we don't. Mayor Dunn said she doesn't think that works well; we need a process or policy. Commissioner Davis said Town's are not built to be contributors. Ms. Munday says she knows the reason in the past why we don't is because it is taxpayer money. Commissioner Dale said is a real slippery slope. Commissioner Davis said either we open that door or we don't. Commissioner Brennan said the money to the fire department is for a service, the Town is getting payback from the service. Commissioner Davis said yes, we are paying into a service. Commissioner Dale said when he gives his report this morning, he is going to report on the number of call the fire department responded to last year and how many for Carolina Shores. Commissioner Dales said he thinks \$30,000.00 a year is a really cheap price for what the fire department does for our community and our Town. There was further discussion on this item. It was the consensus of the Board of Commissioners to come up with a standard letter we can use to send back to people that are making the request. Mr. Mendenhall said staff can comprise something in writing and bring it back to the Board on Thursday.

Billboard Update – Mr. Mendenhall said this is an update on colors, letters and styles. Commissioner Brennan said he wants the Board to pick something they like so he can have it ready for the EDC meeting on Thursday. There was further discussion on this item. The Board reviewed the samples and Commissioner Brennan to prepare more samples for Thursday based on the Board's input for the Economic Development Commission meeting.

Finance Report – Ms. Munday gave the Finance Report. Ms. Munday said the beginning balance of the General Fund on January 1, 2018 was \$3,993,921.80 and the January 31, 2018 ending balance was \$3,821,872.40. Ms. Munday said the actual expenditures are \$1,447,284.00 which is 65% of the budget. Ms. Munday said with revenues of \$1,376,847.00 which is 62% of the budget. Ms. Munday said she attached a Budget Ordinance Amendment to the Finance Report. Ms. Munday said we are needing a Budget Amendment on several departments for a total amount of \$371,300.00 and hopefully this carries us through the end of the year. Ms. Munday said she is not saying there will not be another Budget Amendment but if there is, it shouldn't be too much. Commissioner Przywara asked for a copy of the budget for this year, Budget vs. Actual. Ms. Munday said she would get the Board a copy of the budget. There was discussion on this item. Ms. Munday handed out information on the Alternative Work Schedule. Ms. Munday said on Resolution 18-8 for the Alternative Work Schedule under Table 1 it shows the amount of earned days of off for the time of service you work here and it's calculated by hours to get the accrual rate and that is correct. Ms. Munday said on Table 2, it's done the same way except it comes out to 8 hours a day for 5 days a week, not the 10 hour days 4 days a week you are asking for. Ms. Munday said it just needs to show the amount of time you are here and the amount of days that you earn. Ms. Munday said if you start going into the hours, her concern is that someone is going to come up and say they have 120 hours but I've only been here for one year and I'm only accruing a 100 hours and I think I should be accruing more. Ms. Munday said

it is not done on hours; it's done on the days for years of service. Ms. Munday said everybody earns the same amount of days for years of service but if you work the 40 hours, you are accruing at a higher rate than if you worked a 35 but you are still accruing the same amount of days. There was discussion to change the calculations on Table 2 and just change it to days and not hours. Ms. Munday said that way at the end of the year; everybody gets the same amount of days. Commissioner Davis said he is really frustrated with this and it has been going on for eight months. Commissioner Davis said we had this solved once and now we are back to square one. It was the consensus of the Board to change Table 1 and Table 2 to days and not hours and Ms. Munday to make the payroll adjustment calculations. Mr. Mendenhall said the Board has a policy and it would be prudent to take action to amend the policy. It was the consensus of the Board to make the following three changes as well: On page 3 of the AWS, it should read that part-time employees don't get paid for holidays. On page 4 of the AWS, last sentence – it should read AWS employees shall be asked to document arrival/departure times. On page 1 of the AWS, last sentence take out the number “70”. Mr. Mendenhall will prepare an amended Resolution for the Board on Thursday. Commissioner Davis said please be the last.

Public Works – Mr. Mendenhall introduced Mr. Robert Tucker from East Coast Engineering. Mr. Tucker said we have had two actions the past couple of weeks. Mr. Tucker said the first is we advertised bids for the Sunfield project. Mr. Tucker said we received bids on Tuesday and unfortunately we only received one and it was rejected because we had insufficient bids and we will re-advertise that project and receive bids on February 27<sup>th</sup>. Mr. Tucker said the other item is that we had an informal bid process and received two bids for the Town Hall Campus Stormwater Project. Mr. Tucker said the low bid was J.P. Russ & Sons in the amount of \$112,850.00. Mr. Tucker said that there is not a qualifier in there for asphalt damage but they would work with them to make sure this is minimal asphalt damage. Mr. Tucker explained the other contractor that bid on the project. Mr. Tucker said this project is for a ten year storm.

COMMISSIONER DAVIS MADE A MOTION TO PROCEED AND AWARD THE TOWN HALL CAMPUS STORMWATER PROJECT TO JP RUSS & SON IN THE AMOUNT OF \$112,850.00. COMMISSIONER BRENNAN SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Mayor Dunn had questions about Sunfield and Mr. Mendenhall said it is out for re-bid. There was discussion on roadside drainage issues and Mayor Dunn will give those problems to Mr. Mendenhall. Mr. Mendenhall discussed the Sunfield and Pinewood Projects along with Mr. Tucker.

### **Committee & Volunteer Group Reports:**

Recycle Center – Commissioner Dale said we did a traffic count Saturday at the Recycle Center. Commissioner Dale said there was concern with the changes in hours on Friday and people not responding. Commissioner Dale said for the past five weeks we have normally not got 30-40 cars in the hours we have been open on Friday. Commissioner Dale said the idea was to open on Friday and take some of the pressure off Saturday. Commissioner Dale said Saturday morning we had 299 cars and that's a car a minute. Commissioner Dale said during the period of 10:00 a.m. – 11:00 a.m., we had two cars a minute during that period. Commissioner Dale said that is just too many cars to accommodate safely in there. Commissioner Dale said he does not know what we need to do about publicizing Friday anymore but try to do something to let people be aware that if they come on Friday; they don't have to come in on Saturday and they don't have to hurry in on Saturday. Commissioner Dale said we are now up to taking six eighty gallon bags of plastic over to Food Lion every week. Commissioner Dale said this is incredible to him and it gets it out of the mainstream of the recycle bin which is what they said they wanted.

Commissioner Dale said the only thing we need over there in his opinion is we really need a couple of magnetic signs. Commissioner Dale said Waste Industries brings new receptacles every day literally and they all have different writing on them. Commissioner Dale said with our aged community, we have different people having difficulty reading cardboard and recyclables, he though we could get a couple of magnetic signs that the attendant can just take up when we get the new bin and that will help with that process. Commissioner Dale said the items get mixed in and the signs would help with that. It was the consensus of the Board to have Commissioner Dale work with Mr. Mendenhall on the signs.

Calabash Fire Department – Commissioner Dale said the report for December showed that the fire department responded to a record 2,125 call last year which is up about 250 calls from the previous year. Commissioner Dale said 711 of those calls were for our Town. Commissioner Dale said that is an average of almost two a day. Commissioner Dale said so the \$30,000.00 that we contribute to the fire department if you break that down, that is a pretty nominal amount for those 711 calls.

Keep Brunswick County Beautiful – Commissioner Dale said we are continuing to try and promote that plastic and plastic bags do not go in the recyclable materials. Commissioner Dale said we are doing a better job than any other community in Brunswick County but the rest of the County has a long way to go to catch up. Commissioner Dale said one of the things that occur to him is that we still have a lot of people that go to the grocery store daily and don't take their reusable bag with them. Commissioner Dale said they get the plastic bags from the stores and the stores are not modest at all about giving out plastic bags. Commissioner Dale said he would like to suggest again that maybe with our Arbor Day and maybe if we have other celebrations that we have a supply of reusable bags that we make available to our people and continue to encourage them to use them. There was discussion on how many are available. Commissioner Dale said he thinks we need to have 500 on hand. Mayor Dunn said perhaps we need to work with Food Lion on that and Commissioner Dale said half of our peoples go to Lowe's Foods. Commissioner Dale said he thinks a good way to distribute them would be at the Recycle Center. Commissioner Dale said the attendant at the Recycle Center could offer them and maybe we can think about that. Commissioner Dale said he knows it is a little bit of cost but the problem with the plastic bags is a serious one. Thank you.

Mayor Dunn said before we go any further, she just got a note passed to her and this is really, really sad. Mayor Dunn said she is very sad to announce that former Commissioner John Russo passed away over the weekend. Mayor Dunn said for anybody that knows John, she can even count the number of years he's been in community service, public service and has always been a keen contributing member of his POA, the Town and he is the one that got Arbor Day going. Mayor Dunn said this is very sad and we will let you know as we get more information.

### **New Business:**

Regular Meeting, February 8, 2018 Agenda Items:

Consideration of Appointment to Vacant Board of Commissioners Seat: Mayor Dunn said the Board had already discussed the process they want to use. Mr. Mendenhall reviewed page 24 of the packet which showed the process (a copy of this item is on file with the Town Clerk). Mr. Mendenhall said this process started December 20, 2017 and is under Item a. and we are now down to Item c. for February 5<sup>th</sup>. Mr. Mendenhall said at the February 5, 2018 meeting of the Board, in open session as required by North Carolina General Statute 143-318.11(a)(6), letters of interest will be reviewed and candidates will be short listed by the Board of Commissioners. Mr. Mendenhall said he has index cards for the Board to make the shortlist for the candidates. Mayor

Dunn said the process we are going to use is you will be given a blank ballot and for the sake of privacy of individuals, we are going to do a secret ballot vote; however, the ballots will be passed over to our Town Clerk, they will be incorporated in our minutes and they will be available for public viewing for anybody who wishes to remain secret. Mayor Dunn said we will ask everybody to vote for the person they would like to see and we will count the ballot. Mayor Dunn said if there is a majority winner, then the vote is over. Mayor Dunn said if there is not a majority winner, we will narrow the vote to the top two and hold another vote. Commissioner Przywara said he has a dilemma because he doesn't have everybody's name. Mrs. Hewett said it is public record. Mr. Mendenhall read the following candidate names aloud: Sylvia Hapner, Janet Vetrano, Diane Urban, John Manning, Beverly Mayhew, John Russo and Walter Goodenough. Commissioner Dale said we are only going to vote for one and Mayor Dunn said yes, one. Mayor Dunn said to pass the ballots back when they are done. Commissioner Przywara said when the process is complete; letters should be sent to those that applied for the vacancy. Mayor Dunn said that she is pleased to announce that there is a unanimous decision and the selection is Beverly Mayhew. Commissioner Przywara asked if she would be sworn in today. Mr. Mendenhall said your process calls for the finalist being made on Thursday and the swearing in to occur at that time. Ms. Mayhew said she just wants to tell you that she is honored to be chosen and thank you very much. Mayor Dunn said we are happy to have you.

Discussion of a May Concert: Commissioner Dale said as you know he has advocated for a concert series for some time. Commissioner Dale said he thinks we have all of the proper sources coming together that we could have a concert on this premises in May. Commissioner Dale said he has a cheat sheet here for the Board. Commissioner Dale said what he is proposing is the next to the last Wednesday in May; we have an onsite concert here. Commissioner Dale said it would run from 7:00 p.m. to 9:00 p.m. Commissioner Dale said he will bring in a CD from an outfit that is interested in being our premiere selection. Commissioner Dale said he will hopefully bring it in on Thursday. Commissioner Dale said you have seen what he has proposed here and is there any objection although this is bare bones. Commissioner Dale said is there any objection moving forward with this. Commissioner Brennan said he is all for this but his concern is the parking issue and you have some type of shuttle service here. Commissioner Dale said there are twenty passenger shuttle buses that they use in Myrtle Beach that they took people to various venues. Commissioner Dale said depending on what the expectation is as far as people turning out, we have got about one hundred parking places that we can use on site here that are workable and will not cause a problem. Commissioner Dale said there are also about one hundred spaces up at Novant so we could accommodate about two hundred cars without having anybody have to walk on the street and using a shuttle bus from Novant. Commissioner Dale said there is the possibility if we anticipate more than two hundred cars that we could use Food Lion shopping center or a portion of the shopping center. Commissioner Dale said it depends on if we think we would have more than two hundred cars, possibly four hundred people for a first time concert and we can develop that. Commissioner Dale said that shuttle service is readily available with those twenty person buses. It was the consensus of the Board to move forward with the conceptual plan of this. There was discussion on a rain date. Commissioner Dale said if this is successful, this could be a blueprint to do the same thing in September for our anniversary celebration.

### **Public Comment:**

John E. Manning, 55 Carolina Shores Drive – Mr. Manning said he would like to thank the Board for their consideration of his application to be back on the Board. Mr. Manning said congratulations to the young lady that was appointed. Mr. Manning said thank you again. Mr. Manning said he has a couple of questions on the concert but he can talk to Gere later on. Thank you.

Rachel Lakey, 1119 Captains Court – Ms. Lakey said she lives in The Village at Calabash. Ms. Lakey said is she tickled to see the trees go, yes. Ms. Lakey said there have been a lot of problems with trees getting hit by lighting when a storm comes. Ms. Lakey said her problem is all the other trees on this side, by now taking out fifty feet of trees, you have now exposed her and several others. Ms. Lakey said she, Jim Parsch and her other neighbors are worried and concerned that these other trees along the ditch, she watched during Matthew, and other storms watched these trees rock back and forth and now that you have all these trees out, she feels that the Town should come through and take out the few that are left because she does not want them to fall on her home, boats, campers or whatever else. Ms. Lakey said her neighbor has a boat and she has a boat in her driveway and she doesn't want the trees coming down on her stuff. Ms. Lakey discussed further the exposure of the few trees that are left and the fear of them being exposed and coming down in a storm. There was discussion on this issue and not spending money on private property.

**Mayor and Commissioner Comments:**

Commissioner Dale – Commissioner Dale said he will make a comment relative to the Super Bowl. Commissioner Dale said Super Bowl 13, his ticket cost was \$20.00 and that was for two people. Commissioner Dale said he was at Super Bowl 30 was \$850.00 for two people. Commissioner Dale said his cost Super Bowl 43 was \$1,700.00 just for his ticket. Commissioner Dale said he noticed in the paper today that most of the single tickets went for around \$5,500.00. Commissioner Dale said a snack, beer, sandwich and fries were \$45.00. Commissioner Dale said that is mind boggling to him and fortunately it was a good game. Thank you.

Commissioner Davis – Commissioner Davis said he just feels bad about John Russo. Commissioner Davis said a great friend. Commissioner Davis said when he came on the Board six years ago, seven years ago, he was a mentor.

Commissioner Przywara - Commissioner Przywara said he assumes all of you received the letter he got from the School of Government on Public Records.

Commissioner Brennan – Commissioner Brennan said in regards to Gere's comment, is this a hint you want a raise.

Mayor Dunn – Mayor Dunn said she would like to have put on the agenda for the next Board Workshop, a more in depth conversation about customer service. Mayor Dunn said she would really like the Board to set some principles of how fast we want to respond, what ways we want to respond and set some guidelines. Mayor Dunn said this is for anyone that comes to Town for service. The Board asked that Jon give them the current policy. Mayor Dunn said she has known John for a hundred years. Mayor Dunn said when she got elected on the POA Board, John was on the Board with me and that was a long, long, time ago. Mayor Dunn said she had never seen a year go by since then that he wasn't involved in something and he just said last week he was bored.

**Closed Session Pursuant to N.C.G.S. 143-318.11(a)(3) Legal:**

COMMISSIONER BRENNAN MADE A MOTION TO GO INTO CLOSED SESSION PURSUANT TO N.C.G.S. 143-318.11(a)(3) LEGAL. COMMISSIONER DAVIS SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

COMMISSIONER BRENNAN MADE A MOTION TO COME OUT OF CLOSED SESSION AND GO BACK INTO REGULAR SESSION. COMMISSIONER DAVIS SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Mayor Dunn said no votes and no actions were taken during Closed Session.

**Adjourn:**

COMMISSIONER BRENNAN MADE A MOTION TO ADJOURN THE FEBRUARY 5, 2018 BOARD OF COMMISSIONERS WORKSHOP MEETING. COMMISSIONER DAVIS SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

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Mayor

Submitted by:  
Nicole Hewett  
Town Clerk