



Town of Carolina Shores
Board of Commissioners Meeting
December 7, 2020 10:00am

Pledge of Allegiance and Moment of Silence

Call to Order

I. Administrative Reports

1. Administrative Reports

- a. Administration Department
- b. Public Works Department
- c. Public Safety Department
- d. Finance Department

2. Committee & Volunteer Group Reports

II. Consent Agenda: Meeting Minutes

1. Meeting Minutes for Approval

- a. BOC Regular Meeting 1-09-2020
- b. BOC Workshop Meeting 2-03-2020
- c. BOC Regular Meeting 6-04-2020
- d. BOC Recessed Meeting 6-18-2020
- e. BOC Special Called Meeting 8-18-2020
- f. BOC Regular Meeting 10-08-2020

III. Old Business: None

IV. New Business

- A. Computer Storage and Management Contract Proposal
- B. Proposed Job Description Changes
- C. Change Personnel Ordinance to Policy
- D. Contract Extension GFL (Waste Industries)
- E. Discussion of TOCS Monthly Bulletin
- F. Discussion of Removal of Carolina Shores North from ETJ
- G. Appoint Liaison to Calabash Fire Department
- H. Appoint Liaison and Alternate to Cape Fear COG

V. Public Comment

VI. Mayor and Board of Commissioner Comments

VII. Closed Session: None.

VIII. Adjournment

TOWN OF CAROLINA SHORES NORTH CAROLINA



MEMORANDUM

TO: Mayor and Board of Commissioners
FROM: Chad Hicks, Town Administrator
SUBJECT: December 2020 Administrative Report
DATE: 12/01/2020
ENCL: None
CC: File

Administration:

Staffing – The Operations Superintendent for Maintenance has reviewed and chosen two candidates for the open positions in the department. I recommend that the two candidates be hired.

East Park – Staff is still working on a few punch list items for the park. We hope to have everything completed in the next few weeks.

Road Repairs – The culvert on 81 Calabash Drive and the one on Calabash Court will be replaced in the next few weeks.

Public Works:

The full detailed report for November inspections is included in the agenda packet

Public Safety:

This report is included in the agenda package.

Inspections:

The full detailed report for October inspections is included in the agenda packet.

Finance:

Ms. Julie Munday, Finance Director to give Finance Report.

(report is included in the agenda packet)

Project:

Drainage

No capital projects this fiscal year.

Roadway:

Board imposed delay due to COVID-19 until January 1, 2021. Bids received.

BUILDING INSPECTIONS DIVISION
MONTHLY ACTIVITY REPORT
October 2020

This report covers the period of October 1-31, 2020. The month of October was very busy with permitting and inspections.

BUILDING PERMITS & CERTIFICATES OF OCCUPANCY ISSUED

10 permits for new single family homes were approved in October (construction value \$2,805,606).

1 permit for a new manufactured home was approved in October (construction value \$107,568).

In addition, there are 9 building permits for repair/remodel underway.

7 certificates of occupancy were issued in October 2020 (construction value \$1,317,483)

There are 57 valid new home permits open now where the homes are in various stages of construction.

OTHER PERMITS ISSUED

Mechanical: 20

Electrical: 4

Plumbing: 1

Zoning: 26

Floodplain: 46

Driveway: 14

Demolition: 0

INSPECTIONS

348 building inspections have been completed.

TREE PERMITS

Permits:2

Trees: 3

Clearing: 0

Approved: 3

Denied: 0

Replacement: 0

OTHER ACTIVITIES

Approximately \$53,230.29 in permit fees was collected in October 2020. YTD collected \$172,031.01.

All monthly reports to federal, state, and county have been completed in addition to weekly and monthly reports to construction statisticians.

Building inspections staff issued 63 recycle center stickers. The number of stickers issued per development is as follows: Beacon Townes-2, Carolina Shores-31, Calabash Lakes-7, Farm at Brunswick-14, Lighthouse Cove-0, and Village at Calabash-9.

ACTIVITY REPORT – BUILDING PERMITS
TOWN OF CAROLINA SHORES
OCTOBER 2020

Single Family Residence	10
Total Cost of Construction (Stick built – SF)	\$2,805,606
Multi- Unit Housing	0
Total Cost of Construction (Multi-Unit Housing)	\$0
Modular Home Permits	0
Total Cost of Construction – Modular	\$0
Manufactured Home Permits	1
Total Cost of Construction – Manufactured Homes	\$107,568
Commercial/Industrial Building Permits	0
Total Cost of Construction Commercial/Industrial Building	\$
TOTAL BUILDING PERMIT CONSTRUCTION VALUATION	\$2,913,174
Other Building Permits (i.e. Addition, fence, deck, garage, shed, sunroom, mail station, concrete/asphalt paving, roof over deck, windows) construction valuation	\$185,020
Building Permits	9
Demolition	0
Floodplain Permits	46
Electrical Permits	4
Driveway Permits	14
Mechanical Permits/Gas Permits	20
Zoning Permits	26
Plumbing Permits	1
Sign Commercial	0
Inspections Completed	348
Certificate of Occupancy Certificates	7
TOTAL CERTIFICATE OF OCCUPANCY (CONSTRUCTION VALUATION)	\$1,317,483
PERMIT FEE REVENUE	\$53,230.29
YEAR TO DATE PERMIT REVENUE	\$172,031.01

,Cc: Town Administrator – FINAL REPORT October 2020
Judy – Brunswick Co. Inspection Dept. 253-2024

TOWN MAINTENANCE REPORT

Date: 11/25/2020

ZONES 1 and 2	Description	Column1	Date2	Date3
ZONE 1	Zone 1B 8 Service Request - Five Service Request, All roadside ditch related. Working on roadside ditches on Northwest Drive. Jetted driveway culverts on Northwest Drive.			
ZONE 2	Zone 2B 2 Service Request - Two Service Request All roadside ditch and Swale Related.			

ZONES 3 and 4	Description	Column 2	Date2	Date3
Zone 3B	Zone 3B 8 Service Request - All roadside ditch and swale related. Working on roadside ditches on Swan Court before employeequit. Jetted under the driveways at Swan and Dove Ct. Also jetted five driveway culverts on Clubview.			
Zone4	Zone 4A 2 Service Request -			

Maintenance Division	Description	Date	Date2	Date3
Trash Pick up	Daily Trash pick up in each zone and Persimmon, Thomasboro, Country Club and each zone.			
Equipment Maintenance	Clean, Grease, Service, Repair, Fill with fuel daily.			
Equipment Repair	Picked up the John Deere 4600 from Southeast Farm Equipment no repair.			
Christmas Lights	Took down Christmas Lights from storage. Cleaned and repaired them and they are staged and ready to be put up.			
Materials	Order and pick up all materials needed for each job.			
Service Request	Complete all service request in a timely manner.			
Mowing	Finished Mowing each zone for the last time this year. Finished using the New Holland to mow the swale in every zone and string trimming.			
Canals	Walked all of the canals in each zone and removed debris.			
Safety	Conducted Tailgate safety meetings before each job on job site Conducted Monthly safety meeting			
	Calabash Drive Culvert replacement , still waiting on one bid to come in.			
	Calabash Drive and Calabash Court replacement. Waiting on one bid.			



November Code Compliance Activities

1-30, 2020

November 3

Monthly report submitted

Contact complaint regarding speeding through stop sign follow up Village of Calabash

Take complaint regarding water pump making noise at the Calabash Lakes

November 5

Service Request 89 Carolina Shores Drive burning leaves Carolina Shores drive

Parking complaint Beacon Towns

Dog Complaint Gate 7 German Shepard running around left note

November 7

Follow up Service request burning leaves Carolina Shores Drive

Routine Patrol

November 10

Service request close out advised resident to take leaves to convenience sit

Inquiry and flyer made for not throwing needles into the convenience site

Contact resident regarding stop sign compliant and gave stats to him from traffic sign

November 12

Check areas for flooding

Contact POA regarding mapping of Carolina Shores

Service request Northwest drive regarding resident building a bridge over ditch

November 14

Parking violation Beacon Towns

Lighthouse Cove people gathering in middle of street to protest HOA Committee meeting

Contact Deputy regarding overnight parking

Pulled signs last of election signs

November 17

Routine patrol

Set up for needle stick poster and email blast sent out and contact Waste Management

November 18

Set up email fix computer

Routine Patrol

November 19

Follow up regarding complaint regarding over dug ditch on Northwest Drive

Parking violation Lighthouse Cove

Assisted building inspector in condemning mobile home interjurisdiction Rt 17

November 21

Parking violation Beacon Towns

Service request fence in front yard Palmer Drive attempt to contact resident referred to Building inspector

Routine Patrol

November 24

Service request Debris thrown in ditch on Pine Ridge

Secured park advised resident using the dog park that the park was not open

November 28

Routine Patrol

Monitor convenience site

Contact on duty deputy regarding house break in in Carolina Shores Parkway

November 30

Check area for morning flooding

Monthly report

Check for parking violation Beacon Towns

Contact Deputy regarding procedure for coming on duty in Town

Sheriffs Office Patrol

11/4 Deputy Medlin 1600-2000 4 hours

11/6 Deputy Forbes 0700-1100 4 hours

11/10 Deputy Medlin 1600-2000 4 hours

11/12/Deputy Medlin 1600-2000 4 hours

11/14 Deputy Medlin 0600-1000 4 hours

11/16 Deputy Medlin 1600-2000 4 hours

11/17 Deputy Medlin 1600-2000 4 hours

11/19 Deputy Medlin 1600-2000 4 hours

11/21 Deputy Medlin 1000-1400 4 hours

11/23 Deputy Forbes 0700-1100 4 hours

11/27 Deputy White 1400-1800 4 hours

11/28 Deputy White 0700-1100 4 hours

Total Hours: 48

Sheriffs Office Activity

13 Traffic stops

1 medical call Niblick Court

1 Domestic Carolina Shores Parkway

1 Assisted Security with building Inspector condemned mobile home Rt 17 inter jurisdictional

1 House check

Crime prevention activities included in homes under Construction Lighthouse Cove and The Farm

**TOWN OF CAROLINA SHORES
FINANCE REPORT
NOVEMBER 2020**

GENERAL FUND

BUDGET SUMMARY

	2020-2021 ADOPTED	ACTUAL AS OF 11-30-2020	PERCENT
EXPENDITURES			
OPERATING	2,111,700	749,739	
CAPITAL	218,300	14,698	
TOTAL...	2,330,000	764,437	33%
REVENUES			
PROPERTY & MV TAX	500,000	212,432	
SALES TAX	900,000	538,274	
UTILITY FRANCHISE	180,000	34,664	
MISC. (Bldg.Permits, Beer/Wine)	360,000	322,496	
INTEREST	25,000	611	
HURRICANE REIMBURSEMENT	0	126,457	
Approp. Fund	250,000	0	
Powell Bill Funds	115,000	0	
TOTAL...	2,330,000	1,234,934	53%

CHECKING ACCOUNT

Beginning Balance	\$ 1,040,422.62
Ending Balance	\$ 1,103,526.81

GL Balance Sheet
Period Ending 11/30/2020

Town of Carolina Shores

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10	GERNERAL FUND	
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Asset

10-0101-000	South State - Checking	\$1,103,526.81
10-0101-015	CAPITAL TRUST FUND	\$929,469.08
10-0101-020	SOUTH STATE - CD	\$249,925.68
10-0101-021	FIRST NATIONAL- CD	\$206,715.57
10-0110-000	TAXES RECEIVABLE	\$9,418.51
10-0110-010	MV TAXES REC.	\$1,467.90

10	GERNERAL FUND	Asset Total	\$2,500,523.55
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Liability

10-0201-000	ACCOUNTS PAYABLE	-\$1.87
10-0201-010	ASSESMENT PAYABLE	-\$0.71
10-0210-001	State Tax 4.75%	-\$40,300.61
10-0210-010	County Tax 2.00%	-\$19,098.15
10-0223-000	STATE W/H PAYABLE	-\$2.17
10-0224-000	RETIREMENT PAYABLE	\$141.56
10-0224-001	401K	\$5,467.99
10-0225-000	ACCRUED PAYROLL	\$6,562.23
10-0225-001	MEDICAL INS. PAYABLE	\$346.44
10-0226-000	457 PLAN	\$745.98
10-0230-002	HOMEOWNERS FUND RECOVERY	\$2,752.00
10-0230-005	BUILDERS BOND	\$49,280.00
10-0280-000	DEFERRED REV TAXES	\$15,776.43
10-0299-000	FUND BALANCE	\$1,737,813.41
	Current Fund Balance Adjustment	\$470,496.93
	P/Y Fund Balance Adjustment	\$270,544.09

10	GERNERAL FUND	Liability Total	\$2,500,523.55
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Budget vs Actual

Town of Carolina Shores
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Period Ending 11/30/2020

10 GERNERAL FUND

Description	Budget	MTD	YTD	Variance	Percent
Revenues					
10-0000-000 "GENERAL FUND"	0	0.00	0.00	0.00	
10-0300-000 GENERAL FUND	0	0.00	0.00	0.00	
REVENUES					
10-3100-101 TAXES-2019	0	0.00	0.00	0.00	
10-3100-102 TAXES, 2018	0	0.00	0.00	0.00	
10-3100-103 TAXES, 2020	500,000	24,011.88	191,494.41	(308,505.59)	38%
10-3113-144 TAXES, 2017	0	0.00	0.00	0.00	
10-3193-180 TAX INTEREST	0	0.00	13.75	13.75	
10-3194-120 MV TAXES	50,000	0.00	20,923.80	(29,076.20)	42%
10-3230-351 LOCAL OPTION SALES TAX	900,000	109,410.67	538,273.58	(361,726.42)	60%
10-3230-360 HOLD HARMLESS DISTRIBUTIONS	0	0.00	0.00	0.00	
10-3250-110 Solid Waste Disposal Tax	2,000	723.90	1,415.31	(584.69)	71%
10-3260-110 Business Registration	3,000	0.00	3,200.00	200.00	107%
10-3316-000 Powell Bill Revenue	115,000	0.00	55,015.61	(59,984.39)	48%
10-3321-000 Sales & Use Tax Refund	25,000	0.00	6,264.91	(18,735.09)	25%
10-3322-350 BEER/WINE EXCISE TAX	15,000	0.00	0.00	(15,000.00)	
10-3324-310 UTILITY FRANCHISE	180,000	0.00	34,663.92	(145,336.08)	19%
10-3325-310 TELECOMMUNICATIONS TAX	0	0.00	0.00	0.00	
10-3326-315 SALES OF SERVICE(FastTrack)	15,000	2,000.00	2,000.00	(13,000.00)	13%
10-3343-410 BUILDING PERMITS	150,000	13,246.70	189,629.19	39,629.19	126%
10-3343-415 ZONING PERMITS	12,000	700.00	9,050.00	(2,950.00)	75%
10-3343-430 CERTIFICATE OF OCCUPANCY	12,000	300.00	4,000.00	(8,000.00)	33%
10-3346-430 APPLICATION FEE/ZONING	1,000	0.00	0.00	(1,000.00)	
10-3831-491 INTEREST GENERAL FUND	25,000	0.00	610.98	(24,389.02)	2%
10-3832-630 Hurricane Reimbursement	0	0.00	126,456.77	126,456.77	
10-3839-890 MISC. INCOME	75,000	0.00	51,922.00	(23,078.00)	69%
10-3991-990 APPROP. FUNDS	250,000	0.00	0.00	(250,000.00)	
Revenues Totals:	2,330,000	150,393.15	1,234,934.23	(1,095,065.77)	53%

Budget vs Actual

Town of Carolina Shores
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10 GERNERAL FUND

Description	Budget	MTD	YTD	Variance	Percent
Expenses					
10-4110-000 GOVERNING BODY	0	0.00	0.00	0.00	
10-4110-126 BOARD/FEES	15,700	0.00	3,825.00	11,875.00	24%
10-4110-181 FICA/MED	800	0.00	292.61	507.39	37%
10-4110-310 TRAVEL	200	0.00	0.00	200.00	
10-4110-499 MISC.	1,000	0.00	240.00	760.00	24%
10-4110-500 PAY ADJUSTMENTS	0	0.00	0.00	0.00	
GOVERNING BODY Totals:	17,700	0.00	4,357.61	13,342.39	25%
10-4120-000 ADMINISTRATION	0	0.00	0.00	0.00	
10-4120-121 SALARIES F/T	274,062	18,939.28	127,479.59	146,582.41	47%
10-4120-126 SALARIES P/T	0	0.00	0.00	0.00	
10-4120-180 FRINGE BENEFITS	0	0.00	0.00	0.00	
10-4120-181 FICA/MED	20,895	1,448.86	9,752.16	11,142.84	47%
10-4120-182 RETIREMENT	23,520	1,922.34	11,244.86	12,275.14	48%
10-4120-183 GROUP INSURANCE	47,250	0.00	15,957.12	31,292.88	34%
10-4120-184 457	0	0.00	0.00	0.00	
10-4120-185 401K	12,473	305.88	1,682.34	10,790.66	13%
10-4120-190 CONTRACT SERVICE (ADMI)	7,000	1,070.57	2,732.73	4,267.27	39%
10-4120-191 PROF FEES ACCTG	15,000	0.00	0.00	15,000.00	
10-4120-192 PROF FEES LEGAL	20,000	0.00	1,425.00	18,575.00	7%
10-4120-195 PROF FEE- TOWN CODE	2,000	0.00	450.00	1,550.00	23%
10-4120-199 PROF FEES Other	10,000	0.00	2,375.00	7,625.00	24%
10-4120-250 AUTO SUPPLIES	1,000	0.00	286.85	713.15	29%
10-4120-260 OFFICE SUPPLIES	2,000	382.03	702.70	1,297.30	35%
10-4120-265 OFFICE FURNITURE	2,000	0.00	0.00	2,000.00	
10-4120-321 TELEPHONE	8,000	974.61	3,567.48	4,432.52	45%
10-4120-325 POSTAGE	1,000	60.32	170.80	829.20	17%
10-4120-352 MAIN/REPAIR EQUIPT	1,000	0.00	0.00	1,000.00	
10-4120-353 MAIN/REPAIRS AUTO	1,500	0.00	0.00	1,500.00	
10-4120-370 LEGAL ADVERTISING	2,000	0.00	448.52	1,551.48	22%
10-4120-380 COMPUTER SER/PROGRAMS	10,000	0.00	5,197.46	4,802.54	52%
10-4120-395 EMPLOYEE TRAINING	2,500	0.00	0.00	2,500.00	
10-4120-450 INS/BOND/WC	53,800	0.00	43,687.54	10,112.46	81%
10-4120-480 E.S.C. - Unemployment Pymts.	2,000	0.00	0.00	2,000.00	
10-4120-491 DUES/SUBS	8,000	0.00	5,934.62	2,065.38	74%
10-4120-499 MISC	5,000	0.00	368.98	4,631.02	7%
ADMINISTRATION Totals:	532,000	25,103.89	233,463.75	298,536.25	44%
10-4140-190 TAXES-COLLECTION FEE	4,000	180.09	1,436.21	2,563.79	36%
10-4140-191 DMV-COLLECTION FEE	500	0.00	0.01	499.99	0%
Totals:	4,500	180.09	1,436.22	3,063.78	32%

Budget vs Actual

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Period Ending 11/30/2020

10 GERNERAL FUND

Description	Budget	MTD	YTD	Variance	Percent
10-4170-190 Elections Fee	0	0.00	0.00	0.00	
ELECTIONS Totals:	0	0.00	0.00	0.00	
10-4190-000 PUBLIC BLDG/BEAUTY	0	0.00	0.00	0.00	
10-4190-126 SALARIES P/T	33,020	1,962.36	13,417.76	19,602.24	41%
10-4190-181 FICA/MED	2,600	150.13	1,026.49	1,573.51	39%
10-4190-182 RETIREMENT	0	0.00	0.00	0.00	
10-4190-190 CONTRACTED SERVICES	5,000	731.40	1,647.00	3,353.00	33%
10-4190-240 MAINT/REPAIR BLDG	7,500	0.00	402.72	7,097.28	5%
10-4190-290 DEPT. MATERIALS	4,380	128.76	3,876.58	503.42	89%
10-4190-291 RECREATIONAL/EVENTS	0	0.00	0.00	0.00	
10-4190-331 UTILITIES-TH	15,500	0.00	4,254.91	11,245.09	27%
10-4190-352 REPAIR/MAINT EQUIP	2,000	0.00	304.22	1,695.78	15%
10-4190-590 CAPITAL OUTLAY-OTHER	0	0.00	0.00	0.00	
PUBLIC BUILD/BEAUTY Totals:	70,000	2,972.65	24,929.68	45,070.32	36%
10-4330-000 PUBLIC SAFETY	0	0.00	0.00	0.00	
10-4330-126 SALARIES P/T	37,084	2,480.39	15,302.75	21,781.25	41%
10-4330-181 FICA/MED	3,000	189.75	1,170.66	1,829.34	39%
10-4330-190 CONTRACT SERVICES	20,000	1,440.00	9,880.00	10,120.00	49%
10-4330-240 CALABASH FIRE DEPT	25,000	0.00	25,000.00	0.00	100%
10-4330-245 CALABASH EMS	0	0.00	0.00	0.00	
10-4330-250 BRUNSWICK CTY FIRE FEES	0	0.00	890.68	(890.68)	
10-4330-255 AUTO SUPPLIES	1,000	36.97	229.62	770.38	23%
10-4330-260 DEPARTMENT SUPPLIES	964	234.99	441.94	521.56	46%
10-4330-266 EMERGENCY MGMT	953	0.00	2,287.81	(1,335.31)	240%
10-4330-395 EMPLOYEE TRAINING	1,000	0.00	0.00	1,000.00	
10-4330-500 PUBLIC SAFETY RESERVE	40,000	0.00	0.00	40,000.00	
10-4330-590 CAPITAL OUTLAY	0	0.00	0.00	0.00	
PUBLIC SAFETY Totals:	129,000	4,382.10	55,203.46	73,796.54	43%
10-4340-000 ECONOMIC DEVELOPMENT	8,000	0.00	0.00	8,000.00	
10-4340-180 INCENTIVE PAYMENTS	0	0.00	0.00	0.00	
10-4340-190 CONTRACT SERVICES	0	0.00	0.00	0.00	
10-4340-199 PROFESSIONAL FEES	0	0.00	0.00	0.00	
10-4340-250 BRUNSWICK COUNTY FIRE FEES	1,000	0.00	0.00	1,000.00	
10-4340-260 DEPARTMENT SUPPLIES	0	0.00	0.00	0.00	
10-4340-266 CHAMBER OF COMMERCE	0	0.00	0.00	0.00	
10-4340-310 TRAVEL	0	0.00	0.00	0.00	
10-4340-480 MARKETING	400	0.00	5,280.00	(4,880.00)	1320%
10-4340-491 DUES/FEES - OTHER	100	0.00	0.00	100.00	

Budget vs Actual

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NON-DEPARTMENTAL Totals:	9,500	0.00	5,280.00	4,220.00	56%
10-4350-000 BUILDING INSPECTIONS	0	0.00	0.00	0.00	
10-4350-121 SALARIES F/T	160,100	12,586.44	72,672.74	87,427.26	45%
10-4350-126 SALARIES P/T	0	0.00	0.00	0.00	
10-4350-181 FICA/MED	21,530	962.86	5,559.45	15,970.55	26%
10-4350-182 RETIREMENT	16,500	1,277.54	7,034.92	9,465.08	43%
10-4350-183 GROUP INSURANCE	52,500	0.00	25,070.20	27,429.80	48%
10-4350-185 401K	3,200	129.86	732.13	2,467.87	23%
10-4350-190 CONTRACT SERVICES	0	0.00	810.00	(810.00)	
10-4350-231 EDUCATION/TRAINING	6,070	0.00	0.00	6,070.00	
10-4350-250 AUTO SUPPLIES/FUEL	7,500	89.44	448.85	7,051.15	6%
10-4350-260 DEPARTMENT SUPPLIES	2,000	9.02	4,467.00	(2,467.00)	223%
10-4350-265 EQUIPMENT	0	0.00	0.00	0.00	
10-4350-321 TELEPHONE	1,500	0.00	628.55	871.45	42%
10-4350-325 POSTAGE/PRINTING	600	60.33	170.83	429.17	28%
10-4350-352 REPAIRS/MAINT EQUIP	200	0.00	0.00	200.00	
10-4350-353 MAINTENANCE/REPAIRS VEHIC	1,000	0.00	229.14	770.86	23%
10-4350-380 COMPUTER SERVICE/PROGRAM	3,000	0.00	96.64	2,903.36	3%
10-4350-491 DUES/FEES	300	0.00	318.00	(18.00)	106%
10-4350-590 CAPITAL OUTLAY-VEHICLE	0	0.00	0.00	0.00	
BUILDING INSPECTIONS Totals:	276,000	15,115.49	118,238.45	157,761.55	43%
10-4500-000 STREETS	0	0.00	0.00	0.00	
10-4500-121 SALARIES F/T	284,487	20,992.89	121,566.50	162,920.50	43%
10-4500-126 SALARIES P/T	27,563	1,178.56	8,185.63	19,376.87	30%
10-4500-181 FICA/MED	22,050	1,696.12	9,926.09	12,123.91	45%
10-4500-182 RETIREMENT	30,975	2,130.77	11,862.98	19,112.02	38%
10-4500-183 GROUP INSURANCE	136,290	0.00	38,146.92	98,143.08	28%
10-4500-185 401K	14,595	764.31	4,131.69	10,462.83	28%
10-4500-190 CONTRACTED SERVICES	20,000	3,027.80	5,507.92	14,492.08	28%
10-4500-240 STREET SUPPLIES	25,000	244.13	3,738.43	21,261.57	15%
10-4500-250 AUTO SUPPLIES	25,000	976.00	5,400.70	19,599.30	22%
10-4500-321 TELEPHONES	1,000	49.53	616.26	383.74	62%
10-4500-331 STREET LIGHTS	114,041	0.00	42,741.95	71,299.03	37%
10-4500-350 STREET REPAIRS	10,000	0.00	7,517.90	2,482.10	75%
10-4500-352 REPAIR/MAINT EQUIP	20,000	148.36	2,567.24	17,432.76	13%
10-4500-395 EMPLOYEE TRAINING	0	0.00	0.00	0.00	
10-4500-590 CAPITAL OUTLAY	0	0.00	0.00	0.00	
STREETS Totals:	731,000	31,208.47	261,910.21	469,089.79	36%
10-4510-000 POWELL BILL	0	0.00	0.00	0.00	
10-4510-126 SALARIES P/T	0	0.00	0.00	0.00	
10-4510-181 FICA/MED	0	0.00	0.00	0.00	
10-4510-182 RETIREMENT	0	0.00	0.00	0.00	
10-4510-190 CONTRACTED SERVICES	0	0.00	0.00	0.00	

Budget vs Actual

Town of Carolina Shores
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Period Ending 11/30/2020

10 GERNERAL FUND

Description	Budget	MTD	YTD	Variance	Percent
10-4510-240 STREET SUPPLIES	0	0.00	0.00	0.00	
10-4510-352 REPAIR/MAINT EQUIPT	0	0.00	0.00	0.00	
10-4510-550 CAPITAL OUTLAY-EQUIPT	0	0.00	0.00	0.00	
10-4510-591 ROAD PAVING/PATCHING	115,000	0.00	0.00	115,000.00	
POWELL Totals:	115,000	0.00	0.00	115,000.00	
10-4700-000 ENVIRO. PROTECTIONS	0	0.00	0.00	0.00	
10-4700-190 CONTRACT SERVICE	25,000	2,109.00	13,927.50	11,072.50	56%
10-4700-240 Departmental Supplies	5,000	0.00	0.00	5,000.00	
10-4700-350	5,000	0.00	2,634.10	2,365.90	53%
DRAINAGE-RIPRAP,STONE					
10-4700-351 DRAINAGE DITCHES	0	0.00	0.00	0.00	
ENVIRO PROTECTION Totals:	35,000	2,109.00	16,561.60	18,438.40	47%
10-4710-000 SANITATION	0	0.00	0.00	0.00	
10-4710-126 SALARIES P/T	21,420	1,409.28	9,691.64	11,728.36	45%
10-4710-181 FICA/MED	1,680	107.81	741.45	938.55	44%
10-4710-182 Retirement	0	0.00	0.00	0.00	
10-4710-190 CONTRACTED SERVICES	45,000	4,052.77	7,499.17	37,500.83	17%
10-4710-290 DEPT. MATERIALS	1,000	0.00	794.88	205.12	79%
10-4710-352 REPAIR/MAINT EQUIP	400	0.00	0.00	400.00	
10-4710-580 CAPITAL OUTLAY	0	0.00	0.00	0.00	
SANITATION Totals:	69,500	5,569.86	18,727.14	50,772.86	27%
10-4910-000 PLANNING & ZONING	0	0.00	0.00	0.00	
10-4910-121 SALARIES F/T	0	0.00	0.00	0.00	
10-4910-126 BOARD/FEES	2,600	0.00	360.00	2,240.00	14%
10-4910-181 Fica/Med	0	0.00	27.56	(27.56)	
10-4910-182 RETIREMENT	0	0.00	0.00	0.00	
10-4910-183 GROUP INSURANCE	0	0.00	0.00	0.00	
10-4910-185 401	0	0.00	0.00	0.00	
10-4910-199 PROF FEES	12,000	0.00	8,840.00	3,160.00	74%
10-4910-260 Department Supplies	200	0.00	52.45	147.55	26%
10-4910-325 Postage/Printing	0	0.00	0.00	0.00	
10-4910-370 Legal Advertising	1,000	0.00	351.00	649.00	35%
10-4910-395 Education/Training	0	0.00	0.00	0.00	
PLANNING & ZONING Totals:	15,800	0.00	9,631.01	6,168.99	61%
10-6120-000 CULTURAL & RECREATIONAL	0	0.00	0.00	0.00	
10-6120-190 CONTRACT SERVICES	1,000	0.00	0.00	1,000.00	
10-6120-290 DEPARTMENT MATERIALS	500	0.00	0.00	500.00	
10-6120-331 UTILITIES-PARKS	1,200	0.00	0.00	1,200.00	
10-6120-352 REPAIRS/MAINTENANCE	1,000	0.00	0.00	1,000.00	
10-6120-450 SPECIAL EVENTS	3,000	0.00	0.00	3,000.00	
Totals:	6,700	0.00	0.00	6,700.00	

Budget vs Actual

Town of Carolina Shores
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Period Ending 11/30/2020

10 GERNERAL FUND

Description	Budget	MTD	YTD	Variance	Percent
10-9910-000 CONTINGENCY	0	0.00	0.00	0.00	
10-9910-991 CONTINGENCY DEPT.	100,000	0.00	0.00	100,000.00	
CONTINGENCY Totals:	100,000	0.00	0.00	100,000.00	
10-9930-000 CAPITAL PROJECTS	0	0.00	0.00	0.00	
10-9930-199 PROFESSIONAL FEES	3,000	0.00	0.00	3,000.00	
10-9930-540 STORMWATER	0	0.00	0.00	0.00	
10-9930-545 PAVING	100,000	0.00	14,698.17	85,301.83	15%
10-9930-580 CAPITAL OUTLAY-EQUIP	100,000	0.00	0.00	100,000.00	
10-9930-581 CAPITAL OUTLAY-OTHER	0	0.00	0.00	0.00	
10-9930-990 CONTINGENCY	15,300	0.00	0.00	15,300.00	
RESERVES Totals:	218,300	0.00	14,698.17	203,601.83	7%
Expenses Totals:	2,330,000	86,641.55	764,437.30	1,565,562.70	33%

Budget vs Actual

Town of Carolina Shores
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Period Ending 11/30/2020

10 GERNERAL FUND Totals:	63,751.60	470,496.93
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**TOWN OF CAROLINA SHORES
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES**

January 9, 2020

2:00 p.m.

DRAFT

Mayor Joyce Dunn called the January 9, 2020 meeting to order at 2:00 p.m. The Pledge of Allegiance was recited and there was a moment of silence. Commissioners present: Joseph J. Przywara, Greg Davis, Bill Brennan, Beverly Mayhew and Dee Gray. Also, present: Jon Mendenhall, Town Administrator; Julie Munday, Finance Director and Nicole Hewett, Town Clerk.

Members Absent: None

Also Absent: None

Agenda Adjustments:

None

Public Comment on Agenda Items:

None

Consent Agenda:

COMMISSIONER DAVIS MADE A MOTION TO MOVE THE CONSENT AGENDA ITEMS TO OLD BUSINESS. COMMISSIONER BRENNAN SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

- Consideration of Resolution 20-5 Appointments to Advisory Boards and Committees
- Consideration of Ratification of an Arbor Day Proclamation
- Consideration of Resolution 20-6 Annexation by Petition

Administrative Reports:

Mr. Mendenhall said we have three items today. Mr. Mendenhall said the auditor is here to give the audit. Mr. Wade Green introduced himself. Mr. Green reviewed the audit with the Board of Commissioners (a copy of this audit is on file with the Town Clerk). Mr. Green said that the LGC has accepted the audit. Mr. Mendenhall said we need to look at some dates for the Budget Retreat, no set date was determined. Mayor Dunn said the Economic Development Commission does not have a regular meeting schedule. Mayor Dunn said as a result, it would be a Special Called Meeting. Mayor Dunn said she suggested that it might be easier just to put it on a regular meeting schedule. Mayor Dunn said it is easier to cancel it if we don't need it then to call a Special Called Meeting. It was the consensus of the Board of Commissioners to add a third column to the schedule and add the EDC back on the regular meeting schedule for 1:30 pm on the day of the BOC regular meeting schedule. Mr. Mendenhall said the next item is Arbor Day 2020. Mr. Mendenhall said we have a program and typically invite the children from Jessie Mae and our Clerk arranges all of that. Mr.

Mendenhall said she is going to be out for a week or so at that time. Mr. Mendenhall said we want to be sure that you still want to have it then and we can reassign a different employee. Mayor Dunn said she would prefer to wait until the Clerk is available and move the date. It was the consensus of the Board of Commissioners to hold Arbor Day on Friday, April 24, 2020 as it is National Arbor Day.

Public Hearings:

None

Old Business:

Consideration of Resolution 20-5 Appointments to Advisory Boards and Committees:

COMMISSIONER BRENNAN MADE A MOTION TO APPROVE RESOLUTION 20-5 APPOINTMENTS TO ADVISORY BOARDS AND COMMITTEES. COMMISSIONER DAVIS SECONDED THE MOTION. THERE WAS NO DISCUSSION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Consideration of Ratification of an Arbor Day Proclamation:

Mayor Dunn said the date on the Arbor Day Proclamation will be changed to Friday, April 24, 2020.

COMMISSIONER BRENNAN MADE A MOTION TO APPROVE THE ARBOR DAY PROCLAMATION. COMMISSIONER PRZYWARA SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Consideration of Resolution 20-6 Annexation by Petition:

Mayor Dunn read Resolution 20-6 Annexation by Petition for the public.

COMMISSIONER DAVIS MADE A MOTION TO APPROVE RESOLUTION 20-6 ANNEXATION BY PETITION. COMMISSIONER BRENNAN SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

New Business:

None

Public Comment:

Teddy Altreuter, 14 Sand Dollar Court – Mrs. Altreuter discussed Arbor Day and the cutting down of trees at the new park. Mrs. Altreuter also discussed the that the public comes to listen to the meeting and the public can't hear what is being said by some Board members and the Town Administrator.

Daniel O'Reilly, 27 Pinewood Drive - Mr. O'Reilly said he is hearing impaired and couldn't hear one word of what was being said. Mr. O'Reilly discussed the speeding that is happening on Pinewood Drive and that is a public safety matter.

Nancy Larkin, 39 Gate 6 –Ms. Larkin discussed that she and residents didn't know anything that

was going on with the details of the park until two weeks ago. Ms. Larkin wanted to know if there were going to be any public input meetings. Ms. Larkin said the town should share information with the public.

David Simms, 7 Ct. 11 Northwest Drive – Mr. Simms wanted to know what the town’s position is on this new Highway 31 extension and if the Board has any new information on it.

Larry Isely, 25 Cattle Run – Mr. Isely discussed in lengthy discussion the matter of the Highway 31 extension. Mr. Isely also discussed Sunset Beach’s Resolution to add route number 10. Mr. Isely wanted to state for the minutes, the URL address for where this voting is which is ncdot.publicinput.com/Carolina-bays-pkwy.

Steve Koob, 22 Carolina Shores Parkway – Mr. Koob discussed the Highway 31 extension and the fact that one person can keep on voting and asked if there is something wrong with the system. Mr. Koob discussed that someone must be sitting there doing that and that’s not right to allow these people to vote forever.

Kenny Key, 10 Calabash Drive - Mr. Key asked the Mayor to read the letter he gave her. The letter discussed damage to his property due to an inferior installation of a main drainpipe access in front of his home. He discussed that he has the worse ditch in the town of Carolina Shores.

Phillipe Bureau, 99 Carolina Shores Drive – Mr. Bureau discussed the park. Mr. Bureau discussed his disapproval for the cutting down of almost every tree which affects the golf course and the property value of every single person sitting in the room if they should be run out of business.

Irene Beard, 30 Gate 8 – Ms. Beard discussed that nobody in the town of Carolina Shores let the public know about the Highway 31 extension and the POA finally sent out an email blast.

Donna Newhouse, 23 Brassie Drive – Ms. Newhouse discussed the Highway 31 extension and a lot of people don’t understand that. Ms. Newhouse discussed there are options and the Board should’ve called a Special Called Meeting to discuss the Highway 31 extension and what the options and repercussions are because now it is too late to try to be understanding it.

Rich Gagliano, 52 Carolina Shores Drive – Mr. Gagliano discussed the Highway 31 extension and wanted to know what the impact is going to be to the industry that is involved. Mr. Gagliano mentioned Food Lion, Lowe’s, New Haven and the medical center and said there should be something they can do in addition to the individual homeowners.

Larry Isely, 25 Cattle Run – Mr. Isely spoke again regarding the Highway 31 extension. Mr. Isely discussed NCDOT wouldn’t have been contacting any businesses because that is the next phase.

Dan O’Reilly, 27 Pinewood Drive – Mr. O’Reilly discussed the town using the emergency telephone system to notify people to go vote regarding the Highway 31 extension.

Maggie Kirby, 19 Gate 6 – Ms. Kirby discussed the new South Park. Ms. Kirby wanted to know what the cost of the new park is. Ms. Kirby discussed the public building with toilets, pickleball court and horseshoe pit. Ms. Kirby discussed the trees being taken down and if the park will be closed at night.

John Williams, 33 Gate 6 – Mr. Williams said he appreciates there is going to be a public meeting to further discuss South Park. Mr. Williams discussed his concern about what happens after the park is completed.

Dan O'Reilly, 27 Pinewood Drive – Mr. O'Reilly made a suggestion to place a plot plan at the park so that everyone may stop by and see it and know what is going on.

Joe Watts, CSPOA President, 9 Fairway Court – Mr. Watts discussed that the members of the CSPOA do appreciate the Resolution that was done saying that we do not want this Highway 31 extension in our neighborhood. Mr. Watts discussed that if the Board of Commissioners would've reached out to the other HOA/POA'S, we would've all joined you in that Resolution. Mr. Watts discussed corridors 8 and 9. Mr. Watts discussed that we all need to join together to prevent this highway from coming through our town. Mr. Watts discussed a gentleman at Crow Creek who has been great about sharing information regarding the Highway 31 extension. Mr. Watts discussed the park and their community not needing that park as they have their own amenities.

Ellen Pecina, 77 Calabash Drive – Mrs. Pecina discussed the Highway 31 extension. Mrs. Pecina asked about the town doing a Resolution like Sunset Beach. Mrs. Pecina wanted to know if the town chose a route for the highway to go in the Resolution. Mrs. Pecina asked if anyone has looked at the NCDOT website.

Peter Larkin, 39 Gate 6 – Mr. Larkin discussed the park again and said he gets very uncomfortable when people are doing things for free. Mr. Larkin asked who approached who in regards to the park. Mr. Larkin said there is so much information that people haven't received, it's disturbing.

Larry Isely, 25 Cattle Run – Mr. Isely spoke in regards to the Highway 31 extension again. Mr. Isely said if we go beyond what Sunset Beach did, you can go from a base hit to a homerun.

Teddy Altreuter, 14 Sand Dollar Court – Mrs. Altreuter discussed the green space and the cutting down of the trees and we could've just left it alone. Mrs. Altreuter said you put in bathrooms and all this stuff and tell me you're getting it for free.

Jean Mann, 34 Gate 7 – Ms. Mann said at what point do realtors have to start divulging the information regarding the Highway 31 extension.

Mayor and Board of Commissioners Comments:

Commissioner Gray – None

Commissioner Brennan – None

Commissioner Przywara – None

Commissioner Mayhew – None

Commissioner Davis – None

Mayor Dunn – None

Closed Session: N.C.G.S. 143-318.11 (a)(3) Legal:

COMMISSIONER BRENNAN MADE A MOTION TO GO INTO CLOSED SESSION PURSUANT TO N.C.G.S. 143-318.11 (a)(3) LEGAL. 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 OPEN SESSION. COMMISSIONER BRENNAN SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Mayor Dunn said during Closed Session no decisions were made and no votes were taken.

Adjournment:

COMMISSIONER BRENNAN MADE A MOTION TO ADJOURN THE JANUARY 9, 2020 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 L. Hewett, Town Clerk

**Town of Carolina Shores
Board of Commissioners
Pre-Agenda Meeting Minutes
February 3, 2020
10:00 a.m.**

DRAFT

Members Present: Mayor Joyce Dunn and Commissioners: Joseph J. Przywara, Bill Brennan, Greg Davis, Beverly Mayhew and Dee Gray. Also, present: Jon Mendenhall, Town Administrator, Julie Munday, Finance Director, and Nicole Hewett, Town Clerk

Members Absent: None

Call to Order:

At 10:00 a.m. Mayor Joyce Dunn called to order the Board of Commissioners Workshop Meeting.

Administrative Reports: Town Administrator Report/Jon Mendenhall:

Mr. Mendenhall gave the Town Administrator Report (a copy of this report is on file).

Finance Report:

Ms. Munday gave the Finance Report (a copy of this report is on file). There was discussion on the budget and line items vs. budget totals. The Calabash EMS line will be deleted from the line item.

Public Works: Mr. Mendenhall said there is nothing for Public Works.

Public Safety: Mr. Mendenhall said there is nothing for Public Safety.

COMMISSIONER DAVIS MADE A MOTION TO APPROVE THE HOLLAND CONSULTING PLANNERS CONTRACT FOR THE UDO STATE MANDATED RE-WRITE NCGS 160D, NOT TO EXCEED \$20,000.00. COMMISSIONER MAYHEW SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Committee & Volunteer Groups:

GSATS – Commissioner Brennan said he did not attend the meeting. There was discussion on the meeting with the POA leaders and NCDOT regarding the extension of Highway 31.

New Business:

First Reading of Ordinance 20-3 – An annexation ordinance of the Bennett tracts on Shingletree Road. There was discussion on this item.

COMMISSIONER DAVIS MADE A MOTION TO APPROVE THE FIRST READING OF ORDINANCE 20-3. COMMISSIONER MAYHEW SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

First Reading of Ordinance 20-4 – A Zoning Map amendment for the Bennett tracts on Shingletree Road. The Planning Board recommended approval of this map amendment. There was discussion on this item.

COMMISSIONER DAVIS MADE A MOTION TO APPROVE THE FIRST READING OF ORDINANCE 20-4. COMMISSIONER MAYHEW SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Review of a Development Agreement for the development of the Bennett tracts at Shingletree Road. Mr. Mendenhall said there have been some legal changes to this document which is in the packet. There was discussion on this item.

Mr. Ken Key requests to address the Board about on-going concerns related to the condition of the roadside ditch located at 10 Calabash Drive. Mr. Ken Key from 10 Calabash Drive addressed the Board of Commissioners. There was lengthy discussion on this item. Mr. Key discussed that his ditch is the worse ditch in the whole area and is about 8 feet deep. Mr. Key said the pipe is the problem as it is too small and the work was not done properly and has caused damage to his property and to his ditch Mr. Key requested that repairs be done to his property. Mr. Key discussed state stormwater laws. Mr. Mendenhall said since the letter was written, we went out and repaired the fallen riprap around the pipe edge. Mr. Key would like someone to come out and look at it. Mayor Dunn said we can't fix your driveway as it is personal property. Mr. Key said the repair is what cause the damage to his personal property. The Mayor asked that Mr. Mendenhall and Mr. Chris Edwards go look at the property and then the Board can discuss it further. Mr. Key discussed the access road and a sign that keeps getting thrown in his yard by golfers.

Discussion of a letter from the Local Government Commission outlining their concerns about the Town's Fund Balance. There was discussion on the letter that was received from the LGC and the town has to respond within 45 days to the letter. The Board reviewed the letter prepared by Mr. Mendenhall. There was discussion on not getting reimbursed for Hurricane preparations and watching the budget. It was the consensus of the Board to have the letter prepared for Board signature on Thursday.

COMMISSIONER DAVIS MADE A MOTION TO APPROVE BUDGET ORDINANCE AMENDMENT 20-5 IN THE AMOUNT OF \$50,000.00. COMMISSIONER BRENNAN SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

COMMISSIONER DAVIS MADE A MOTION TO ACCEPT THE REVISED SCHEDULE OF MEETINGS WITH THE ADDITION OF THE ECONOMIC DEVELOPMENT COMMISSION TIMES AND DATES. COMMISSIONER MAYHEW SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Public Comment:

None

Mayor and Commissioner Comments:

Commissioner Mayhew – None

Commissioner Brennan – Commissioner Brennan discussed the agendas from Sunset Beach and Calabash and in reality, they are no different. Commissioner Brennan there are five areas where people can get knowledge from concerning the Town. There was lengthy discussion on communications from the town. Commissioner Brennan asked about an explanation sheet that has been drafted for the permits and fee schedule. Commissioner Brennan addressed the language on the website about the volunteer meeting and it sounds like this is the first meeting ever and it's not.

Commissioner Przywara - None

Commissioner Davis – None

Commissioner Gray – None

Mayor Dunn – Mayor Dunn asked Mr. Mendenhall if he had got someone to look at the sound system. Mr. Mendenhall said he has not made any progress. Mayor Dunn said we do have headphones and make sure they are working for anyone that is hearing impaired. It was the consensus of the Board to not price a new sound system. Mayor Dunn asked that the Board hold a Special Called meeting to join the Parks Commission meeting as there needs to be some dialogue. It was the consensus of the Board, to have Mayor Dunn, Mr. Mendenhall and Commissioner Beverly Mayhew who is the liaison to attend the Parks Commission. There was discussion on attendance of the Parks Commission.

Closed Session Pursuant to N.C.G.S. 143-318.11(a)(3) Legal:

None

Adjourn:

COMMISSIONER BRENNAN MADE A MOTION TO ADJOURN THE FEBRUARY 3, 2020 BOARD OF COMMISSIONERS WORKSHOP MEETING AT 11:22 AM. COMMISSIONER DAVIS SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Mayor

Submitted by:
Nicole L. Hewett
Town Clerk

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

**June 4, 2020
2:00 p.m.**

DRAFT

Mayor Joyce Dunn called the June 4, 2020 meeting to order at 2:00 p.m. The Pledge of Allegiance was recited and there was a moment of silence. Commissioners present: Joseph J. Przywara, Greg Davis, Beverly Mayhew and Dee Gray. Also, present: Jon Mendenhall, Town Administrator and Nicole Hewett, Town Clerk.

Members Absent: Commissioner Bill Brennan

Also Absent: Julie Munday, Finance Director

Agenda Adjustments:

None

Public Comment on Agenda Items:

None

Consent Agenda:

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

- Approval of Minutes: Regular Meeting January 6, March 2, March 5, 2020 and Special Called January 6 and February 11, 2020.
- Law Enforcement Contract Renewal with Brunswick County Sheriff's Office.

COMMISSIONER PRZYWARA SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AN MOTION CARRIED BY UNANIMOUS VOTE.

Administrative Reports:

Mr. Mendenhall said there are no new items to add at this time.

Public Hearings:

FY 21 Budget Public Hearing:

COMMISSIONER DAVIS MADE A MOTION TO OPEN THE PUBLIC HEARING ON THE FY 21 BUDGET. COMMISSIONER PRZYWARA SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Mayor Dunn asked if there were any Public Comment.

Mike Riccitelli, 3 Pinewood Drive – Mr. Riccitelli said that he was talking to Mr. Mendenhall

yesterday about some items on the budget that he had some concerns about. Mr. Riccitelli said one of his concerns was under Public Safety there was about \$85,000 budgeted and now there is \$100,000 budgeted for a community in Brunswick County that he feels as he did some research has a low incident rate of crime. Mr. Riccitelli said he know that this started when some of the Commissioners were really against people speeding. Mr. Riccitelli said that seems to have grown. Mr. Riccitelli said with the shortfall of revenue, he feels we can spend our money a lot different and more productive in other ways. Mr. Riccitelli said we pay taxes now for the police and he doesn't know why we can't just put a lot of pressure on the Sheriff and he doesn't know how this has doubled in two years. Mr. Riccitelli said he doesn't know if we have two police officers and it is 24 hours a day. Mr. Riccitelli said now Public Safety is \$130,000. Mr. Mendenhall said \$40,000 of that is for Emergency Management Reserve for hurricanes that you requested, \$25,000 of it is for the Calabash Fire Department, \$30,000 of that is for Code Compliance and that is a total of \$95,000. Mr. Mendenhall said so the Sheriff's Office is only \$30,000 - \$38,000. Mayor Dunn said in the past, we had not really budgeted for emergency management and we would expend funds. Mayor Dunn said so we asked our Town Administrator so start building the budget to pay for emergency management in case we need it. Mayor Dunn said as far as the police presence, they are here only 20 hours a week on average and generally a four-hour shift. Mayor Dunn said they are here random times during the day and night. Mayor Dunn said she feels they have made a great contribution. Mayor Dunn said they can't manage all the speeding but she has read their reports. Commissioner Davis said our community is quite pleased with more police presence than we ever had before. Mayor Dunn said that is right. Commissioner Davis said before it was only when someone called the police. Mayor Dunn said this is really a big help. Mr. Riccitelli said maybe you could break that out in the budget because it looks like it is purely salaries for police officers. Commissioner Davis said on the big budget sheet, it is broke out. Mr. Riccitelli said in regards to new vehicles, you have seven vehicles now. Mr. Riccitelli said Mr. Mendenhall told him what they are used for but he doubts all seven vehicles would be used at one time. Mr. Riccitelli said he sees that you are proposing to get a new pick-up and a new backhoe. Mayor Dunn said they have been put on hold. Mr. Riccitelli said it doesn't say that here. Commissioner Davis said he understands that and they are still in the budget but they are going to be put on hold. Mr. Riccitelli said you know many of us are on a fixed income and if there isn't a lot of revenue, why would you even consider buying a new vehicle. Mayor Dunn said right. Mr. Riccitelli said even if you have to put thousands into an old vehicle, it's still better. Mr. Riccitelli said he can't imagine what a low mileage or new backhoe would cost. Commissioner Davis said we just discussed that on Monday. Commissioner Davis said if money does come in and all of a sudden, we do get an influx of revenue money or a bigger reimbursement from Hurricane Florence that we are still trying to get, maybe the money will be there. Commissioner Davis said so we budgeted for those things but we instructed Mr. Mendenhall not to purchase them and mend what we have right now. Commissioner Davis said it was easier to budget the money and put it on hold. Mr. Riccitelli said he's not disagreeing. Mayor Dunn asked Mr. Riccitelli if he had the line by line item and Mr. Riccitelli said he did not. Mr. Riccitelli requested a line by line item on the budget. Mr. Riccitelli said when you're talking about paving the streets, he doesn't know if you remember but a few years ago, he spoke about Pinewood. Mr. Riccitelli said he thinks it was supposed to be paved he thought in 2010, then 2012 and then 2 or 3 years ago he was here and he was told it was on the schedule for 2021. Mr. Riccitelli said he spoke to Mr. Mendenhall yesterday and now it's scheduled for 2026. Mr. Riccitelli said yet, you guys did a lot of work on the Parkway, on the Courts by Bayberry, which was done 7 years ago. Mr. Riccitelli said but yet you choose to put more money on those roads again. Mr. Riccitelli said it just doesn't make sense. Mr. Riccitelli said he is asking everybody to take a walk down Pinewood. Mr. Riccitelli said it's going to be a dirt road in 6 years. Mr. Riccitelli said he doesn't know why it just keeps getting pushed off like its not even in the community. Mr. Riccitelli said he would like to ask that someone take a real walk down that road and see what it looks like. Mr. Riccitelli said please give it some real consideration, less than 6 years. Mr. Riccitelli said there is a lot of traffic on Pinewood and people might not believe that. Mr. Riccitelli said thank you for your time. Mayor Dunn said

thank you for actually taking the time to look at the budget.

COMMISSIONER DAVIS MADE A MOTION TO CLOSE THE PUBLIC HEARING ON THE FY 21 BUDGET AND GO BACK INTO REGULAR SESSION. COMMISSIONER MAYHEW SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AN MOTION CARRIED BY UNANIMOUS VOTE.

Ordinance 20-8 Text Amendment:

COMMISSIONER DAVIS MADE A MOTION TO OPEN THE PUBLIC HEARING ON ORDINANCE 20-8 TEXT AMENDMENT. COMMISSIONER PRZYWARA SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

There were no public comments.

COMMISSIONER DAVIS MADE A MOTION TO CLOSE THE PUBLIC HEARING ON ORDINANCE 20-8 TEXT AMENDMENT. COMMISSIONER MAYHEW SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Old Business:

None

New Business:

First Reading of the FY 21 Budget Ordinance. Second Reading and Consideration of Adoption will Occur on June 18, 2020 at 2:30 pm:

COMMISSIONER DAVIS MADE A MOTION TO APPROVE THE FIRST READING OF THE FY 21 BUDGET ORDINANCE. COMMISSIONER GRAY SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Second Reading and Consideration of Adoption of Ordinance 20-8 a Text Amendment to Make Certain Changes to the Unified Development Ordinance (Ch 91) of the Code od Ordinances Pursuant to N.C.G.S. 160D Changes. This is Part 1 of a 2 Part Ordinance Re-Write and Update:

COMMISSIONER PRZYWARA MADE A MOTION TO APPROVE THE SECOND READING AND ADOPTION OF ORDINANCE 20-8. COMMISSIONER DAVIS SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

First Reading of Ordinance 20-10 Amending the Personnel Ordinance, Reducing the 401k Contribution Provided by The Town:

COMMISSIONER DAVIS MADE A MOTION TO APPROVE THE FIRST READING OF ORDINANCE 20-10. COMMISSIONER PRZYWARA 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 Gray – Commissioner Gray discussed the rating for the Calabash Fire Department insurance.

Commissioner Davis - None

Commissioner Przywara – Commissioner Przywara asked if there was any luck on finding a location to get rid of the muck.

Commissioner Mayhew – None

Mayor Dunn – Mayor Dunn discussed an email she received from the Mayor’s Association in regards to a letter they are writing that is basically announcing to what happened to Mr. Floyd. Mayor Dunn said she did not sign it. There was discussion on this item. Mayor Dunn discussed food trucks, the ice-cream truck and Joe Loves Lobster Rolls. Mayor Dunn said we could have a little festival in our parking lot.

Closed Session – NCGS 143-318.11(a)(3) Legal, (a)(6) Personnel:

COMMISSIONER DAVIS MADE A MOTION TO GO INTO CLOSED SESSION PURSUANT TO N.C.G.S. 143-318.11(a)(3) LEGAL AND N.C.G.S. 143-318.11(a)(6) PERSONNEL. COMMISSIONER PRZYWARA 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. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Mayor Dunn said no decisions were made and no action was taken.

Recess:

COMMISSIONER DAVIS MADE A MOTION TO RECESS THE JUNE 4, 2020 MEETING UNTIL JUNE 18, 2020 AT 2:30 PM, IN THE TOWN HALL CHAMBERS LOCATED AT 200 PERSIMMON ROAD, CAROLINA SHORES, NC 28467. COMMISSIONER GRAY SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Mayor

Submitted by:
Nicole L. Hewett, Town Clerk

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

June 18, 2020

2:30 p.m.

DRAFT

Reconvene Meeting of June 4, 2020

Mayor Joyce Dunn called the June 18, 2020 recessed meeting to order at 2:30 p.m. Commissioners present: Joseph J. Przywara, Greg Davis, Beverly Mayhew and Dee Gray. Also, present: Jon Mendenhall, Town Administrator; Julie Munday, Finance Director and Nicole Hewett, Town Clerk.

Members Absent: Commissioner Bill Brennan

Also Absent: None

Old Business:

Budget Ordinance Amendment 20-11 – Ms. Munday read the amendment.

COMMISSIONER DAVIS MADE A MOTION TO APPROVE BUDGET ORDINANCE AMENDMENT 20-11. COMMISSIONER GRAY SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Second Reading and Consideration of Adoption of the FY 21 Budget Ordinance – Mayor Dunn asked Mr. Mendenhall if there were any changes on the proposed budget since their last meeting and Mr. Mendenhall said no, the budget that you had the public hearing on and approved the first reading on is the same budget you are going to adopt today.

COMMISSIONER DAVIS MADE A MOTION TO APPROVE THE SECOND READING AND ADOPTION OF THE FY 21 BUDGET ORDINANCE. COMMISSIONER PRZYWARA SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Second Reading and Consideration of the Adoption of Ordinance 20-10 Amending the Personnel Ordinance, Reducing the 401K Contribution Provided by the Town – Mayor Dunn asked if it was a match or contribution. Commissioner Davis said it is a contribution. Mr. Mendenhall read the Ordinance.

COMMISSIONER PRZYWARA MADE A MOTION TO APPROVE THE SECOND READING AND ADOPTION OF ORDINANCE 20-10 AMENDING THE PERSONNEL ORDINANCE, REDUCING THE 401K CONTRIBUTION PROVIDED BY THE TOWN. COMMISSIONER DAVIS SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Public Comment:

Teddy Altreuter, 14 Sand Dollar Court – Mrs. Altreuter said she is a very proud supporter of

recycling and believes everyone in Carolina Shores is too. Mrs. Altreuter said our recycle center has been convenient for letting us do this unselfish, environmentally supportive act every day at home and at the recycle center, fondly known but inaccurately nicknamed “The Dump”. Mrs. Altreuter said when the Town Board announced that recycling would not be done during this Corona 19 Virus Pandemic, she doesn’t believe anyone objected, certainly not her. Mrs. Altreuter said she assumed this was some kind of safety measure state and county wide, to protect us all. Mrs. Altreuter said last week she called Waste Industries just to ask when they thought recycling would be opening again. Mrs. Altreuter said it never crossed her mind that this country would ever stop recycling forever. Mrs. Altreuter said everybody know the danger we are in from industrial waste and plastics pollution. Mrs. Altreuter said so she called and was very surprised to learn that Waste Industries has never stopped the collection of recycled material anywhere. Mrs. Altreuter said it turns out that stopping the recycling at our Town Recycling Center is the only place where it has stopped. Mrs. Altreuter said it turns out this was a decision by only our Town Board and only for those of us in the subdivision POA part of the Town of Carolina Shores who choose not to use weekly or bi-weekly recycle, garbage pick-up. Mrs. Altreuter said she understands that the Town Board is not particularly fond of the recycle center and, in fact, has suggested that we who live in this part of our town and enjoy what we think is a very convenient amenity, are wrong to like it. Mrs. Altreuter said the fact is that by keeping this amenity open, we save the town money because, although we all pay the same rate for garbage collection, as does everyone who chooses to have garbage trucks rolling through every week, it costs Waster Industries less. Mrs. Altreuter said Waste Industries pays, instead and in effect, for the two part-time people whom open, close and keep track of proper use of this spic and span facility and that is much less costly for them for the men, trucks and fuel used in the rest of the town. Mrs. Altreuter said there is no additional cost to the town. Mrs. Altreuter said the whole town can choose to use the recycle center and many do when it is convenient for them. Mrs. Altreuter said so she would like our Town to allow recycling to be returned to the Recycle Center. Mrs. Altreuter said it’s been a good habit we all got into and we have actually been glad to think of ourselves as good environmental stewards. Thank you very much.

There was small discussion regarding the public comment.

Mayor Dunn said we never made the decision to terminate the recycle part forever. Mayor Dunn said the decision was made to take it out during COVID and it turns out that COVID hasn’t been predictable as everybody has hoped. Mayor Dunn said it is something that we need to discuss as a group. Mayor Dunn said how about putting it on the agenda for our next meeting and we can talk about it then.

There was further discussion on the recycle center.

Mayor Dunn said we are going to have to make changes with COVID, even with our meetings. Mayor Dunn said we need to talk about these things from time to time.

Mrs. Altreuter said when she talked to the POA, as this conversation is not going as she hoped. Mrs. Altreuter said they are more than willing, once again to put out their picket signs and bring their people and if they are not allowed to come inside, they will stand outside. Mrs. Altreuter said they will come in one at a time to speak, they will do all of these kinds of things that she hoped they wouldn’t have to do. Mrs. Altreuter said she thought it was unnecessary to go through that much four for something that we feel really strong for and is good for our Town, good for us and good for everyone. Mrs. Altreuter said she can see no way that this is going to cause great problems with COVID as compared to a lot of other things that this Town and the whole state is doing that is perhaps truly dangerous to us all. Mrs. Altreuter said that is where she is, she is just trying to not make it a giant fuss. Mrs. Altreuter said you might want to consider it not being a giant fuss.

Mayor Dunn said we will take that under advisement.

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

COMMISSIONER MAYHEW 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 no votes were taken and no decisions were made.

Adjourn:

COMMISSIONER DAVIS MADE A MOTION TO ADJOURN THE JUNE 18, 2020 BOARD OF COMMISSIONERS RECESSED MEETING. COMMISSIONER MAYHEW SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Mayor

Submitted by:
Nicole L. Hewett, Town Clerk

**TOWN OF CAROLINA SHORES
BOARD OF COMMISSIONERS
SPECIAL CALLED MEETING MINUTES
August 18, 2020
10:00 a.m.**

DRAFT

Mayor Joyce Dunn called the August 18, 2020 Board of Commissioners Special Called Meeting to order at 10:10 a.m. Commissioners Present: Joseph J. Przywara, Greg Davis, Beverly Mayhew and Dee Gray. Others Present: Nicole Hewett, Interim Town Administrator/Town Clerk

Board of Commissioners Absent: Commissioner Bill Brennan

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

COMMISSIONER DAVIS MADE A MOTION TO GO INTO CLOSED SESSION PURSUANT TO N.C.G.S. 143-318.11(a)(6) PERSONNEL. COMMISSIONER PRZYWARA 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.

Discussion on Personnel:

There was discussion on hiring of the new Town Administrator.

COMMISSIONER DAVIS MADE A MOTION TO APPOINT CHAD HICKS AS THE NEW TOWN ADMINISTRATOR FOR THE TOWN OF CAROLINA SHORES. COMMISSIONER MAYHEW SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Mayor Dunn is to send Mr. Hicks a letter.

There was discussion on placing plexiglass in the front of office for the safety of the employees and the COVID 19 Safety Plans for all departments. There was a discussion on the meeting regarding building inspector duties.

Discussion on Sinkholes:

There was discussion on the sinkholes at the Farm at Brunswick, Calabash Lakes and on Pinewood Drive. The estimated cost of the sink hole at the Farm at Brunswick could be \$20,000.00 if the soil is unsuitable and \$11,000.00 if the soil is suitable.

COMMISSIONER DAVIS MADE A MOTION TO TAKE IMMEDIATE ACTION ON THE SINK HOLE AT THE FARM AT BRUNSIWCK EVEN IF THE COST EXCEEDS THE

ESTIMATE AND DEAL WITH THE FUNDING OF IT AT A LATER DATE WITH D.R. HORTON. COMMISSIONER PRZYWARA SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Discussion on Change/Replacement of Security System and Cameras:

There was discussion on this item. The cost is approximately \$3,700.00 and the town would switch over to ATMC.

COMMISSIONER DAVIS MADE A MOTION THAT THE TOWN SWITCH THE SECURITY SYSTEM AND CAMERAS OVER TO ATMC. COMMISSIONER GRAY SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Compensation:

There was discussion on compensation for Nicole Hewett, ITA.

COMMISSIONER DAVIS MADE A MOTION TO PAY NICOLE HEWETT DURING THE INTERIM TOWN ADMINSTRATOR PERIOD, THE DAILY RATE OF THE SALARY OF THE TOWN ADMINISTRATOR. COMMISSIONER GRAY SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

There was also discussion on whether or not Public Works needed to hire another maintenance worker.

Adjourn:

COMMISSIONER PRZYWARA MADE A MOTION TO ADJOURN THE AUGUST 18, 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

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

October 8, 2020

2:00 p.m.

DRAFT

Mayor Joyce Dunn called the October 8, 2020 meeting to order at 2:00 p.m. The Pledge of Allegiance was recited and there was a moment of silence. Commissioners present: Joseph J. Przywara, Greg Davis, Bill Brennan (Attended via ZOOM), Beverly Mayhew and Dee Gray. Also, present: Chad Hicks, Town Administrator; Julie Munday, Finance Director and Nicole Hewett, Town Clerk.

Members Absent: None

Also Absent: None

Attended Via ZOOM: Commissioner Brennan

Welcome: Mayor Dunn welcomed Chad Hicks, the new Town Administrator. Mr. Hicks thanked the Mayor.

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

Mr. Hicks discussed the Maintenance Worker position and said we are still reviewing applications. Mr. Hicks said we have a new paper pass for the Recycle Center. Mr. Hicks discussed East Park and said we need signs, lights and to figure out how we want to operate the park.

Finance Report: Ms. Munday gave the Finance Report. (A copy of this report is on file.)

Ms. Munday gave the breakdown for FEMA, Corona Relief Fund and the Powell Bill. Ms. Munday said the audit will start next week.

Public Works Department: Mr. Hick said Public Works has been quite busy and short-handed.

Public Safety Department: Mr. Hicks said the Public Safety Report is in the packet.

Committee & Volunteer Group Reports: None

Old Business:

Discussion on attached CDC Halloween Covid-19 Safety Guidelines – There was lengthy discussion on how to proceed with Halloween and how the Town should respond. It was the consensus of the Board to not support door-to-door trick-or-treating and to follow the low risk guidelines of the North Carolina Department of Health and Human Services and the CDC guidelines. The Town will send out notice to the public.

New Business/Agenda Items:

Discussion of Town Hall Network Security and Back-Up System with ATMC: There was lengthy discussion with Earl Bohmer from ATMC regarding security and back-up of the computer system. It was the consensus of the Board to update the town's email domain to carolinashoresnc.com., switch over to Microsoft Office 365 and to have two administrators monitoring the system. Mr. Bohmer discussed cost and third-party back-up.

Discussion and Possible Action on Multi-Jurisdictional Disaster Debris Contract: There was discussion on the contract amendment from the Brunswick County.

COMMISSIONER DAVIS MADE A MOTION TO APPROVE THE AMENDED MULTI-JURISDICTIONAL DISASTER DEBRIS CONTRACT. COMMISSIONER GRAY SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Discussion of Legislative Goals from the NC League of Municipalities: Commissioner Brennan discussed this item. It was the consensus of the Board that there are no goals at the present time but should think ahead for next year.

Discussion of Term for Mayor: There was discussion on this item.

COMMISSIONER DAVIS MADE A MOTION TO BEGIN THE AMENDING OF OUR CHARTER TO PUT THE TERM OF THE MAYOR BACK ON A FOUR-YEAR CYCLE FOR THE ELECTION STARTING IN 2021. COMMISSIONER PRZYWARA SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Public Comment: None

Commissioner Mayhew – Commissioner Mayhew welcomed Mr. Hicks.

Commissioner Davis – Commissioner Davis welcomed Mr. Hicks and hopes his tenure is a long one.

Commissioner Gray – Commissioner Gray welcomed Mr. Hicks. Commissioner Gray said the CFD is looking at a new 100-foot ladder truck. Commissioner Gray said the CFD had 126 calls and 41 of those calls were for Carolina Shores.

Commissioner Brennan – Commissioner Brennan asked about the temporary stickers for the Convenience Site. Commissioner Brennan said the word swell in the report should be swale.

Commissioner Przywara – Commissioner Przywara welcomed Mr. Hicks. Commissioner Przywara said we talked about the Board moving to one monthly meeting. Commissioner Przywara said he was curious about what day they would go with, Monday or Thursday. There was discussion on the monthly Board meeting.

COMMISSIONER DAVIS MADE A MOTION TO CHANGE THE BOARD OF COMMISSIONERS MEETING SCHEDULE TO ONE MEETING A MONTH ON MONDAY AT 10:00 AM STARTING IN NOVEMBER, 2020. COMMISSIONER PRZYWARA SECONDED THE MOTION. MAYOR DUNN ASKED IF THERE WERE ANY DISCUSSION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED WITH A 4 TO 1 VOTE.

COMMISSIONERS DAVIS, MAYHEW, GRAY AND PRZYWARA AS YES AND COMMISSIONER BRENNAN AS NO.

Commissioner Przywara asked Mr. Hicks about a letter that was sent regarding solar panels. Mr. Hicks said she was looking to see if there were somewhere the town could put solar panels.

Mayor Joyce Dunn – Mayor Dunn discussed that Covid is here to stay and feels there needs to be a Special meeting to figure out how to operate and to generate a policy/change what we have. This item to be place on the November meeting agenda for discussion. Mayor Dunn discussed the letter she received from the Grissetown Fire Department regarding the Highway 31 extension.

Closed Session:

Closed Session Pursuant to NCGS 143-318.11(a)(3) Attorney-Client Privilege and 143-318.11(a)(6) Personnel.

COMMISSIONER DAVIS MADE A MOTION TO GO INTO CLOSED SESSION PURSUANT TO NCGS 143-318.11(a)(3) ATTORNEY-CLIENT PRIVILEGE AND 143-318.11(a)(6). COMMISSIONER BRENNAN 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 BRENNAN SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Mayor Dunn said there were no votes taken during Closed Session.

Adjournment:

COMMISSIONER BRENNAN MADE A MOTION TO ADJOURN THE BOARD OF COMMISSIONERS WORKSHOP MEETING OF OCTOBER 8, 2020. COMMISSIONER DAVIS SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Mayor

Submitted by:

Nicole L. Hewett, Town Clerk

**ONE VENDOR HELPING
YOU BRING ALL OF THE
PIECES TOGETHER!**



CONFIDENTIAL PROPOSAL PREPARED FOR:

For: Town Of Carolina Shores
By: Systel Business Equipment Co., Inc.
Date: November 12, 2020

RICOH

 **KONICA MINOLTA**



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December 2020

Town of Carolina Shores Board of Commissioners

41

atlanta • charlotte • raleigh • greensboro • fayetteville • hickory • asheville • wilmington • greenville • outer banks



A FAMILY, A TEAM, A LEGACY OF SUCCESS

Established nearly 40 years ago, Systel Business Equipment was founded by Keith Allison in Fayetteville, North Carolina in a small house he converted into an office. With only a handful of employees and an investment of \$10,000 worth of borrowed money, Allison grew his business into an award-winning, multimillion dollar company that now boasts annual revenue of more than 60-million-dollars.



Since those humble beginnings in 1981, Systel has seen its reach grow now spanning the east coast, including North Carolina, South Carolina, Virginia, Tennessee, and Georgia. In fact, Systel is the Southeast's Largest Independent Dealer of HP, Konica Minolta, Lexmark, Panasonic and Ricoh Products & Solutions, providing office equipment and services to thousands of satisfied businesses.

Nearly four decades after its start, Allison remains at the helm of the company, while his three daughters, who are managing partners in the business, have, in recent years, stepped into executive roles at Systel with the intent to grow and expand the business. Much of Systel's efforts are now focused on new business technologies that help companies effectively and efficiently manage their businesses in the modern office space, which now no longer knows any limitations, such as that of walls or brick and mortar buildings.

Systel, which employs more than 250 people, has been recognized by Inc. Magazine, in its annual Inc. 500 list as one of the fastest-growing companies in the United States. It has also been honored by Grant Thornton in its North Carolina BNC PRIVATE 125 list as one of the top private companies in the state. Additionally, Systel has won other numerous awards consecutively over the decades, including ENX Magazine's Elite Dealer award, an honor given to only the leaders in the printing and imaging dealer community.

The growth and consistently strong financial performance of both Systel and the Industry's leading manufacturer partners are the result of a fiscally conservative management strategy that has proven its validity over the years. Systel has achieved notable revenue growth in fiercely competitive markets, equally growing in both public and private sectors. Due to the structure of our Corporation, Systel is able to retain profits and invest back into the business and our customers by providing in house financing for qualified customers to avoid the hassle of third party leasing companies.

As Systel continues to expand and acquire, one thing will always be at the center of our philosophy, customer service. Systel offers unmatched customer service and continuously invests in innovative ways and technology to improve the customer experience. We have our customers to thank for our success, and we look forward to being part of their own success for years to come.

AWARDS AND RECOGNITION

In addition to being honored by ENX and Business North Carolina Magazine for the past consecutive 10 years, Systel was recently honored by Ricoh as their top dealer in the Southeast and the third largest for Major Accounts in the United States. Systel also consistently earns top manufacturer designations for meeting service and revenue benchmarks, as well as being an Industry leader in Managed Print Services and genuine OEM Supplies. We are proud to be a Konica Minolta Pro-Tech and Ricoh RFG Circle of Excellence Certified Dealership.



Prepared For: Town Of Carolina

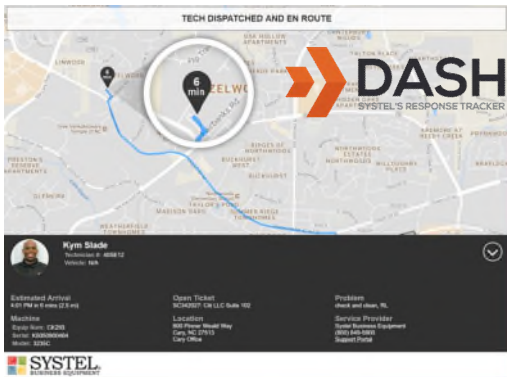
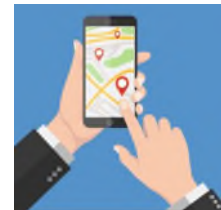
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A TESTAMENT TO SYSTEL'S COMMITMENT TO EXCELLENCE

For more than 35 years, Systel has been a proud participant in North Carolina State Contracts to include copiers, printers, production, software, and Managed Print Services. We are the only authorized independent dealer to hold these awards, supporting agencies and institutions at the local, county and state levels. Year after year, Systel is one of the most utilized vendors for the contract. In addition, Systel proudly services thousands of machines for our Federal and DOD partners, offering a wide variety of products and solutions through numerous GSA schedules.

SYSTEL'S DASH SYSTEM

As a pioneer in our industry, Systel developed a new dispatch notification system uniquely designed for our company that has reinvented the customer experience through advanced communication, security, and convenience. The Dispatch and Security Help Desk, nick-named "DASH," is a notification email that delivers real-time location and status updates to customers tracking a service call.



As soon as a service call is dispatched, the customer will receive an email with the reason for the call, their customer and equipment information, and a link to actively track the service technician in route to your call. The progress can be watched until the technician has arrived and resolved the reason for the call. As an enhanced security feature, users will be able to view the estimated arrival time, as well as the name and a picture of their arriving Systel technician.

This feature is just one of the many reasons that our customer service is one of the best in our industry. We recognize the importance of investing in new technology in addition to enhancing security for our customers.

SERVICE COMMAND CENTER

In 2018 Systel added an additional layer of customer support by launching the Service Command Center to serve as remote troubleshooting by some of our most experienced technicians. This gives Systel the opportunity to work with customers to fix equipment issues without actually having to send a technician to their location. Each month the Command Center fields approximately 700 calls and is able to resolve almost 40% of these calls within minutes, helping us achieve our uptime goals.

PLACE SERVICE CALLS & ORDER SUPPLIES 24/7



Manage your business equipment online in real-time with Systel's customer account management tool, e-info. The process to make a payment and view invoices is made simpler through a user-friendly interface that can be accessed 24 hours a day. You can accomplish a number of equipment management tasks such as ordering supplies and checking order status, input and view meter history, and submit service requests through the e-info portal at your convenience without having to pick-up the phone.

Prepared For: Town Of Carolina Shores

**This page contains confidential trade secrets and information belonging to Systel Business Equipment Co., Inc. that is not subject to public disclosure. All pricing contained within this proposal is valid for 30 days.*

ONE VENDOR... MANY SOLUTIONS!

Could you use a few extra hours in the work day? Have important documents gotten lost in a disorganized filing cabinet? What about help controlling your company's printing costs? Let our array of software solutions lend you and your business a helping hand!



Did you know... Systel has a dedicated team of software engineers and support technicians that are ready, willing and able to help you design and maintain your office of the future?

-  **Managed Print Services**
We'll streamline your printing processes and take care of your printing and equipment needs.
-  **Data Security**
We'll make your information both easier to distribute and harder to steal or lose.
-  **Managed IT Services**
We'll provide service and support to keep your business running efficiently.
-  **Mobile & Cloud Printing**
We'll equip you with leading technology, so you can print on the go.
-  **Systel Printing Services**
We'll offer you professional printing and graphic design services to suit all your business needs.
-  **Digital Imaging**
We'll keep your business on the move by converting your physical documents into electronic formats.
-  **Workflow Solutions & Software**
We'll increase your office's productivity by improving the flow of information.

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Business Equipment

WHEN THE PIECES COME TOGETHER



As Featured in Business NC Magazine 2019

INVESTING FIRST

Testing New Technology for Our Customers

Systel, one of the the largest dealers of office equipment in the country and headquartered in Fayetteville, NC, has been operating with a new strategy in recent years. Systel's business model has been to assume risk and help eliminate the "fear of the unknown" that customers are typically faced with when making investments in new technology for their business.

Systel's mission in recent years has been to focus on the foresight to stay ahead of fast changing customer and business needs by investing in next generation technologies, like the KM-1. The method in which ink is placed on paper is ever evolving and the information technology industry has flourished as manufacturers have found inventive ways to improve print and copy speeds and easily convert documents to the digital environment at a cost effective rate. Today, modern offices are no longer defined by the walls of brick and mortar buildings as the digital world becomes more prevalent. Systel recognizes that business needs are changing, and has focused much of its efforts on working with manufacturers who are developing technologies that are designed to help ef-

fectively and efficiently manage their businesses.

Systel has recently traded in their 25 year old Heidelberg presses for Konica Minolta's Accuriojet KM-1 Inkjet Press. This new technology combines the speed and flexibility of offset presses with the digital benefits of speed and variable data printing. "This is the future of our industry" states Jacqueline Smith, one of Systel's owners and VP of Business Development. "It was important for us to make the investment in this Technology and test it in our Printing Division before we offered it to our customers. In order to stand behind the products we support, we have to make sure they pass the test within our own business environment". Systel tests all of the latest technology in their own everyday workflows to ensure the products and services are up to par for its customers.

While there are many KM-1 devices throughout the country, Systel is the only Dealer in the World that has invested in one of these devices as part of their business. Systel owns an in house Printing Division to serve as an amenity to its current office

equipment customers. This ensures customers have zero downtime for any size print job or need. This has been critical in placing large production machines where the Systel Printing Division becomes an extension of the customer's printing operations and takes care of all their printing needs during an equipment install or upgrade.

In keeping up with the demand of information at the fingertips of the user and immediate gratification from technology, Systel is a pioneer in its industry. Despite the company's growth in the days since it first began, one thing remains the same; customer service is the main priority. Systel is committed to the highest level of customer service and satisfaction in business solutions and continuously proves its mission through expansion. Systel is known for its commitment to innovation, quality, and attention to detail. The company has grown exponentially in the last 38 years and has become one of the Southeast's largest independent dealers of office automation equipment.

Systemloa.com

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SYSTEL'S EXPERT RECOMMENDATION

Listed below is our product & solution recommendation based on our review of your current printing needs. Systel strives to add value to your business by equipping you with the latest technology in our industry. Our service pricing includes genuine OEM supplies and has everything included in our full maintenance offering (as noted below). In addition to a price match guarantee this solution can be customized to fit any budget or printing need. Please let us know if you would like to make any changes or additions to the following recommendation.

Equipment Description

<u>Quantity</u>	<u>Make</u>	<u>Model</u>	<u>Description</u>
1	HP	50 ppm PageWide Color E77650z	HP Item # JZ208A PageWide Color MFP with Flow
144	GlobalSearch	GSC2OFFICE-001	GlobalSearch Cloud Office Essentials Edition - 3 concurrent users with 4 years Maintenance & Service
48	GlobalSearch	S9SCTSLV-001	Structured Cloud Transformation Services (1000 pages per day) with 4 years M&S
40	Systel	99CAA84	Systel Professional Services (40 hours)

Investment Summary

<u>Lease Term</u>	<u>Price w/Service</u>
48	\$617.00 per month

Software Solution includes:

- Configuration of Square 9 Global Search C2 with unique URL
- Configuration of Square 9 Global Capture Cloud Services for automation
- Rewrite 2 Automation templates to Global Capture
- Conversion of existing DocRecord files to Square 9 Global Search C2
- Remote training (not to exceed 1 hour)
- Continual software upgrades and backups

Multifunction Full Service Agreement Includes:

- All supplies except paper and staples.
- All service parts and labor. Taxes and shipping not included.
- All drums, fusing rollers, & preventive maintenance kits.
- Includes 2,500 b&w prints/copies per month. Additional B/W copies billed at \$0.0124 per print/copy
- All/Any color billed at \$0.075 per print/copy
- Guaranteed 4 hour response time to any emergency service call.

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Business Equipment

IN THE COMMUNITY

At Systel, employees are passionate and proud to give back to their local communities and organizations. Between raising donations, participating in local charity walks, and sponsoring company-wide events like a Blood Drive at our Corporate Office, Systel is honored to support several causes throughout our communities. Systel is proud to be a family-owned business founded in North Carolina and takes every opportunity to give back to the communities that has served and supported us over the last 38 years.



Prepared For: Town Of Carolina Shores

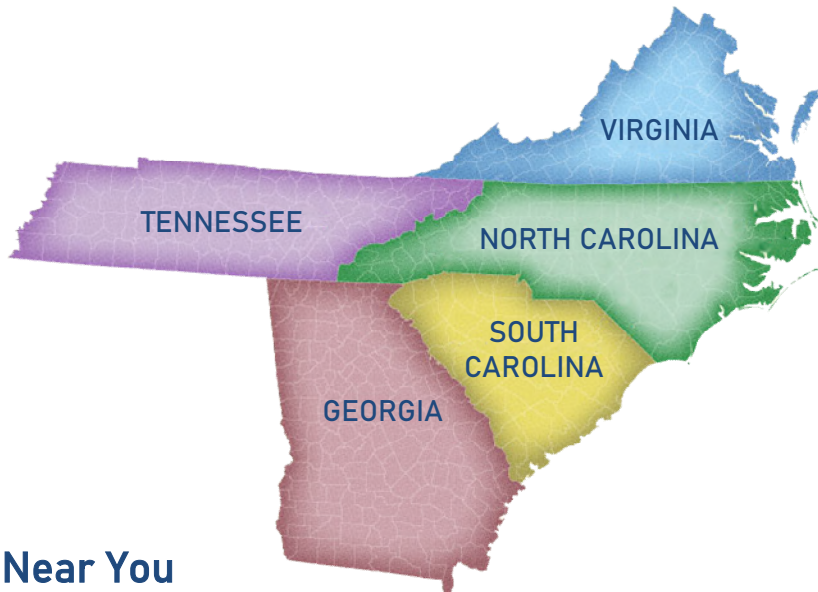
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December 2020

Town of Carolina Shores Board of Commissioners
Agenda Packet

Proudly Serving

System is one of the largest office equipment and document imaging companies in the Southeast proudly serving all 100 counties of North Carolina as well as parts of South Carolina, Georgia, Tennessee and Virginia. Corporately Headquartered in Fayetteville, North Carolina we operate ten regional offices, and employ more than ninety five (95) service technicians who provide first-class support to our valued customers across the five states we serve.



Locations Near You

Atlanta



Charlotte



Raleigh



Wilmington



Fayetteville



Corporate Headquarters



Greensboro



Outer Banks



Hickory



Greenville



Asheville



PERMIT COORDINATOR AND ASSISTANT TO CHIEF BUILDING INSPECTOR (Proposed Grade 18 \$40,424.00)

Definition

Responsible for administrative and financial work to support activities of Inspections Division. Receives, logs, and distributes building plans for plan checking; checks and reviews permit applications and supporting documents for proper form, sufficiency of information, and conformance with legal standards. Issues permits as authorized.

Supervision

Works under general supervision of Chief Building Inspector, following Inspections Division rules, regulations, and policies; duties require the ability to plan and perform operations, and independently complete assigned tasks.

Supervisory Responsibilities

None.

Work Environment

Work is performed in busy office conditions with regular interruptions to respond to requests for information or service. The workload is subject to both predicted and unplanned fluctuations.

The employee operates standard office equipment.

Duties require daily contact with residents, builders, plumbers, electricians, engineers, realtors, government agencies and other town departments, boards, and committees. Contact is in person, by telephone, fax, e-mail, and in writing.

Essential Duties and Responsibilities

Receive and review building permit applications from customers; assess scope of project and relevant permit requirements; educate customers regarding necessary permits and general code compliance of proposed projects. Responds to inquiries and complaints from the public pertaining to zoning, building, electrical, gas, and plumbing permits. Provides clear and effective communication and follow up with the public and customers with information relating to project changes and effect of ordinances on projects. Verify that projects have obtained all necessary approvals; verify professional and contractor licensing. Calculate and verify fees; accept payments; issue permits as authorized. Log inspection requests and prepare field files for daily inspection for building inspectors. Prepare Certificates of Occupancy as required. Provides assistance to Chief Building Inspector and other Inspections Division employees on tasks as directed. Answers questions from landowners, developers, and other interested persons seeking information about how to apply for permits and responds to daily public inquiries on building matters over the phone, in writing, or in person. Coordinates responses to public record requests and zoning determinations. Processes requests for inspections. Responsible for processing of related documentation and maintenance of records. Provides backup to front office staff as required.

OFFICE COORDINATOR
(Proposed Grade 17 \$37,429.00)

DEFINITION OF WORK

Under limited supervision, this position performs routine administrative duties in support of the department or agency where assigned.

WORK FUNCTIONS

Performs routine administrative support work; retrieves or enters routine data such as account information or fee charges; records, transfers, and posts information from one source to another; calculates rates; performs basic batch control work; types, proofreads and edits correspondence; and maintains, logs, charts, diagrams, fee schedules and related types of activities.

Responsible for department or agency work flows/processes as required (e.g. permitting process, accounts payable/receivable process, payroll process, etc.). The workflows established within the department or agency where assigned will be determined by department/agency management.

Answers telephone; ascertains nature of call and refers to appropriate individual or provides appropriate assistance based on knowledge of situation or researches to obtain more complete information.

Operates standard office equipment to include computers, copiers, fax, and scanners; and maintains supply inventory.

Completes payments and controls expenses by receiving, processing, verifying, and reconciling invoices.

Reconciles processed work by verifying entries and comparing system reports to balances.

Charges expenses to accounts and cost centers by analyzing invoice/expense reports; recording entries.

Pays vendors by monitoring discount opportunities, verifying federal id numbers, scheduling and preparing checks, and resolving purchase order if applicable, contract, invoice, or payment discrepancies and documentation.

Ensures credit is received for outstanding memos.

Issues stop-payments or purchase order amendments when needed.

Maintains accounting ledgers by verifying and posting account transactions.

Verifies vendor accounts by reconciling monthly statements and related transactions. Maintains historical records by scanning invoices and check stubs after payment then filing documents.

Disburses credit cards for approved purchases.

Reports sales taxes by calculating requirements on unpaid invoices.

Manages workflow and processes as required (e.g. building permitting).

Performs administrative support work such as data entry as necessary.

Assists with payroll and finance department duties as required.

Accomplishes accounting and organization mission by completing related results as needed.

Performs other duties as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE

Office Administration – Some knowledge of office systems, practices, procedures and administration. Some knowledge of general office equipment and personal computers to include word processing, spreadsheet, and related software.

SKILLS

Computer Skills – Utilizes a personal computer with word processing, spreadsheet, and related software to effectively complete a variety of administrative tasks with reasonable speed and accuracy.

Interpersonal Relationships/Customer Service – Develops and maintains cooperative and professional relationships with employees and the public. Effectively responds to and resolves general inquiries.

ABILITIES

Communication – Ability to communicate effectively verbally and in writing so others will understand. Ability to handle a variety of issues with tact and diplomacy. Ability to listen and understand information and ideas being presented verbally and in writing.

Time Management - Ability to plan and organize daily work routine. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Implements work activities in accordance with priorities and estimated schedules.

EDUCATION AND EXPERIENCE

High school diploma, GED, or equivalent required. Bachelor's degree in accounting, finance, or related field a plus. Previous accounts payable experience preferred.

ORDINANCE 21-3

AN ORDINANCE OF THE TOWN OF CAROLINA SHORES,
PROVIDING THAT ITS CODE OF ORDINANCES BE
AMENDED BY REMOVING CHAPTER 23: PERSONNEL IN
ITS ENTIRETY

A GENERAL ORDINANCE AS DEFINED IN GS 160A-77

Be it ordained by the Board of Commissioners of the Town of Carolina Shores as follows:

Section 1: Removal of Chapter 23: Personnel in its entirety from the Code of Ordinances.

Section 2: All ordinances and parts of ordinances in conflict with this ordinance are hereby repealed.

Section 3: This ordinance shall be effective as of the date of the date of final adoption.

In the COUNTY OF BRUNSWICK

Adopted this ___ Day of _____, 2020

TOWN OF CAROLINA SHORES BOARD OF COMMISSIONERS

By: _____
Joyce Dunn, Mayor

_____ ATTEST:
Nicole Hewett, Clerk to the Board

RESOLUTION 21-3



TOWN OF CAROLINA SHORES BOARD OF COMMISSIONERS

**A RESOLUTION ADOPTING THE PERSONNEL POLICY AS PREVIOUSLY WRITTEN AS
CHAPTER 23: PERSONNEL IN THE CODE OF ORDINANCES**

WHEREAS, The Personnel Policy becomes an adopted policy that is not incorporated into the Town of Carolina Shores Code of Ordinances, and

WHEREAS, The Carolina Shores Board of Commissioners has adopted Ordinance 21-3 “An Ordinance of the Town of Carolina Shores Providing that its Code of Ordinances be amended by removing Chapter 23: Personnel in its entirety”.

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners for the Town of Carolina Shores, Brunswick County, North Carolina does hereby adopt the Town of Carolina Shores Personnel Policy as previously written as Chapter 23: Personnel in the Code of Ordinances to become effective immediately.

Adopted this ____ day of December, 2020

Joyce Dunn, Mayor

ATTEST:
Nicole Hewett, Town Clerk

STATE OF NORTH CAROLINA

COUNTY OF BRUNSWICK

**EXTENSION OF
CONTRACT FOR SOLID WASTE
COLLECTION AND DISPOSAL**

THIS EXTENSION OF CONTRACT FOR SOLID WASTE COLLECTION AND DISPOSAL (this “Extension”) is made and entered into this ____ day of _____, 2020 by and between WASTE INDUSTRIES, LLC, a North Carolina limited liability company, dba GFL Environmental (“WI”), and the TOWN OF CAROLINA SHORES, a municipal corporation under the laws of the State of North Carolina (the “Town”).

RECITALS

A. WI and the Town are parties to a Contract dated February 1, 2005, as previously amended and extended (the “Contract”) for the collection and disposal of materials deposited in the Town’s Persimmon Road convenience site; and

B. The parties desire to extend the term of the Contract and to make certain other changes as set forth herein.

AGREEMENTS:

NOW, THEREFORE, in consideration of the Recitals, the mutual covenants and agreements set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Section 1 of the Contract, as previously extended, is hereby extended for an additional two (2) years expiring on December 31, 2022.

2. Except as specifically modified herein, the Contract shall remain in full force and effect as written. Capitalized terms used and not otherwise defined herein will have the meanings set forth in the Contract and amendments thereto.

IN WITNESS WHEREOF, this Extension is executed and delivered on behalf of the undersigned by their duly authorized representatives as of the date first set forth above.

(Signature Page Follows)

TOWN OF CAROLINA SHORES

BY: _____
MAYOR

(MUNICIPAL SEAL)

ATTEST:

CLERK

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

Finance Officer

WASTE INDUSTRIES, LLC

BY: _____
GENERAL MANAGER

WITNESS:



WATTS LAW GROUP

ATTORNEYS AT LAW

RECEIVED
11/16/20

S. Denise Watts (Licensed in NC & SC)
denisewatts@WattsLG.com

Joshua Phanco (Licensed in TX)
joshuaphanco@WattsLG.com

Toll Free 800-639-7671
Telephone 910-579-6508
Facsimile 910-579-6510
www.WattsLG.com

Mailing Address: 4617 Main St., Shallotte, NC 28470

November 10, 2020

Via US First Class Mail
Town of Carolina Shores
200 Persimmon Road
Carolina Shores, NC 28467

Re: Extra-Territorial Jurisdiction of Carolina Shores North Homeowners' Association, Inc.

To whom this may concern,

Please be advised that Carolina Shores North Homeowners' Association, Inc. (hereinafter referred to as "Association") has retained Watts Law Group PLLC to represent the Association in all legal matters concerning the Association. Please be advised that our office represents the interests of Carolina Shores North Homeowners' Association, Inc., acting through the Board of Directors, and not the individual homeowners.

The Board of Directors, acting on behalf of the best interests of all members of the Association, respectfully requests that the Town of Carolina Shores release the Association from its extra-territorial jurisdiction. The Association no longer wishes to be subject to this distinction effective as of the date of this correspondence.

Please confirm with this office once the removal of the Association from the extra-territorial jurisdiction is complete. If there are any other requirements to effectuate this removal, please let us know that as well. Please respond to our request within thirty (30) days of the date of this letter. Thank you very much for your time and attention to this matter.

With regards, I remain,

Very truly yours,

WATTS LAW GROUP PLLC


Joshua Phanco
Attorney

cc: Client and file 3360.001

Office Locations:
4617 Main St., Shallotte, NC 28470
4226 Mayfair St., Ste. 204, Myrtle Beach, SC 29577



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