



Workshop Meeting of the Town of Carolina Shores  
Board of Commissioners  
December 1, 2014 10:00am

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Call to Order

I. Administrative Reports

1. Administrative Reports
2. Committee Reports

II. New Business

3. Regular Meeting, December 4, 2014 Agenda Items
  - a. Review of Annual FY 14 Audit
  - b. Consideration of Official Calendar for Calendar Year 2015
  - c. Consideration of a Resolution granting encroachment permits
  - d. Consideration of a Resolution for community volunteers
  - e. Consideration of a Resolution for appointment of an ETJ alternate representative

III. Public Comment

IV. Mayor and Board of Commissioner Comments

V. Closed Session: None

VI. Adjournment

Town of Carolina Shores Board of Commissioners  
Agenda Item Summarization & Narrative

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Item: Agenda Adjustments  
Contact: Mr. Walter B. Goodenough, Mayor  
Location: Agenda Adjustments  
"Adjustments to the agenda and approval thereof"  
Follow-up: None  
Requested Action: Board Action: Approve/Disapprove  
Budgetary Impact: None

Narrative:

This item presents for the Board's consideration adjustments to the agenda from the time the time the agenda was created to allow for flexibility in deliberations of the Board.

Town of Carolina Shores Board of Commissioners  
Agenda Item Summarization & Narrative

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Item: Public Comment

Contact: Mr. Walter B. Goodenough, Mayor

Location: Public Comment  
“Public Comment”

Follow-up: None

Requested Action: Allow time for public comment.

Budgetary Impact: None

Narrative:

This item presents for the Board’s consideration those citizens that have comments pursuant to GS 160-81.1.

§ 160A-81.1. Public comment period during regular meetings.

The council shall provide at least one period for public comment per month at a regular meeting of the council. The council may adopt reasonable rules governing the conduct of the public comment period, including, but not limited to, rules (i) fixing the maximum time allotted to each speaker, (ii) providing for the designation of spokesmen for groups of persons supporting or opposing the same positions, (iii) providing for the selection of delegates from groups of persons supporting or opposing the same positions when the number of persons wishing to attend the hearing exceeds the capacity of the hall, and (iv) providing for the maintenance of order and decorum in the conduct of the hearing. The council is not required to provide a public comment period under this section if no regular meeting is held during the month. (2005-170, s. 3.)

Time Limit: 5 minutes

Town of Carolina Shores Board of Commissioners  
Agenda Item Summarization & Narrative

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Item: Consent Agenda

Contact: Mr. Walter B. Goodenough, Mayor

Location: Consent Agenda  
"Consent Agenda"

Follow-up: None

Requested Action: Pass all items with one motion, second, vote.

Budgetary Impact: Possible subject to items.

Narrative:

This item presents for the Board's consideration an expedited, omnibus action item for non-controversial, pro-forma, and routine items.

**Town of Carolina Shores  
Board of Commissioners  
Pre-Agenda Meeting Minutes  
November 3, 2014  
10:00 a.m.**

**DRAFT**

Members Present: Mayor Walter B. Goodenough and Commissioners: Joseph Przywara, Greg Davis, John Russo, Bill Brennan and John E. Manning. Also Present: Jon Mendenhall, Town Administrator; Nicole Marks, Town Clerk and Town Attorney James E. Eldridge.

Members Absent: None

Others Absent: None

**Call to Order:**

At 10:00 a.m. Mayor Walter B. Goodenough called to order the Board of Commissioners Workshop Meeting.

**Administrative Reports:**

Town Administrator Report/Jon Mendenhall – On file at Town Hall:

This report serves as the report of administrative activities undertaken by the Town in the month of October and summarizes administrative, operational, and project updates for the reporting period. This report also summarizes and provides a brief narrative on items of business to be considered at the Regular Meeting of the Board.

Administrative

October has seen a great deal of projects move forward: Code, Clubview Reconstruction, and Economic Development. The code project is in final production with the adopted code being sent to the vendor for publication. The reconstruction project has begun in earnest along Clubview Ln. Economic development prospects have picked up along the US 17 corridor. Work related to the solid waste convenience site has occurred with coordination of personnel changes in the area that were approved at the October meeting of the Board, the implementation of those changes will begin on November 3, 2014 with Waste Industries manning/attending the site. Additional changes so far as hours and stickers will be forthcoming, tentatively in the December timeframe.

Operational

*Finance*

Finance has completed work on the audit in conjunction with the Town Auditor; a presentation will be made to the Board of Commissioners during the December meeting.

### *Public Works*

Public Works is continuing with their operations and maintenance activities of road and drainage ways. In order to initiate the capital project associated with Clubview, Public Works has undertaken step #4 as outlined in the Project summary for resurfacing. Public Works is gearing down with grass cutting and in the process of gearing up for roadside ditch maintenance and vegetative maintenance where limbs/trees are growing into the ditch lines and over streets in front of vacant lots.

Please refer to the Public Works Report for more detailed information.

### *Inspections*

Inspections is continuing to work through a busier building period. Additional manpower will be needed to meet the projected demand for the next 12 months.

### Project

#### *Code*

The Code project is nearing completion; the adopted code has been transmitted to American Legal Publishing for final publishing/printing.

#### *Resurfacing*

##### Clubview Reconstruction

1. Engineering Services – at the meeting in June, the Board was asked to name an engineering service firm(s) for the Clubview Project; staff is working with: Ms. Aimee Drucker P.E. on roadway work and on drainage work.
2. Preliminaries – the preliminary engineering process is complete.
3. Bid Phase – bid phase services are complete.
4. Construction – construction has commenced, a pre-construction/stakeholder meeting occurred 10/22; saw cutting and staking began the week of 10/20; demolition is slated to begin the week of 10/27; the tentative date for asphalt is the week of 12/1.

Mr. Mendenhall said the dates on the construction phase of Clubview Lane have changed since the administrative report. Mr. Mendenhall said Palmetto Paving has indicated their pipe supplier has been behind on material and they are supposed to be delivering material today and the schedule set forth is: November 3<sup>rd</sup> thru November 8<sup>th</sup> they will mobilize and clean the roadside ditches, November 10<sup>th</sup> thru November 15<sup>th</sup> they will install storm drain and clean roadside ditches again, November 17<sup>th</sup> thru December 10<sup>th</sup> they will reconstruct the roadway including the concrete drives and headwalls and December 11<sup>th</sup> thru December 15<sup>th</sup> they will do the paving and final addressing of the shoulders and at that point, be complete with the project.

#### *Drainage*

##### Roadside Drainage Maintenance

1. Roadside Drainage – roadside drainage ditch maintenance will begin the week of 11/3 and be comprised of a three man crew: equipment operator, flagman, and rodman; this operation will continue for the November-December timeframe and will seek to address the following roadside ditches in order: Town Hall (practice), 30-40 Swamp Fox, 54-56 Pinewood, 29-33 Carolina Shores Parkway, Calabash Ct, 74 Calabash Dr., 61 Carolina Shores Dr., 6 Oakbark vicinity, 3 Sandpiper Ct.; letters will be sent to residents in the vicinity of work prior to the commencement of maintenance activities.

### Incorporations via Reference

Public Works – please refer to the Public Works Report

Inspections – please refer to the Inspections Report

Public Safety – please refer to the Calabash VFD and Calabash Rescue Squad Reports as provided.

### Special Guest:

Ms. Shannon Viera, President/CEO of the Brunswick County Chamber of Commerce gave the Board an update on the status of work and progress of the Chamber of Commerce.

### Administrative Report Continued:

Mr. Mendenhall said the Town has a proposal for tree trimming along the medians within the Carolina Shores Subdivision. Mr. Mendenhall said the quote is for \$1,600.00 per day for a 2-4 man crew and all the equipment and asked for the Board's instruction as to whether or not to proceed. Mr. Mendenhall said the anticipated timeframe is two to three days. Mr. Mendenhall said the proposal is from M&M Expert Tree Services LLC. There was lengthy discussion on this item.

COMMISSIONER MANNING MADE A MOTION TO GO AHEAD WITH THE TRIMMING. COMMISSIONER BRENNAN SECONDED THE MOTION. Commissioner Brennan said he would reinforce what Commissioner Manning said as this is very possibly a one time, one shot deal. Commissioner Davis asked when the last time the trees were trimmed. Commissioner Davis said because this is a package deal instead of broken out by tree, it would depend on long it's going to take them because in their best interest, it would take them longer. Commissioner Brennan asked who was going to do the work. Mr. Mendenhall said the proposal is from M&M Expert Tree Services LLC. Commissioner Manning said he's a certified arborist. Commissioner Brennan said that means more money. Commissioner Manning said no, too people in the community of Carolina Shores, they use certain people so a mess is not made out of it. Mayor Goodenough said some people chop, some people shape. Mayor Goodenough said they are dealing with three islands. Commissioner Przywara asked if anyone had a tree trimmed and if so, how much was it per tree. Mr. Mendenhall said the reason why the Town asked for the group rate was that when you get down on Pinewood and Thomasboro, there is what he would call scraggly stuff that is overhanging the roadside ditch primarily as you go around the S curve. Mr. Mendenhall said it's not really something you can piece out because there are a lot of vines and stuff and the company would take care of all of that as well. Commissioner Russo said so now it's just not trees. Commissioner Russo asked if there would be a height limit and the answer was no. MAYOR GOODENOUGH CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

### Committee Reports:

HOA/POA Advisory Committee - There was no representative available.

Keep Brunswick County Beautiful – Mr. Gere Dale gave the report. Mr. Dale said the KBCB Committee had a presence at a booth both at the Oyster Festival and Festival by the Sea in October and both were very successful. Mr. Dale said they got a lot of people that signed up with a commitment to recycle and also guessed the number of bottle caps in the bottle and the winner will be announced on November 15, 2014 as that is Annual Recycle Day and hopes the

Town would do something to commemorate that. Mr. Dale said the President of their organization wrote a letter to the Southport Pilot which was to be published this week on cigarette butt discard, a dirty habit in this county. Mr. Dale said he suggested that letter be passed on to the Brunswick Beacon and thinks that would be appropriate. Mr. Dale said we have a problem in this Town with cigarette butt disposal as you walk along our streets you see cigarette butts strewn along the way. Mr. Dale said this is a particular problem because a lot of people like to landscape with pine straw and pine straw and discarded cigarette butts just do not mix, that is an accident waiting to happen. Mr. Dale said he thinks the Town should cover this matter in a published newsletter to all of the residents. Mr. Dale said in a related manner, as he walks along our streets, he sees a lot of litter in the swales and ditches; particularly, almost exclusively on the lots that are not built on or not occupied. Mr. Dale said he had requested of the Town Administrator, several months ago that an adjunct of the KBCB be established in Carolina Shores to keep the medians, swales and ditches clean. Mr. Dale said he was turned down on that request and he's not sure why and asked the Board to consider it.

Calabash EMS – Commissioner Manning said there was nothing to report.

Calabash Fire Department – Mayor Goodenough said in case you don't have a copy of the report, they have broken another record on monthly calls, they are going on over 185. Mayor Goodenough said there are lots of calls.

### **New Business:**

Consideration of a Memorandum of Understanding for a Multi-Jurisdictional Hazard Mitigation Plan: There was discussion on this item. This item is to be placed on the Thursday Consent Agenda.

Consideration of Communication Policy Changes: There was discussion on this item. This item to be placed on the Thursday agenda.

### **Public Comment:**

Gere Dale, 46 Calabash Dr. – Mr. Dale said when the town eliminated the cardboard container, they apparently did it without any posted signs or flyer handout to the residents. Mr. Dale said to him that just represents another example of grossly, inconsiderate and unprofessional behavior by this government. Mr. Dale said at least on two occasions, he has spoken on this forum that cardboard and comingles recyclables should not be mixed. Mr. Dale said he even sent a letter to the Town Administrator. (At this time Mayor Goodenough said he was going to override Mr. Dale because that was not a decision that was made by the Town but was what Waste Industries gave to us in order to save this Town and you money, Mr. Dale said this is his time and Mayor Goodenough said to speak of something worthwhile and Mr. Dale said he is speaking about something worthwhile. Mayor Goodenough said he would start Mr. Dale's time over for 5 minutes). Mr. Dale said he discussed this matter with the Executive Director of KBCB, who also happens to be the Brunswick County Recycle Coordinator. Mr. Dale said she advised that all four County convenience sites have had, currently have and will continue with as long as she is the County Coordinator, to have separate recycle receptacles for cardboard and comingled recyclables. Mr. Dale said this mixing of cardboard and comingled recyclables will end up costing our taxpayers more money because the recycle bin can no longer be filled to capacity because boxes are being dumped in there because now we don't have a separate cardboard receptacle. Mr. Dale said that causes a heterogeneous flow of cardboard into that recyclable



container and therefore, it can not be filled to the capacity that it was previously. Mr. Dale said he understands the attendant is not allowed now to level that container any longer either. Mr. Dale said therefore, when it appears full, it's full. Mr. Dale said while you may dislike me personally, I would think you would respect my knowledge gained in 27 years in this community and being associated with the Recycle Center since it opened over 23 ½ years ago. Mr. Dale said most of you didn't live here then and probably had not even heard of Carolina Shores. Mr. Dale said he believes at that time, the Town Administrator was in grammar school. Mr. Dale said comments about the 904 convenience site, since there was rhetoric from one of the Commissioners about what a great place that was, it is strictly for the convenience of residents in Brunswick County who can't either by curbside pick-up or going up to the landfill disposing of material. Mr. Dale said there is actually not very much material that is disposed of at the convenience site. Mr. Dale said it's comprised of two levels, the lower level which is ground level provides two enclosed recycle bins and two enclosed cardboard receptacles, similar to what we used to have. Mr. Dale said the upper level is accessed by a wide two lane road (at this time showed picture) and upon reaching the first receptacle in the upper level, it broadens to 27 feet in width and continues to broaden until it's 50 feet wide and it looks like a four lane highway. Mr. Dale said there are four recessed bins on the upper level and are for C&B, yard waste, appliances and metal, and household waste. Mr. Dale said during the half hour he was there last week; there were two people that had accessed the upper level and five vehicles that used the lower level. Mr. Dale said that there are 40-50 people that access our Recycle Center in a half hour. Mr. Dale said the individual that had yard waste, backed around this wide area and discharged his load, for which he was charged \$30.00 for that privilege. Mr. Dale said this convenience site can in no way be compared to our Recycle Center, either now or with any modifications that are anticipated. Mr. Dale said finally, you adopted a mission statement or are going to adopt a mission statement "Municipal Government of the Town of Carolina Shores exists solely for the purpose of providing the best possible services to citizens of Carolina Shores. It is committed to providing these services with honesty, integrity, compassion, fairness and a commitment to excellence". Mr. Dale said perhaps you want to impart that to your Town Administrator who refuses to give him information.

### **Mayor and Commissioner Comments:**

Commissioner Brennan – Commissioner Brennan said he doesn't know where to start. Commissioner Brennan said first of all, he is very, very tired of listening to people with half truths, misstatements and he's not sure why. Commissioner Brennan said we had an incident last week where a citizen came to Town Hall and demanded that he have some information prepared from him in a very short amount of time and it got to the point where it was necessary to call the Sheriff. Commissioner Brennan said the individual left before the Sheriff got here but unfortunately this is behavior that he doesn't feel this Board should have to tolerate. Commissioner Brennan said in terms of the information that people seek, people may seek public records and we can give them public records and we have never, never, ever not tried to give them public records. Commissioner Brennan read a publication that was put out by Ray Cooper, North Carolina Attorney General called "Guide to Open Government and Public Records". Commissioner Brennan read item Number 16 from this publication "Must a public agency create or compile a record upon request? No. An agency may agree to compile or create a record and may negotiate a reasonable service charge for doing so. However, it is generally understood that agencies do not have to create or compile records in either situation". Commissioner Brennan said and what that means is that if the document is a readily available document, we can give it out and give it out rather rapidly, however, if work is required to compile or put some information together that has to be gathered from other sources, then that's a whole different ball

of wax. Commissioner Brennan said he thinks that used to be clearly understood by our staff, by the Town Administrator, by the Commissioners and by the public in general. Commissioner Brennan said that is his point and he will leave it at that.

Commissioner Russo – Commissioner Russo said the Tree Committee’s biggest concern is a condition called Fire Wise. Commissioner Russo said that Jim Meyer is willing to go to each individual community to give a speech on Fire Wise Safety. Commissioner Russo said in this area, pine straw is the highest area for fire problems. Commissioner Russo said if the pine straw were to catch fire, it would go right up to the house because everybody puts it right up to the house. Commissioner Russo said he has some concern with the security of the Town Hall building. Commissioner Russo said there are things that are happening in other Towns, which he hopes will never happen here. Commissioner Russo said it was no one’s fault but he came into the building and there was only one person in the building; which was Barbara and understands that staff was doing something else in a building that couldn’t be seen because he went looking for them. Commissioner Russo said he feels there should be an extreme effort to make this building secure and he would really like to never see just one person in the building.

Commissioner Manning – Commissioner Manning said he is just a little disappointed in the resident in regards to Friday but it’s just one of those things that people get aggravated with on occasion. Commissioner Manning said when making a request, if it takes a day then so be it. Commissioner Manning said these are things that have to be worked out and if it means securing the building for the employees, then so be it.

Commissioner Davis – Commissioner Davis said he too was disappointed in Friday’s problem. Commissioner Davis said he agrees that at no time should one employee be left in this building for numerous reasons. Commissioner Davis said the installation of whatever security measures that can be taken, should be done as soon as possible but in the meantime the Board should institute a plan so that one employee is never left alone in this building whether it be male or female. Commissioner Davis said it should not happen in a public building.

Commissioner Przywara – Commissioner Przywara said it’s not unusual for N.C. Statutes on public records to say that you don’t have to compile any reports based on requests and that is similar in many other states. Commissioner Przywara said the fact that all public records laws say not on demand you have to produce, you have to allow reasonable time to get the document together. Commissioner Przywara said we have a very small staff and people are busy doing other things and you can’t just expect them to drop it and do what is demanded. Commissioner Przywara said people have to be reasonable about it. Commissioner Przywara said people talk about communication, he’s seen more communication with these residents than in any other town he has lived in. Commissioner Przywara said he was a Deputy Mayor for 12 years and once a year they did a newsletter and that was it and we are doing it monthly and there’s a lot of information. Commissioner Przywara said he thinks they are doing the best they can for the residents. Commissioner Przywara said sometimes you have to look at the different picture with population; what was good twenty years ago is not necessarily good now. Commissioner Przywara said they try to do the best for the public, not just for certain groups.

Mayor Goodenough – Mayor Goodenough said he would defer his comments.

**Closed Session:**

COMMISSIONER MANNING MADE A MOTION TO GO INTO CLOSED SESSION PURSUANT TO N.C.G.S. 143-318.11 (a)(3) LEGAL, (a)(4) ECONOMIC DEVELOPMENT AND (a)(6) PERSONNEL. COMMISSIONER DAVIS SECONDED THE MOTION. MAYOR GOODENOUGH ASKED IF THERE WERE ANY DISCUSSION. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

COMMISSIONER DAVIS MADE A MOTION TO GO BACK INTO REGULAR SESSION. COMMISSIONER BRENNAN SECONDED THE MOTION. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Mayor Goodenough said that no votes were taken.

COMMISSIONER BRENNAN MADE A MOTION TO AUTHORIZE THE TOWN ADMINISTRATOR AND TOWN ATTORNEY TO IMPLEMENT A REORGANIZATION OF THE DEPARTMENT OF PUBLIC WORKS BY COMBINING MAINTENANCE AND BUILDING INSPECTIONS AND TO ADVERTISE FOR THE POSITIONS AS APPROPRIATE. COMMISSIONER DAVIS SECONDED THE MOTION. MAYOR GOODENOUGH ASKED IF THERE WERE ANY DISCUSSION. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

COMMISSIONER DAVIS MADE A MOTION TO RE-ESTABLISH MR. MENDENHALL'S 2% PAY, RETROACTIVE TO JULY 1, 2014. COMMISSIONER MANNING SECONDED THE MOTION. MAYOR GOODENOUGH ASKED IF THERE WERE ANY DISCUSSION. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

**Adjourn:**

COMMISSIONER BRENNAN MADE A MOTION TO ADJOURN THE NOVEMBER 3, 2014 BOARD OF COMMISSIONERS WORKSHOP MEETING. COMMISSIONER DAVIS SECONDED THE MOTION. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

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Walter B. Goodenough, Mayor

Submitted by:  
Nicole Marks  
Town Clerk

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

**November 6, 2014**

**2:00 p.m.**

**DRAFT**

Mayor Walter B. Goodenough called the November 6, 2014 meeting to order at 2:00 p.m. The Pledge of Allegiance was recited and there was a moment of silence. Commissioners Present: Joseph Przywara, John Russo, Bill Brennan, John E. Manning and Greg Davis. Also Present: Jon Mendenhall, Town Administrator and Nicole Marks, Town Clerk.

Absent: None

**Agenda Adjustments:**

COMMISSIONER DAVIS MADE A MOTION TO ACCEPT THE AGENDA AS WRITTEN. COMMISSIONER BRENNAN SECONDED THE MOTION. MAYOR GOODENOUGH ASKED IF THERE WERE ANY DISCUSSION. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

**Public Comments:**

Gere Dale, 46 Calabash Drive – Mr. Dale said he wanted to present a few clarifications and corrections to comments that were made from the dais on the incident that happened last Friday, comments that were made at the workshop on Monday and comments that were made to the Brunswick Beacon reporter. Mr. Dale said the comments that were made from the dais, were made by the elected officials, none of which were present at the incident that occurred last Friday. Mr. Dale said the only person on the dais who was present did not speak. Mr. Dale said since that incident on Friday, it was likely reported to the Board and the Mayor by the Town Administrator on Monday, prior to the workshop. Mr. Dale said he gathered that was filtered information that you believe what you thought you should believe. Mr. Dale said he would like to give a few facts. Mr. Dale said he submitted a request under the Public Information Act last Monday that is the Monday before last, October 27<sup>th</sup> at 10:20 a.m., not Wednesday as the Mayor has alleged in the newspaper article. Mr. Dale said in the past, his requests usually are filled by Thursday afternoon or Friday morning prior to the workshop. Mr. Dale said since he didn't have his usual call that Niki has always been so faithful about doing, he called Town Hall at about 10:00 a.m. on Friday. Mr. Dale said he was advised that his normal packet was available but the two additional items he requested were being handled by the Town Administrator. Mr. Dale said he waited until 3:30 on Friday with no further word. Mr. Dale said he arrived at Town Hall at exactly 3:45 p.m., asking Barbara who was in the office with the Building Inspector if she had his packet, she said no. Mr. Dale said he asked her to contact the Town Administrator and have him come to speak with him. Mr. Dale said which the Town Administrator did; he came out and advised him that the Town was diligently working on his information. Mr. Dale said he asked if he could have his regular packet, Mr. Mendenhall responded we are diligently working on it. Mr. Dale said he responded by saying he would take a seat in the lobby and wait, this was about 3:50 p.m. Mr. Dale said Mr. Mendenhall advised him that the building would be closed at 4:30 p.m. Mr. Dale said at 4:29 p.m., the Town Administrator appeared with a handful of papers and Mr. Dale said he asked if the packet included his two additional requests and Mr. Mendenhall said we are diligently working on it. Mr. Dale said the Town Clerk accompanied the Town Administrator and dutifully came up with the copies charges of \$1.85 and he submitted a \$1.90 and started to walk away and he was advised that he had to get his nickel in change and a receipt

which he has never had before. Mr. Dale said all of those actions required both ladies to stay behind past 4:30. Mr. Dale said after receiving his normal packet without the two additional requested items, he said to the Town Administrator, that he was diddling him and he doesn't like being diddled and when he left the building it was about 4:35 p.m. Mr. Dale said "Webster" describes the word diddled this way; "to waste time in mere trifling". Mr. Dale said he would've used much stronger language, if the two ladies who he greatly respects weren't present. Mr. Dale said he didn't find out until Monday that contact was made with the Sheriff's Office about the incident. Mr. Dale said according to the Beacon, the Mayor called the Sheriff's Office and he wasn't even there on Friday afternoon. Mr. Dale said in regards to his request, the two items he requested that the Town was diligently working (he was going to hand the papers to Commissioner Brennan) on and see if you people feel that it was unreasonable that he requested this at 10:20 a.m. on Monday and it was not available to him at 4:30 p.m. on Friday. Thank you.

**Consent Agenda:**

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

- Board of Commissioners Workshop Meeting Minutes of October 6, 2014
- Board of Commissioners Regular Meeting Minutes of October 9, 2014
- Consideration of a Memorandum of Understanding for a Multi-Jurisdictional Hazard Mitigation Plan

COMMISSIONER DAVIS SECONDED THE MOTION. MAYOR GOODENOUGH ASKED IF THERE WERE ANY DISCUSSION. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

**Administrative Reports:**

Mr. Mendenhall said there was nothing further to report at this time.

**Public Hearings:**

None

**Old Business:**

None

**New Business:**

**Consideration of Communication Policy Changes:**

COMMISSIONER BRENNAN MADE A MOTION TO APPROVE THE CONSIDERATION OF COMMUNICATION POLICY CHANGES. COMMISSIONER RUSSO SECONDED THE MOTION. MAYOR GOODENOUGH ASKED IF THERE WERE ANY DISCUSSION. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

**Mayor and Commissioner Comments:**

Commissioner Brennan – Commissioner Brennan said the new format that the Town Administrator has made with sending out the packets with numbered pages at the bottom and the dates and everything else including printing on both sides, is an absolutely marvelous step forward in terms of getting the information back and forth amongst the Commissioners and also for the packets that are going out. Commissioner Brennan said with the numbering, it's great when you end up taking these things apart and you have to put them back together. Commissioner Brennan thanked Mr. Mendenhall.

Commissioner Russo – Commissioner Russo said he wanted to let people know that Fire Wise instructions are starting to be at each of the POA's and believes the first one is next Wednesday at the Carolina Shores POA and it will be extended to all the other POA offices.

Commissioner Przywara – Commissioner Przywara said Commissioner Russo is working diligently with the U.S. Marine Corps Reserves on Toys for Tots. Commissioner Przywara said they are setting something up over at The Farm and he thinks at every community. Commissioner Przywara said this is a worthy cause so he hopes people will contribute towards it so items can be given to needy children.

Commissioner Davis – None

Commissioner Manning – Commissioner Manning said on Saturday there happens to be a blood bank at the American Legion, so anybody that can give blood, please come down and it starts at 8:30 in the morning. Commissioner Manning said on Veteran's Day, the American Legion is having a day to remember and honor Veterans and will start at 11:00 a.m. at the Post. Commissioner Manning wished everyone a Happy Thanksgiving.

Mayor Goodenough - None

**Closed Session:**

None

**Adjourn:**

COMMISSIONER BRENNAN MADE A MOTION TO ADJOURN THE NOVEMBER 6, 2014 BOARD OF COMMISSIONERS MEETING. COMMISSIONER DAVIS SECONDED THE MOTION. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

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Walter B. Goodenough, Mayor

Submitted by:  
Nicole Marks  
Town Clerk



TOWN OF CAROLINA SHORES BOARD OF COMMISSIONERS

A RESOLUTION  
UNSEALING CLOSED SESSION MINUTES

WHEREAS, North Carolina General Statute 143-318.10 (e) provides that every public body shall keep full and accurate minutes of all official meetings, including any closed sessions held pursuant to North Carolina General Statute 143-318.11; and

WHEREAS, North Carolina General Statute 143-318.10 (e) also provides that minutes or a general account of a closed session conducted by a public body in compliance with North Carolina General Statute 143-318.11 may be withheld from public inspection so long as public inspection would frustrate the purpose of the closed session;

NOW, THEREFORE BE IT RESOLVED that the Town of Carolina Shores Board of Commissioners does hereby:

1. Order the unsealing of minutes enumerated below:
  - a. December 9, 2013 – Search Committee
  - b. December 11, 2013 – Search Committee
  - c. December 12, 2013 – Search Committee
  - d. December 23, 2013 – Search Committee
  - e. January 8, 2014 – Search Committee
  - f. January 13, 2014 – Search Committee
  - g. February 10, 2014 – Board of Commissioners Closed Session
  - h. June 20, 2014 – Human Resources Committee
  - i. July 10, 2014 – Board of Commissioners Closed Session
  - j. September 2, 2014 – Human Resources Committee

In the COUNTY OF BRUNSWICK

Adopted this 4<sup>th</sup> Day of December, 2014

TOWN OF CAROLINA SHORES BOARD OF COMMISSIONERS

By:

\_\_\_\_\_  
Mr. Walter Goodenough, Mayor

\_\_\_\_\_  
Ms. Nicole Marks, Clerk to the Board

Town of Carolina Shores Board of Commissioners  
Agenda Item Summarization & Narrative

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Item: Administrative Report

Contact: Mr. Jon Mendenhall, Town Administrator

Location: Administrative Reports  
“Administrative Reports”

Follow-up: None

Requested Action: Receive reports on the administration of the Town

Budgetary Impact: None

Narrative:

This item presents for the Board’s information various reports on the administration of the Town.



# TOWN OF CAROLINA SHORES NORTH CAROLINA

200 Persimmon Road  
Carolina Shores, NC 28467



Phone 910-575-4877  
Fax 910-575-4812

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## MEMORANDUM

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TO: Mayor and Board of Commissioners  
FROM: Jon M. Mendenhall, Town Administrator  
SUBJECT: November Administrative Report  
DATE: 11/19/14  
ENCL: None  
CC: File

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This report serves as the report of administrative activities undertaken by the Town in the month of November and summarizes administrative, operational, and project updates for the reporting period. This report also summarizes and provides a brief narrative on items of business to be considered at the Regular Meeting of the Board.

### Administrative

For the month of November, work has focused on addressing issues brought forward by the Carolina Shores Subdivision POA, on-going work on several projects, and implementation of operational changes related to sanitation. The Clubview reconstruction project is continuing: the majority of drainage work is complete and demolition is occurring of the existing roadbed. Work related to the solid waste convenience site has occurred with the implementation of a new sanitation permit and new hours of operation to begin December 1, 2014. The hiring process has been initiated for a Building Inspector and a Maintenance Supervisor, these positions are open until filled.

### Operational

#### *Finance*

Finance has completed work on the audit in conjunction with the Town Auditor, a presentation will be made to the Board of Commissioners under New Business.

*Public Works*  
Maintenance

Maintenance is continuing with their operations and maintenance activities of road and drainage ways. is gearing down with grass cutting and in the process of gearing up for roadside ditch maintenance and vegetative maintenance where limbs/trees are growing into the ditch lines and over streets in front of vacant lots. A delay has been encountered on roadside ditch maintenance; this delay is due in large part to the proximity of utilities to the ditch bottom.

Inspections

Inspections is continuing to work hard through increased permit volume. Communication has been initiated with both DR Horton and True Homes on a number of outstanding issues including: recreation amenities, roadways, and pace of construction. Additional manpower will be needed to meet the projected demand for the next 12 months.

*Public Safety*

Code Compliance is working on right-of-way signage enforcement and an educational campaign on Town Codes. In line with emergency management and public safety activities, it is envisioned that Code Compliance will also work very closely with a number of the volunteer groups being proposed in the December meeting.

Project

*Code*

The Code project is nearing completion, American Legal Publishing continues to work on codification of the material sent last month.

*Resurfacing*

Clubview Reconstruction

1. Engineering Services – complete
2. Preliminaries – complete
3. Bid Phase – complete
4. Construction – on-going, demolition of existing roadway will run from 11/17 to 12/10, asphalt work will tentatively begin 12/11

*Drainage*

Roadside Drainage Maintenance

1. Roadside Drainage – roadside drainage ditch maintenance will begin the week of 11/3 and be comprised of a three man crew: equipment operator, flagman, and rodman; this operation will continue for the November-December timeframe and will seek to address the following roadside ditches in order: Town Hall (practice - complete), 30-40 Swamp Fox – significant presence of utilities in proximity to ditch bottom has delayed work (utilities have all been located), 54-56 Pinewood, 29-33 Carolina Shores Parkway, Calabash Ct, 74 Calabash Dr, 61 Carolina Shores Dr, 6 Oakbard vicinity, 3 Sandpiper Ct; letters will be sent to residents in the vicinity of work prior to the commencement of maintenance activities

Incorporations via Reference

Inspections – please refer to the Inspections Report as provided

Public Safety – please refer to the Calabash VFD and Calabash Rescue Squad Reports as provided

BUILDING INSPECTIONS DIVISION  
MONTHLY ACTIVITY REPORT  
OCTOBER 1-31, 2014

This report covers the period of October 1-31, 2014. The month of October is very active in all areas including building permits, inspections, plan reviews, and service requests.

**BUILDING PERMITS & CERTIFICATES OF OCCUPANCY ISSUED**

Ten permits for new single family have been approved (construction value \$1,315,426)

In addition, there are 11 building permits (construction value \$49,574) for repair/remodel underway.

One Certificates of Occupancy was issued in October (construction value \$152,351).

**OTHER PERMITS ISSUED**

Mechanical – 9  
Electrical – 0  
Plumbing – 6

**INSPECTIONS**

332 building inspections have been completed.

**TREE PERMITS**

Permits	13 (+1 addition to earlier permit)
Trees	44
Approved	45
Denied	3
Replacement	0
Days	4

**OTHER ACTIVITIES**

I have responded in person or by telephone to 22 building code questions; 16 zoning questions; 5 Town code questions; and approximately 2 service request(s) which entailed inspection of property, report/discussion with County offices, contractors and builders; conversations and inspections with tree volunteers.

Approximately \$18,089 in permit fees was collected in October. YTD collected \$82,752.

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

Building Inspections staff is preparing for the new recycle center sticker program including preparing forms, information, and procedures for issuing stickers. Staff is also preparing for the increase in permitting fees which includes notifying contractors and updating computer program.

ACTIVITY REPORT – BUILDING PERMITS  
TOWN OF CAROLINA SHORES  
OCTOBER 1-27 2014

Single Family Residence	10
Total Cost of Construction (Stick built – SF	\$1,315,426
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	0
Total Cost of Construction – Manufactured Homes	\$0
Commercial/Industrial Building Permits	0
Total Cost of Construction Commercial/Industrial Building	\$0
<b>TOTAL BUILDING PERMIT CONSTRUCTION VALUATION</b>	\$1,315,426
Other Building Permits (i.e. Addition, fence, deck, garage, shed, sunroom, mail station, concrete/asphalt paving, roof over deck, windows) construction valuation	\$49,574 (11)
Building Permits	21
Demolition	0
Electrical Permits	0
Mechanical Permits/Gas Permits	9 9/0
Plumbing Permits	6
Sign Commercial	0
Inspections Completed	332
Certificate of Occupancy Certificates	1
<b>TOTAL CERTIFICATE OF OCCUPANCY (CONSTRUCTION VALUATION)</b>	\$152,351
<b>PERMIT FEE REVENUE</b>	\$18,089
<b>YEAR TO DATE PERMIT REVENUE</b>	\$82,752

Cc: Town Administrator – FINAL REPORT – 10/1-31, 2014  
Judy – Brunswick Co. Inspection Dept. 253-2024

**CALABASH FIRE DEPARTMENT  
ALARM REPORT  
OCTOBER 2014**

	BUILDINGS FIRES	FALSE ALARMS	WOODS BRUSH	MVA NO INJ	MVA INJ/EXT	VEHICLE FIRE	RESCUE	OTHER*	EMS	TOTAL
<b>NUMBERS OF RESPONSES</b>	6	9	4	2	5	0	0	31	136	193

<b>FIREFIGHTERS RESPONDING</b>	51	62	26	12	26	0	0	218	684	1079
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**APPARATUS RESPONSE**

LADDER 1260	15
TANKER 1265	0
ENGINE 1270	3
ENGINE 1271	3
RESCUE ENGINE 1272	55
CHIEF'S VEHICLE 1280	15
ASSISTANT CHIEF'S VEHICLE 1281	17
UTILITY 1282	0
FIRST RESPONDER 1284	138
BRUSH 1285	4
RESCUE 1295	8
STATION	170
POV	7

**MUTUAL AID**

GIVEN	4
RECEIVED	3

**EMERGENCY CALLS**

	FIRE	MISC	EMS	TOTAL
TOWN OF CALABASH	2	12	54	68
TOWN OF CAROLINA SHORES	0	9	44	53
BRUNSWICK COUNTY (CFD DIST)	1	29	38	68
BRUNSWICK COUNTY MUTUAL AID	0	0	0	0
HORRY COUNTY MUTUAL AID	3	1	0	4
<b>TOTAL</b>	6	51	136	193

**OTHER CALLS\***

11-Lift assist
10-Change Smoke Detector Batteries
2- Lockout cars
2- Illegal burns
1- Water leak
1- School visit
1- Cooking fire smoke removal
1- Broken sprinkler line
1- Stuck elevator
1- Accidental dispatch

YTD CALLS -

**1,554**

Town of Carolina Shores Board of Commissioners  
Agenda Item Summarization & Narrative

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Item: Public Hearings

Contact: Mr. Walter B. Goodenough, Mayor

Location: Public Hearings  
"Public Hearings"

Follow-up: None

Requested Action: Conduct Public Hearing(s) as scheduled

Budgetary Impact: None

Narrative:

This item presents for the Board's action various public hearings as scheduled by the Board subject to the rules of procedure duly adopted by the Board of Commissioners and further subject to the requirements of the North Carolina General Statutes.

Town of Carolina Shores Board of Commissioners  
Agenda Item Summarization & Narrative

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Item: Review of Annual FY 14 Audit  
Contact: Ms. Julie Munday, Finance Director  
Location: New Business  
Follow-up: None  
Requested Action: None  
Budgetary Impact: None

Narrative:

This item presents the Board with the annual audit, a presentation by the auditor will occur at the Workshop meeting.



Town of Carolina Shores Board of Commissioners  
Agenda Item Summarization & Narrative

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Item: Consideration of Official Calendar for 2015  
Contact: Mr. Jon Mendenhall, Town Administrator  
Location: New Business  
Follow-up: None  
Requested Action: Action (motion, second, vote)  
Budgetary Impact: None

Narrative:

This item presents for the Board's consideration of the Official Calendar for 2015.

Exhibit B



**TOWN OF CAROLINA SHORES**

**2015 HOLIDAY SCHEDULE**

Thursday, January 1	New Year's Day
Monday, January 19	Martin Luther King Day
Friday, April 3	Good Friday
Monday, May 25	Memorial Day
Friday, July 3	Independence Day
Monday, September 7	Labor Day
Wednesday, November 11	Veterans Day
Thursday & Friday November 26 & 27	Thanksgiving
Thursday & Friday December 24 & 24	Christmas



## 2015 MEETING SCHEDULE

The Town of Carolina Shores **Board of Commissioners** shall hold a scheduled Pre-Agenda Meeting at 10:00 am on the Monday prior to the regular Meeting. The Board of Commissioners shall hold a regular Meeting on the Thursday following the first Monday of each month at 2:00 pm at the Town Hall unless otherwise designated by the Board of Commissioners.

The Town of Carolina Shores **Planning Board** shall hold a scheduled Workshop on the third Wednesday of each month beginning at 11:00 a.m. The Planning Board shall hold a regular Meeting on the fourth Monday of each month beginning at 3:00 p.m.

All meetings of the Board of Commissioners and the Planning Board shall be held at the Carolina Shores Town Hall located at 200 Persimmon Road.

A copy of the Board of Commissioners and Planning Board Workshop, Pre-Agenda Meeting and Regular Meeting schedule shall be filed with the Town Clerk.

<b>PLANNING BOARD</b>		<b>BOARD OF COMMISSIONERS</b>	
<b>WORKSHOP</b>	<b>MEETING</b>	<b>PRE-AGENDA MEETIN</b>	<b>MEETING</b>
<b>11:00 A.M.</b>	<b>3:00 P.M.</b>	<b>10:00 A.M.</b>	<b>2:00P.M.</b>
01/21/15	01/26/15	01/05/15	01/08/15
02/18/15	02/23/15	02/02/15	02/05/15
03/18/15	03/23/15	03/02/15	03/05/15
04/15/15	04/27/15	04/06/15	04/09/15
05/20/15	05/26/15*	05/04/15	05/07/15
06/17/15	06/22/15	06/01/15	06/04/15
07/15/15	07/27/15	07/06/15	07/09/15
08/19/15	08/24/15	08/03/15	08/06/15
09/16/15	09/28/15	09/08/15*	09/10/15
10/21/15	10/26/15	10/05/15	10/08/15
11/18/15	11/23/15	11/02/15	11/05/15
***	***	12/07/15	12/10/15
<i>*Meeting will be on Tuesday due to holiday</i>		<i>* Pre-Agenda Meeting will be on Tuesday due to holiday</i>	
<i>*** No Meetings</i>			



**TOWN OF CAROLINA SHORES  
200 Persimmon Road  
Carolina Shores, NC 28467**

**2015 TREE ADVISORY COMMITTEE MEETING SCHEDULE**

The Tree Advisory Committee shall hold quarterly scheduled meetings at 2:00 pm on the fourth Wednesday of January, April, July and October.

All meetings of the Tree Advisory Committee shall be held at the Carolina Shores Town Hall located at 200 Persimmon Road.

A copy of the Tree Advisory Committee Meeting schedule is on file with the Town Clerk.

**TREE ADVISORY COMMITTEE**

**January 28, 2015 at 2:00 pm**

**April 22, 2015 at 2:00 pm**

**July 22, 2015 at 2:00 pm**

**October 28, 2015 at 2:00 pm**



## **2015 HOMEOWNER ASSOCIATION ADVISORY COMMITTEE MEETING SCHEDULE**

The Town of Carolina Shores Homeowner Association Advisory Committee shall hold a scheduled meeting at 10:00 am on the last Wednesday of every month.

All meetings of the Homeowner Association Committee shall be held at the Carolina Shores Town Hall located at 200 Persimmon Road.

A copy of the Homeowner Association Committee Meeting schedules shall be filed with the Town Clerk.

### **2015 MEETING SCHEDULE HOMEOWNERS ASSOCIATION COMMITTEE MEETING**

**10:00 A.M.**

01/28/15  
02/25/15  
03/25/15  
04/29/15  
05/27/15  
06/24/15  
07/29/15  
08/26/15  
09/30/15  
10/28/15  
11/19/15\*  
12/30/15

*\*Date change due to holiday*

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Town of Carolina Shores Board of Commissioners  
Agenda Item Summarization & Narrative

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Item: Resolution Granting Encroachment Permits  
Contact: Mr. Jon Mendenhall, Town Administrator  
Location: New Business  
Follow-up: None  
Requested Action: Action (motion, second, vote)  
Budgetary Impact: None

Narrative:

This item presents for the Board’s consideration a blanket encroachment permit for various entities with infrastructure or activities found on or occurring within Town right-of-way. Through this blanket encroachment permit, the Town acknowledges the presence of these various infrastructures and will allow their continued operation/maintenance within the public right-of-way. In like manner, the resolution also grants uniform ability of all entities listed in the resolution the ability to conduct varying levels of vegetative maintenance on right-of-way (e.g. mowing sewer easements, POA maintaining entrance islands more often than the uniform level of Town maintenance, maintenance of vegetation on/around electrical infrastructure, etc).

Exhibit C



TOWN OF CAROLINA SHORES BOARD OF COMMISSIONERS

A RESOLUTION  
GRANTING ENCROACHMENT PERMITS TO VARIOUS ENTITIES

WHEREAS, the Board of Commissioners of the Town of Carolina acknowledges that entities have worked on the right-of-ways of the Town prior to the formation of the Town; and

WHEREAS, the Town has sovereignty over the various rights-of-way dedicated to the Town for the pleasure, use, and enjoyment of the public as provide by General Statute (GS 160A-296); and

WHEREAS, the Town desires to acknowledge and to affirm the prior existing infrastructure that existed prior to the re-adoption of the Town Code of Ordinance on October 9, 2014; and

WHEREAS, in recognition of these various pieces of infrastructure that continue to encroach onto the public right-of-way; and

WHEREAS, in acknowledgement that entities who operate within the Town have vegetative maintenance needs in excess of the uniform vegetative maintenance program of the Town;

NOW, THEREFORE BE IT RESOLVED that the Town of Carolina Shores Board of Commissioners does hereby:

1. Grant a blanket encroachment permit for pre-existing infrastructure located within the public right-of-way subject to the jurisdiction of the Town to the following entities:
  - a. Carolina Shores Subdivision
  - b. Beacon Townes Subdivision
  - c. Village at Calabash Subdivision
  - d. Lighthouse Cove Subdivision
  - e. Calabash Lakes Subdivision
  - f. The Farm at Brunswick Subdivision
  - g. Brunswick County Public Utilities
  - h. Atlantic Telephone Membership Corporation
  - i. Brunswick Electric Membership Cooperative
  - j. Calabash Volunteer Fire Department
2. The terms of this blanket encroachment shall be construed to give the above named the right to operate, maintain, and to continue such encroachments and appurtenances thereto onto the public rights-of-way of the Town subject to the application of reasonable rules that from time to time may be required to be imposed in order to protect the health, safety, and welfare of the public including, but not limited to those found within the Town Code of Ordinances.

3. Such right to operate and maintain as identified in Item 2 above shall preclude maintenance activity that will disturb, disrupt, or damage Town infrastructure (e.g. such as a utility cut into asphalt) and such right shall further preclude the expansion by means of new construction of any such encroachment covered under Item 2 above.
4. Such right shall not give the entities listed in Item 1 above the right for reimbursement for damage caused by the existence of the encroachment in the public right-of-way, shall not entitle such encroachment to be maintained by the Town nor shall it require the Town to indemnify the encroachment or the party responsible for the encroachment.
5. Varying levels of vegetative maintenance – the Town acknowledges that the entities listed in Item 1 above, their successors and assigns, may from time to time either consistently or intermittently require vegetative maintenance within their service area, community boundary, or similar distinct sub-region of the Town that exceeds the uniform vegetative maintenance that the Town provides. Such varying levels of vegetative maintenance exercised by the entities in Item 1 shall be separate and apart from the activities of the Town, shall not be reimbursable by the Town, indemnified by the Town, or in any way associated with the Town. During the conduct of such varying levels of vegetative maintenance the entities listed in Item 1 shall be wholly responsible for safe operation, traffic control/signage, and shall under no circumstances create a hazard to the public’s health, safety or welfare and/or damage Town infrastructure.
6. New entities not a part of this Resolution shall avail themselves of the encroachment standards within the Town Code of Ordinances as shall any expansion or new construction associated with further encroachment by the entities so listed in Item 1.
7. Pursuant to the Code of Ordinances, the Director of Public Works shall coordinate and administer the activities occurring within the public right-of-way insofar as the entities listed within Items 1 and 6 shall consider the Director as their point of contact.

In the COUNTY OF BRUNSWICK

Adopted this 4<sup>th</sup> Day of December, 2014

TOWN OF CAROLINA SHORES BOARD OF COMMISSIONERS

By: \_\_\_\_\_  
Mr. Walter Goodenough, Mayor

\_\_\_\_\_  
Ms. Nicole Marks, Clerk to the Board



Town of Carolina Shores Board of Commissioners  
Agenda Item Summarization & Narrative

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Item: Resolution for Community Volunteers

Contact: Mr. Jon Mendenhall, Town Administrator

Location: New Business

Follow-up: None

Requested Action: Action (motion, second, vote)

Budgetary Impact: None

Narrative:

This item presents for the Board’s consideration an expanded process of engaging the community to volunteer and participate in Town government activities. This community volunteer program is designed to provide interested residents, businesses, and civic associations (including POAs) the ability to volunteer on items of mutual interest in order to better serve the public. The pool of volunteers will be organized into groups of common interest:

- a. Environmental Management Advisory Group (EMAG) – a pool of volunteers to assist in environmental matters: tree management, clean sweep, recycle promotion, and beautification campaigns
- b. Community Action and Preparedness Group (CAPG) – a pool of volunteers to facilitate community action such as neighborhood watch, civil defense preparedness, and other types of emergency condition volunteer work
- c. Civic Health, Wellness, and Recreation Group (CHWRG) – a pool of volunteers to work for a healthier and more fit community
- d. Neighborhood Advisory Group (NAG) – a pool of volunteers to assist in determining neighborhood concerns
- e. Business Promotion and Prosperity Group (BPPG) – a pool of business volunteers to assist in promoting business interest for community-wide prosperity

Exhibit D



## TOWN OF CAROLINA SHORES BOARD OF COMMISSIONERS

### A RESOLUTION ESTABLISHING A COMMUNITY VOLUNTEER PROGRAM TO AUGMENT TOWN PUBLIC SERVICES

WHEREAS, the Board of Commissioners of the Town of Carolina Shores seeks to encourage community participation; and

WHEREAS, the Town recognizes the unique knowledge, skills, and abilities of a residential population that is profoundly diverse; and

WHEREAS, the Town believes that the public's interest is served by engaging the diverse residential population and providing a means for the community to become engaged and to volunteer;

NOW, THEREFORE BE IT RESOLVED that the Town of Carolina Shores Board of Commissioners does hereby:

1. Establishes a community volunteer program subject to the provisions set-forth and supplemented by regulations, rules, and procedures that the Town Administrator may reasonably establish:
  - a. Environmental Management Advisory Group (EMAG) – a pool of volunteers to assist in environmental matters: tree management, clean sweep, recycle promotion, and beautification campaigns
  - b. Community Action and Preparedness Group (CAPG) – a pool of volunteers to facilitate community action such as neighborhood watch, civil defense preparedness, and other types of emergency condition volunteer work
  - c. Civic Health, Wellness, and Recreation Group (CHWRG) – a pool of volunteers to work for a healthier and more fit community
  - d. Neighborhood Advisory Group (NAG) – a pool of volunteers to assist in determining neighborhood concerns
  - e. Business Promotion and Prosperity Group (BPPG) – a pool of business volunteers to assist in promoting business interest for community-wide prosperity
2. The manner in which each group is created is designed to allow flexibility of engagement amongst residents, to allow for a ramping up of activity to accomplish goals and to enable draw-downs in lull periods between goals. Rather than standing committees of the Town with set meeting dates and times, group activities are open to all those that wish to participate. Guidance, goals, and overall coordination of each group will occur via the Mayor and Board of Commissioners.

3. Allows for the constituent civic and community organizations (e.g. Property Owners Associations, Civic Leagues, Chambers of Commerce) of the Town to be considered volunteers and to have the ability to integrate, subject to reasonable rules of procedure as may be promulgated by the Town Administrator, into the various groups established in Item 1 in order to accomplish goals of mutual benefit so as to coordinate and consolidate the various public services provided for the benefit of the Town and its residents.
4. Allows for businesses within the corporate limits of the Town or its extra-territorial jurisdiction to be considered volunteers and to have the ability to integrate, subject to reasonable rules of procedure as may be promulgated by the Town Administrator, into the Business Promotion and Prosperity Group for the purpose of collaborating to promote all the businesses within the community collectively, improving the business prosperity of the community generally, and to work with other such partners on a county-nearby town level for the general promotion of commerce and industry.
5. Recognizes those past volunteers that have worked tirelessly for the betterment of the Town and thanks them for their service while also extending an invitation for their involvement with the new groups so established.
6. Acknowledges that the mission and charge of the HOA/POA Committee is being rolled into one or more of the volunteer groups and in order to avoid needless duplication is hereby relieved of its duties and dissolved. Acknowledges that as a group, the Environmental Management Advisory Group shall liaison with Keep Brunswick County Beautiful on an as-needed basis; such acknowledgement shall repeal all prior appointments as liaisons to Keep Brunswick County Beautiful.

In the COUNTY OF BRUNSWICK

Adopted this 4<sup>th</sup> Day of December, 2014

TOWN OF CAROLINA SHORES BOARD OF COMMISSIONERS

By: \_\_\_\_\_  
Mr. Walter Goodenough, Mayor

\_\_\_\_\_  
Ms. Nicole Marks, Clerk to the Board

Town of Carolina Shores Board of Commissioners  
Agenda Item Summarization & Narrative

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Item: Resolution for ETJ Alternate Representative Appointment

Contact: Mr. Jon Mendenhall, Town Administrator

Location: New Business

Follow-up: None

Requested Action: Action (motion, second, vote)

Budgetary Impact: None

Narrative:

This item presents for the Board's consideration a resolution, pursuant to GS 160A-362, for Brunswick County to appoint an ETJ alternate representative as provided for by statute. This resolution requests that the County consider the sole application of the applications received. An interview of the applicant was conducted on November 19, 2014 and was unanimously supported by the panel for referral to the County. Since it is the County's prerogative to appoint whomever they desire that resides in the ETJ, a positive referral is being given rather than a recommendation.

[http://www.ncleg.net/EnactedLegislation/Statutes/HTML/BySection/Chapter\\_160A/GS\\_160A-362.html](http://www.ncleg.net/EnactedLegislation/Statutes/HTML/BySection/Chapter_160A/GS_160A-362.html)

Exhibit E

**§ 160A-362. Extraterritorial representation.**

When a city elects to exercise extraterritorial zoning or subdivision-regulation powers under G.S. 160A-360, it shall in the ordinance creating or designating its planning board provide a means of proportional representation based on population for residents of the extraterritorial area to be regulated. Representation shall be provided by appointing at least one resident of the entire extraterritorial zoning and subdivision regulation area to the planning board and the board of adjustment that makes recommendations or grants relief in these matters. For purposes of this section, an additional member must be appointed to the planning board or board of adjustment to achieve proportional representation only when the population of the entire extraterritorial zoning and subdivision area constitutes a full fraction of the municipality's population divided by the total membership of the planning board or board of adjustment. Membership of joint municipal county planning agencies or boards of adjustment may be appointed as agreed by counties and municipalities. Any advisory board established prior to July 1, 1983, to provide the required extraterritorial representation shall constitute compliance with this section until the board is abolished by ordinance of the city. The representatives on the planning board and the board of adjustment shall be appointed by the board of county commissioners with jurisdiction over the area. When selecting a new representative to the planning board or to the board of adjustment as a result of an extension of the extraterritorial jurisdiction, the board of county commissioners shall hold a public hearing on the selection. A notice of the hearing shall be given once a week for two successive calendar weeks in a newspaper having general circulation in the area. The board of county commissioners shall select appointees only from those who apply at or before the public hearing. The county shall make the appointments within 45 days following the public hearing. Once a city provides proportional representation, no power available to a city under G.S. 160A-360 shall be ineffective in its extraterritorial area solely because county appointments have not yet been made. If there is an insufficient number of qualified residents of the area to meet membership requirements, the board of county commissioners may appoint as many other residents of the county as necessary to make up the requisite number. When the extraterritorial area extends into two or more counties, each board of county commissioners concerned shall appoint representatives from its portion of the area, as specified in the ordinance. If a board of county commissioners fails to make these appointments within 90 days after receiving a resolution from the city council requesting that they be made, the city council may make them. If the ordinance so provides, the outside representatives may have equal rights, privileges, and duties with the other members of the board to which they are appointed, regardless of whether the matters at issue arise within the city or within the extraterritorial area; otherwise they shall function only with respect to matters within the extraterritorial area. (1959, c. 1204; 1961, c. 103; c. 548, ss. 1, 13/4; c. 1217; 1963, cc. 519, 889, 1076, 1105; 1965, c. 121; c. 348, s. 2; c. 450, s. 1; c. 864, ss. 3-6; 1967, cc. 15, 22, 149; c. 197, s. 2; cc. 246, 685; c. 1208, s. 3; 1969, cc. 11, 53; c. 1010, s. 5; c. 1099; 1971, c. 698, s. 1; 1983, c. 584, ss. 1-4; 1995 (Reg. Sess., 1996), c. 746, s. 2; 2005-418, s. 11.)



TOWN OF CAROLINA SHORES BOARD OF COMMISSIONERS

A RESOLUTION  
REQUESTING THAT AN ETJ APPOINTMENT BE MADE

WHEREAS, North Carolina General Statute 160A-362 provides for extraterritorial representation on the Town of Carolina Shores' Planning Board; and

WHEREAS, the Town of Carolina Shores has made known and advertised that a vacancy exists for an extraterritorial alternate representative;

NOW, THEREFORE BE IT RESOLVED that the Town of Carolina Shores Board of Commissioners does hereby request the Brunswick County Board of County Commissioners appoint an extraterritorial alternate representative pursuant to statute. The Town of Carolina Shores respectfully requests consideration of the applicants received as of November 19, 2014.

In the COUNTY OF BRUNSWICK

Adopted this 4<sup>th</sup> Day of December, 2014

TOWN OF CAROLINA SHORES BOARD OF COMMISSIONERS

By: \_\_\_\_\_  
Mr. Walter Goodenough, Mayor

\_\_\_\_\_  
Ms. Nicole Marks, Clerk to the Board

Town of Carolina Shores Board of Commissioners  
Agenda Item Summarization & Narrative

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Item: Mayor and Board of Commissioners Comments

Contact: Mr. Walter B. Goodenough, Mayor

Location: Mayor and Board of Commissioners Comments  
"Mayor and Board of Commissioners Comments"

Follow-up: None

Requested Action: Allow time for Mayor and Board comment.

Budgetary Impact: None

Narrative:  
This item presents a time for Mayor and Board's discussion.

Town of Carolina Shores Board of Commissioners  
Agenda Item Summarization & Narrative

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Item: Closed Session

Contact: Mr. Walter B. Goodenough, Mayor

Location: Closed Session  
[As specified on the closed session notice and agenda]

Follow-up: None

Requested Action: Enter into closed session pursuant to the notice and agenda

Budgetary Impact: None

Narrative:

Pursuant to GS 143-318.11 Closed Sessions

**§ 143-318.11. Closed sessions.**

(a) Permitted Purposes. – It is the policy of this State that closed sessions shall be held only when required to permit a public body to act in the public interest as permitted in this section. A public body may hold a closed session and exclude the public only when a closed session is required:

- (1) To prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes.
- (2) To prevent the premature disclosure of an honorary degree, scholarship, prize, or similar award.
- (3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. General policy matters may not be discussed in a closed session and nothing herein shall be construed to permit a public body to close a meeting that otherwise would be open merely because an attorney employed or retained by the public body is a participant. The public body may consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure. If the public body has approved or considered a settlement, other than a malpractice settlement by or on behalf of a hospital, in closed session, the terms of that settlement shall be reported to the public body and entered into its minutes as soon as possible within a reasonable time after the settlement is concluded.
- (4) To discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the



public body in negotiations. The action approving the signing of an economic development contract or commitment, or the action authorizing the payment of economic development expenditures, shall be taken in an open session.

- (5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.
- (6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. General personnel policy issues may not be considered in a closed session. A public body may not consider the qualifications, competence, performance, character, fitness, appointment, or removal of a member of the public body or another body and may not consider or fill a vacancy among its own membership except in an open meeting. Final action making an appointment or discharge or removal by a public body having final authority for the appointment or discharge or removal shall be taken in an open meeting.
- (7) To plan, conduct, or hear reports concerning investigations of alleged criminal misconduct.
- (8) To formulate plans by a local board of education relating to emergency response to incidents of school violence.
- (9) To discuss and take action regarding plans to protect public safety as it relates to existing or potential terrorist activity and to receive briefings by staff members, legal counsel, or law enforcement or emergency service officials concerning actions taken or to be taken to respond to such activity.

(b) Repealed by Session Laws 1991, c. 694, s. 4.

(c) Calling a Closed Session. – A public body may hold a closed session only upon a motion duly made and adopted at an open meeting. Every motion to close a meeting shall cite one or more of the permissible purposes listed in subsection (a) of this section. A motion based on subdivision (a)(1) of this section shall also state the name or citation of the law that renders the information to be discussed privileged or confidential. A motion based on subdivision (a)(3) of this section shall identify the parties in each existing lawsuit concerning which the public body expects to receive advice during the closed session.

(d) Repealed by Session Laws 1993 (Reg. Sess., 1994), c. 570, s. 2. (1979, c. 655, s. 1; 1981, c. 831; 1985 (Reg. Sess., 1986), c. 932, s. 5; 1991, c. 694, ss. 3, 4; 1993 (Reg. Sess., 1994), c. 570, s. 2; 1995, c. 509, s. 84; 1997-222, s. 2; 1997-290, s. 2; 2001-500, s. 2; 2003-180, s. 2.)