

**TOWN OF CAROLINA SHORES
BOARD OF COMMISSIONERS
SPECIAL CALLED MEETING MINUTES
BUDGET RETREAT
MARCH 24, 2021
9:00 A.M.**

Mayor Joyce Dunn called the March 24, 2021 Board of Commissioners Special Called Budget Retreat Meeting to order at 9:00 a.m. Commissioners Present: Joseph J. Przywara, Greg Davis, Beverly Mayhew, Bill Brennan and Dee Gray. Others Present: Chad Hicks, Town Administrator; Julie Munday, Finance Director; Nicole Hewett, Town Clerk; Sandy Wood, Inspections & Construction Superintendent and Chris Edwards, Operations Superintendent

Board of Commissioners Absent: None

(A copy of the budget packet is on file with the Town Clerk)

Welcome and Opening Remarks:

Mr. Hicks said we hope to have a budget to present to the board of Commissioners at the April meeting. Mr. Hicks said the budget is in great shape along with the revenues that are coming in. Mr. Hicks said there are no big changes, no proposed tax increase and we are lowering some of the permit fees. There was discussion on permit fees.

Updates on Projects FY 20-21:

Completed:

- Park complete – It was the consensus of the Board to do a soft announcement saying that the park was open but no bathrooms, the dog section is open and what the hours are.
- Replaced culverts at Calabash Court (used force account)
- Repair work on swales complete
- Completed part of walking trail (spent around \$100,000.00). There was discussion on this subject. It was the consensus of the Board to take a step back from the walking trail and look for other areas that could be green space and look at the Parks & Recreation Plan to see what people wanted.

Incomplete:

- Calabash Drive culvert replacement (Hickman) \$36,760.00. Mr. Hicks said the rain has messed this project up and the contractor said he will be here next week to replace that culvert. Mr. Hicks said we got another sink hole but Public Works fixed it and he thinks we are good until next week.
- Half of Waterview and NW Drive (asphalt plant closed) \$116,155.67, Field Planters Circle, Morning Frost Lane (The Farm at Brunswick)

Large and Small Projects for FY21-22:

- Finish last phase of Sunfield Drive - \$65,855.79
- Repave Swan Court - \$13,517.25
- Repave Dove Court - \$6,456.00

- Repave Gull Court - \$11,768.75

The total for the projects is: \$108,559.54

There was discussion on the American Rescue Plan.

Permit Fees:

No increase. Mr. Hicks said where we have the most complaints from residents and some council members is on is on the stormwater permit fee, floodplain permit fee and zoning fee. We would like to propose these 3 permits be combined as one and charge a total of \$75.00 for all three instead of \$100.00 per permit. It was the consensus of the Board that if it helps the residents, they are in favor of combining them for a total of \$75.00 for all three permits.

Budget Adoption Schedule:

April 5 – Budget Presentation and Budget Message

May 3 – Public Hearing and 1st Reading of Budget Ordinance

June 7 – 2nd Reading and Budget Adoption

It was the consensus of the Board of Commissioners to approve the Budget Adoption Schedule.

Personnel:

Social security COLA given in January 2021 was 1.3%. Recommend a 1.3% COLA to be applied in order to maintain the Town's pay plan. Merit pay will be governed per the Personnel Policy. There was discussion on heavy equipment operators. There was discussion on evaluations and getting the evaluations to the Human Resources Committee to review for a recommendation to the full Board of Commissioners.

Discussion:

Administration recommends no tax increase this year.

Administration recommends no Schedule Fee increases this year.

Animal Control – Mr. Hicks said we have been working with Brunswick County and thinks they may have the issue resolved. Mr. Hicks said what he would like to do is to spend about \$1,000.00 and get a dog box to put on one of the trucks in case we have to transport an animal to the animal shelter. There was discussion on this matter. Mr. Hicks said we have already taken two dogs so far this year and he doesn't want to get in the habit of holding them.

Follow-Up on Health Insurance – Ms. Munday explained deferred compensation and that the \$300,000.00 was not an increase. It was the consensus of the Board of Commissioners to leave the health insurance alone.

American Rescue Plan – Mr. Hick said this was discussed previously.

Village at Calabash – Mr. Hicks said years ago and he won't mention the exact location but, in The Village, turned over the actual ownership of those drainage swales to the town, they are ours, we are responsible for them. Mr. Hicks said there are 5 to 6 houses on that road. Mr. Hicks said on one man's property, there is a ditch that runs through his backyard; not on the property line but through it. Mr. Hicks said that ditch is moving and eating this guy's yard up, he's about to lose a propane tank and will probably need a joist to protect his house. Mr. Hicks said is there any doubt that is our responsibility. Mr. Hicks said this is going to cost some money and we need to get this taken care of. Mr. Edwards said from a maintenance standpoint, we can't get equipment in there to be able to do anything. There was further discussion on this item. It was the consensus of the Board of Commissioners to have Mr. Hicks look at it with the engineer and bring back to Board the cost, options, etc.

Arbor Day – Ms. Hewett said we are obviously not going to have Arbor Day this year because of Covid but we may be able to next year. Ms. Hewett said the town has to spend \$2.00 per capita if they want to continue with the designation of Tree City USA. Commissioner Davis said what about planting trees at the park. It was the consensus of the Board of Commissioners to add \$10,000.00 to the budget to meet the need of Tree City USA designation.

Calabash Fire Department – It was the consensus of the Board of Commissioners to add \$30,000.00 to the budget for the Calabash Fire Department.

Chamber of Commerce – It was the consensus of the Board of Commissioners to remain a member.

Speeding Signs – There was discussion on this item. It was the consensus of the Board for the next budget, they expand with the

Speed Limit on Thomasboro – Commissioner Davis said does anybody else think its time to try to get the speed limit reduced on Thomasboro. This item to be added to a regular meeting for discussion.

Mayor and Board of Commissioners:

Commissioner Przywara - None

Commissioner Brennan – Commissioner Brennan said there is still the issue of the 12 properties with The Village and Calabash Lakes where they are encroaching and making it very difficult. Commissioner Brennan said we do have an easement back there but we can't get any equipment back there.

Mayor Dunn – Mayor Dunn said she would like to propose putting in the budget, a decent sound system for the town. Mayor Dunn said we are one of the only local level towns that can't effectively broadcast. Mayor Dunn said we don't have a good sound system if we want to do something like ZOOM. Mayor Dunn said she would like to take a look at that and recommend talking to Sunset Beach and get some ideas from them.

Commissioner Davis – None

Commissioner Mayhew – None

Commissioner Gray – None

Ms. Munday – None

Mr. Wood – Mr. Wood said we need to thinking about the HVAC systems. Mr. Wood said we take good care of them but they have some years on them.

Mr. Edwards -None

Adjourn:

COMMISSIONER BRENNAN MADE A MOTION TO ADJOURN THE MARCH 24, 2021 SPECIAL CALLED BUDGET RETREAT MEETING OF THE BOARD OF COMMISSIONERS AT 10:20 A.M. COMMISSIONER DAVIS SECONDED THE MOTION. MAYOR JOYCE DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Mayor

Submitted by:
Nicole Hewett, Interim Town Administrator/Town Clerk