

**TOWN OF CAROLINA SHORES
BOARD OF COMMISSIONERS
SPECIAL CALLED MEETING MINUTES
August 7, 2020
10:00 a.m.**

Mayor Joyce Dunn called the August 7, 2020 Board of Commissioners Special Called Meeting to order at 10:10 a.m. Commissioners Present: Joseph J. Przywara, Greg Davis, Bill Brennan, Beverly Mayhew and Dee Gray. Others Present: Nicole Hewett, Town Clerk

Board of Commissioners Absent: None

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

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

Mayor Dunn said that no votes were taken, or decisions made during Closed Session.

Discussion on Personnel:

There was discussion on appointing an Interim Town Administrator.

COMMISSIONER BRENNAN MADE A MOTION TO APPOINT NICOLE HEWETT AS INTERIM TOWN ADMINISTRATOR. COMMISSIONER DAVIS SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

There was discussion on compensation for the extra work. Mayor Dunn asked Ms. Hewett to research what was done in the past and report back to the Board.

COMMISSIONER DAVIS MADE A MOTION TO APPOINT MAYOR JOYCE DUNN AS THE LIAISON DURING THE INTERIM PERIOD WITH OUR TOWN ATTORNEY. COMMISSIONER PRZYWARA SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Mayor Dunn said that Chris Edwards and she talked the other day. Mayor Dun said that Chris said he would prefer that we not advertise for the two open positions in maintenance. Mayor Dunn said that one of the alternates at the Recycle Center are filling in. Mayor Dunn did tell Chris that we have a cap of 1,000 hours on a part-time person. It was the consensus of the Board,

that it was fine to continue with that and if the hours exceed 1,000, Chris would have to come to the Board.

Mayor Dunn will prepare and email to send to staff to let them know that Ms. Hewett will be Interim Town Administrator but for supervisors to manage their departments.

There was discussion on COVID-19 procedures and rules. Ms. Hewett will check on thermometers and PPE for staff. Ms. Hewett is to come up with a COVID-19 plan for staff procedures. There was discussion on how to separate the front office staff. Ms. Hewett to come back to the Board on a plan to separate the front office employees. There was discussion on staggering the maintenance crew and their schedule. There was discussion on wearing masks in the common areas and if you enter anyone else's office. There was discussion on sanitizing. It was the consensus of the Board, to bring a plan back to them. The Board said we need to be proactive as this is probably going to be a long-term issue.

Adjourn:

COMMISSIONER BRENNAN MADE A MOTION TO ADJOURN THE AUGUST 7, 2020 BOARD OF COMMISSIONERS SPECIAL CALLED MEETING. 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