

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

June 13, 2022

10:00 a.m.

Mayor Pro Tem Davis called the June 13, 2022, meeting to order at 10:00 a.m. The Pledge of Allegiance was recited. Commissioners present: Bill Brennan, Beverly Mayhew and Debbie Watts. Also, present: Chad Hicks, Town Administrator; Lori Frye, Finance Director and Nicole Hewett, Assistant Town Administrator/Town Clerk.

Members Absent: Commissioner Dee Gray – Excused Absence

Also Absent: None

Public Hearing - Proposed FY 2022/2023 Budget:

COMMISSIONER WATTS MADE A MOTION TO OPEN THE PUBLIC HEARING ON THE FY 2022/2023 PROPOSED BUDGET. COMMISSIONER BRENNAN SECONDED THE MOTION. MAYOR PRO TEM DAVIS CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

As there were no public comments, the following motion was made:

COMMISSIONER BRENNAN MADE A MOTION TO CLOSE THE PUBLIC HEARING ON THE FY 2022/2023 PROPOSED BUDGET AND GO BACK INTO REGULAR SESSION. MAYOR PRO TEM DAVIS SECONDED THE MOTION. MAYOR PRO TEM DAVIS CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

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

Mr. Hicks said we have been busy the last three weeks with ending the new year and starting the new year.

Mr. Hicks asked the Board if they remembered the ladies that came from the meeting from Topsail Court between number 1 and 3. Mr. Hicks said we have in fact determined that is the town's easement, it has erosion, and we need to fix it. Mr. Hicks said the engineer looked at it and it will be around \$70,000.00 to fix it and he has ARA monies to do it. Mr. Hicks said he would like to pipe it with a concrete pipe. It was the consensus of the Board to fix it using the pipe.

Mr. Hicks said there are a few driveways to clean in the Village at Calabash pertaining to the paving project.

Public Works Department: Report on file.

Public Safety Department: Report on file. Mr. Hicks said there is a property that needs to be cleaned-up and we will follow the ordinance. Mr. Hicks said that a lien will be placed on the property.

Finance Report: (A copy of this report is on file) Mrs. Frye gave the Finance Report. There was discussion on the ARA money.

Committee & Volunteer Group Reports:

None

Consent Agenda:

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

- Board of Commissioners Regular Meeting Minutes of May 9, 2022
- Proclamation Brunswick County Sheriff's Office
- Surplus of Ford Truck (Poor Condition)
- Year End Budget Amendments (No Net Increase)

COMMISSIONER WATTS SECONDED THE MOTION. MAYOR PRO TEM DAVIS CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Old Business:

Village at Calabash Setbacks: Mr. Hicks said he and the town attorney pulled all the deeds and easements. Mr. Hicks said the town's UDO calls for a 10-foot setback for accessory structures. Mr. Hicks said the UDO allows a five-foot setback for the primary structure. Mr. Hicks said there is a 10-foot easement on each property line. Mr. Hicks said we have already allowed the houses to encroach in the easements, 5-feet on each side. Mr. Hicks said the easements were given to us when the Town took the ditches over in the Village at Calabash. Mr. Hicks said that was in the quit claim deed of 2017. There was further discussion on this item.

COMMISSIONER WATTS MADE A MOTION TO LEAVE THE SETBACKS AS CURRENTLY WRITTEN AND TO DROP THIS ITEM, LEAVE THIS UP TO THE VILLAGE AT CALABASH'S HOAD AND MOVE FORWARD FROM HERE. MAYOR PRO TEM DAVIS SECONDED THE MOTION. MAYOR PRO TEM DAVIS CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

New Business:

Action on Proposed FY 2022/2023 Budget:

COMMISSIONER WATTS MADE A MOTION TO APPROVE THE FINAL READING AND FINAL ADOPTION OF THE FY 2022/2023 BUDGET. MAYOR PRO TEM DAVIS SECONDED THE MOTION. MAYOR PRO TEM DAVIS CALLED FOR A VOTE AND MOTION CARRIED WITH MAYOR PRO TEM DAVIS, COMMISSIONER WATTS AND COMMISSIONER MAYHEW AS YES AND COMMISSIONER BRENNAN AS NO.

Action on 2022/2023 FY Audit Contract:

COMMISSIONER BRENNAN MADE A MOTION TO APPROVE THE FY 2022/2023 AUDIT CONTRACT WITH W GREENE PLLC. COMMISSIONER MAYHEW SECONDED THE MOTION. MAYOR PRO TEM DAVIS CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Discussion on Joining the American Flood Coalition:

Mayor Pro Tem Davis discussed this item with the Board members. Mayor Pro Tem Davis said there is no cost to join. There are other towns/municipalities joining the American Flood Coalition. Mr. Hicks will reach out to them and sign any documentation needed.

COMMISSIONER MAYHEW MADE A MOTION TO JOIN THE AMERICAN FLOOD COALITION. MAYOR PRO TEM DAVIS SECONDED THE MOTION. MAYOR PRO TEM DAVIS CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Discussion on Electric Vehicles:

Commissioner Brennan discussed this item with the Board. Commissioner Brennan said he spoke with Mr. Hicks a couple of weeks ago about the possibility of the town purchasing some electric vehicles. Mayor Pro Tem Davis said he doesn't disagree as our vehicles don't travel far and we could put in a charging station. Commissioner Brennan turned the discussion back to Mr. Hicks as there is a truck option. There was discussion on this item. Mr. Hicks said when we need to replace vehicle or two next year, he could do a comparison and let the Board decide.

Public Comment:

None

Mayor & Commissioner Comments:

Commissioner Gray – None

Commissioner Brennan - None

Commissioner Watts – None

Commissioner Mayhew – Commissioner Mayhew asked if we need some members for the Planning and Zoning Board. Ms. Hewett said she is going to place an ad in the paper and place it on the website. Ms. Hewett said we also need a Parks Commission Member. Commissioner Mayhew asked that we update the membership on the website with the Planning Board and Parks Commission. There was discussion regarding the open seat for Mayor.

Mayor Pro Tem Davis – None

Closed Session Pursuant to N.C.G.S. 143-318.11(a)(6) Personnel:

COMMISSIONER BRENNAN MADE A MOTION TO GO INTO CLOSED SESSION PURSUANT TO N.C.G.S. 143318.11(a)(6) PERSONNEL. MAYOR PRO TEM DAVIS SECONDED THE MOTION. MAYOR PRO TEM DAVIS CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

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

Mayor Pro Tem Davis said no decisions or votes were taken in Closed Session.

MAYOR PRO TEM DAVIS MADE A MOTION TO ACCEPT THE RECOMMENDATION OF THE HUMAN RESOURCES COMMITTEE FOR A MERIT RAISE BASED ON THE RECOMMENDATION OF THE SUPERVISOR FOR ALL EMPLOYEES AND A COLA OF 6% TO BE BROKE OUT IN TWO CHECKS, ONE IN JULY 2022 AND JANUARY 2023. There was discussion on breaking this motion into two motions. One for the merit raise and one for the COLA. MAYOR PRO TEM DAVIS RESCINDED HIS MOTION.

COMMISSIONER MAYHEW MADE A MOTION TO ACCEPT THE RECOMMENDATION OF THE HUMAN RESOURCES COMMITTEE FOR A MERIT RAISE BASED ON THE RECOMMENDATION OF THE SUPERVISOR FOR ALL EMPLOYEES UP TO 5%. COMMISSIONER WATTS SECONDED THE MOTION. MAYOR PRO TEM DAVIS CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

COMMISSIONER MAYHEW MADE A MOTION FOR A 6% COLA TO BE GIVEN TO ALL EMPLOYEES AND TO BE BROKE OUT IN TWO CHECKS, ONE IN JULY 2022 AND ONE IN JANUARY 2023. MAYOR PRO TEM DAVIS SECONDED THE MOTION. MAYOR PRO TEM DAVIS CALLED FOR A VOTE WITH MAYOR PRO TEM DAVIS AND COMMISSIONER MAYHEW AS YES AND COMMISSIONER BRENNAN AND COMMISSIONER WATTS AS A NO. AS THERE WAS A TIE, MAYOR PRO TEM DAVIS VOTED YES AND THE MOTION PASSED.

There was further discussion on the merit raise and COLA. In addition, with the Board accepting the recommendation of the Human Resources Committee, it was the consensus of the Board of Commissioners to bump the merit raise to the next highest percent for each employee.

Adjourn:

COMMISSIONER BRENNAN MADE A MOTION TO ADOURN THE JUNE 13, 2022, REGULAR MEETING AT 11:25 A.M. MAYOR PRO TEM DAVIS SECONDED THE MOTION. MAYOR PRO TEM DAVIS CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Mayor Pro Tem

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