



Regular Meeting of the Town of Carolina Shores
Board of Commissioners
December 10, 2015 2:00pm

Pledge of Allegiance to the Flag and Moment of Silence

Call to Order

Oaths of Office and Organizational Meeting Pursuant to NCGS 160A-68 – see guide sheet

Recess for Reception – reception open to public

Closed Session: GS 143-318.11 (a) 3 Legal

- I. Agenda Adjustments
 1. Adjustments to the agenda and approval thereof
- II. Public Comment
 2. Public Comments
- III. Consent Agenda
 3. Consent Agenda Items:
 - a. Approval of Minutes: November 2, 2015 and November 5, 2015
 - b. Resolution Unsealing Previously Sealed Closed Session Minutes
 - c. Official Calendar for Calendar Year 2016
- IV. Administrative Reports
 4. Administrative Reports
- V. Public Hearings: None
- VI. Old Business: None
- VII. New Business: None
- VIII. Mayor and Board of Commissioners Comments
- IX. Closed Session: None

Adjournment

*Mayor and Board are asked to stay at the conclusion of the meeting for official photographs.

Oath of Office and Organizational Meeting Guide Sheet

§ 160A-68. Organizational meeting of council.

(a) The council may fix the date and time of its organizational meeting. The organizational meeting may be held at any time after the results of the municipal election have been officially determined and published pursuant to Subchapter IX of Chapter 163 of the General Statutes but not later than the date and time of the first regular meeting of the council in December after the results of the municipal election have been certified pursuant to that Subchapter. If the council fails to fix the date and time of its organizational meeting, then the meeting shall be held on the date and at the time of the first regular meeting in December after the results of the municipal election have been certified pursuant to Subchapter IX of Chapter 163 of the General Statutes.

(b) At the organizational meeting, the newly elected mayor and councilmen shall qualify by taking the oath of office prescribed in Article VI, Section 7 of the Constitution. The organization of the council shall take place notwithstanding the absence, death, refusal to serve, failure to qualify, or nonelection of one or more members, but at least a quorum of the members must be present.

(c) All local acts or provisions of city charters which prescribe a particular meeting day or date for the organizational meeting of a council are hereby repealed. (1971, c. 698, s. 1; 1973, c. 426, s. 13; c. 607; 1979, c. 168; 1979, 2nd Sess., c. 1247, s. 2.)

1. Mayor's Oath – administered by the Town Clerk
2. Commissioner Oath – administered by the Mayor
3. Commissioner Oath – administered by the Mayor
4. Commissioner Oath – administered by the Mayor
5. Organizational Meeting and Appointments – see next page
6. Recess for reception
7. Reception
8. Call back to order and proceed to go into Closed Session per General Statute
9. Proceed with regular meeting agenda starting with “Item I: Agenda Adjustments”

Appointments by the Board of Commissioners

Historically, appointments have been made in March of each year; however, to better align with the organizational meeting of the new Board and each successive Board thereafter, appointments will be moved to coincide with the organization of the Board in December as described in statute.

Mayor Pro-tem

Mayor Pro-tem: 1 member of the Board, duties outlined in Sec 20.04

Committees of the Board

Human Resources Committee – 3 members of the Board, 1 Chair and 2 members

Group Activities and Liaisons

Environmental Management Advisory Group (EMAG) – 1 member of the Board, 1 alternate
“Environment Liaison”

Keep Brunswick Beautiful

Tree Advisory Committee

Stormwater Management

Recycling and Waste Management Initiatives – suggested new addition to portfolio

Community Action and Preparedness Group (CAPG) – 1 member of the Board, 1 alternate
“Emergency Preparedness Liaison”

Calabash Volunteer Fire Department

Town EOC Support – Deputy Coordinator of Emergency Services per EOP

Civic Health, Wellness, and Recreation Group (CHWRG) – 1 member of the Board, 1 alternate
“Community Activities Liaison”

Neighborhood Initiatives & Communications – suggested new addition to portfolio

Recreation

Special Events

Business Promotion and Prosperity Group (BPPG) – 1 member of the Board, 1 alternate
“Development Liaison”

Liaison to the Planning Board

Chamber of Commerce Liaison

“Intergovernmental Liaison” – 1 member of the Board, 1 alternate for each CFCOG & GSATS,
ideally a dual appointment would be preferable since there is an advocacy overlap for each

Cape Fear Council of Governments (CFCOG) Representative

GSATS Technical Advisory Committee (TAC)

Legislative Advocacy– suggested portfolio addition to address legislative advocacy needs

Temporary Arrangements

2 members to serve on South Brunswick Island’s Center Exploratory Committee – ideally both would be contemporaneous with CHWRG appointees

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

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

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

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 2, 2015
10:00 a.m.**

DRAFT

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

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

Administrative work is focusing primarily on supporting the various projects that are on-going and monitoring progress on goals set by the Board. Goal attainment appears to be approximately 50% complete for the fiscal year. Completion of The Farm under-drains and Pinewood drainage would greatly increase attainment. The flood recovery package is on the agenda to discuss under old-business as some clarification is needed prior to proceeding.

Operational

Finance

Finance, in conjunction with the auditor, will present the audit for the previous fiscal year.

Public Works

Maintenance

The October schedule experienced delay attributable to weather: approximately 2 weeks of flood recovery work resulted in schedule slippage. The bi-annual canal cutting has been postponed due to the Flood Recovery Package since Category A debris removal will occur by a private contractor. The canals and major ditches have been placed on a bi-annual cycle to allow for sufficient vegetation to maintain banks and slopes, the last cutting occurred in March-April

with the planned six months interval falling in October. Roadside ditch maintenance will continue into November, at which time Maintenance will switch gears and focus on trimming as outlined under projects. Estimates have been compiled for all procurements under the Flood Recovery Package. Competitive bidding of this work is occurring. As previously reported in October, equipment will be rented to facilitate Christmas light hanging and tree trimming (3 months instead of two months or approximately one month per maintenance zone). The annual master schedule anticipates that this will have to be a re-occurring activity until some of the most pervasive over-growth is brought under tighter management.

Inspections

Inspections worked through the damage assessment process as part of flood recovery work. Each structure that reported damage was visited (some multiple times) in order to get an accurate inventory of damaged structures. Pursuant to Board action on the Flood Recovery Package, all permits and inspection fees were waived for the structures where a damage assessment was on file. Inspections has now largely returned to a normal program of work, permit volume on new construction remains high.

Public Safety

Code Compliance is working on a fall work program: 1) business registration and recognition of the Carolina Shores municipal name.

Project

Drainage

Roadside Drainage Maintenance

1. Roadside Drainage – roadside drainage ditch maintenance will continue into November at which time it will conclude in order to support three months of trimming canals, roadside shoulders, and over-hanging limbs.

Resurfacing

Annual Resurfacing Project

1. Pinewood Drive – engineering exploratory work nearly complete, bid package available for Town review and approval first week in November.

Incorporations via Reference

Inspections – please refer to the Inspections Report as provided.

Public Safety – please refer to the Calabash VFD Report as provided.

Presentation of the FY 15 Audit:

Town Auditor, Isaac Norris presented the Board of Commissioners with the FY 15 Audit which is on file at Town Hall.

Committee Reports:

Keep Brunswick County Beautiful – Mr. Gere Dale gave the KBCB report. Mr. Dale said if you recall back in August, he indicated that our organization Keep Brunswick County Beautiful had undertaken a community litter index assessment, where four of them drove through fifty sites in Brunswick County at least a mile long and made an assessment as to the litter percentage. Mr. Dale said that report went to the National Chapter. Mr. Dale said a follow-up was made by their Executive Director and she got some volunteers from the college to go out to the worst site

which was Benton Road in Bolivia in the latter part of September. Mr. Dale said they picked up almost 200 pounds of litter and three huge garbage bags full of recyclables on that mile stretch on Benton Road. Mr. Dale said we are trying to assess to see whether we are going to undertake an effort for three other areas that were really bad. Mr. Dale said the effort in October of their organization was they had a booth at Sunset at Sunset, which some of you may have visited. Mr. Dale said they had a booth at the North Carolina Oyster Festival, a booth at the Festival By the Sea and a booth at the Head Start Fall Festival. Mr. Dale said he was personally at Sunset at Sunset and they got a tremendous number of people that visited their booth and acknowledged they are into recycling. Mr. Dale said his associate has a display that he shows. Mr. Dale said his associate had picked up cigarette butts over at Sunset Beach over a ten day period and this display which is glass on both sides had about three thousand cigarette butts in it. Mr. Dale said people had a great interest in that more than anything. Thank you.

Tree Advisory Committee – Commissioner Russo said the Tree Advisory Committee meeting for October was cancelled due to a lack of a quorum and they couldn't get the Forestry Service to come in on that day.

New Business:

Regular Meeting, November 5, 2015 Agenda Items:

Flood Recovery Package Update (on File at Town Hall):

Mr. Mendenhall gave the Board an update on the Flood Recovery Package. Mr. Mendenhall discussed canals, roadside ditches, road repair and response for a total of \$226,000.00. There was lengthy discussion on this item including FEMA.

COMMISSIONER RUSSO MADE A MOTION TO APPROVE CLEANING OF THE CANALS AS PER THE FLOOD RECOVERY PACKAGE UPDATE WITH THE LOWEST BID. COMMISSIONER DAVIS SECONDED THE MOTION. MAYOR GOODENOUGH ASKED IF THEIR WERE DISCUSSION. Commissioner Davis said for clarity lets get started on all the updates and we made a decision last month to do this Recovery Program, lets do it. Commissioner Brennan asked do we have all the ditches. Commissioner Russo said we need to clarify ditches. Commissioner Manning said that's why I asked how it was worded when it was sent out for bid. Commissioner Davis said roadside ditches and canals and Mr. Mendenhall said, yes sir. COMMISSIONER RUSSO SAID HE WOULD LIKE TO AMEND HIS MOTION TO INCLUDE ALL UPDATES AS SPECIFIED. There was discussion on the cost of each update and the expenditure of money on the dump truck and jetter. Commissioner Manning said he doesn't think they need the jetter right now, the dump truck he has no problem with. Commissioner Manning said once they do every culvert in Carolina Shores and the Village, the jetter will then just sit there. Mayor Goodenough said every culvert within the Town. Commissioner Przywara asked if the jetter would work on storm drains and Commissioner Davis said absolutely and we have ten of them. Commissioner Manning said right now, I don't think we need that expense. Commissioner Davis asked then how do we get the work done by our workers. Commissioner Manning said if the Board is going to award the bid, then it's the contractor's way of getting it done, not ours. Commissioner Davis said culverts are not included and how do we get those done. Commissioner Manning said it can get done later on. Commissioner Davis said since culverts are not included, then it should be re-bid. Commissioner Russo said he agrees with Commissioner Manning as far as buying the jetter. Commissioner Davis said he doesn't have a problem with not buying it, he just wants to make

sure the culverts get cleaned and we can't clean them by hand. Commissioner Davis said you can't clean the ditches and leave the culverts full. Commissioner Russo asked if we are going to go around and do every person's driveway culvert and Commissioner Brennan said we are talking about the big ditches. Commissioner Davis said that should've been put in the bid and we can't okay something that we are going to have to re-bid. Mr. Mendenhall clarified the process for the Board. Commissioner Davis asked if we could get the contractor to come on an as needed basis to do the culverts. Mr. Mendenhall said we can ask. Commissioner Przywara asked about getting easements. Commissioner Davis said they are going to leave the jetter off and Commissioner Russo said leave the jetter off. Commissioner Russo said there has got to be a way that we can get it done as needed. Commissioner Davis said are we also giving the authority to Mr. Mendenhall to figure out a way to get the culverts done and Commissioner Russo said yes. Commissioner Przywara said they don't have to go out to bid for that kind of money, maybe we can see what it would cost to add that to the bid. Commissioner Davis said well then let's hold off. Mayor Goodenough do you people think that you are going to get two thousand under driveway culverts cleaned for less than \$40,000.00. Commissioner Manning said then after we do it, that equipment sits there and rusts. Commissioner Brennan said the fact remains if we are committed to cleaning all the driveway culverts, which we supposedly are. Commissioner Manning said where does it say that? Commissioner Russo said we are not responsible. Commissioner Brennan said that is part of the overall stormwater system. Commissioner Manning said the swales, not the driveway culverts. Commissioner Manning said a long time ago, they said they will do the swales and ditches in front of your house but we will not do the driveway culverts because of liability problems. Commissioner Russo said it was brought up by the Building Inspector at that time and when a person gets a permit to build a house, he automatically gets a permit for the driveway, it's put in there by the builder or the owner of that property; so it is their responsibility because they put that culvert in there. Mayor Goodenough said you're wrong. Mayor Goodenough said six years ago this town with the exception of Mr. Manning and Mr. Davis, we voted and it was due to a letter that was sent to residents; that they had to go out and clean their own culverts under their driveways. Mayor Goodenough said this Board took it upon themselves to say that we would control and take care of the flow of the water within those swales, ditches and culverts. Mayor Goodenough said 100% that was part of the package that we all voted on and approved six years ago. Commissioner Przywara said we must have a Resolution. Mayor Goodenough said we just changed fifteen or eighteen culverts over in the Village at Calabash with the road repair they did on Clubview because they were improperly placed and we are about to do the same thing on Nautical whenever we get this project started, another ten driveways because the culvert are improperly placed and not flowing properly. Commissioner Russo said if they were improperly placed, it is not our problem because it was done by the builder that put the house in. Commissioner Russo said again when you apply for a permit to build a house; you're putting that culvert in also. Mayor Goodenough said we accepted responsibility six years ago. Mr. Mendenhall said the Clerk can look up the Resolution. COMMISSIONER RUSSO WITHDREW HIS MOTION AND AMENDED MOTION. Mr. Mendenhall said he will get the Board the information they have requested.

Communications Policy Review:

Mr. Mendenhall said the Board has a Communications Plan Policy. Mr. Mendenhall said he was approached by a gentleman that would like the Town to join Nextdoor.com which is a community website that is not in our Plan or Policy. Mr. Mendenhall said he wanted to bring it before the Board for consideration. Mr. Mendenhall told the gentleman that the Board would have to approve this consideration. There was discussion on this item. Commissioner

Przywara discussed the distribution of information. There was discussion on creating a town wide e-mail distribution database. It was the consensus of the Board to have staff research the infrastructure behind creating an e-mail distribution list.

Public Comment:

Robert Jacobson, 8 Canal Way Court – Mr. Jacobson said his lot number is 18 on the Carolina Shores map, the recorded map. Mr. Jacobson said between his lot and the lot owned by Richie and Donna (last name unclear on audio) there is a ditch, which is filled with leaves and blocked up with small trees and debris. Mr. Jacobson said I am asking the Town of Carolina Shores to clear and maintain that ditch. Mr. Jacobson said the ditch provides drainage for all of Canal Court and a portion of the Parkway. Mr. Jacobson said the ditch was put there by the Town, the Town dug up the roadway and put a culvert under the roadway so the water could pass from the east side of Canal Way Court to the ditch which is on the west side. Mr. Jacobson said water flows down the ditch, to a culvert which the Town of Carolina Shores installed under the dyke which separates Carolina Shores from Beacon Townes. Mr. Jacobson said the ditch was placed there without permission of the prior landowner and without an easement to his ditch. Mr. Jacobson said the Town then abandoned the ditch and trees and bushes have grown up into the ditch; there's always standing water the entire length of the ditch. Mr. Jacobson said and it has become a habitat for mosquitoes and snakes. Mr. Jacobson said he's been told by various people at the Town, that it is his ditch and therefore, it's his responsibility to maintain it. Mr. Jacobson said the landowners in Carolina Shores can maintain the ditches in front of their houses by mowing them and making them look pretty. Mr. Jacobson said but we cannot be expected to get down in the ditches to clear out the culverts when they get full of trees or debris. Mr. Jacobson said we also can't be expected to hire a backhoe to come in and dig out the ditch when the drainage doesn't work right. Mr. Jacobson said this is a situation that you, the Town created and you all need to fix it. Mr. Jacobson said his neighbor Martin, on the other side has pictures if you the Board would like to look at them. Mr. Jacobson said he has no idea when the Town put in the ditch. Mr. Jacobson said he has lived there four years, five years. Mr. Jacobson said he couldn't see it when he came here because of all the trees down there. Mr. Jacobson said they started cleaning it out and all of a sudden we saw the ditch. Mr. Jacobson said he thinks the ditch is on his property. Mr. Jacobson said Mr. Mendenhall and he believes Mr. Manning came out and looked at it. Mr. Jacobson said there is what you may call a roadway at Food Lion, all the way back to the Parkway and it separates Beacon Townes from Carolina Shores. Mr. Jacobson said there's a culvert that was installed under that roadway and you all drive your tractors up and down that roadway and clean up that big ditch that is between us and Beacon Townes. Mr. Jacobson said but I don't think that anybody has ever known that this ditch exists. Mr. Jacobson said additionally, there is a ditch that goes from the Parkway behind Marlene's house and you all know Marlene. Mr. Jacobson said and it goes behind another house and curves back through that wooded lot, which is a mess and comes out into the ditch on the side that Marlene is on. Mr. Jacobson said all that water flows from the back side of Canal Way Court, from the Parkway side and it all comes down and goes into that ditch and goes out to the big canal. Mr. Jacobson said I would just like some help, there are a bunch of trees that have grown up there, he doesn't have a backhoe. Mr. Jacobson said he has a map and would give the Town an easement, Richie would give you an easement, his house was damaged; his heat and air unit was damaged during the flood. Mr. Jacobson said there are snakes down there too; the mosquitoes are bad enough but the snakes are horrible. Mr. Jacobson said the ditch he is talking about is between his property and his neighbor's property. Mr. Jacobson said if he had to guess, he would guess the ditch is on his property. Mr. Jacobson said I appreciate your time.

Gere Dale, 46 Calabash Dr. – Mr. Dale said he had some remarks but he is going to defer on those. Mr. Dale said he wants to make some comments on what's happened here. Mr. Dale said I applaud you for putting together a Flood Recovery Package, he would've applauded much more a year and a half ago if you would've put together a Flood Prevention Program; which you should've done, he's been preaching for a year and a half about the conditions of the ditches. Mr. Dale said he's even brought pictures to this Board, you've ignored them. Mr. Dale said you've ignored Brunswick Trucking coming in as they have regularly, if you have Brunswick Trucking, I hope you have them remove the area, the exit area on the side of Country Club, where the ditch exits on the side, there is always a huge accumulation of dirt, mud, soil, tree limbs and so forth. Mr. Dale said Brunswick Trucking has in the past, brought in a big unit to remove as he calls it, sandbars. Mr. Dale said the same thing exists right up the street here, where the ditch goes underneath Persimmon. Mr. Dale said there is tremendous accumulation of soil and debris and both of those things inhibited the flow of water with the recent rainfall. Mr. Dale said relative to identifying the swales and the ditches and the canals, it would be so helpful if you would identify the roadside drainage as something other than ditches. Mr. Dale said we previously called them roadside swales and I would encourage you to refer to them as roadside swales. Mr. Dale said the ditches and canals are part of the main drainage in which the swales drain into. Mr. Dale said in regards to driveway culverts, a year and a half ago I asked the then Town Maintenance Supervisor if he didn't already have a long masonry hoe, that as long as the Town was advertising that there were tools available at the Maintenance shed for people to borrow, to have that kind of implement available to clean out driveway culverts. Mr. Dale said I wanted to clean out mine; I wanted to clean out my neighbors. Mr. Dale said a number of people have asked is there not a tool available in the Town to clean out the driveway culverts. Mr. Dale said the people said they would do it themselves or have their landscaper do it for them. Mr. Dale said so I encourage you, if you don't have one, get one and let people know that it's available. Mr. Dale said if you're talking about driveway culverts, you're going to find that half the people in his development are willing to either clean them out themselves or contract to clean them out. Mr. Dale said the last comment he has to make is just a mind boggling consideration to him. Mr. Dale said he had a contact from Irwin Siegelwax, who represents the Calabash Lions yesterday. Mr. Dale said Mr. Siegelwax said he had expended a number of calls to Town Hall here, talked with at least two people, a Commissioner and the Town Administrator that Calabash Lions had money available for people on a restricted basis who were flood victims. Mr. Dale said Mr. Siegelwax said that he was told by those two representatives of this Town that they didn't know anybody who needed that kind of help. Mr. Dale said well on Saturday and Sunday they found a number of people who not only need that help, but have already availed themselves of that help. Thank you.

Joyce Dunn, 41 Gate 1 – Ms. Dunn said first she has an idea for you, it's not her idea but it came from one of her neighbors. Ms. Dunn said the neighbor was horrified when she went to Meet the Candidates Night and she realized the level of animosity from neighborhood to neighborhood. Ms. Dunn said and she came back and said why don't we stop calling each community, community because that sets up dividing lines; why don't we just say neighborhood. Ms. Dunn said because if we were in a Town that was developing in different ways, we would all just be neighborhoods. Ms. Dunn said so I think that is actually a wonderful idea, you change the language, you change the way people think. Ms. Dunn said her other concern to follow up on what Gere just said and her hope is in an emergency, the goal would be: how do we do the best we can, not where the barriers stand, oops there's a barrier, we can't do that, there's a barrier but how can we get to the other side. Ms. Dunn said especially with the Lions Club, whatever became of those phone calls or contacts, clearly her and Gere have been talking quite a bit about the flood victims and the efforts we all have made, so everybody I hope would know, just call me or

Gere and we know where some people are who could use some help. Ms. Dunn said I think that is our concern that nobody called either one of us or referred the Lions Club to them. Thank you.

Mayor and Commissioner Comments:

Commissioner Manning – Commissioner Manning said I think we agreed on postponing a couple of items until Thursday to go over them. Commissioner Manning said I think we need to look into the gentleman's problem with his ditch. Commissioner Manning said if down the road we want to change the name of the Town, that's a problem all in itself but that is a possibility too. Commissioner Manning said he thinks that may be the way to go in joining everybody together. Commissioner Manning said he went to the three candidate's night and he knows what was said. Commissioner Manning said he hopes everybody goes out and votes tomorrow for whoever you vote for because it is important as it shows an interest in the Town. Thank you.

Commissioner Davis – Commissioner Davis said he wanted to remind everyone although it won't get printed in the paper soon enough, everybody needs to go out and vote tomorrow.

Commissioner Przywara – Commissioner Przywara wanted to make a comment about the ditches and the flood. Commissioner Przywara said twenty three inches of rain, there wasn't much we could do at that point. Commissioner Przywara said there was clean-up of the ditches before hand, the debris was taken out and maybe they were not cut nice and everything. Commissioner Przywara said there's an issue when you start digging out dirt out of the bottom. Commissioner Przywara said that starts dealing with the Army Corps of Engineers and we don't want to spend a million dollars so we have to be careful. Commissioner Przywara said he does hope that everybody goes out and votes tomorrow for whoever you think is the right person.

Commissioner Brennan – Commissioner Brennan said everybody go and vote; I don't have anything to say at this point and time.

Commissioner Russo – Commissioner Russo said he agrees, everybody go out and vote, that's for sure. Commissioner Russo said what he is going to say now is really, I don't know if it's New Business or Old Business it's happened a few times. Commissioner Russo said he is going to ask the Board to look into filing charges of number one: verbal harassment of a town official while performing his duty in public as per the incident report on file. Commissioner Russo said the second thing he would like the Board to look into is: interfering in moving safety control devices with no authority. Commissioner Russo said I'm only asking the Board to look into this, please. Thank you.

Commissioner Manning asked Commissioner Russo if the Board needs to know what this is. Commissioner Russo said I don't want to do this out in public. Commissioner Russo said if you ask me, I will do it. Commissioner Russo said all I'm asking is that the Board look into this because it's been happening too much. Commissioner Przywara asked if the Board was going to have Jon Mendenhall look into it. Commissioner Manning said it would be more appropriate if the Town Administrator looked into this, if the Board did it, it could be considered bias. It was the consensus of the Board of Commissioners to have Jon Mendenhall confer with the Town Attorney.

Mayor Goodenough – None

Closed Session:

None

Adjourn:

COMMISSIONER BRENNAN MADE A MOTION TO ADJOURN THE NOVEMBER 2, 2015 BOARD OF COMMISSIONERS WORKSHOP MEETING. 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

Submitted by:
Nicole Marks
Town Clerk

**TOWN OF CAROLINA SHORES
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
November 5, 2015
2:00 p.m.**

DRAFT

Mayor Walter B. Goodenough called the November 5, 2015 meeting to order at 2:00 p.m. The Pledge of Allegiance was recited and there was a moment of silence. Commissioners Present: Joseph Przywara, John E. Manning, Greg Davis, Bill Brennan and John Russo. Also Present: Jon Mendenhall, Town Administrator.

Absent: None

Others Absent: Nicole Marks, Town Clerk

Agenda Adjustments:

None

Public Comment:

Gere Dale, 46 Calabash Dr. – Mr. Dale said he would like to commend Mr. Brennan on his reelection. Mr. Dale said he wanted to comment on one of the Resolutions that the Board is going to address this afternoon which is the Resolution for Approval Closed Session Meeting Minutes. Mr. Dale said just an observation, you're going to approve minutes for four years, where you've had nine closed door meetings and so far this year you have had ten. Mr. Dale said I'm curious about that. Mr. Dale said I know the Town has published information, several of the Commissioners have reiterated that; that all the ditches were cleaned before this recent rainfall and that of course is absolutely incorrect. Mr. Dale said I walked all of these ditches except the ditch between the Village at Calabash and the Acreage. Mr. Dale said those ditches are still all in the same shape they were in back in the spring, except worse. Mr. Dale said they are in the same shape they were a year ago, except worse. Mr. Dale said a little historic perspective if you will, you had Hurricane Bonnie in 1998; we split from Calabash the next month, September, 1998 in all relationship. Mr. Dale said the Houston Report was prepared in June of 1999. Mr. Dale said I don't know whether anybody in the Town has ever bothered to go back and look at this document. Mr. Dale said you had Floyd in September of 1999, terrific flooding. Mr. Dale said that prompted the Town to make a number of changes in ditches, culverts and stormwater management and it also prompted them subsequently for this report; the Hobbs & Upchurch Stormwater Drainage Update and I don't know if anybody here has seen this report. Mr. Dale said anyway, all of these reports indicated that it was extremely essential to keep ditches and canals clear in this Town. Mr. Dale said I haven't kept close track so pardon me if I make an error in terms of timeframe. Mr. Dale said Mayor Mann here can probably confirm with me that under his regime, Gerin Hughes and Brunswick Trucking were in here regularly. Mr. Dale said as often as once a year to clean out the ditches and he cleaned out the sandbars. Mr. Dale said I have not seen Brunswick Trucking in here in four years. Mr. Dale said he hopes Brunswick Trucking has bid on the job to try and repair the problems that exist right now. Mr. Dale said Brunswick Trucking has always been here for this Town, they've always been responsive and they have always been financially prudent. Mr. Dale said and I hope

if you're going to pass any kind of resolution today, that it includes the use of Brunswick Trucking. Thank you.

Consent Agenda:

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

- Approval of Minutes: September 8, September 10, September 17 and October 8, 2015.
- Resolution of Approval of Closed Session Meeting Minutes

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

Administrative Reports:

Mr. Mendenhall said he has a number of reports, primarily for answers to the requested information at the workshop meeting:

Jetter – Mr. Mendenhall heard back from four companies who have all said that the rental of Jettors are not available.

Request to have Brunswick Trucking Look at the Driveways and Roadway Culverts – Mr. Mendenhall said there is a price of \$500.00 per driveway and \$700.00 per roadway culvert from Brunswick Trucking. Mr. Mendenhall said we feel like there are 100 driveways and probably 50 roadway culverts that need to be washed/cleaned out. Mr. Mendenhall said he uses the term wash very loosely. Mr. Mendenhall said if there are a lot of roots in the culverts, the price could escalate. If it's just mud and that sort of thing, it's an easy job it would be much cheaper than that.

Maintenance Responsibility for Driveway Culverts – Mr. Mendenhall said it's in the Town Code that the Town is responsible for all the repairs of streets, sidewalks, storm drains and is responsible for cleaning them as required and that is Section 40.21. Mr. Mendenhall said there is another section on the second page 40.14 that talks about drainage and it's the responsibility of each and every person in the Town to make sure driveway culverts, ditches, drains or other property owned by the Town is not obstructed nor any culvert, ditch or drain to prevent the free flow of water on, over or under the streets of the Town, causing the street to be inundated. Mr. Mendenhall said Section 40.20 are the acts and conditions requiring special street cleaning or repair, meaning that it's against the Town Code to damage streets, sidewalks and all the related attachments including storm drains. Mr. Mendenhall said finally, Section 41.01 which is in a different chapter, which is Chapter 41 talks about the definition of a drainage way. Mr. Mendenhall said it specifically says: "Drainage Way is any drainage easement, right-of-way, channel, stream, creek, swale, ditch or other facility which the general public or the town has a right or interest for stormwater drainage purposes, which conveys surface stormwater runoff throughout the town, except that roadside ditches shall be considered as an integral component of street operation and maintenance and not a drainage way".

Website – Mr. Mendenhall said staff has ascertained that there is a website vendor that currently does our website that can create a Listserve. Mr. Mendenhall said Nags Head currently has one and staff is trying to contact Nags Head to see how that would work. Mr. Mendenhall said it's an online form that's available on the website and would self populate a database but we are not sure how it works, it may not be the best option. Mr. Mendenhall said it is currently something the Town has, it is just not set up via the website that we have in place.

Public Speaker Regarding Ditch Ownership – Mr. Mendenhall said the Board asked if the public speaker could bring supporting documentation on who owns the ditch between his house and his neighbor and he has done that. Mr. Mendenhall said it is private property, the property line runs down the center of that ditch.

There was lengthy discussion on cleaning out the driveway and roadway culverts. The Board said it would cost a quarter of a million dollars or more.

COMMISSIONER BRENNAN MADE A MOTION TO INSTRUCT BRUNSWICK TRUCKING TO WORK AND CLEAN OUT THE MAIN DITCHES AS PER NOTED IN THE PROPOSAL. COMMISSIONER DAVIS SECONDED THE MOTION. MAYOR GOODENOUGH ASKED IF THERE WERE ANY FURTHER DISCUSSION. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

There was discussion on purchasing equipment for the Town. It was the consensus of the Board to postpone until the new Board sits.

There was discussion on road repair. Mr. Mendenhall said at the last workshop meeting the Board was committed to getting more prices. Mr. Mendenhall said since then, we received two more bids for a total of three bids. Mr. Mendenhall said that Coastal is the low bid at \$9,052.00. Mr. Mendenhall said these areas are the Gateway, The Farm any area that was inundated with and had significant water damage. Mr. Mendenhall said there are some areas in the Village that have the same type of potholes needing repair. Mr. Mendenhall said at The Farm entrance where the riprap has become disjointed is probably the most expensive part. Commissioner Manning asked Mr. Mendenhall if Coastal has done work for us before and Mr. Mendenhall said yes, the seal coating at The Farm. Commissioner Manning asked Mr. Mendenhall if Coastal is competent to do this work and Mr. Mendenhall said yes sir.

COMMISSIONER PRZYWARA MADE A MOTION TO APPROVE THE \$9,100.00 FOR COASTAL TO DO THE WORK. COMMISSIONER DAVIS SECONDED THE MOTION. MAYOR GOODENOUGH ASKED IF THERE WERE ANY FURTHER DISCUSSION. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

There was discussion on Response for overtime and supplies that were used in the event.

COMMISSIONER DAVIS MADE A MOTION TO PAY THAT. COMMISSIONER PRZYWARA SECONDED THE MOTION. MAYOR GOODENOUGH ASKED IF THERE WERE ANY FURTHER DISCUSSION. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Public Hearings:

None

Old Business:

Flood Recovery Package – Previously discussed under Administrative Reports.

New Business:

Exploratory Memorandum of Understanding with Brunswick Community College – Mr. Mendenhall said the Board has in front of them a MOU as a Memorandum of Understanding between the Town of Carolina Shores and Brunswick Community College to develop a future of the South Brunswick Island Center. Mr. Mendenhall said this is basically an exploratory MOU to work and partnership with Brunswick Community College on that center and to bring community type services more integrated to the community.

COMMISSIONER DAVIS MADE A MOTION TO ENABLE MR. MENDENHALL TO FULFILL THE MEMORANDUM OF UNDERSTANDING WITH THE TOWN OF CAROLINA SHORES AND BRUNSWICK COMMUNITY COLLEGE. COMMISSIONER MANNING SECONDED THE MOTION. MAYOR GOODENOUGH ASKED IF THERE WERE ANY FURTHER DISCUSSION. Commissioner Brennan said yes, as long as this does not cost us anything. Commissioner Davis said we won't know what anything costs until we sit down with them. Commissioner Brennan said it's not a question of that but he recalls a point and time about having a gathering place but everybody was happy having their own place with amenities and so on. Commissioner Przywara mentioned the 15th Anniversary Celebration and said that maybe Joyce, Gere and Mary can think of something that will benefit everybody. Commissioner Davis said we have talked many times in the last four years about becoming one and we did have a birthday party there and that was the one time it worked. Commissioner Davis said if we can work out something with Brunswick Community College, so we possibly have concerts or a place for our six neighborhoods or for HOA meetings, we have to go rent a Church for HOA meetings and other places do too because we don't have an amenity center to hold enough people. Commissioner Davis said maybe it's a chance to open up something that we never had before. Commissioner Davis said all we are doing is opening up discussions, we're not solidifying anything, we're not spending any money, just discussions. Commissioner Russo said we will find out more when we get started. Mayor Goodenough said he still likes the idea that we have the right for first refusal. Mayor Goodenough said the County turned it down already. Mayor Goodenough said the option is there and it could be a bigger place to vote. Commissioner Davis said and then you wouldn't have to stand out in the rain and Mayor Goodenough said some of us didn't do that. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Mayor Goodenough said before we move on to Mayor and Commissioner Comments, thanks to the gentleman sitting on the end seat in the blue shirt rubbing his face, bringing up what he brought up a few minutes ago as far as expenditures and how this Town spent money and where this Town spent money or anything like that. Mayor Goodenough said for one of our last meetings, lets try something different. Mayor Goodenough said one at a time, if you have a question for this Board that you think we did something inappropriate or you would like an answer to, one at a time, it's not going to be a banter back and forth, if you have a problem with possibly us spending half a million dollars on something in my community that you didn't get in

your in community. Mayor Goodenough said I will answer that one, that was a road project and explained further. Mayor Goodenough opened up the floor and there was general discussion with the Board and public.

Mayor Goodenough said before we get to item #8, as far as swearing in the new members, the new Board, that will be done at the first regular meeting in December, December 10th, I think that is the regular meeting. Mayor Goodenough said the first regular meeting; the 10th will be the swearing in for the new Board.

Mayor and Board of Commissioners Comments:

Commissioner Brennan – None

Commissioner Manning– Commissioner Manning said this Board would like to congratulate the people that did run on Tuesday to the winners that are here, the new Mayor and two new Commissioners. Commissioner Manning said I would also like to thank the Commissioners that were not reelected for all the work they have done. Commissioner Manning said six years ago, he remembers when the Mayor ran as Commissioner and he did a hell of a job. Commissioner Manning said this Board, I think, has done a good job and we are going to change a little on the 10th of December but on a whole I think we have accomplished a great deal. Commissioner Manning said the Town isn't that old and as we look around, we've done a fairly decent job and we should all be thankful. Commissioner Manning said I thank them for serving on the Board and I think everybody here should be thankful this Board served the way they did.

Commissioner Davis – Commissioner Davis said I would like to publically congratulate elected Mayor Dunn, Commissioner Dale, Commissioner Timothy and reelected Commissioner Brennan. Commissioner Davis said I would also like to thank Commissioner Russo and Commissioner Przywara and Mayor Goodenough for their service.

Commissioner Russo – Commissioner Russo said I would like to congratulate the winners. Commissioner Russo said he, like Mr. Dale is the oldest and longest in the Town. Commissioner Russo said whatever he did for the Town; he always did for us the Town. Commissioner Russo said really I will miss my partners and wish good luck to all the ones that made it. Commissioner Russo said he is sorry that he can't continue but I'm going to make sure they continue. Thank you.

Commissioner Przywara – Commissioner Przywara said I was able to congratulate Joyce and Gere at the night of the vote count. Commissioner Przywara said congratulations to Mary. Commissioner Przywara said change is not a bad thing, it's a good thing. Commissioner Przywara said new ideas that will come in hopefully with some of the concepts they have, they can try to pull the community together. Commissioner Przywara said it will be difficult because we all have our own identity; we all have our own amenity centers and stuff like that. Commissioner Przywara said from his perspective, I served as a Commissioner here for eight years and I enjoyed it. Commissioner Przywara said I also served fourteen years someplace else; so he has twenty two years under his belt and for eighteen years he was Deputy Mayor/Mayor Pro-Tem and spent twenty-eight years on a Planning Board. Commissioner Przywara said his whole career was Public Health, so I have been in Public Service all my life. Commissioner Przywara said maybe it's time as my wife tells me to think about her a little bit more. Commissioner Przywara said the only reason I am saying all of this is not because I want to ignore the individuals who won the election but the first week of December I have a commitment

someplace else and I won't be at the meeting. Commissioner Przywara said there are only a few things that I would like to talk about. Commissioner Przywara said one of the things that have changed internally in this building and I hope it continues with the newly elected officials is at one time the Commissioners sort of had control of different departments and could control people. Commissioner Przywara said we have established a process where the Commissioners all deal with the Administrator, everything goes to the Administrator. Commissioner Przywara said there is no conflict or people getting stressed out because they're being told by one Commissioner to do something and then being told by another to do something, let Jon battle it out and hopes that can stay true. Commissioner Przywara said he already mentioned when Gere talked about the ditches, he neglected The Farm and Calabash so that goes to thinking about we are one community except for when it comes of interest, he said all the ditches will be done. Commissioner Przywara said the Closed Minutes, when he got on this committee and after Gere was no longer around, we adopted Closed Minutes for meetings that Gere was at, so it's nothing unusual, you have this idea about closed door meetings, you can come and look at the minutes and he didn't realize we came back into open session and they took no action before they discussed it and it should continue on through because that is the process under North Carolina law. Commissioner Przywara said don't believe everything you hear. Commissioner Przywara said one last thing that he is happy to see accomplished here is that we got economic development in this Town. Commissioner Przywara said we've got the medical center and a 33 acre piece of property that will bring tax benefits to this Town. Commissioner Przywara said we gave incentives to one property but everybody else pays their full share, so to him that is a win, win. Commissioner Przywara said hopefully as this starts to populate there will be stores for people to go and shop in. Commissioner Przywara said he would like to thank everybody for the time he had here and now he is going to go and enjoy retirement like he was supposed to do when he moved down here. Commissioner Przywara said the one specific reason to move down here is golf. Thank you all.

Mayor Goodenough – Mayor Goodenough said he would also like to congratulate all the winners of this previous election. Mayor Goodenough said as I stated early on, when I saw the candidate's that were running and opposing us, I immediately said early on that this election is not about me and it still is not about me, it's about the Town, it always has been. Mayor Goodenough said I'm changing seats, December 10th, that seat becomes vacant. Mayor Goodenough said I want to say thank you to everybody, all the communities and the Board.

Closed Session:

None

Adjourn:

COMMISSIONER BRENNAN MADE A MOTION TO ADJOURN THE NOVEMBER 5 2015 BOARD OF COMMISSIONERS MEETING. COMMISSIONER PRZYWARA SECONDED THE MOTION. MAYOR GOODENOUGH ASKED IF THERE WERE ANY FURTHER DISCUSSION. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Mayor

Submitted by:
Nicole Marks, Town Clerk
Via notes from Jon Mendenhall, Town Administrator
and Audio Recording.



RESOLUTION

Unsealing of Closed Session Meeting 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, and

WHEREAS: the Board of Commissioners passed a Resolution on October 8, 2009, Establishing A Procedural Policy To Review and Unseal Closed Session Minutes.

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners for the Town of Carolina Shores that the following closed session minutes be unsealed for public inspection:

1. March 2, 2015 – Board of Commissioners
2. May 4, 2015 – Board of Commissioners
3. June 18, 2015 – Board of Commissioners
4. September 8, 2015 – Board of Commissioners

BE IT FUTHER RESOLVED by the Board of Commissioners that all other closed session minutes will remain sealed.

Approved this _____ day of December, 2015.

Mayor

Nicole Marks, Town Clerk

ATTEST:



2016 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.

PLANNING BOARD		BOARD OF COMMISSIONERS	
WORKSHOP	MEETING	PRE-AGENDA	MEETING
11:00 A.M.	3:00 P.M.	10:00 A.M.	2:00P.M.
01/20/16	01/25/16	01/04/16	01/07/16
02/17/16	02/22/16	02/01/16	02/04/16
03/16/16	03/28/16	03/07/16	03/10/16
04/20/16	04/25/16	04/04/16	04/07/16
05/18/16	05/23/16	05/02/16	05/05/16
06/15/16	06/27/16	06/06/16	06/09/16
07/20/16	07/25/16	07/05/16*	07/07/16
08/17/16	08/22/16	08/01/16	08/04/16
09/21/16	09/26/16	09/06/16*	09/08/16
10/19/16	10/24/16	10/03/16	10/06/16
11/16/16	11/28/16	11/07/16	11/10/16
***	***	12/05/16	12/08/16
 *** No Meetings		 * Pre-Agenda Meeting will be on Tuesday due to holiday	



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

2016 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 27, 2016 at 2:00 pm

April 27, 2016 at 2:00 pm

July 27, 2016 at 2:00 pm

October 26, 2016 at 2:00 pm



TOWN OF CAROLINA SHORES

2016 HOLIDAY SCHEDULE

TOWN HALL HOLIDAY CLOSINGS

Friday, January 1	New Year's Day
Monday, January 18	Martin Luther King Day
Friday, March 25	Good Friday
Monday, May 30	Memorial Day
Monday, July 4	Independence Day
Monday, September 5	Labor Day
Friday, November 11	Veterans Day
Thursday & Friday November 24 & 25	Thanksgiving
Friday & Monday December 23 & 26	Christmas



TOWN OF CAROLINA SHORES

2016 RECYCLE CENTER SCHEDULE

NORMAL OPERATING HOURS

(All normal operating hours apply, unless listed below on Holiday schedule)

Monday, Wednesday, Saturday – 7:00 am- 12:00 pm

Tuesday and Thursday 9:00 am – 4:00 pm

Friday and Sunday Closed

RECYCLE CENTER HOLIDAY SCHEDULE

Friday, January 1	New Year's Day	Closed
Monday, January 18	Martin Luther King Day	Closed
Friday, March 25	Good Friday	Closed
Monday, May 30	Memorial Day	Closed
Monday, July 4	Independence Day	Closed
Monday, September 5	Labor Day	Closed
Friday, November 11	Veterans Day	Closed
Thursday & Friday November 24 & 25	Thanksgiving	Closed
Friday & Monday December 23 & 26	Christmas	Closed

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

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.

MEMORANDUM

TO: Mayor and Board of Commissioners
FROM: Jon M. Mendenhall, Town Administrator
SUBJECT: November Administrative Report
DATE: 11/18/15
ENCL: None
CC: File

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

The month of November saw Administrative work focusing on two areas: 1) implementation of flood recovery work approved by the Board, 2) preparing for a smooth transition of the sitting of a new Board in December. Recently elected or re-elected Board members are reminded that ethics training is required and that Town staff has been put on standby for briefings, tours, or introductions in order to smooth the transition process.

Five items will be brought to the Board's attention at the meeting on December 10, 2015:

1. Bids for Pinewood Dr will be received on December 16, 2015, award is scheduled to be on the January 2016 agenda
2. Proposals to investigate drainage complaints on Carolina Shores Dr and Calabash Dr from East Coast Engineering
3. Request to consider a Town-wide drainage study to tie into the County's study of the Caw Caw District, a reminder that portions of the flood recovery package remain outstanding
4. A reminder that facility improvements for lighting, security, and ease of use remain outstanding
5. Christmas Party on December 11, 2015

Operational

Finance

Finance is working on on-boarding the new elected officials and is standing by for briefings should they be required.

Public Works

Maintenance

The November schedule experienced no delay. Flood recovery package as approved by the Board in November was implemented, Notices to Proceed along with signed proposals were sent to the contractor's for 1) canal/major ditch de-mucking, 2) road repair. Christmas lights are expected to be installed starting November 30, 2015 at which time the cutting schedule will commence for a period of 3 months into the winter to allow for road and drainage ways to be trimmed and cut back.

Inspections

Inspections volume remains high and considerable permit revenue has been collected. An inter-local agreement is being worked on with Sunset Beach and a draft is pending from the Town Attorney.

Public Safety

Code Compliance is working on a fall work program: 1) business registration, 2) "Community Building Blocks" a resident engagement speaking series

Project

Drainage

Roadside Drainage Maintenance

1. Roadside Drainage – project concluded for year. It is recommended that the Board hold some public input meetings prior to recommencing in the spring.

Drainage System Improvements

1. Town-wide drainage map is in final stages of edit
2. Ownership problems have been identified on numerous outfall ditches and even major canals that are not under Town ownership (either County owned or private): a proposal has been made to bring these under Town ownership, improve them per engineering advice and to keep them in a state of continuous maintenance and up-keep. The Northwest Drive and Oakbark Court areas all are located next to these non-Town owned facilities.
3. Improvements to Town facilities – there are several areas where pipes are failing that need additional attention, these items will require heavy equipment to repair

Resurfacing

Annual Resurfacing Project

1. Pinewood Drive – project out to bid, bids are due December 16, 2015

Incorporations via Reference

Inspections – please refer to the Inspections Report as provided

Public Safety – please refer to the Calabash VFD Report as provided

**These reports have been delayed due to the advancement of agenda packet preparation in order to accommodate in-coming Board members so as to allow sufficient study time of material and to adjust to any learning curves.*

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

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

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

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.)