

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

**September 13, 2021**

**10:00 a.m.**

**DRAFT**

Mayor Joyce Dunn called the September 13, 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; Lori Frye, Finance Director and Nicole Hewett, Assistant Town Administrator/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 that BEMC has installed the lights at the park and they look very good. The horseshoe pit still needs to be put in. The bathrooms will remain closed because of Covid and a sign to be installed. It was the consensus of the Board that when the horseshoe pit goes in, the Town will not provide the horseshoes.

Mr. Hicks said that Carmichael Construction has started today doing the two culverts on Calabash Drive.

Mr. Hicks said cutting and trimming the sides of the road has started today at the Village at Calabash and paving about to begin. Commissioner Brennan said there are about 4-5 cul-de-sacs still left. There was discussion on doing the remaining cul-de-sacs and it would be probably be cheaper doing it while they are there. Mayor Dunn said she would like to look at the budget a little more carefully.

Mr. Hicks said in regards to Covid 19, you know we are back to wearing masks.

**Public Works Department:** Report on file. There was discussion on responding to residents when they put in a service request.

**Public Safety Department:** Report will be on file and will be emailed to the Board.

**Finance Report:** Report on file. Mrs. Frye gave the Finance Report. It was the consensus to remove Calabash EMS as a line item on the budget.

**Committee & Volunteer Group Reports:**

Commissioner Mayhew gave the Parks Commission report. Commissioner Mayhew said at their May meeting, the Parks Commission recommended that the Tree City USA funds be used at the park. Commissioner Mayhew said that Hughes & Hughes Nursery went out to the park.

Commissioner Mayhew said she was impressed with the Parks Commission as they did this in a timely fashion. Commissioner Mayhew explained the planting plan for the park.

COMMISSIONER MAYHEW MADE A MOTION TO ADOPT THE RECOMMENDATION FROM THE PARKS COMMISSION ON THE PLANTING PLAN AND TO HAVE THE TOWN ADMINISTRATOR IMPLEMENT THE PLAN. COMMISSIONER DAVIS SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Mayor Dunn said it's great that we have a Parks Commission that are working on projects like this.

Commissioner Brennan said that GSATS was planning on holding their meeting here at Town Hall on October 14, 2021. Commissioner Brennan said he doesn't know if we want to do that or not. There was discussion on this item. It was the consensus of the Board, that because of Covid, to hold any other meetings in the chambers. Mr. Hicks to contact GSATS and let them know.

Mayor Dunn said that the Chairperson of the Planning Board is here and asked if he would like to say anything.

**Consent Agenda:**

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

- BOC Special Called Meeting Minutes of March 24, 2021
- BOC Regular Meeting Minutes of April 5, 2021
- BOC Regular Meeting Minutes of May 3, 2021
- BOC Special Called Meeting Minutes of June 17, 2021
- BOC Regular Meeting Minutes of July 12, 2021
- BOC Special Called Meeting Minutes of August 17, 2021

MAYOR DUNN ASKED IF THERE WERE ANY DISCUSSION. Commissioner Przywara asked that R.A.C.E. by capitalized in the May 3, 2021 meeting minutes as it is an organization. COMMISSIONER DAVIS AMENDED HIS MOTION BY ADDING THE CORRECTION ON THE MINUTES. COMMISSIONER MAYHEW SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

**Old Business:**

None

**New Business:**

**Consideration of 2022 Commission Meeting Dates:**

Mr. Hicks said there has been some discussion on some of the reports we do for the meeting agenda packets. Mr. Hicks said if we move from the first week of the month to the second, it would give us time to close out the month and be able to get everything to the Board of Commissioners. Mr. Hicks asked the Board if they would consider going from the first Monday of the month to the second Monday of the month. Commissioner Davis said moving to the second week would eliminate those holiday dates. It was the consensus of the Board to start this change in the next calendar year of 2022.

Mr. Hicks said he was also going to recommend that the Economic Development Commission be changed to Ad-Hoc and hold special called meetings when necessary.

COMMISSIONER DAVIS MADE A MOTION TO CANCEL THE REMAINING MEETINGS FOR THE EDC IN THE CALENDAR YEAR 2021 AND TO CHANGE THE ECONOMIC DEVELOPMENT COMMISSION TO AN AD-HOC COMMISSION AND TO HAVE SPECIAL CALLED MEETINGS FOR CALENDAR YEAR 2022. COMMISSIONER BRENNAN SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

There was discussion regarding “Concert on the Green” that is scheduled for September 24, 2021. It was the consensus of the Board of Commissioners to cancel the concert due to Covid. Mayor Dunn said that if things change in the Spring, we can look at having a series of them.

Job description Updates:

Mr. Hicks said there are 2 job descriptions in the packet. One for Public Works Operations Superintendent and one for Public Works Director.

COMMISSIONER DAVIS MADE A MOTION TO APPROVE THE PUBLIC WORKS OPERATIONS SUPERINTENDENT AND PUBLIC WORKS DIRECTOR. COMMISSIONER PRZYWARA SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNAIMOUCS VOTE.

Consideration of Parks Commission Planting Plan:

Mr. Hicks said this item was taken care of earlier in the meeting.

**Public Comment:**

Mr. Greg Hapner, The Farm at Brunswick – Mr. Hapner said he’s not sure if this is appropriate but he said in regards to job descriptions, he volunteers a lot over at Public Works. Mr. Hapner said apparently, they have a whole pool of volunteers but usually there is only one or two of us. Mr. Hapner said is it possible to get some positions as to where there are people are already on the books. Staff to get together an active list of paid volunteers.

**Mayor & Commissioner Comments:**

Commissioner Mayhew – None

Commissioner Davis– None

Commissioner Przywara – None

Commissioner Brennan – Commissioner Brennan asked if we have a pilot for our drone. Mr. Hicks said our pre-storm scanning for storms has been done. Commissioner Brennan said is it time to look at the how much we have in CD’s and stuff like that. Commissioner Brennan said we have a lot of money just floating around that is not doing anything, more than we could possibly use. Commissioner Brennan said so far in two months, we got 54% of our building permits which is one of our major contributors. Commissioner Davis said that can only be used for the Building Inspection Department, we can’t use it anywhere else. Commissioner Davis said he agrees that we have accumulated money but feels we should take a look after storm season. Commissioner

Mayhew said in the meantime, you can look and see what we are getting for interest from the Capital Trust Fund. Commissioner Davis said he would like to have a detailed list on what they are allowed to spend the American Rescue Plan money on. Mr. Hicks to email handout on the American Rescue Plan and what the money can be used for. Mr. Hicks said one of the things is stormwater.

Commissioner Gray – Commissioner Gray said at the last meeting, we talked about doing a vaccine push from the parking lot. Mr. Hicks said he looked into that and called the Health Department and told them that we were ready, willing and able to help out with space and all that had to do was let us know. Mr. Hicks said they told him if they were going to do one down here, he would definitely let him know.

Mr. Hicks said there is \$457,000.00 in CD's right now.

There was discussion on the employees doing weekly tests if they are not vaccinated. It was the consensus of the Board of Commissioners that any employee that is not vaccinated must provide proof of a weekly Covid test at the expense of the employee.

Mr. Hicks said that Chris just called him back and Carmichael can do the rest of the cul-de-sacs for \$164,00.00. Mr. Hicks said that is a very good deal for the remaining.

COMMISSIONER DAVIS MADE A MOTION TO APPROVE UP TO \$200,000.00 TO DO THE WORK FOR THE REMAINING 11 CUL-DE-SACS AT THE VILLAGE AT CALABASH BY CARMICHAEL. COMMISSIONER PRZYWARA SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Mayor Joyce Dunn – Mayor Dunn said she received a letter from DAR and said that September 17-23 is Constitution Week and they would like us to do a Proclamation recognizing this.

COMMISSIONER DAVIS MADE A MOTION TO PROCLAIM THE WEEK OF SEPTEMBER 17<sup>TH</sup> THROUGH THE 23<sup>RD</sup> CONSTITUTION WEEK. COMMISSIONER PRZYWARA SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Mayor Dunn said her second thing is that she knows one of the options for the Covid money is to do things that are related to better functioning during the Covid crisis. Mayor Dunn said she thinks one of the biggest things we found was that we did not have a good communication system. Mayor Dunn said we couldn't broadcast our meetings and we even had trouble with our ZOOM meetings. Mayor Dunn said she thinks its time that we invest in a good broadcasting system in our meeting room and out in the lobby. Mayor Dunn said to talk to Sunset Beach.

**Closed Session:**

None

**Adjourn:**

COMMISSIONER BRENNAN MADE A MOTION TO ADJOURN THE SEPTEMBER 13, 2021 REGULAR MEETING AT 10:55 A.M. 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 L. Hewett, Assistant Town Administrator/Town Clerk