

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

July 12, 2021

10:00 a.m.

Mayor Joyce Dunn called the July 12, 2021 meeting to order at 10:05 a.m. The Pledge of Allegiance was recited and there was a moment of silence. Commissioners present: Joseph J. Przywara, Greg Davis, Bill Brennan, Dee Gray and Beverly Mayhew. Also, present: Chad Hicks, Town Administrator and Julie Mundy, Finance Director and Lori Frye, Office Coordinator.

Members Absent: Nicole Hewett, Assistant Town Administrator/Town Clerk

Also Absent: None

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

Public Works Department: Report on file.

Public Safety Department: Report will be on file.

Committee & Volunteer Group Reports:

None

Consent Agenda:

COMMISSIONER DAVIS MADE A MOTION TO APPROVE THE FOLLOWING CONSENT AGENDA ITEMS:

- BOC Regular Meeting Minutes of 3/1/21
- BOC Recessed Meeting Minutes of 3/2/21

COMMISSIONER BRENNAN SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Finance Report: Ms. Munday gave the Finance Report (a copy of this report is on file).

Old Business:

None

New Business:

Proclamation for Juneteenth Holiday:

Mr. Hicks said this Proclamation is taken from Governor Cooper's Proclamation for the State of North Carolina.

COMMISSIONER DAVIS MADE A MOTION TO APPROVE THE JUNETEENTH PROCLAMATION AND ADD THE HOLIDAY TO THE TOWN HOLIDAY SCHEDULE. COMMISSIONER MAYHEW SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Discussion and Possible Adoption of Assistant Town Administrator Job Description and Salary Grade:

Mr. Hicks gave a brief review of the proposed job description for the newly created Assistant Town Administrator Position. The Commission agreed with the language and with the Grade 23 salary.

COMMISSIONER DAVIS MADE A MOTION TO APPROVE THE ASSISTANT TOWN ADMINISTRATOR JOB DESCRIPTION AND SALARY GRADE. COMMISSIONER PRZYWARA SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Discussion about Purchase of Building Inspection Vehicle

Mr. Hicks explained that the Building Inspection Department needs to replace a vehicle. Mr. Hicks stated that due to shortages in the new vehicle market he would like approval to purchase a vehicle up to \$30,000.

COMMISSIONER DAVIS MADE A MOTION TO APPROVE THE TOWN ADMINISTRATOR PURCHASING A NEW VEHICLE FOR THE BUILDING INSPECTION DEPARTMENT FOR A COST UP \$30,000. COMMISSIONER PRZYWARA SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Public Comment:

None

Mayor & Commissioner Comments:

Commissioner Mayhew– Commissioner Mayhew said she just wondered if we had any applicants for the 3 positions on the Parks Commission. Commissioner Mayhew said the Parks Commission has a meeting later this month and it would be nice if they had a full committee.

Commissioner Przywara – None

Commissioner Gray – None

Commissioner Davis – Commissioner Davis expressed his thanks to Julie Munday for her service with the town.

Commissioner Brennan – None

Mayor Joyce Dunn – Mayor Dunn thanked Julie Munday for her years of service and wished her well with her retirement. Mayor Dunn also introduced Mr. Dan Conte and congratulated him on his appointment to the Planning Board. Mayor Dunn also introduced Ms. Nancy Larkin and thanked her for accepting the Parks Commission appointment.

Closed Session: To Discuss Personnel Matters as Prescribed by N.C.G.S. 143-318.11(a)6:

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

Discussion and Action on Personnel Matters:

COMMISSIONER DAVIS MADE A MOTION TO HIRE A SPECIFIC APPLICANT FOR THE OFFICE ASSISTANT POSITION. ONCE THE APPLICANT HAS COMPLETED LAW AND ADMIN., THE APPLICANT WILL BE MADE PERMIT COORDINATOR & ASSISTANT TO INSPECTIONS & CONSTRUCTION SUPERINTENDENT. COMMISSIONER MAYHEW SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

COMMISSIONER DAVIS MADE A MOTION TO APPOINT LORI FRYE AS FINANCE DIRECTOR EFFECTIVE AUGUST 1, 2021. COMMISSIONER GRAY SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Adjournment:

COMMISSIONER BRENNAN MADE A MOTION TO ADJOURN THE BOARD OF COMMISSIONERS MEETING OF JULY 12, 2021. COMMISSIONER DAVIS SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Mayor

Submitted by:
Chad Hicks, Town Administrator