

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

**April 9, 2015**

**2:00 p.m.**

Mayor Walter B. Goodenough called the April 9, 2015 meeting to order at 2:00 p.m. The Pledge of Allegiance was recited and there was a moment of silence. Commissioners Present: Joseph Przywara, John E. Manning, Greg Davis, Bill Brennan and John Russo. Also Present: Jon Mendenhall, Town Administrator and Nicole Marks, Town Clerk.

Absent: None

**Agenda Adjustments:**

COMMISSIONER MANNING MADE A MOTION TO AMEND THE AGENDA BY REMOVING ITEM B. CANCELLATION OF DITCH MAINTENANCE AGREEMENT – VILLAGE AT CALABASH ON THE CONSENT AGENDA AND PLACING IT AS ITEM 1A ON THE REGULAR AGENDA AND ON ITEM IX CLOSED SESSION, WOULD LIKE TO CHANGE IT TO CLOSED SESSION AS NECESSARY. COMMISSIONER BRENNAN SECONDED THE MOTION. MAYOR GOODENOUGH ASKED IF THERE WERE ANY DISCUSSION. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

**Cancellation of Ditch Maintenance – Village at Calabash:**

Mayor Goodenough said this item was discussed at the workshop and it may not be a good idea to cancel it at this time as it took 4, 5, 6 years to get it in place. There was discussion on this item.

COMMISSIONER DAVIS MADE A MOTION TO TABLE THE CANCELLATION OF DITCH MAINTENANCE – VILLAGE AT CALABASH FOR ONE YEAR. COMMISSIONER BRENNAN SECONDED THE MOTION. MAYOR GOODENOUGH ASKED IF THERE WERE ANY DISCUSSION. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

**Public Comments:**

Betty Towell, 956 Palmer Drive – Ms. Towell thanked the Board of Commissioners for everything they have done and said she appreciates it. Ms. Towell said she thinks tabling the cancellation of the ditch maintenance for the Village at Calabash for one year is sensible.

**Consent Agenda:**

COMMISSIONER MANNING MADE A MOTION TO APPROVE THE FOLLOWING CONSENT AGENDA ITEMS.

- Approval of Minutes: March 2, 2015; March 5, 2015, and March 13, 2015
- Resolution Opposing Sales Tax Changes



**Public Hearings:**

None

**Old Business:**

None

**New Business:**

Annual Review of the Development Agreement for The Farm at Brunswick

Mr. Mendenhall said what the Board has in front of them is a Resolution and agreement which has been worked on based on the discussions from Monday. Mr. Mendenhall said we received it earlier today from D.R. Horton and therefore; has not allowed staff efficient time to go through the agreement. Mr. Mendenhall discussed the recitals, bonds, reimbursement cost and scope of work, traffic control issues, issues regarding sealant and the list of improvement bonds. There was further discussion on this item.

COMMISSIONER DAVIS MADE A MOTION TO TABLE THIS ITEM UNTIL THE ATTORNEYS, MR. MENDENHALL, AND D.R. HORTON APPROVE. COMMISSIONER RUSSO SECONDED THE MOTION. MAYOR GOODENOUGH ASKED IF THERE WERE ANY DISCUSSION. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

**Mayor and Commissioner Comments:**

Commissioner Manning – None

Commissioner Davis – None

Commissioner Przywara – Commissioner Przywara said this morning as he drove by, he saw a gentleman at the Recycle Center and thought he was unloading a truck with some debris, so he turned around and came back and low and behold, he was taking from the mulch pile that has been there for a long time. Commissioner Przywara said in regards to the complaint about the Town getting mulch, it's there.

Commissioner Brennan – None

Commissioner Russo – Commissioner Russo said we all read the e-mail dated April 3, 2015 about an agreement to do tree management with the POA, it says that the POA will do the inspections instead of us but our UDO which we just took three years to make says that it's all under the Building Department and the Building Inspector is the one that signs any tree removal permits and so forth. Commissioner Russo said his question is who and how did this come about? Commissioner Russo said he understands that Mr. Mendenhall spoke to someone but it never came to anybody else that he knows of. Commissioner Russo said it was not brought up by the Tree Advisory Committee which is in the UDO and wasn't passed by the Board of Commissioners. Commissioner Russo said first, that is his objection to this and it also sort of gets away from what he calls trying to get one Town, one movement and having everything the

same for the last eight years. Commissioner Russo said the biggest thing is it's in the UDO and could get the Building Department in trouble and until the Board or the State of North Carolina makes the changes; we need to try to maintain uniformity and our policy should not change. Commissioner Russo said the more he thinks about it, he thinks we should just let the developments handle their own trees, we've been banging heads for nineteen years and could never get one Town ordinance; there was always somebody, somewhere that was just against it. Commissioner Russo said he thinks the Board should look into two things, wait until the State does something or just change our UDO and let each development take care of their own trees.

There was Board discussion on Commissioner Russo's comment. Commissioner Russo said he will bring this to the Tree Advisory Committee meeting this month.

Mayor Goodenough – None

Jon Mendenhall - Personnel Items to Discuss:

1. Permission to hire a temporary employee from a staffing company starting Monday, April 13, 2015 for a period of 30-days.

COMMISSIONER DAVIS MADE A MOTION TO GIVE MR. JON MENDENHALL PERMISSION TO HIRE A TEMPORARY EMPLOYEE FROM A STAFFING COMPANY STARTING APRIL 13, 2015 FOR A PERIOD OF AS NEEDED. COMMISSIONER MANNING SECONDED THE MOTION. MAYOR GOODENOUGH ASKED IF THERE WERE ANY DISCUSSION. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

2. The prospective candidate for Building Inspector would like to have some clarity on the job offer made to him, see new letter:
  - a. Chief Building Inspector to comply with Chief Building Official provision of Admin. Code.
  - b. Enforcement of uniform statewide building code

It was the consensus of the Board to have Mr. Jon Mendenhall prepare a letter for the prospective candidate in regards to item 2a and 2b.

3. Engineering Technician – hire prospective candidate as Engineering Technician (PT) at \$25.00/hr on-call/as-needed; Engineering Technician position specifically for horizontal construction (e.g. roadways) and will be billed back to the developer or to the project (if a Town initiated street project). Will work as owner's rep for streets that are planned to be dedicated to the Town. Will work closely with new engineer TBD +/- in May.
  - a. The Town would provide for wage, bill back at 1.5x wage to cover overhead, provide equipment – truck, probe rode (small tools), PPE, record book, etc.
  - b. Work would primarily occur under the NCDOT Construction Manual:  
<https://connect.ncdot.gov/projects/construction/pages/construction-manual.aspx>

COMMISSIONER DAVIS MADE A MOTION TO HIRE THE PROSPECTIVE CANDIDATE FOR ENGINEERING TECHNICIAN ON AN AS NEEDED BASIS. COMMISSIONER PRZYWARA SECONDED THE MOTION. MAYOR GOODENOUGH ASKED IF THERE WERE ANY DISCUSSION. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

4. Approve the following job description changes:
  - a. Revise Office Assistant
  - b. Remove Assistant Town Administrator
  - c. Remove Clerical Assistant
  - d. Remove Building Inspectors Secretary
  - e. Remove Maintenance Foreman
  - f. Remove Maintenance Technician
  - g. Remove Solid Waste Site Attendant

COMMISSIONER DAVIS MADE A MOTION TO APPROVE THE ABOVE JOB DESCRIPTION CHANGES 4A-4G IN THE PERSONNEL POLICY MANUAL. COMMISSIONER BRENNAN SECONDED THE MOTION. MAYOR GOODENOUGH ASKED IF THERE WERE ANY DISCUSSION. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

5. Approve the following job description changes:
  - a. Office Assistant to be filled: 1 ct fulltime and 1 ct part-time (2 new hires) based on recommendation of HR Committee

It was the consensus of the Board of Commissioners to advertise the above positions under 5a in the Brunswick Beacon, Employment Security Commission website, the Town's website and to e-mail out too all HOA/POA's offices in the Town of Carolina Shores.

**HR Committee Meeting:**

Mayor Goodenough said that the HR Committee met on April 6, 2015 and it had to pertain too disciplinary action that needed to be taken and the HR Committee's recommendation was that a letter be sent t this individual with regards to what the issue was. Mayor Goodenough said there was no reason for the Board of Commissioners to get involved and that was the recommendation of the HR Committee to Mr. Jon Mendenhall. Mr. Mendenhall reported that it had been taken care of.

**Closed Session:** None

**Adjourn:**

COMMISSIONER BRENNAN MADE A MOTION TO ADJOURN THE APRIL 9, 2015 BOARD OF COMMISSIONERS MEETING. COMMISSIONER RUSSO SECONDED THE MOTION. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

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Walter B. Goodenough, Mayor

Submitted by:  
Nicole Marks  
Town Clerk