



Town of Carolina Shores  
Board of Commissioners Meeting  
February 14, 2022 10:00am

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Pledge of Allegiance and Moment of Silence

Call to Order

- I. Public Hearing- Text Change for Neighborhood Business District
- II. Administrative Reports
  1. Administrative Reports
    - a. Administration Department
    - b. Public Works Department
    - c. Public Safety Department
    - d. Finance Department
  2. Committee & Volunteer Group Reports
- III. Consent Agenda:
  - a. BOC Regular Meeting Minutes of December 15, 2021
  - b. BOC Regular Meeting Minutes of January 10, 2022
  - c. BOC Special Called Meeting Minutes of January 31, 2022
- IV. Old Business: None
- V. New Business
  - a. Discussion and Possible Action on Land Use Ordinance Amendment
  - a. Discussion on Recycling Center Policy
  - c. Discussion of Swale Maintenance Policy
- VI. Public Comment
- VII. Mayor and Board of Commissioner Comments
- VIII. Closed Session: None
- IX. Adjourn

# TOWN OF CAROLINA SHORES NORTH CAROLINA



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## MEMORANDUM

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TO: Mayor and Board of Commissioners  
FROM: Chad Hicks, Town Administrator  
SUBJECT: February 2022 Administrative Report  
DATE: 2/09/2022  
ENCL: None  
CC: File

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### **Administration:**

**Infrastructure Repairs** – Carmichael Construction Company (CCC) has finished replacing the new culverts in the Carolina Shores Neighborhood.

**Town Hall Improvements** – We are getting prices on installing security glass at the front and back reception areas. We have had several security situations arise in the last few weeks. Staff feels that now would be a good time to improve security in the building.

**Follow-up from Commission Meeting** - The No Outlet signs have been installed in the Village at Calabash. The animal cage has been installed in the Ford Escape and is ready for use. Staff reached out to ATMC about our network security system. ATMC is confident in our security at this time and will make any recommendations for upgrades as needed in the future. The invites to the Commission Meetings to the respective HOA Presidents were mailed or emailed on January 11 and 12.

### **Public Works:**

Public Works is currently working on the swales in the Carolina Shores Neighborhood. The full detailed report for January activities is included in the agenda packet.

### **Inspections:**

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

**Finance:**

Lori Frye will give financial report.  
(report is included in the agenda packet)

**Project:**

Drainage  
No capital projects this fiscal year.

**Roadway:**

Road repaving projects are almost complete in The Village at Calabash.

PERMITS AND INSPECTIONS REPORT  
TOWN OF CAROLINA SHORES  
JANUARY 2022

Single Family Residence	15
Total Cost of Construction (Stick built – SF)	\$3,644,934
Multi- Unit Housing	0
Total Cost of Construction- Multi-Unit	\$0
Modular Home Permits	0
Total Cost of Construction – Modular	\$0
Manufactured Home Permits	3
Total Cost of Construction – Manufactured Homes	\$252,518
Commercial/Industrial Building Permits	0
Total Cost of Construction Commercial/Industrial Building	\$0
<b>TOTAL BUILDING PERMIT CONSTRUCTION VALUATION</b>	\$3,918,279
Other Building Permits (i.e. Addition, fence, deck, garage, shed, sunroom, mail station, concrete/asphalt paving, roof over deck, windows) construction valuation	\$20,827
Building Permits	13
Floodplain Permits	40
Electrical Permits	1
Driveway Permits	19
Mechanical Permits/Gas Permits	7
Zoning Permits	37
Plumbing Permits	1
Sign Commercial	0
Inspections Completed	697
Reinspection fees collected	2900.00
New Homes Currently under Construction	174
Certificate of Occupancy Certificates	11
<b>TOTAL CERTIFICATE OF OCCUPANCY (CONSTRUCTION VALUATION)</b>	\$2,815,370
<b>PERMIT FEE REVENUE</b>	\$62,475.75
<b>YEAR TO DATE PERMIT REVENUE</b>	\$444,473.55

,Cc: Town Administrator – FINAL REPORT JANUARY 2022  
Judy – Brunswick Co. Inspection Dept. 253-2024

# TOWN MAINTENANCE REPORT

Ending Date: 1/26/2022

ZONES 1 and 2	Description	Column1	Date2	Date3
ZONE 1	Zone 1-7 Service Request - 10 Gate 2 Trees cut - 8 East Pine R.D. 18 Gate 4- Flags -10 Golfcrest R.D. 8 Golfcrest 15 Court 10- Asphalt- Gate 8 Pothole on C.C. - 8 Golfcrest R.D.			
ZONE 2	Zone 2- 9 Service Request - 68 Calabash Dr. Pavement- 1 Topsail Back Swell- 17 Topsail R.D.- 14 Brassie R.D.- 5 Niblick R.D.- 7 Niblick R.D.- 17 Brassie Streetlight- 9 Oakbark R.D.- 17 Brassie Streetlight			

ZONES 3 and 4	Description	Column 2	Date2	Date3
Zone 3	Zone 3- 5 Service Request - 40 Pinewood- R.D. 14 Pinewood- R.D.- 13 Sunfield- R.D.- 37 Sunfield- R.D. 34 Pinewood- R.D.			
Zone 4	Zone 4- 12 Service Request- 848 Nicholas- Pavement 1095 Nautical- 832 Nicholas- Pavement- 1041 Palm- Pavement 1023 Palm- Pavement 1084 Waterview- Culvert- 1067 Eagle- Pavement -1036 Palm- Debris - 1108 Thrush- R.D.- 1021 Palm- Pavement- 1119 Thrush- R.D.	Headwall- 1035 Palm- Pavement		

Maintenance Division	Description	Date	Date2	Date3
Trash Pick up	Daily Trash pick up in each zone and Persimmon, Thomasboro, Country Club and each zone.			
Equipment Maintenance	Clean, Grease, Service, Repair, Fill with fuel daily.			
Equipment Repair	Kubota mini needs major repair and Kubota zturn needs repair. Approved for repair by Town Administrator.			
Town Hall	Grass seed and fertilizer.			
Materials	Order and pick up all materials needed for each job.			
Service Request	Complete all service request in a timely manner.			
Safety	Conducted Monthly safety meeting and tailgate safety meetings.			
Radio Test	On 01/19/2022 Conducted Radio test for Town equipment.			
Fire Extinguisher	On 01/10/2022 Conducted Fire Extinguisher Inspection.			
Govdeal.	The list of equipment has been approved and turned in to the town administrator to be listed.			
Town Park	The new town park sign has been approved by the town administrator and ordered. Also the lettering has been approved and ordered for the conference room. Door locks are scheduled to be installed for the restrooms on 2/03/2022. Internet has already been installed.			
Roadside ditches	Road side ditch work stopped this month due to Covid. On 1/24/2022 they started back on Putter Place.			
New Employees	Public works still has one open position.			
Recycle Center	Gail and I conducted training for the recycle center covering safety and procedures.			
Gate 2	The town administrator has approved Triple G to remove eleven trees from the pump station at Gate 2. (Service request)			
Answers Needed	Working with Chad to find a solution for the Village at Calabash Collector Canal.			
Training	A solution for the spoils from digging the roadside ditches.			
Operations	01/24/2022 - CPR, AED Training.			
	Training for the Recycle Center.			
	Trimming roadsides in zone one.			



**Zone 1A**

Country Club  
 Gates 1, 3,4,5,6  
 Tern  
 Seagull  
 Heron

Pelican  
 Golfview  
 East Pine  
 Sandpiper  
 Petrel  
 Crane  
 Lakeview  
 Egret  
 Midiron

**Zone 1B**

Country Club  
 Gates 7, 8,10,11,12  
 Golfcrest

Sunrise  
 West Pine  
 Northwest Dr.  
 Cleek  
 Arden  
 Courts 1 - 12

**Zone 2A**

Calabash Dr.  
 Niblick  
 Brassie  
 Putter  
 Sand Dollar Ct.  
 Moss  
 Landing  
 Carolina Shores PW

Topsail  
 Calabash Ct.  
 Sand Dollar  
 Fairway  
 Pinebark  
 Bayberry  
 Pineridge  
 Buoy  
 Sunfish  
 Canal Way  
 Sage  
 Oakbark  
 Inlet  
 Swampfox

**Zone 2B**

Beacon Town  
 Pilot House  
 Freeboard  
 Bulkhead

**Zone 3A**

Pinewood  
 Myrtlewood  
 Gumwood  
 Deer Run  
 Mashie  
 Sun  
 Sunfield  
 Thicketwood

**ZONE 3B**

The Village of Calabash  
 Clubview  
 Nautical  
 Starboard  
 Port  
 Thrush  
 Myrtle  
 Putting  
 Waterview  
 Bow  
 Swan  
 Dove  
 Gull  
 Par  
 Watson  
 Birdie  
 Wedge  
 Eagle  
 Songbird  
 Mainsail  
 Cedar  
 Sandy  
 Flag  
 Nicholas  
 Bogie  
 Palm  
 Palmer

**Zone 4A**

Lighthouse Cove  
 Calabash Lakes

**Zone 4B**

The Farm

## Code Compliance Officer Report

January 1-31, 2022

### January 3

Service request debris in ditch Swamp Fox. Told resident to clean ditch out as it was blocking the free flow of water. Made a follow up check and found to be in compliance. Closed out

Routine Patrol

### January 4

Complaint regarding feeding wildlife at Calabash Lakes. Received a call about feeding geese wanted to know if it was against the law. Advised Complainant it was not against the North Carolina or town law. Advised her that many homeowners associations have put up signs asking residents not to feed wild animals.

Complaint regarding having an amateur radio antenna in back yard Calabash Lakes. Advised Complainant that there is no regulation in the Town of Carolina Shores regarding antennas.

### January 6

Construction blocking Fence Post Lane. Had construction workers put up cones warning oncoming traffic.

### January 8

Submitted service request sign violation at local business. Gave the employee the proper ordinance on signs and banners in Carolina Shores. Owner came in on 2/1/2022 and paid for sign permit to put up banner. Closed out.

Spoke with Recycle Center attendant regarding an incident that occurred the previous week regarding dumping propane tanks in the dumpster and the procedure that should be followed with documentation.

### January 11

Conducted in-service training with Recycle Center attendants regarding policy procedures and enforcement at the Recycle Center.

### January 13

Service request aggressive pit bull running at large belonging to a resident on Carolina Shores Drive. Three Sheriffs' deputies responded to the incident. On going investigation

Contacted Lt. Beck supervisor in charge of Sheriffs Office regarding notice of schedule of deputies.

### January 15



Follow up investigation and documentation of pit bull Carolina Shores Drive.

Gave new notices to attendant regarding businesses not being allowed to go into Recycle Center.

Monitored Recycle Center

### January 18

Follow up sent reports to town lawyer regarding pit bull incident.

Follow up regarding signs at local business and gave owner registration paperwork for banner. Received banner application on 2/1/2022.

Parking complaint at Freeboard Lane. Contacted resident and advised her not to park overnight on the street. She stated it was her daughter's car and she would make sure she tries to park in a parking space or her driveway in the future. Will make periodic checks as well as deputy patrol.

### January 20

Wrote violation letter for Carolina Shores Drive.

### January 24

First Aid Training

Routine patrol

### January 26

Violation and civil citation mailed certified letter to Carolina Shores Drive dog violation.

Complainant against Recycle Center Attendant not allowing a citizen to dump yard debris. Attendant advised that the resident comes in with a silver pickup truck and trailer approximately six to seven times a week to dump debris. Attendant perceived that he was a contractor as he dumps three to four loads each day when he uses the Recycle Center. Attendant advised him of the ordinance and told him contractors were not allowed to use the Recycle Center. Citizen complied to code compliance officer and stated he is not a contractor and does not get paid just likes helping his neighbors. Code Compliance Officer told him to talk with Town Administrator who stated to the resident it was OK to dump debris since he was helping his neighbors.

Contacted Animal Services in attempts to set up a meeting regarding repeat offenses of pit bull running at large.

### January 27

Wrote email to Major Highsmith in response to setting up meeting with Animal Control Major Highsmith forwarded email to Major Tolley, Animal Services supervisor.

1/29/2022

Major Tolley contacted me regarding pit bull incident. Requested I forward the Town ordinance to him which I did as well as case files regarding the incident.

Complainant regarding dumping leaves in the ditch at Palmer Drive. Contacted resident told him not to dump leaves in the ditch behind his house. Resident advised he did not dump the leaves. Code compliance advised him not to dump leaves into the ditch as it would clog the ditch.

#### Sheriff's Patrol Activity

16 Traffic stops

1/22 Check roadways for ice conditions

1 Domestic disturbance Persimmon Road

Careless and reckless driving north bound Rt 17 and Thomasboro attempt to locate

1 Overnight parking complaint Freeboard

1 Alarm

7 House checks

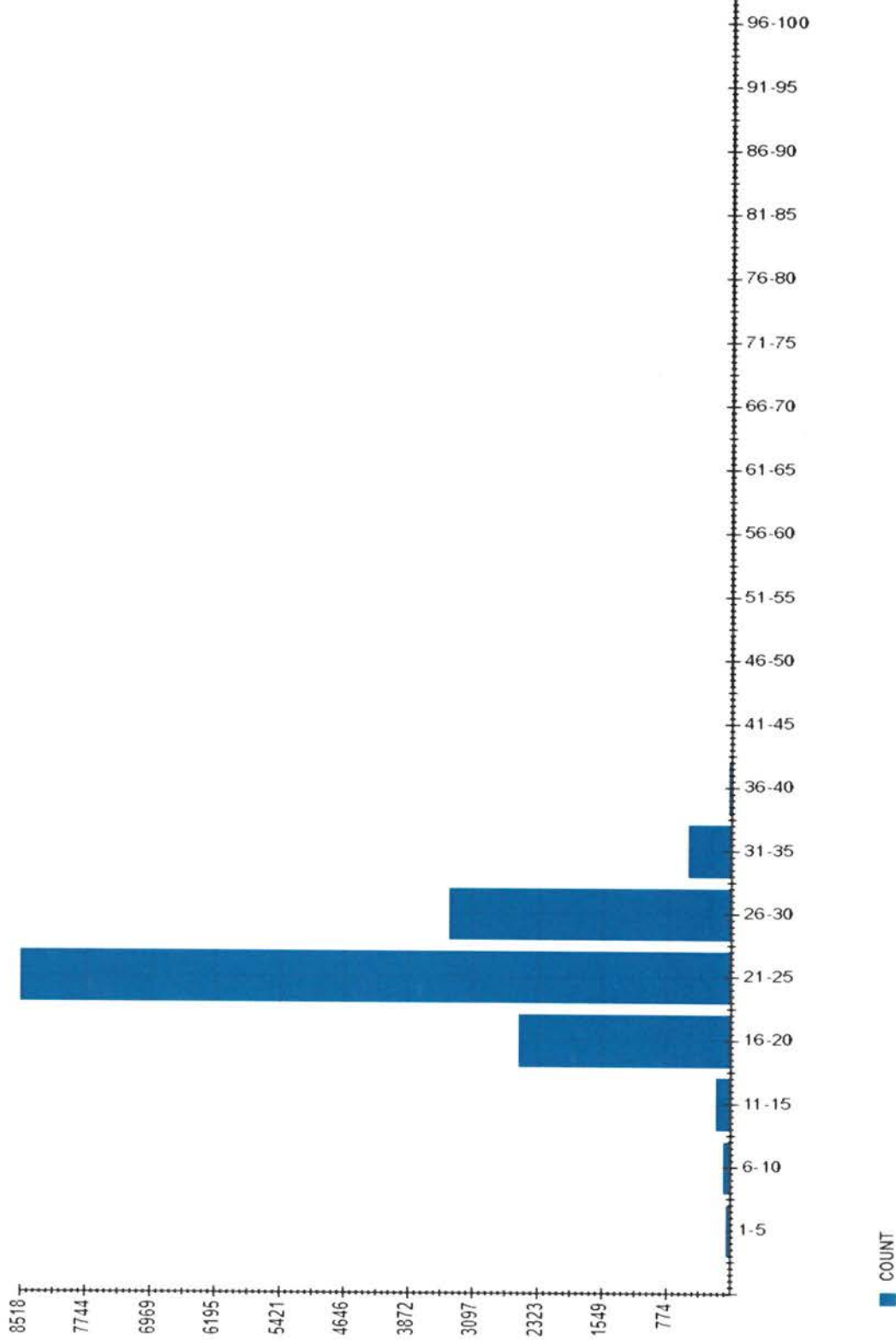
# Count by Speed Range Report

Location: 10 Calabash Lakes B  
 Address: 10 Calabash Lakes B

Report period: 2022-01-01 to 2022-01-31

Count By Speed Range

Speed (mph)	Count
1-5	35
6-10	73
11-15	165
16-20	1520
21-25	8518
26-30	3284
31-35	515
36-40	33
41-45	2
46-50	3
51-55	0
56-60	3
61-65	0
66-70	3
71-75	0
76-80	3
81-85	0
86-90	3
91-95	0
96-100	3
Total	15255



# Count by Speed Range Report

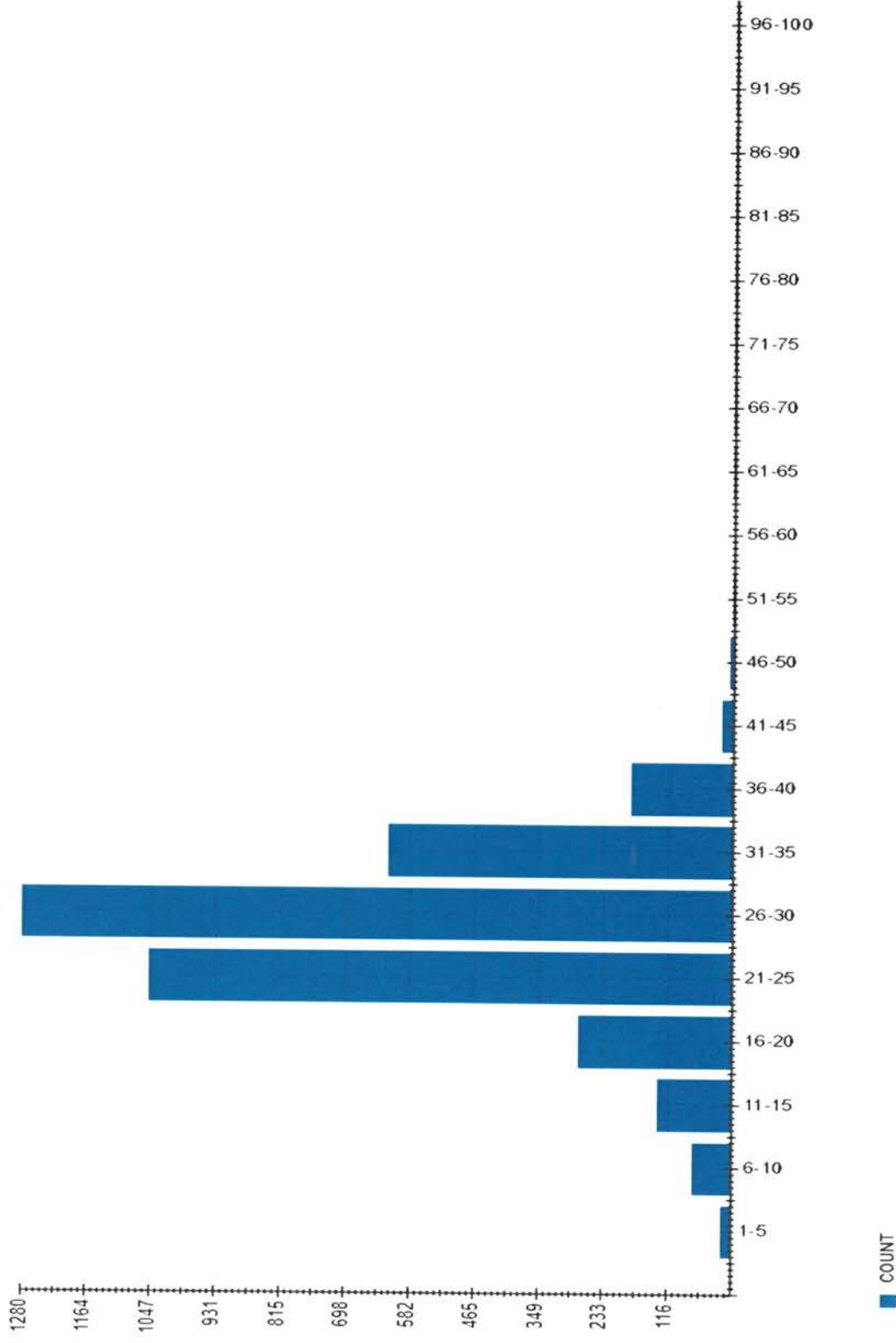
Location: 49 Pinewood Drive Carolina Shores N

Address: 49 Pinewood Drive Carolina Shores N

Report period: 2022-01-01 to 2022-01-31

Count By Speed Range

Speed (mph)	Count
1-5	18
6-10	70
11-15	132
16-20	475
21-25	1049
26-30	1280
31-35	620
36-40	157
41-45	19
46-50	5
51-55	0
56-60	0
61-65	0
66-70	0
71-75	233
76-80	116
81-85	0
86-90	0
91-95	0
96-100	0
total	3651



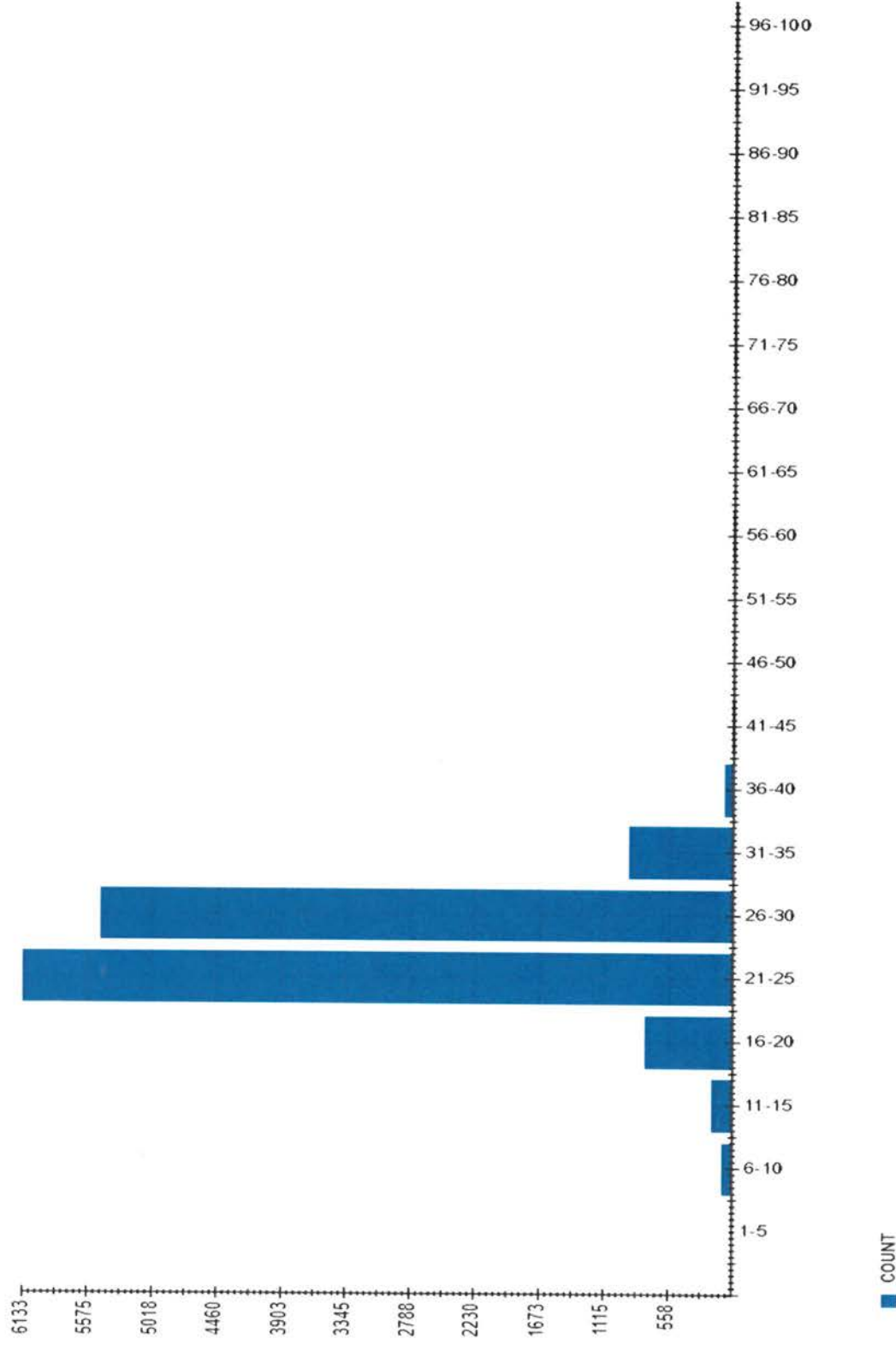
# Count by Speed Range Report

Location: East Carolina Farms B  
 Address: East Carolina Farms B

Report period: 2022-01-01 to 2022-01-31

Count By Speed Range

Speed (mph)	Count
1-5	4
6-10	37
11-15	179
16-20	462
21-25	6133
26-30	5463
31-35	895
36-40	72
41-45	7
46-50	0
51-55	3
56-60	0
61-65	1
66-70	0
71-75	0
76-80	0
81-85	0
86-90	0
91-95	0
96-100	0
total	13599



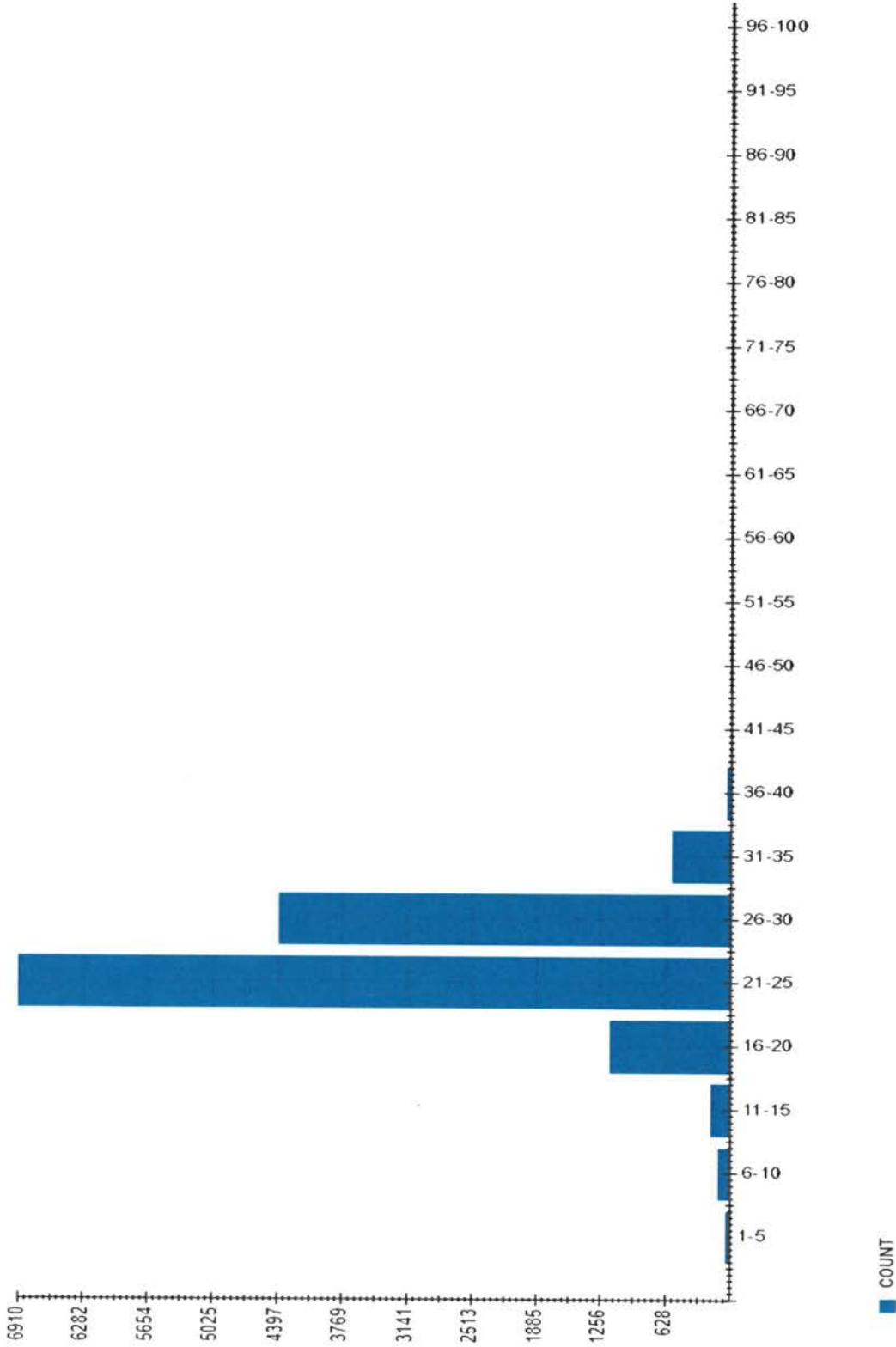
# Count by Speed Range Report

Location: West Carolina Farms B  
 Address: West Carolina Farms B

Report period: 2022-01-01 to 2022-01-31

Count By Speed Range

Speed (mph)	Count
1-5	29
6-10	6282
11-15	183
16-20	1164
21-25	6910
26-30	4374
31-35	564
36-40	40
41-45	2
46-50	0
51-55	1
56-60	0
61-65	1
66-70	0
71-75	0
76-80	0
81-85	0
86-90	0
91-95	0
96-100	0
total	13377





Start: 2022-01-01  
End: 2022-01-31  
Times: 0:00-23:59

Speed Bins: Size 10, Range 1 to 150  
Time View: By Day of Week (Avg Volumes)

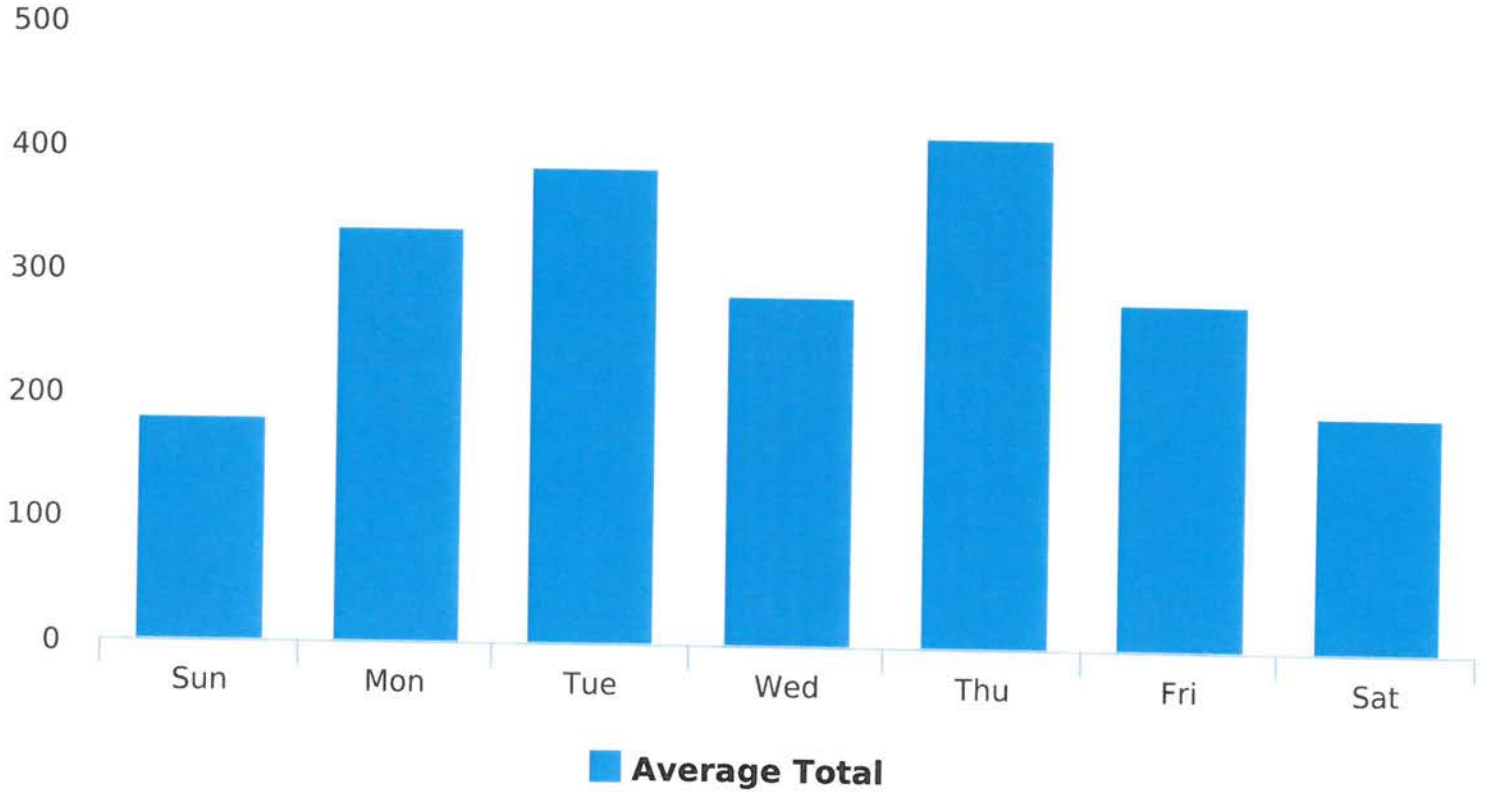
Day	00:00	01:00	02:00	03:00	04:00	05:00	06:00	07:00	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00	Avg Total
Sun	1	1	10	13	6	9	5	7	14	5	27	22	26	17	11	1	1	1	2	2	1	2	1	1	182
Mon	1	8	0	0	1	3	3	4	15	58	77	74	60	57	47	7	3	1	1	0	1	1	0	0	335
Tue	0	1	1	1	2	6	4	9	10	49	62	61	65	54	47	11	8	1	0	1	1	0	1	1	386
Wed	1	1	0	1	1	6	3	21	25	44	58	68	16	9	10	3	8	3	2	3	1	0	1	1	283
Thu	0	1	1	1	2	4	3	7	17	55	60	67	60	63	52	8	9	2	1	1	0	1	1	1	413
Fri	2	1	0	1	1	3	4	3	6	45	51	47	41	39	24	2	2	5	2	2	0	0	1	3	281
Sat	2	1	1	1	1	1	3	15	21	38	49	51	3	2	3	1	1	1	1	1	1	0	0	1	193
Avg	1	2	2	2	2	4	4	9	15	42	55	56	39	34	28	5	4	2	1	1	1	1	1	1	296



Start: 2022-01-01  
End: 2022-01-31  
Times: 0:00-23:59

Speed Bins: Size 10, Range 1 to 150  
Time View: By Day of Week (Avg Volumes)

### Average Total Volume





# TOWN OF CAROLINA SHORES

## FINANCE REPORT

### JANUARY 2022

BUDGET SUMMARY	FISCAL YEAR 2021-2022	ACTUAL AS OF JANUARY 31, 2022	PERCENT
	<b>ADOPTED BUDGET</b>		
<b>EXPENDITURES</b>			
OPERATING	\$ 3,218,856.00	\$ 1,648,652	
CAPITAL	\$ 572,000.00	\$ 374,000	
<b>TOTAL</b>	<b>\$ 3,790,856.00</b>	<b>\$ 2,022,652</b>	<b>53%</b>
 <b>REVENUES</b>			
PROPERTY & MV TAX	\$ 570,000.00	\$ 582,463	
AMERICAN RESCUE PLAN	\$ 742,406.00	\$ 742,406	
SALES TAX	\$ 900,000.00	\$ 981,056	
POWELL BILL FUNDS	\$ 110,000.00	\$ 143,139	
UTILITY FRANCHISE	\$ 150,000.00	\$ 82,133	
MISC. (BUILDING PERMITS, BEER/WINE)	\$ 430,000.00	\$ 458,094	
INTEREST	\$ 2,000.00	\$ 1,161	
HURRICANE REIMBURSEMENT	\$ 142,000.00	\$ -	
APPROPRIATED FUNDS	\$ 744,450.00	\$ -	
<b>TOTAL</b>	<b>\$ 3,790,856.00</b>	<b>\$ 2,990,452</b>	<b>79%</b>
 <b>CHECKING ACCOUNT</b>			
<b>BEGINNING BALANCE</b>	<b>\$ 2,832,025.63</b>		
<b>ENDING BALANCE</b>	<b>\$ 2,843,535.33</b>		

**GL Balance Sheet**  
 Period Ending 1/31/2022

Town of Carolina Shores

2/10/2022 9:21 AM

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**10 GERNERAL FUND**

Asset

10-0101-000 South State - Checking	\$2,843,535.33
10-0101-015 CAPITAL TRUST FUND	\$929,646.58
10-0101-020 SOUTH STATE - CD	\$250,000.00
10-0101-021 FIRST NATIONAL- CD	\$207,492.05
10-0110-000 TAXES RECEIVABLE	\$6,430.51
10-0110-010 MV TAXES REC.	\$3,879.90
10-0111-000 ALLOW FOR UNCOLL TAXES	\$500.00
10-0128-030 INTERGVT BRUNS CO	-\$322.00
Total	\$4,241,162.37

Liability

10-0127-100 LOST-SALES TAX RECEIVABLE	-\$16,320.00
10-0127-200 UTILITY FRANCHISE TAX RECEIVABLE	-\$115.00
10-0127-300 TELECOMMUNICATIONS TAX RECEIVABLE	\$617.00
10-0127-400 VIDEO TAX RECEIVABLE	\$53.00
10-0150-000 A/R REFUND	\$299.83
10-0201-000 ACCOUNTS PAYABLE	\$0.13
10-0201-010 ASSESMENT PAYABLE	\$0.29
10-0210-001 State Tax 4.75%	-\$9,893.17
10-0210-010 County Tax 2.00%	-\$4,095.50
10-0223-000 STATE W/H PAYABLE	-\$2.17
10-0224-000 RETIREMENT PAYABLE	-\$489.72
10-0224-001 401K	-\$0.01
10-0225-000 ACCRUED PAYROLL	\$0.23
10-0225-001 MEDICAL INS. PAYABLE	-\$1,782.17
10-0226-000 457 PLAN	-\$0.02
10-0230-002 HOMEOWNERS FUND RECOVERY	\$1,073.00
10-0280-000 DEFERRED REV TAXES	\$5,831.43
10-0299-000 FUND BALANCE	\$2,040,109.50
Current Fund Balance Adjustment	\$967,799.59
P/Y Fund Balance Adjustment	\$1,258,076.13
Total	\$4,241,162.37

## Budget vs Actual

Town of Carolina Shores  
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Period Ending 1/31/2022

### 10 GERNERAL FUND

Description	Budget	MTD	YTD	Variance	Percent
<b>Revenues</b>					
10-0000-000 "GENERAL FUND"	0	0.00	0.00	0.00	
10-0300-000 GENERAL FUND REVENUES	0	0.00	0.00	0.00	
10-3100-101 TAXES-2019	0	141.43	714.78	714.78	
10-3100-102 TAXES, 2018	0	83.41	206.57	206.57	
10-3100-103 TAXES, 2020	0	422.18	3,492.67	3,492.67	
10-3113-140 TAXES, 2021	520,000	99,033.13	538,972.15	18,972.15	104%
10-3193-180 TAX INTEREST	0	145.94	478.71	478.71	
10-3194-120 MV TAXES	50,000	4,705.87	38,598.42	(11,401.58)	77%
10-3200-000 AMERICAN RESCUE PLAN	742,406	0.00	742,405.70	0.00	100%
10-3230-351 LOCAL OPTION SALES TAX	900,000	142,044.16	981,055.64	81,055.64	109%
10-3230-360 HOLD HARMLESS DISTRIBUTIONS	0	0.00	0.00	0.00	
10-3250-110 Solid Waste Disposal Tax	2,000	0.00	1,629.94	(370.06)	81%
10-3260-110 Business Registration	3,000	0.00	0.00	(3,000.00)	
10-3316-000 Powell Bill Revenue	110,000	0.00	143,139.15	33,139.15	130%
10-3321-000 Sales & Use Tax Refund	6,000	0.00	10,102.92	4,102.92	168%
10-3322-350 BEER/WINE EXCISE TAX	15,000	0.00	0.00	(15,000.00)	
10-3324-310 UTILITY FRANCHISE	150,000	0.00	82,133.22	(67,866.78)	55%
10-3326-315 SALES OF SERVICE(FastTrack)	0	0.00	2,500.00	2,500.00	
10-3343-410 BUILDING PERMITS	350,000	59,800.75	423,918.55	73,918.55	121%
10-3343-415 ZONING PERMITS	13,000	725.00	4,325.00	(8,675.00)	33%
10-3343-430 CERTIFICATE OF OCCUPANCY	10,000	1,800.00	12,700.00	2,700.00	127%
10-3346-430 APPLICATION FEE/ZONING	1,000	0.00	0.00	(1,000.00)	
10-3831-491 INTEREST GENERAL FUND	2,000	0.00	1,161.31	(838.69)	58%
10-3832-630 Hurricane Reimbursement	142,000	0.00	0.00	(142,000.00)	
10-3839-890 MISC. INCOME	30,000	0.00	2,917.24	(27,082.76)	10%
10-3991-990 APPROP. FUNDS	744,450	0.00	0.00	(744,450.00)	
<b>Revenues Totals:</b>	<b>3,790,856</b>	<b>308,901.87</b>	<b>2,990,451.97</b>	<b>(800,403.73)</b>	<b>79%</b>

## Budget vs Actual

Town of Carolina Shores  
2/9/2022 5:42:26 PM

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Period Ending 1/31/2022

### 10 GERNERAL FUND

Description	Budget	MTD	YTD	Variance	Percent
<b>Expenses</b>					
10-4110-000 GOVERNING BODY	0	0.00	0.00	0.00	
10-4110-126 BOARD/FEES	15,700	0.00	7,650.00	8,050.00	49%
10-4110-181 FICA/MED	800	0.00	585.22	214.78	73%
10-4110-310 TRAVEL	200	0.00	0.00	200.00	
10-4110-499 MISC.	1,000	59.97	479.96	520.04	48%
GOVERNING BODY Totals:	17,700	59.97	8,715.18	8,984.82	49%
10-4120-000 ADMINISTRATION	0	0.00	0.00	0.00	
10-4120-121 SALARIES F/T	290,000	19,356.40	170,201.11	119,798.89	59%
10-4120-126 SALARIES P/T	0	0.00	0.00	0.00	
10-4120-180 FRINGE BENEFITS	0	0.00	0.00	0.00	
10-4120-181 FICA/MED	22,000	1,480.76	13,020.37	8,979.63	59%
10-4120-182 RETIREMENT	26,000	2,196.94	18,010.25	7,989.75	69%
10-4120-183 GROUP INSURANCE	48,000	4,033.64	28,199.32	19,800.68	59%
10-4120-184 457	0	0.00	0.00	0.00	
10-4120-185 401K	10,000	670.92	4,789.26	5,210.74	48%
10-4120-190 CONTRACT SERVICE (ADMI)	7,000	469.07	3,376.82	3,623.18	48%
10-4120-191 PROF FEES ACCTG	12,000	0.00	0.00	12,000.00	
10-4120-192 PROF FEES LEGAL	10,000	0.00	3,493.25	6,506.75	35%
10-4120-195 PROF FEE- TOWN CODE	2,000	450.00	570.00	1,430.00	29%
10-4120-199 PROF FEES Other	5,000	0.00	86.00	4,914.00	2%
10-4120-250 AUTO SUPPLIES	1,000	0.00	0.00	1,000.00	
10-4120-260 OFFICE SUPPLIES	2,000	286.80	1,854.97	145.03	93%
10-4120-265 OFFICE FURNITURE	0	0.00	0.00	0.00	
10-4120-321 TELEPHONE	6,000	1,010.42	7,022.94	(1,022.94)	117%
10-4120-325 POSTAGE	1,000	0.00	193.38	806.62	19%
10-4120-352 MAIN/REPAIR EQUIPT	1,000	0.00	0.00	1,000.00	
10-4120-353 MAIN/REPAIRS AUTO	1,600	0.00	0.00	1,600.00	
10-4120-370 LEGAL ADVERTISING	2,000	117.00	304.75	1,695.25	15%
10-4120-380 COMPUTER SER/PROGRAMS	10,000	0.00	10,982.03	(982.03)	110%
10-4120-395 EMPLOYEE TRAINING	2,000	0.00	0.00	2,000.00	
10-4120-450 INS/BOND/WC	53,000	0.00	39,009.09	13,990.91	74%
10-4120-480 E.S.C. - Unemployment Pymts.	2,000	0.00	0.00	2,000.00	
10-4120-491 DUES/SUBS	8,000	80.00	6,936.82	1,063.18	87%
10-4120-499 MISC	5,000	0.00	6,215.11	(1,215.11)	124%
ADMINISTRATION Totals:	526,600	30,151.95	314,265.47	212,334.53	60%
10-4140-190 TAXES-COLLECTION FEE	4,500	748.69	4,078.95	421.05	91%
10-4140-191 DMV-COLLECTION FEE	500	0.00	0.41	499.59	0%
Totals:	5,000	748.69	4,079.36	920.64	82%
10-4170-190 Elections Fee	4,000	0.00	5,144.04	(1,144.04)	129%

## Budget vs Actual

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ELECTIONS Totals:		4,000	0.00	5,144.04	(1,144.04)	129%
10-4190-000 PUBLIC BLDG/BEAUTY		0	0.00	0.00	0.00	
10-4190-126 SALARIES P/T		33,000	1,527.68	15,397.20	17,602.80	47%
10-4190-181 FICA/MED		2,600	116.86	1,177.83	1,422.17	45%
10-4190-182 RETIREMENT		0	0.00	0.00	0.00	
10-4190-190 CONTRACTED SERVICES		30,000	188.90	1,312.30	28,687.70	4%
10-4190-240 MAINT/REPAIR BLDG		7,500	0.00	2,480.68	5,019.32	33%
10-4190-290 DEPT. MATERIALS		4,000	0.00	3,933.40	66.60	98%
10-4190-291 RECREATIONAL/EVENTS		10,000	0.00	337.11	9,662.89	3%
10-4190-331 UTILITIES-TH		30,000	96.57	6,057.97	23,942.03	20%
10-4190-352 REPAIR/MAINT EQUIP		2,000	159.00	770.00	1,230.00	39%
10-4190-590 CAPITAL OUTLAY-OTHER		0	0.00	0.00	0.00	
PUBLIC BUILD/BEAUTY Totals:		119,100	2,089.01	31,466.49	87,633.51	26%
10-4330-000 PUBLIC SAFETY		0	0.00	0.00	0.00	
10-4330-126 SALARIES P/T		37,000	2,567.34	21,318.06	15,681.94	58%
10-4330-181 FICA/MED		3,000	196.40	1,630.85	1,369.15	54%
10-4330-190 CONTRACT SERVICES		25,000	1,320.00	15,500.00	9,500.00	62%
10-4330-240 CALABASH FIRE DEPT		30,000	0.00	30,000.00	0.00	100%
10-4330-250 BRUNSWICK CTY FIRE FEES		1,000	0.00	1,440.00	(440.00)	144%
10-4330-255 AUTO SUPPLIES		1,500	85.84	449.81	1,050.19	30%
10-4330-260 DEPARTMENT SUPPLIES		2,500	50.00	653.53	1,846.47	26%
10-4330-266 EMERGENCY MGMT		10,000	0.00	502.84	9,497.16	5%
10-4330-395 EMPLOYEE TRAINING		0	0.00	0.00	0.00	
10-4330-500 PUBLIC SAFETY RESERVE		40,000	0.00	929.47	39,070.53	2%
10-4330-590 CAPITAL OUTLAY		0	0.00	0.00	0.00	
PUBLIC SAFETY Totals:		150,000	4,219.58	72,424.56	77,575.44	48%
10-4340-000 ECONOMIC DEVELOPMENT		0	0.00	0.00	0.00	
10-4340-180 INCENTIVE PAYMENTS		0	0.00	0.00	0.00	
10-4340-190 CONTRACT SERVICES		0	0.00	0.00	0.00	
10-4340-199 PROFESSIONAL FEES		0	0.00	0.00	0.00	
10-4340-250 BRUNSWICK COUNTY FIRE FEES		0	0.00	0.00	0.00	
10-4340-260 DEPARTMENT SUPPLIES		0	0.00	0.00	0.00	
10-4340-310 TRAVEL		0	0.00	0.00	0.00	
10-4340-480 MARKETING		0	0.00	0.00	0.00	
10-4340-491 DUES/FEES - OTHER		0	0.00	0.00	0.00	
NON-DEPARTMENTAL Totals:		0	0.00	0.00	0.00	
10-4350-000 BUILDING INSPECTIONS		0	0.00	0.00	0.00	
10-4350-121 SALARIES F/T		250,000	19,694.90	140,862.50	109,137.50	56%
10-4350-126 SALARIES P/T		20,000	0.00	0.00	20,000.00	
10-4350-181 FICA/MED		20,000	1,506.67	10,775.98	9,224.02	54%
10-4350-182 RETIREMENT		30,000	2,235.37	15,653.15	14,346.85	52%

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### 10 GERNERAL FUND

Description	Budget	MTD	YTD	Variance	Percent
10-4350-183 GROUP INSURANCE	80,000	6,027.00	42,178.12	37,821.88	53%
10-4350-185 401K	3,200	416.31	2,287.93	912.07	71%
10-4350-190 CONTRACT SERVICES	0	626.23	5,194.17	(5,194.17)	
10-4350-231 EDUCATION/TRAINING	6,000	165.00	3,328.90	2,671.10	55%
10-4350-250 AUTO SUPPLIES/FUEL	2,500	203.49	1,665.97	834.03	67%
10-4350-260 DEPARTMENT SUPPLIES	5,000	295.27	1,807.62	3,192.38	36%
10-4350-265 EQUIPMENT	0	0.00	0.00	0.00	
10-4350-321 TELEPHONE	1,500	226.02	1,456.12	43.88	97%
10-4350-325 POSTAGE/PRINTING	800	0.00	136.83	663.17	17%
10-4350-352 REPAIRS/MAINT EQUIP	500	0.00	0.00	500.00	
10-4350-353 MAINTENANCE/REPAIRS VEHIC	7,000	0.00	1,679.45	5,320.55	24%
10-4350-380 COMPUTER SERVICE/PROGRAM	5,000	0.00	419.59	4,580.41	8%
10-4350-491 DUES/FEES	1,000	0.00	50.00	950.00	5%
10-4350-590 CAPITAL OUTLAY-VEHICLE	35,000	29,443.92	29,443.92	5,556.08	84%
BUILDING INSPECTIONS Totals:	467,500	60,840.18	256,940.25	210,559.75	55%
10-4500-000 STREETS	0	0.00	0.00	0.00	
10-4500-121 SALARIES F/T	310,000	21,908.12	177,380.55	132,619.45	57%
10-4500-126 SALARIES P/T	0	0.00	790.56	(790.56)	
10-4500-181 FICA/MED	25,000	1,675.93	13,629.78	11,370.22	55%
10-4500-182 RETIREMENT	32,000	2,486.58	19,637.09	12,362.91	61%
10-4500-183 GROUP INSURANCE	125,000	7,225.36	52,912.48	72,087.52	42%
10-4500-185 401K	15,000	845.60	6,610.05	8,389.95	44%
10-4500-190 CONTRACTED SERVICES	20,000	655.77	5,266.12	14,733.88	26%
10-4500-240 STREET SUPPLIES	25,000	715.12	2,785.55	22,214.45	11%
10-4500-250 AUTO SUPPLIES	25,000	4,137.67	18,345.12	6,654.88	73%
10-4500-321 TELEPHONES	2,000	138.01	928.06	1,071.94	46%
10-4500-331 STREET LIGHTS	97,000	0.00	64,661.68	32,338.32	67%
10-4500-350 STREET REPAIRS	10,000	0.00	2,288.75	7,711.25	23%
10-4500-352 REPAIR/MAINT EQUIP	20,000	2,143.37	7,633.51	12,366.49	38%
10-4500-395 EMPLOYEE TRAINING	5,000	0.00	0.00	5,000.00	
10-4500-590 CAPITAL OUTLAY	74,750	0.00	74,746.04	3.96	100%
STREETS Totals:	785,750	41,931.53	447,615.34	338,134.66	57%
10-4510-000 POWELL BILL	0	0.00	0.00	0.00	
10-4510-126 SALARIES P/T	0	0.00	0.00	0.00	
10-4510-181 FICA/MED	0	0.00	0.00	0.00	
10-4510-182 RETIREMENT	0	0.00	0.00	0.00	
10-4510-190 CONTRACTED SERVICES	0	0.00	10,374.70	(10,374.70)	
10-4510-240 STREET SUPPLIES	0	0.00	0.00	0.00	
10-4510-352 REPAIR/MAINT EQUIPT	0	0.00	0.00	0.00	
10-4510-550 CAPITAL OUTLAY-EQUIPT	0	0.00	0.00	0.00	
10-4510-591 ROAD PAVING/PATCHING	110,000	0.00	1,475.00	108,525.00	1%

## Budget vs Actual

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POWELL Totals:	110,000	0.00	11,849.70	98,150.30	11%
10-4600-000 AMERICAN RESCUE PLAN	0	0.00	0.00	0.00	
10-4600-190 CONTRACT SERVICES	692,406	126,373.64	393,804.42	298,601.28	57%
10-4600-199 PROFESSIONAL FEES	50,000	1,167.50	25,915.60	24,084.40	52%
Totals:	742,406	127,541.14	419,720.02	322,685.68	57%
10-4700-000 ENVIRO. PROTECTIONS	0	0.00	0.00	0.00	
10-4700-190 CONTRACT SERVICE	50,000	1,442.00	10,094.00	39,906.00	20%
10-4700-240 Departmental Supplies	5,000	0.00	24.25	4,975.75	0%
10-4700-350 DRAINAGE-RIPRAP,STONE	10,000	0.00	0.00	10,000.00	
10-4700-351 DRAINAGE DITCHES	10,000	0.00	0.00	10,000.00	
ENVIRO PROTECTION Totals:	75,000	1,442.00	10,118.25	64,881.75	13%
10-4710-000 SANITATION	0	0.00	0.00	0.00	
10-4710-126 SALARIES P/T	30,000	2,458.76	18,090.92	11,909.08	60%
10-4710-181 FICA/MED	2,000	188.10	1,383.96	616.04	69%
10-4710-182 Retirement	0	0.00	0.00	0.00	
10-4710-190 CONTRACTED SERVICES	55,000	5,458.97	25,678.05	29,321.95	47%
10-4710-290 DEPT. MATERIALS	1,000	0.00	1,843.22	(843.22)	184%
10-4710-352 REPAIR/MAINT EQUIP	1,000	0.00	0.00	1,000.00	
10-4710-580 CAPITAL OUTLAY	0	0.00	0.00	0.00	
SANITATION Totals:	89,000	8,105.83	46,996.15	42,003.85	53%
10-4910-000 PLANNING & ZONING	0	0.00	0.00	0.00	
10-4910-121 SALARIES F/T	0	0.00	0.00	0.00	
10-4910-126 BOARD/FEES	2,600	0.00	1,260.00	1,340.00	48%
10-4910-181 Fica/Med	500	0.00	96.46	403.54	19%
10-4910-182 RETIREMENT	0	0.00	0.00	0.00	
10-4910-183 GROUP INSURANCE	0	0.00	0.00	0.00	
10-4910-185 401	0	0.00	0.00	0.00	
10-4910-199 PROF FEES	12,000	0.00	0.00	12,000.00	
10-4910-260 Department Supplies	100	0.00	37.98	62.02	38%
10-4910-325 Postage/Printing	100	0.00	0.00	100.00	
10-4910-370 Legal Advertising	1,000	0.00	0.00	1,000.00	
10-4910-395 Education/Training	0	0.00	0.00	0.00	
PLANNING & ZONING Totals:	16,300	0.00	1,394.44	14,905.56	9%
10-6120-000 CULTURAL & RECREATIONAL	0	0.00	0.00	0.00	
10-6120-190 CONTRACT SERVICES	2,000	1,830.86	12,760.16	(10,760.16)	638%
10-6120-290 DEPARTMENT MATERIALS	500	207.98	2,821.28	(2,321.28)	564%
10-6120-331 UTILITIES-PARKS	5,000	105.32	721.71	4,278.29	14%
10-6120-352 REPAIRS/MAINTENANCE	1,000	0.00	1,619.98	(619.98)	162%
10-6120-450 SPECIAL EVENTS	2,000	0.00	0.00	2,000.00	
Totals:	10,500	2,144.16	17,923.13	(7,423.13)	171%
10-9910-000 CONTINGENCY	100,000	0.00	0.00	100,000.00	
10-9910-991 CONTINGENCY DEPT.	0	0.00	0.00	0.00	

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Period Ending 1/31/2022					
CONTINGENCY Totals:	100,000	0.00	0.00	100,000.00	
10-9930-000 CAPITAL PROJECTS	0	0.00	0.00	0.00	
10-9930-199 PROFESSIONAL FEES	0	0.00	0.00	0.00	
10-9930-540 STORMWATER	12,000	0.00	0.00	12,000.00	
10-9930-545 PAVING	560,000	100,000.00	374,000.00	186,000.00	67%
10-9930-580 CAPITAL OUTLAY-EQUIP	0	0.00	0.00	0.00	
10-9930-581 CAPITAL OUTLAY-OTHER	0	0.00	0.00	0.00	
10-9930-990 CONTINGENCY	0	0.00	0.00	0.00	
RESERVES Totals:	572,000	100,000.00	374,000.00	198,000.00	65%
<b>Expenses Totals:</b>	<b>3,790,856</b>	<b>379,274.04</b>	<b>2,022,652.38</b>	<b>1,768,203.32</b>	<b>53%</b>



# Budget vs Actual

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10 GERNERAL FUND Totals:

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(70,372.17) 967,799.59

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10-0101-000 South State - Checking - 10-0101-000 South State - Checking

1/1/2022 - 1/31/2022

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 GL Account - 10-0101-000 South State - Checking

Date	Transaction Description	Source	Debits	Credits	Source Date
Fiscal Year 2021-2022		Beg-Balance	\$2,914,719.36		\$0.00
01/07/2022	ATLANTIC TELEPHONE MEMBERSHIP	AP CK	\$0.00	\$1,777.18	01/07/2022
					Batch-2982
01/07/2022	BRUNSCO TAX DEPOSIT	GL GJ	\$74,721.93	\$0.00	02/06/2022
					Batch-3007
01/07/2022	CARMICHAEL CONSTRUCTION CO INC	AP CK	\$0.00	\$126,373.64	01/07/2022
					Batch-2982
01/07/2022	CHAD HICKS	AP CK	\$0.00	\$50.00	01/07/2022
					Batch-2982
01/07/2022	CHRISTOPHER EDWARDS	AP CK	\$0.00	\$50.00	01/07/2022
					Batch-2982
01/07/2022	GAIL TREGLIA	AP CK	\$0.00	\$50.00	01/07/2022
					Batch-2982
01/07/2022	GREGORY POOLE EQUIPMENT CO	AP CK	\$0.00	\$785.76	01/07/2022
					Batch-2982
01/07/2022	HUGHES & HUGHES NURSERY	AP CK	\$0.00	\$1,361.06	01/07/2022
					Batch-2982
01/07/2022	LOUIS PETROZZA V	AP CK	\$0.00	\$120.00	01/07/2022
					Batch-2982
01/07/2022	MARK SHAFFER	AP CK	\$0.00	\$50.00	01/07/2022
					Batch-2982
01/07/2022	MICHAEL POWELL	AP CK	\$0.00	\$130.00	01/07/2022
					Batch-2982
01/07/2022	NICOLE HEWETT	AP CK	\$0.00	\$50.00	01/07/2022
					Batch-2982
01/07/2022	NORTH CAROLINA LICENSING BOARD	AP CK	\$0.00	\$261.00	01/07/2022
					Batch-2982
01/07/2022	PAXTON MEDIA GROUP	AP CK	\$0.00	\$117.00	01/07/2022
					Batch-2982
01/07/2022	PERFORMANCE FORD INC	AP CK	\$0.00	\$29,443.92	01/07/2022
					Batch-2982
01/07/2022	PERMITS, ETC	GL CR	\$2,242.33	\$0.00	01/16/2022
					Batch-2986
01/07/2022	PR Post Checks	PR CK	\$0.00	\$23,893.56	01/05/2022
					Batch-2980
01/07/2022	PVI ENTERPRISES	AP CK	\$0.00	\$80.06	01/07/2022
					Batch-2982





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10-0101-000 South State - Checking - 10-0101-000 South State - Checking

1/1/2022 - 1/31/2022

01/24/2022	UNIFIRST FIRST AID CORP	AP	CK	\$0.00	\$888.11	01/24/2022
						Batch-2994
01/24/2022	W & W DIESEL SERVICE INC	AP	CK	\$0.00	\$120.00	01/24/2022
						Batch-2994
01/24/2022	W K DICKSON & CO INC	AP	CK	\$0.00	\$1,167.50	01/24/2022
						Batch-2994
01/24/2022	WILLIAM CSERNECKY	AP	CK	\$0.00	\$31.89	01/24/2022
						Batch-2994
01/25/2022	RETIREMENT-JANUARY	GL	GJ	\$0.00	\$10,576.47	01/25/2022
						Batch-2998
01/27/2022	PERMITS, ETC	GL	CR	\$13,525.10	\$0.00	02/06/2022
						Batch-3005
01/31/2022	PERMITS, ETC	GL	CR	\$5,693.64	\$0.00	02/06/2022
						Batch-3006
		Transaction Totals		\$308,354.52	\$379,538.55	
**	10-0101-000 South State - Checking	End - Balance		\$2,843,535.33	\$0.00	

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

**December 15, 2021**

**10:00 a.m.**

***(Organizational Meeting)***

**DRAFT**

Mayor Joyce Dunn called the December 15, 2021 meeting to order at 10:00 a.m. The Pledge of Allegiance was recited and there was a moment of silence. Commissioners present: Joseph J. Przywara, Greg Davis, Bill Brennan, Beverly Mayhew and Dee Gray. Also, present: Chad Hicks, Town Administrator and Nicole Hewett, Assistant Town Administrator/Town Clerk.

Members Absent: None

Also Absent: Lori Frye, Finance Director

**Swearing in of Newly Elected Officials:**

Ms. Hewett administered the Oath of Office to: Mayor Joseph J. Przywara, Commissioner Greg Davis and Commissioner Debbie Watts.

**Proclamation:**

Mayor Przywara presented former Mayor Joyce Dunn with a Proclamation from the Town of Carolina Shores for her years of service for the Town of Carolina Shores.

**Public Hearing on Proposed Rezoning:**

COMMISSIONER DAVIS MADE A MOTION TO OPEN THE PUBLIC HEARING ON THE PROPOSED REZONING. COMMISSIONER MAYHEW SECONDED THE MOTION. MAYOR PRZYWARA CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Mayor Przywara asked if there were any public comments on the proposed rezoning.

Mr. Ray Bellinger – Mr. Bellinger said he is from the Carolina Business Park Property Owners Association. Mr. Bellinger asked what the zoning is for and what will be done with it.

Mr. Hicks said the current zoning is Neighborhood Business and it's proposed to be Industrial. Mr. Hicks said anything in the table of uses for Industrial could go there but believes the applicant is wanting to put a storage facility there.

Mr. Ray Bellinger, Carolina Business Park Property Owners Association – Mr. Bellinger asked who the applicant is.

Mr. Hicks said the applicant is Calabash Holdings, LLC.

Mr. Bellinger, Carolina Business Park Property Owners Association – Mr. Bellinger said thank you.

Mr. Hicks said for the record, we have not received any comments via email or phone calls in regards to the proposed rezoning.

COMMISSIONER DAVIS MADE A MOTION TO CLOSE THE PUBLIC HEARING ON THE PROPOSED REZONING AND GO BACK INTO REGULAR SESSION. COMMISSIONER MAYHEW SECONDED THE MOTION. MAYOR PRZYWARA CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Consistency Statement Language for Rezoning:

I, Commissioner Greg Davis move that the Board find that the proposed rezoning of the Calabash Rd parcel numbers 24000004 and 2400000405 tracts does the following:

(x) complies with the Town's comprehensive long-range plan and transportation plan

(AND)

that the zoning request is reasonable and in the public interest by meeting the goals listed below of the Carolina Shores Comprehensive Plan:

1. Carolina Shores supports the location of industry in industrial parks or on sites which are served by utilities adequate to support the proposed industrial development. The Town may implement the following industrial locational strategies in land use decisions, including zoning:
  - A. Light industries should have easy access to major transportation facilities and infrastructure and be compatible with nearby residential, agricultural, and conservation areas.
  - B. Industrial development shall not be located in areas that would diminish the desirability of existing and planned non-industrial areas, nor shall incompatible non-industrial uses be allowed to encroach upon existing or planned industrial sites.
  - C. Industrial development shall be located on land that is physically suitable.
  - D. All industrial sites should have access to appropriate thoroughfares and should be visually buffered according to their location.
  - E. New industrial development should be encouraged to locate in the Town's existing industrial park.

(AND)

I therefore move that the Board adopt the foregoing as a statement of consistency to previously approved plans and planning documents.

Second, Commissioner Dee Gray.

Vote:

Aye: Commissioner Davis, Commissioner Mayhew, Commissioner Watts, Commissioner Gray and Commissioner Brennan.

No: None.

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

Mr. Hicks said the Parks Commission had made a recommendation that the public restrooms be open at the park. Mr. Hick said we have everything in place where we can do that now. Mr. Hicks said that staff recommends we open the public restrooms around January 15<sup>th</sup>. Mr. Hicks said we have one issue that has been brought up in the past and that is how to keep the bathrooms clean. Mr. Hicks said we reached out to the cleaning company that cleans the bathrooms at the Sunset Beach park twice a day. Mr. Hicks said she has agreed to clean ours for \$900.00 per month and that would be every day. Commissioner Davis said could we do Tuesday, Thursday and Saturday. Mr. Hicks said he can do a rider if the park should pick up and have more activity.

Mr. Hicks said Carmichael Construction Company has been working diligently on the culvert repairs.

**Public Works Department:** Report on file.

**Public Safety Department:** Report on file.

**Finance Report:** Report on file. Mr. Hicks gave the Finance Report.

**Committee & Volunteer Group Reports:**

Planning Board – Mayor Przywara said that there will be a vacancy on the Planning Board effective December 31, 2021. It was the consensus of the Board that Mr. Hapner will be greatly missed.

**Consent Agenda:**

None

**Old Business:**

None

**New Business:**

Discussion on Board Appointments: The Board reviewed the following appointments below:

Board of Commissioners  
Appointments 2022

**SECTION 1:**

Mayor Pro Tem (1 position)

Vacant – Assign to Commissioner Greg Davis

Ordinance states there is no set term for this position and the BOC appoints this position.



Economic Development Commission (6 positions)

Mayor Joseph Przywara  
Commissioner Greg Davis  
Commissioner Bill Brennan  
Commissioner Beverly Mayhew  
Commissioner Dee Gray  
Commissioner Debbie Watts

Resolution states members will serve in their ex-officio capacities as the Mayor and Town Commissioners. Mayor and Mayor Pro Tem will serve as Chair and Vice-Chair. Town Administrator will serve as Executive Director.

Human Resources Committee (3 positions)

Mayor Joseph Przywara  
Commissioner Greg Davis  
Commissioner Bill Brennan

Resolution states the HR Committee will consist of 2 Commissioners which are selected by the Mayor, along with the Mayor as an ad-hoc member. Appointments are for a one- year term and will be reappointed at the regular meeting in January.

Planning Board Liaison (2 positions)

Mayor Joseph Przywara  
Alternate – Commissioner Dee Gray

Appointed by the Board of Commissioners.

Parks Commission Liaison (1 position)

Commissioner Beverly Mayhew

Appointed by the Board of Commissioners.

GSATS (4 positions)

TAC – Commissioner Bill Brennan  
TAC Alternate – Commissioner Dee Gray  
TCC – Chad Hicks  
TCC Alternate – Commissioner Debbie Watts

Appointed by the Board of Commissioners.

Chamber of Commerce Liaison (1 position)

Commissioner Debbie Watts

Appointed by the Board of Commissioners.

Calabash Fire Department Liaison (1 position)

Commissioner Dee Gray

Appointed by the Board of Commissioners.

Cape Fear Council of Governments (2 positions)

Commissioner Bill Brennan  
Alternate – Commissioner Beverly Mayhew

Appointed by the Board of Commissioners. Cape Fear COG bylaws state that there must be a member AND alternate appointed.

**SECTION 2:**

The terms of these officers, committee and liaison assignments shall run until the next organizational meeting of the Board of Commissioners.

**SECTION 3:**

All previous officers, committee and liaison assignments are voided by this Resolution.

*A Resolution will be completed with the new designated appointments and placed on the January 2022 agenda for approval.*

Discussion on 2022 Meeting and Holiday Schedules:

COMMISSIONER DAVIS MADE A MOTION TO APPROVE THE TOCS BOARDS AND COMMISSIONS MEETING SCHEDULES FOR 2022. COMMISSIONER BRENNAN SECONDED THE MOTION. MAYOR PRZYWARA CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

COMMISSIONER BRENNAN MADE A MOTION TO APPROVE THE TOCS 2022 HOLIDAY CLOSINGS. COMMISSIONER GRAY SECONDED THE MOTION. MAYOR PRZYWARA CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

COMMISSIONER DAVIS MADE A MOTION TO APPROVE THE TOCS 2022 RECYCLE CENTER SCHEDULE. COMMISSIONER BRENNAN SECONDED THE MOTION. MAYOR PRZYWARA CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Discussion on Recycle Center:

Mr. Hicks said we have some proposed rules in the packet that Ms. Treglia put together for the Recycle Center. There was discussion on a couple of residents that have been banned from using the Recycle Center and they have come to us with reconciliation with the Town. It was the consensus of the Board to allow them to start using the Recycle Center again as long as the rules are followed. Ms. Treglia said we are trying to make the procedures/rules more clear and would like approval of the procedures/rules so they may be enforced. There was discussion on this matter. The Board was in agreement of the rules/procedures and the public can be notified on a staff level.

**Public Comment:**

Mr. Dan Conte, 1434 Fencepost Lane – Mr. Conte said he has been listening about the commercial use of the landfill. Mr. Conte said how about charging a contractor \$500.00 per year to use the Recycle Center or a quarterly fee. Mr. Conte said it might deter some of the people who are just taking a job here or there. Mr. Conte said if there was a card with a punch hole, you could charge them based on the number of punches. Mr. Conte said when people use it the wrong way, it affects

all of us. Mr. Conte said you can just make them pay. Mr. Conte said when he moved here, there were things that the town's landfill did not take and he had to go elsewhere and pay.

Nancy Larkin, 39 Gate 10 – Mrs. Larkin said last month when you hired that consulting firm, when is it going to start? Mrs. Larkin asked if a report will be brought back to the Board.

Mr. Jim Ritter, Putter Place - Mr. Ritter said he got a new sticker and was told to put it in the upper left-hand corner and he put it there and you can't see it now. Mr. Hicks said he can get a new one. Mr. Ritter said he has a utility trailer that he brings in probably once a year and it doesn't seem to be a problem. Mr. Ritter said it's a lot between the trees, pinecones and pine straw. Mr. Ritter mentioned the ditch.

### **Mayor & Commissioner Comments:**

Commissioner Davis – Commissioner Davis congratulated Mayor Przywara and Commissioner Watts. Commissioner Davis said hopefully we can continue business as we have been doing. Commissioner Davis said thank you Joyce.

Commissioner Mayhew - Commissioner Mayhew thanked Joyce Dunn for everything she has done and for everything you have taught her. Commissioner Mayhew said congratulations to our new Mayor and congratulations to our new Commissioner. Commissioner Mayhew said she knows we are trying to save some money on the park by cutting back the cleaning but she would like to ask this Board to spend a little money on the park for an official big sign and we have talked about this before. Commissioner Mayhew said we can get a price and figure out where to place it.

COMMISSIONER DAVIS MADE A MOTION TO APPROVE THE PURCHASE OF A SIGN FOR THE TOWN OF CAROLINA SHORES PARK. COMMISSIONER BRENNAN SECONDED THE MOTION. MAYOR PRZYWARA CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Commissioner Mayhew asked if there was going to be internet at the park. Mr. Hicks said that would be extra. Mr. Hicks said we are also putting cameras out there. Commissioner Mayhew said we need to update the development names in the chambers to include Eagle Run.

Commissioner Gray – Commissioner Gray congratulated Mayor Przywara and Commissioner Davis and Commissioner Watts. Commissioner Gray thanked Joyce Dunn for all of her work and for helping him get started with his career here at Carolina Shores.

Commissioner Brennan – Commissioner Brennan said congratulations to all of you. Commissioner Brennan said Joyce, thank you and we have had a lot of fun. Commissioner Brennan said he wanted to plant the seed of improving the sound system in the chambers. Commissioner Brennan said he would like to think about restarting the HOA/POA Committee. Commissioner Brennan said the other thing we need to think about is spending all the federal money and taking a more determined look as to what we can spend this money on. Commissioner Brennan said GSATS was meeting later today and he looked at some of the handouts and there doesn't seem to be much change as far as Extension 31 goes.

Commissioner Watts – Commissioner Watts said she would just like to thank all of you that came. and Joyce, Chad and Niki. Commissioner Watts said she looks so forward to working with all of you guys. Commissioner Watts said this is going to be great.

Mayor Przywara – Mayor Przywara congratulated those that won the election. Mayor Przywara

thanked Joyce Dunn and welcomed new Commissioner Debbie Watts and reelected Commissioner Davis.

**Closed Session:**

None

**Adjourn:**

COMMISSIONER BRENNAN MADE A MOTION TO ADJOURN THE DECEMBER 15, 2021 REGULAR/ORGANIZATIONAL MEETING AT 11:24 A.M. COMMISSIONER DAVIS SECONDED THE MOTION. MAYOR PRZYWARA CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

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Mayor

Submitted by:

Nicole L. Hewett, Assistant Town Administrator/Town Clerk

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

**January 10, 2022**

**10:00 a.m.**

**DRAFT**

Mayor Pro Tem Greg Davis called the January 10, 2022 meeting to order at 10:00 a.m. The Pledge of Allegiance was recited and there was a moment of silence. Commissioners present: Bill Brennan, Beverly Mayhew and Debbie Watts. Also, present: Chad Hicks, Town Administrator; Lori Frye, Finance Director; Nicole Hewett, Assistant Town Administrator/Town Clerk; Sandy Wood, Inspections & Construction Superintendent and Gail Treglia, Code Enforcement Officer.

Members Absent: Mayor Joseph J. Przywara and Commissioner Dee Gray

Also Absent: None

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

Mr. Hicks said that FEMA has approved reimbursement of \$742,000.00. Mr. Hicks said this is from Hurricane Florence. Mr. Hicks said this money is unrestricted and we can use it how we want to.

Mr. Hicks said in regards to the stimulus money, the ARA funds we received from COVID, the final rule that came out from treasury is that they are assuming ten million dollars and under they are considering as lost revenue. Mr. Hicks said we can use our 1.4 million on anything we want to. Mr. Hicks said we could pay back our general fund on all the paving that was done at the Village at Calabash. Mr. Hicks said we still have to track all the funds. It was the consensus of the Board to pay back what we can to the general fund.

**Public Works Department:** Report on file.

**Public Safety Department:** Report on file.

There was discussion on the speed sign/reports and on speeding.

Ms. Treglia asked if the Board of Commissioners were going to support having concerts in 2022. Ms. Treglia said we could have one in the spring and one in the fall. It was the consensus of the Board to continue and support the concerts for 2022.

Ms. Treglia said a lady approached her to see if the Board would support a craft fair/art show maybe sometime in the fall. It was the consensus of the Board to have the Parks Commission get involved with that and the concerts.

**Finance Report:** Report on file. Mrs. Frye gave the Finance Report.

**Committee & Volunteer Group Reports:**

None

**Consent Agenda:**

There was discussion on the process of approving minutes.

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

- Resolution R-22-1 Officers and Liaison Appointments
- Resolution R-22-2 Planning Board Appointment
- 2022 Arbor Day Proclamation
- Economic Development Commission Meeting Minutes of November 7, 2019
- Board of Commissioners Meeting Minutes of September 14, 2020
- Board of Commissioners Meeting Minutes of November 2, 2020
- Board of Commissioners Meeting Minutes of November 1, 2021

COMMISSIONER MAYHEW SECONDED THE MOTION. MAYOR PRO TEM DAVIS CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

**Old Business:**

None

**New Business:**

**Budget Retreat Discussion:**

Mr. Hicks asked the Board to be thinking about when they would like to have their Budget Retreat.

**Budget Ordinance Amendment 22-1 – Paving & Vehicles:**

Mr. Hicks said all these expenditures were approved by the Board of Commissioners.

COMMISSIONER BRENNAN MADE A MOTION TO APPROVE BUDGET ORDINANCE AMENDMENT 22-1 – PAVING AND VEHICLES. COMMISSIONER WATTS SECONDED THE MOTION. MAYOR PRO TEM DAVIS CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

**Public Comment:**

None

**Mayor & Commissioner Comments:**

Mayor Przywara – Absent

Commissioner Gray - Absent

Commissioner Brennan – Commissioner Brennan said he has been asked to see if the Town would be willing to put up a “No Outlet” sign at the intersection of Nautical Lane and Captains Court or

just before Captains Court. Commissioner Brennan said that Captains Court is a long way down and a lot of people go down there expecting to be able to get out at the other end and when they can't, they turn around and driving all over the people's laws and hitting mailboxes of the people in the cul-de-sac. Commissioner Brennan said that made him think of Thrush as there is no exit there. Commissioner Brennan said we are getting a lot of inspections done and he is glad to see Mr. Wood here. Commissioner Brennan said we are ok with the number of inspections we are doing. Mr. Wood said yes. Mr. Wood said we may have to roll some over to 48 hours. Commissioner Brennan said there is supposed to be some planting done in between the Carolina Cove extension and the back of The Village. Commissioner Brennan said they took out trees that they weren't supposed to take out and they were going to replace them and they have never replaced them and all those houses are built now. Mr. Hicks said we will get in contact with them. Mr. Wood said he has been in contact with them. Mr. Wood said he has been working with them for six months now. Commissioner Brennan said he has a comment on cybersecurity. Commissioner Brennan said it mentions that is one item we can spend money on. Commissioner Brennan said if they see our bank account, it makes us vulnerable. Mr. Hicks will contact ATMC and have them review it again.

Commissioner Watts – Commissioner Watts asked if we were able to get the dog crate that was going to be mounted in the Ford Escape. Commissioner Watts said she wants the animals protected. Commissioner Watts asked about the speaker system and asked if we need to replace them or do, they need to be serviced. Ms. Hewett will turn speaker system on about 30 minutes before the meeting. Commissioner Watts said she would like to commend the employees at the Recycle Center as they are doing a great job. Commissioner Watts said the Recycle Center is an asset for all residents of Carolina Shores.

Commissioner Mayhew – Commissioner Mayhew said on the Arbor Day Proclamation, it makes reference to the date of March 18<sup>th</sup>. Commissioner Mayhew asked what the plan, if any there was going to be for Arbor Day this year. It was the consensus of the Board to not hold Arbor Day at Town Hall due to Covid. Commissioner Mayhew asked about making up bags for the kids. It was the consensus of the Board to include all second-grade classes from Jessie Mae Monroe Elementary School. Commissioner Mayhew asked if the letters were sent to the HOA/POA presidents inviting them to the Board of Commissioners meeting and if so, was there any response. Mr. Hicks said that letters had not gone out but we would get them out.

**Closed Session:**

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

COMMISSIONER MAYHEW MADE A MOTION TO COME OUT OF CLOSED SESSION AND GO BACK INTO REGULAR SESSION. COMMISSIONER BRENNAN SECONDED THE MOTION. MAYOR PRO TEM DAVIS CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

COMMISSIONER MAYHEW MADE A MOTION TO ADVERTISE FOR THE POSITION OF OFFICE ASSISTANT. COMMISSIONER BRENNAN SECONDED THE MOTION. MAYOR PRO TEM DAVIS CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

**Adjourn:**

COMMISSIONER BRENNAN MADE A MOTION TO ADOURN THE JANUARY 10, 2022 REGULAR MEETING AT 11:08 A.M. MAYOR PRO TEM DAVIS SECONDED THE MOTION. MAYOR PRO TEM DAVIS CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

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Mayor

Submitted by:

Nicole L. Hewett, Assistant Town Administrator/Town Clerk



**TOWN OF CAROLINA SHORES  
BOARD OF COMMISSIONERS  
SPECIAL CALLED MEETING MINUTES**

**January 31, 2022**

**10:00 a.m.**

**DRAFT**

Mayor Joseph Przywara called the January 31, 2022 Board of Commissioners Special Called Meeting to order at 10:00 a.m. Commissioners Present: Bill Brennan, Beverly Mayhew, Debbie Watts and Dee Gray. Others Present: Chad Hicks, Town Administrator and Nicole Hewett, Assistant Town Administrator/Town Clerk

Board of Commissioners Absent: Commissioner Greg Davis

Others Absent: None

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

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

COMMISSIONER BRENNAN MADE A MOTION TO COME OUT OF CLOSED SESSION AND GO BACK INTO REGULAR SESSION. COMMISSIONER MAYHEW SECONDED THE MOTION. MAYOR PRZYWARA CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

COMMISSIONER BRENNAN MADE A MOTION TO INSTRUCT THE TOWN ADMINISTRATOR TO CONTACT THE PROPOSED CANDIDATE AND HIRE PENDING ALL APPROPRIATE BACKGROUND CHECKS. COMMISSIONER MAYHEW SECONDED THE MOTION. MAYOR PRZYWARA CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

**Discussion on Reallocation of Office Space:**

There was discussion on the reallocation of office space. Ms. Hewett reviewed a plan to open up the other side of Town Hall and relocate one employee from the front office. Included in the plan, was moving one employee in Administration and utilizing offices in the back for other purposes including storage.

**Adjourn:**

COMMISSIONER BRENNAN MADE A MOTION TO ADJOURN THE JANUARY 31, 2022 BOARD OF COMMISSIONERS SPECIAL CALLED MEETING AT 11:00 A.M. COMMISSIONER GRAY SECONDED THE MOTION. MAYOR PRZYWARA CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

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Mayor

Submitted by:  
Nicole Hewett, Assistant Town Administrator/Town Clerk

ORDINANCE 22-2

AN ORDINANCE OF THE TOWN OF CAROLINA SHORES,  
PROVIDING THAT ITS CODE OF ORDINANCES BE  
AMENDED BY CHANGING AND ALTERING THE TEXT OF  
THE UNIFIED DEVELOPMENT ORDINANCE AS REQUIRED  
BY GENERAL STATUTE AS DEFINED IN GS 160D

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

Section 1: Title IX: Planning and Regulation of Development, Chapter 91 Unified Development be amended as follows.

91.74 TABLE OF PERMITTED/SPECIAL USES be amended to allow restaurant, including drive-in/drive-through facilities, in the Neighborhood Business Zoning District in the Town of Carolina Shores.

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

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

In the COUNTY OF BRUNSWICK

Adopted this \_\_\_ Day of \_\_\_\_\_, 2022

TOWN OF CAROLINA SHORES BOARD OF COMMISSIONERS

By: \_\_\_\_\_  
Joseph J. Przywara, Mayor

\_\_\_\_\_  
Nicole Hewett, Clerk to the Board

ATTEST:

Consistency Statement Language for Text Amendment:

I \_\_\_\_\_ move that the Board find that the proposed text amendment does the following:

(x) complies with the Town's comprehensive long-range plan and transportation plan

(AND)

that the zoning request is reasonable and in the public interest by meeting the goals listed below of the Carolina Shores Comprehensive Plan:

The concept of uniformity should be supported in all zoning deliberations. Uniformity is a basic premise of zoning which holds that all land in similar circumstances should be zoned alike; any different circumstances should be carefully balanced with a demonstrated need for such different treatment

(AND)

I therefore move that the Board adopt the foregoing as a statement of consistency to previously approved plans and planning documents.

Second, \_\_\_\_\_.

Vote:

Aye: \_\_\_\_\_

No: \_\_\_\_\_

# 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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## New Recycle Center and Sticker Procedures

### Procedures:

- All Stickers should be affixed to the driver's side windshield **where it is visible from the outside** of the vehicle by February 28, 2022. Placement of sticker to the driver's side windshield enables the attendant to observe the sticker faster. Yellow sticker CAR/ SUV, Blue sticker TRUCK.
- No entrance will be allowed if sticker is not affixed to the windshield of the vehicle. If resident has an old sticker, attendant will direct resident to go to Town Hall and register to receive a new Recycle Center sticker.
- If resident has the wrong color sticker for their vehicle, entrance will not be allowed and attendant will direct resident to go to Town Hall and register to receive the proper sticker.
- Old stickers need to be removed from windshield. Attendants will be instructed to tell residents to remove them.
- 3 stickers per residence will be allowed.
- **Ordinance 42.03 (B)(2) "Commercial and business producers. No commercial, industrial, business or nonresidential waste shall be allowed into the solid waste management system of the town."** These vehicles will be determined by the business listed on their registration or if they are a resident by advertisement listed on their vehicle i.e., landscaper's builder's plumbers etc. By authority of the Board of Commissioners, if the attendant

observes a vehicle bringing in large load of debris two to three times a week, a reasonable person would assume the debris is not coming from their own residence. The attendant will notify the Code Compliance Officer for follow-up investigation which may lead to the suspension of their Recycle Center privilege.

- If while enforcing the procedures a resident becomes irate, an Attendant will fill out a Recycle Center Incident Report documenting the time, date, vehicle description, license plate and sticker number. Attendant will immediately notify the Code Compliance Officer and/or Public Works Director. If a resident poses a threat at any time to Recycle Center Staff, 911 will be called immediately.
- Each attendant will be briefed individually by the Code Compliance Officer and Public Works Director about these procedures.
- A \$25.00 Temporary Registration is available for short term rental homes and other situations approved by Town Administrator.
- A One Day Pass is available for rental vehicles and visitors. These passes are to be collected by attendant and returned to the front desk at Town Hall on the day the pass is used at the Recycle Center.

*Town of Carolina Shores - Gateway to North Carolina*

TOWN OF CAROLINA SHORES  
NORTH CAROLINA

200 Persimmon Road  
Carolina Shores, NC 28467



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

PASS NUMBER: \_\_\_\_\_

**ONE DAY RECYCLE CENTER PASS**

NAME: \_\_\_\_\_ HOMEOWNER \_\_\_\_\_ VISITOR \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

TOWN OF CAROLINA SHORES ADDRESS: \_\_\_\_\_

VEHICLE MAKE \_\_\_\_\_ LICENSE PLATE # \_\_\_\_\_ CAR RENTAL YES \_\_\_\_\_ NO \_\_\_\_\_

VALID ENTRANCE DATE: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

ISSUED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

RECYCLE CENTER ATTENDANT SIGNATURE: \_\_\_\_\_ DATE COLLECTED: \_\_\_\_\_

DATE RETURNED TO OFFICE: \_\_\_\_\_

*Town of Carolina Shores - Gateway to North Carolina*

TOWN OF CAROLINA SHORES  
NORTH CAROLINA



200 Persimmon Road  
Carolina Shores, NC 28467

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

PASS NUMBER: \_\_\_\_\_

**TEMPORARY RECYCLE CENTER PASS**

NAME: \_\_\_\_\_ HOMEOWNER \_\_\_\_\_ VISITOR \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

TOWN OF CAROLINA SHORES ADDRESS: \_\_\_\_\_

VEHICLE MAKE \_\_\_\_\_ LICENSE PLATE # \_\_\_\_\_ CAR RENTAL YES \_\_\_\_\_ NO \_\_\_\_\_

VALID FROM: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

ISSUED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

RECYCLE CENTER ATTENDANT SIGNATURE: \_\_\_\_\_ DATE COLLECTED: \_\_\_\_\_

DATE RETURNED TO OFFICE: \_\_\_\_\_

*Town of Carolina Shores - Gateway to North Carolina \$25.00 Fee*