

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

**May 3, 2021  
10:00 a.m.**

Mayor Joyce Dunn called the May 3, 2021 meeting to order at 10:00 a.m. The Pledge of Allegiance was recited and there was a moment of silence. Commissioners present: Joseph J. Przywara, Greg Davis, Bill Brennan, Beverly Mayhew and Dee Gray. Also, present: Chad Hicks, Town Administrator; Julie Munday, Finance Director and Nicole Hewett, Town Clerk.

Members Absent: None

Also Absent: None

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

Mr. Hicks said Chris is looking for two part-time back-ups at the Recycle Center and is working on that. Mr. Hicks said that everything else is in place and they are a great crew.

Mr. Hicks said we have had calls about the lighting out at East Park and BEMC has us on the schedule. There was discussion on the second entrance which was used for a construction entrance. It was the consensus of the Board to have maintenance secure the second entrance by placing posts in the ground.

Mr. Hicks said the paving projects are going well and they are on Northwest Drive today. Mr. Hicks discussed the Calabash Drive culvert. Mr. Hicks said he and Chris have to meet with another contractor. Mr. Hicks said we are going to rebid that job because the contractor that was the low bidder has had some issue with Covid and some other things and is way far behind. Mr. Hicks said we are going tomorrow with the second contractor. It was the consensus of the Board to move forward with the second bidder.

Commissioner Brennan asked Mr. Hicks about the work in The Village at Calabash.

Commissioner Davis asked if there was communication about D.R. Horton taking over the roads at Calabash Lakes. Mr. Hicks said the attorney is working on the paperwork. Commissioner Davis said the HOA never signed any documents to accept them.

Commissioner Davis said the speeding at Calabash Lakes is fixed.

There was discussion on the speed on Thomasboro Road and getting it lowered. Mr. Hicks said NCDOT sent a letter/report back to Mr. Matt Hatz and it was turned down. Commissioner Davis said that is a dangerous stretch of road. There was further discussion on this item.

Commissioner Przywara asked about the cracks at The Farm at Brunswick that need to be fixed. Mr. Hicks said that should be done in the next couple of weeks.

**Public Works Department:** Report on file.

**Public Safety Department:** Report will be on file. Code Compliance Officer, Gail Treglia said we are looking at partnering with R.A.C.E. regarding the loose dogs. Mrs. Treglia said she spoke with the president there and they have a lot of volunteers in this area. It was the consensus of the Town Administrator and Board of Commissioners that a Hold Harmless letter be done. Mrs. Treglia said the Town Concert will be on September 24<sup>th</sup> with a rain date of October 8<sup>th</sup>. The Board said that the Parks Commission could help. Commissioner Przywara said in regards to the striping on Carolina Farms Blvd., the road is not the right width. NCDOT strongly advises against striping. There was discussion on speed signs and speeding issues. It was the consensus of the Board of Commissioners to purchase two speed signs on a pole that blinks.

**Finance Report:** (a copy of this report is on file). Ms. Munday gave the Finance Report. There was discussion on the bottom line for the Total Liability. Ms. Munday said that is a software glitch and there is a patch they will be doing to correct that. Commissioner Brennan said they have the word General spelled incorrectly.

**Committee & Volunteer Group Reports:**

None

**Consent Agenda:**

None

**Old Business:**

None

**New Business:**

**Continued Discussion of Proposed FY 2021/22 Budget:**

Mr. Hicks said the Public Hearing on the proposed budget will be in June and adoption. There was lengthy discussion on the proposed Fee Schedule including the descriptions of what it costs for particular items. Mr. Hicks said we could put together a handout for the public. There was discussion on a resident having to pay permit fees twice in a short amount of time for two different projects.

**Proposed Parking Ordinance Changes:**

Mr. Hicks said these are clean-up items. Mr. Hicks said the ordinance has traffic schedules. There was discussion on this item.

COMMISSIONER DAVIS MADE A MOTION TO APPROVE ORDINANCE 21-5. AN ORDINANCE OF THE TOWN OF CAROLINA SHORES, PROVIDING THAT ITS CODE OF ORDINANCES BE AMENDED BY CHANGING AND ALTERING THE TEXT OF THE TOWN ORDINANCES. COMMISSIONER MAYHEW SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Adoption of 2021 Southeastern Hazard Mitigation Plan:

Mr. Hicks said they have been working on this for a few years. Mr. Hicks said they have held public hearings on this.

COMMISSIONER PRZYWARA MADE A MOTION TO ADOPT THE 2021 SOUTHEASTERN HAZARD MITIGATION PLAN. COMMISSIONER DAVIS SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

**Public Comment:**

Mr. George Grant, 276 Carolina Farms Blvd. – Mr. Grant gave the Board a handout. Mr. Grant said speeding is a problem on Carolina Shores Blvd. and put together a proposal to solve the problem. Mr. Grant read a prepared letter which is included in the handout (a copy of the letter and handout are on file with the Town Clerk).

There was lengthy discussion on the public comment from Mr. Grant above. It was the consensus of the Board of Commissioners to have The Farm work with Gail Treglia, Code Enforcement Officer of the Town to help investigate, work on this issue and bring a recommendation back to the Board next month.

**Mayor & Commissioner Comments:**

Commissioner Mayhew – None

Commissioner Gray– None

Commissioner Przywara – Commissioner Przywara said he has a question on the Maintenance Report about trees that were cut down on Swamp Fox. Mr. Hicks said we would not cut down trees on private property. Mr. Hicks said there were 3 trees cut down and they were on town property. Commissioner Przywara said there was a proposed Tree Ordinance which takes away the authority from the town that was posted on NCLM. Commissioner Przywara said we need to send a letter opposing this. It was the consensus of the Board to go on record opposing both the tree ordinance and the planning and zoning proposed ordinance and have the Mayor sign it.

Commissioner Brennan – None

Commissioner Davis– None

Mayor Joyce Dunn – Mayor Dunn said NARFE is about to celebrate their 65<sup>th</sup> birthday and was asked to join other towns in signing a proclamation for this. It was the consensus of the Board to do a proclamation and get it signed and sent back to them. Mayor Dunn said she would like to thank all our staff as they do a remarkable job keeping the ship afloat despite various aspects. Mayor Dunn said we never really fell behind and we have a fabulous staff.

**Closed Session per NCGS 143-318.11(a)(6) Personnel:**

COMMISSIONER BRENNAN MADE A MOTION TO GO INTO CLOSED SESSION PURSUANT TO N.C.G.S. 143-318.11(a)(6) PERSONNEL. COMMISSIONER DAVIS SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

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

Mayor Dunn said during the closed session, the Human Resources Committee made recommendations regarding staff performance and promotions to the full Board of Commissioners.

COMMISSIONER DAVIS MADE A MOTION TO ACCEPT THE EVALUATION OF TOWN ADMINISTRATOR, CHAD HICKS AS WRITTEN. COMMISSIONER PRZYWARA SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

COMMISSIONER GRAY MADE A MOTION TO PROMOTE NICOLE HEWETT TO ASSISTANT TOWN ADMINISTRATOR/TOWN CLERK EFFECTIVE TODAY. COMMISSIONER PRZYWARA SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

COMMISSIONER DAVIS MADE A MOTION TO APPROVE AN IMMEDIATE \$10,000.00 A YEAR PAY INCREASE. COMMISSIONER BRENNAN SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

COMMISSIONER DAVIS MADE A MOTION TO PROMOTE MARK SHAFFER TO OPERATIONS SUPERINTENDENT AND THAT CARRIES AN AUTOMATIC RAISE ACCORDING TO OUR PERSONNEL POLICY EFFECTIVE IMMEDIATELY. COMMISSIONER PRZYWARA SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

COMMISSIONER BRENNAN MADE A MOTION TO PROMOTE CHRIS EDWARDS AS PUBLIC WORKS DIRECTOR OF THE MAINTENANCE DEPARTMENT EFFECTIVE IMMEDIATELY AND THAT DOES NOT CARRY A PAY RAISE AS IT'S CARRIED IN HIS PAY AT HIS CURRENT SALARY. COMMISSIONER DAVIS SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

COMMISSIONER DAVIS MADE A MOTION TO APPROVE/ADD THE JOB DESCRIPTION OF HEAVY EQUIPMENT OPERATOR. COMMISSIONER PRZYWARA SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

COMMISSIONER DAVIS MADE A MOTION TO APPROVE A 1.3% COLA RAISE TO ALL EMPLOYEES. COMMISSIONER BRENNAN SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

COMMISSIONER DAVIS MADE A MOTION TO APPROVE A 3.7% MERIT RAISE FOR ALL EMPLOYEES EFFECTIVE JULY 1, 2021. COMMISSIONER BRENNAN SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

**Adjourn:**

COMMISSIONER BRENNAN MADE A MOTION TO ADJOURN THE MAY 3, 2021 BOARD OF COMMISSIONERS REGULAR MEETING AT 12:00 P.M. COMMISSIONER DAVIS SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UANIMOUS VOTE.

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Mayor

Submitted by:

Nicole L. Hewett, Assistant Town Administrator/Town Clerk