

**TOWN OF CAROLINA SHORES
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
December 7, 2017
2:00 p.m.**

Mayor Joyce Dunn called the December 7, 2017 meeting to order at 2:00 p.m. The Pledge of Allegiance was recited and there was a moment of silence. Commissioners present: Gere Dale, Greg Davis and Bill Brennan. Also, present: Jon Mendenhall, Town Administrator and Sara Hammonds, Office Assistant.

Members Absent: Commissioner Joseph Przywara and Julie Munday, Finance Director.

Others Absent: Nicole Hewett, Town Clerk

Agenda Adjustments:

COMMISSIONER BRENNAN MADE A MOTION TO MAKE AN AGENDA ADJUSTMENT BY ADDING THE PROCESS THAT THE BOARD OF COMMISSIONERS PLANS TO USE TO RECRUTE AND ADD A NEW COMMISSIONER TO THE AGENDA AND MOVE THE CALENDAR DISCUSSION FOR 2018 FROM THE CONSENT TO NEW BUSINESS. COMMISSIONER DAVIS SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Public Comment on Agenda Items:

None

Consent Agenda:

None

Administrative Reports:

Mr. Mendenhall said he has two items. Mr. Mendenhall said the Cape Fear Council of Governments has informed us that the Liaison representative by State law has to be an elected official. Mr. Mendenhall said it would be appropriate for the Board to adjust that appointment as necessary to meet that requirement. It was the consensus of the Board of Commissioners to hold off on this appointment until a new Commissioner is appointed and they have a full Board. Mr. Mendenhall said on page 2 of your packet, an update which explains why the Agenda Adjustment was needed and we will discuss that under New Business. Mr. Mendenhall said there is an update regarding Public Works. Mr. Mendenhall said there was concern about cost of the attendant station improvements and went back to our Town forces; meaning our Maintenance Department and asked them to refine the numbers with doing more of the work in-house and with that the cost would be about \$4,000.00. Mayor Dunn asked if there was a list of changes or what we need to have and Mr. Mendenhall said we do not. The Board asked what was wrong with the current shack and why are we replacing it with the new. Mr. Mendenhall said it does have an infestation of termites; it's in the original state of however long it has been there, it's been there a long time. Commissioner Dale said in the winter time, even with the heater it gets very uncomfortable. Commissioner Davis said \$4,000.00 is a lot better than \$8,000.00.

COMMISSIONER DALE MADE A MOTION TO AUTHORIZE THE EXPENDITURE OF \$4,000.00 TO REPLACE THE SHACK AT THE RECYCLE CENTER WITH A NEW ONE. COMMISSIONER BRENNAN SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Public Hearings:

None

Old Business:

Calendars 2018: Mr. Mendenhall said the Board of Commissioners 2018 calendar is okay as it is presented and the same with the Economic Development Commission. Mr. Mendenhall said the Planning Board needs a slight shift on two days. Mr. Mendenhall said the Convenience Site; we talked about the hour change. Mr. Mendenhall said we have that Fridays are 9:00 a.m. to 1:00 p.m. and we talked to the Maintenance Department and that can be work out. Mr. Mendenhall said we do have a slight schedule for Town Hall. Mr. Mendenhall said Town Employees would get Monday, Tuesday and Wednesday off for Christmas Holiday in 2018 and wasn't reflected on the proposed calendar. Mr. Mendenhall said the problem is that the Convenience Site can't be closed that long as it would be a huge burden on the public. Mr. Mendenhall said he recommends just closing Christmas Eve and Christmas Day and then resume normal hours.

COMMISSIONER DAVIS MADE A MOTION TO MAKE THE CALENDAR CHANGES AS DISCUSSED ABOVE. COMMISSIONER DALE SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Mayor Dunn asked Mr. Mendenhall to flip the schedules on the calendar so the BOC is on the left and the Planning Board is on the right.

New Business:

Board of Commissioner Vacancy: Mr. Mendenhall said to be transparent with the media; it would be prudent to give the media (Ms. Laura Lewis) a copy. Mayor Dunn said this is based on the recommendation of the School of Governments. Mayor Dunn said it is up to the Board of Commissioners to decide the process and what they have is from the School of Governments. The Board made the following decisions:

1. Do not put in newspaper but do as much marketing in Town as possible such as website, Sunshine List, bulleting board, Recycle Center and sending out via email. The Board does need a contact person at Lighthouse Cove.
2. It is required to submit a Letter of Interest and Resume.
3. Do not announce salary that comes with it.
4. Create Notice with details and should be prepared by Niki and she can send it out to us and we can forward it. The notice should say what the job is, what the requirements are and what the stipend is. Just a single document and everybody should use that document with the Town's heading.
5. All Letters of Interest and Resume's must be submitted to Nicole Hewett on or before January 19th by 12:00 p.m.
6. At the February 5, 2018 Board Workshop, the Board will go through the candidates and make a short list.
7. At the February 8, 2018 Board Meeting, the Board will vote by secret ballot which will be turned over to the Town Clerk to count as part of the minutes.
8. Resolution 18-5 to be adopted at December meeting.

9. The appointed person can be sworn in the same day they are voted on.

COMMISSIONER BRENNAN MADE A MOTION TO ACCEPT RESOLUTION 18-5 AS AMENDED ABOVE. COMMISSIONER DAVIS SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Public Comment:

None

Mayor and Board of Commissioners Comments:

Commissioner Davis – Commissioner Davis said Merry Christmas and he’s glad the Board is moving on. Commissioner Davis said he is glad we are all going to get together next Friday for our Christmas party and he will see all of you then.

Commissioner Brennan – Commissioner Brennan said he would like to wish everybody a Merry Christmas and Happy New Year. Commissioner Brennan said he is looking forward to the challenges next year.

Commissioner Dale – Commissioner Dale said since he probably won’t be at the big gathering a week from tomorrow, he would like to wish everybody a Merry Christmas and a Happy New Year and we will see you early in January. Commissioner Dale said on a personal note, this day always means something special to him, December 7th. Commissioner Dale said he distinctly remembers when he was 9 ½ years old when this day happened and he remembers very distinctly the news broadcast, so it’s a meaningful day to him. Thank you.

Mayor Dunn – Mayor Dunn said she would just like to make note of the fact that Karen McIver who was a member of our office staff for quite a while passed away last week due to cancer. Mayor Dunn said we are grateful for the time we had with Karen. Commissioner Davis said she had hopes of getting better and Mayor Dunn said we did too. Commissioner Davis said they thought at one point she would be back with us. Mayor Dunn said that is all she has.

Closed Session:

None

Adjournment:

COMMISSIONER BRENNAN MADE A MOTION TO ADJOURN THE DECEMBER 7, 2017 BOARD OF COMMISSIONERS MEETING. COMMISSIONER DAVIS SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Mayor

Submitted by:
Nicole Hewett, Town Clerk