

**TOWN OF CAROLINA SHORES
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
February 10, 2025
10:00 a.m.**

Mayor Conte called February 10, 2025, meeting to order at 10:00 a.m. The Pledge of Allegiance was recited and there was a moment of silence. Commissioners present: Beverly Mayhew, Marlene Vandergrift, Debbie Watts and Harry McClard. Also, present: Chad Hicks, Town Administrator; Nicole Hewett, Assistant Town Administrator/Town Clerk and Lori Frye, Finance Director.

Members Absent: Commissioner Greg Davis

Also Absent: None

Public Comment on Agenda Items Only:

None

Administrative Reports: Mr. Hicks gave the Town Administrator Report. (A copy of this report is on file.)

Mr. Hicks said we received quite a few RFPs for the update on the CAMA Land Use Plan and he is pleased about that. Mr. Hicks said we have received the Tree City USA designation and Ms. Hewett worked very hard on that. Mr. Hicks said due to the weather, we will continue paving as soon as we can. Mr. Hicks said we will hold off on the Gates until the weather gets a little better. Mr. Hicks said we use gas cards here to fill the vehicles and the company we use is going out of business. Mr. Hicks said with Board approval, we would like to get a pump at no cost from the company we use for Public Works and start fueling here at town hall. Mr. Hicks said they will give us a bigger tank above ground at no cost. Mr. Hicks said we have one gasoline and one diesel over there now. It was the consensus of the Board, to approve the pump and tank to fuel town hall vehicles. Mr. Hicks said people are still going to the pickleball court after hours, moving our barricades and we are looking into automatic gate locks on the pickleball courts themselves or a gate to the park. Mr. Hicks said he will bring the costs back to the Board. Mr. Hicks said we have had minor damage there. Mr. Hicks said the new flooring is complete and we need to look at acoustics for the chambers and will bring an estimate back to the Board. There was discussion on the sponsorship program for town concerts. It was the consensus of the Board to table the sponsorship program and take it back to the Parks Commission and maybe come up with a different plan.

Building Inspections: Report on file with Town Clerk.

Public Works Department: Report on file with the Town Clerk.

Public Safety Department: Report on file with the Town Clerk.

Finance Report: Mrs. Frye gave the Finance Report. A copy of this report is on file with the Town Clerk.

Committee & Volunteer Group Reports:

Calabash Fire Department – Commissioner Mayhew said the CFD meeting was held on January 21st. Commissioner Mayhew reviewed December’s numbers. Commissioner Mayhew said they had a total of 181 calls of which 55 calls were in our town. Commissioner Mayhew said they provided mutual aid to 13 neighbors. Commissioner Mayhew said they had 5,912 hours of training for 2024.

Parks Commission – Commissioner Vandergrift said the Parks Commission meets February 19th.

Planning Board – Commissioner Watts said the Planning Board did not meet last month.

Ms. Hewett said in regard to the Consent Agenda she did contact each reappointment on the Planning Board/Board of Adjustment and the Parks Commission and each person on the Resolutions was willing to be reappointed. Ms. Hewett said in regard to the January 13, 2025, meeting minutes the Adjournment should read Commissioner Mayhew made a motion to adjourn and seconded by Commissioner Vandergrift and she will make that correction.

Consent Agenda:

COMMISSIONER WATTS MADE A MOTION TO APPROVE THE CONSENT AGENDA:

- BOC Regular Meeting Minutes of January 13, 2025
- Parks Commission Reappointments Resolution 25-1
- Planning Board/Board of Adjustment Reappointments Resolution 25-2

COMMISSIONER MCCLARD SECONDED THE MOTION. MAYOR CONTE CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Old Business:

None

New Business:

Consideration of CAMA Land Use Plan

Mr. Hicks said the low bid on the RFPs for the CAMA Land Use Plan was Cape Fear Council of Governments at \$58,000.00.

COMMISSIONER WATTS MADE A MOTION TO APPROVE THE CONTRACT WITH THE CAPE FEAR COUNCIL OF GOVERNMENTS FOR THE CAMA LAND USE PLAN UPDATE. COMMISSIONER MCCLARD SECONDED THE MOTION. MAYOR CONTE CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Consideration of Update to Animal Control Ordinance 25-1:

Mr. Hicks said we went through the animal control ordinance with the town attorney, and we tried to get it close to Brunswick County’s. There was discussion on a dog that is deemed dangerous.

COMMISSIONER MAYHEW MADE A MOTION TO APPROVE ANIMAL CONTROL ORDINANCE 25-1. COMMISSIONER MCCLARD SECONDED THE MOTION. MAYOR CONTE CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Discussion of Budget Retreat:

Mr. Hicks said we need to discuss when the Board would like to hold the annual Board Retreat. There was discussion on this item. Mr. Hicks said he could add it to the Regular Meeting Agenda or have a Special Called Meeting right after the Board’s regular meeting. It was the consensus of the Board, to allow staff to decide what is easier.

Mr. Hicks said the bids are out for 100 Calabash Drive. Mr. Hicks said the bids are out and will be due back this week. Mr. Hicks asked the Board if they would like him to execute the contract with the lowest bidder and go ahead and start or do you want a Special Called Meeting? Mr. Hicks said he is expecting a cost anywhere from \$100,000.00 to \$300,000.00. It was the consensus of the Board to give Mr. Hicks the authority to execute the contract of the lowest and best.

Matt Hatez, 20 Picket Fence Lane – Mr. Hatez asked if there were any information on Publix or Walmart. Mr. Hicks said Walmart has secured their NCDOT permit and has moved equipment in. Mr. Hicks said Publix should be right behind them. Mr. Hatez said he appreciates it.

Bert Glines, 5 Court 7 NW Drive – Mr. Glines said he didn’t know if there were any plans for expansion for concerts as parking is constrained and stuff like that. Mr. Glines said as the town grows, is there planning for having larger crowds and where would that expansion be. Mr. Glines said just something to think about.

Mayor & Board of Commissioner Comments:

Commissioner Davis – Absent

Commissioner Mayhew – None

Commissioner Vandergrift – None

Commissioner Watts - None

Commissioner McClard – Commissioner McClard said the Cape Fear Council of Governments is having their annual banquet and several of us are going.

Mayor Conte – None

Closed Session:

None

Adjourn:

COMMISSIONER MAYHEW MADE A MOTION TO ADJOURN THE BOARD OF COMMISSIONERS FEBRUARY 10, 2025, MEETING AT 10:28 A.M. COMMISSIONER WATTS SECONDED THE MOTION. MAYOR CONTE CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Mayor

Submitted by:
Nicole L. Hewett, Assistant Town Administrator/Town Clerk