



Workshop Meeting of the Town of Carolina Shores
Board of Commissioners
February 2, 2015 10:00am

Call to Order

- I. Administrative Reports
 1. Administrative Reports
 2. Committee Reports
- II. New Business
 3. Regular Meeting, February 5, 2015 Agenda Items
 - a. Consideration of Appointments to Various Boards and Committees
 - b. Review of proposed volunteer kick-off meeting schedule
 - c. Review of official picture schedule, and official portrait displays
 4. Training Session for Paperless Agenda System
- III. Public Comment
- IV. Mayor and Board of Commissioner Comments
- V. Closed Session: Closed Session pursuant to GS 143-318.11 (a) (6) personnel, (5) real estate
- VI. Adjournment

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
January 5, 2015
10:00 a.m.**

DRAFT

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

Members Absent: Commissioner John Russo

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 December 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

In December, work has focused on public works activities: convenience site improvements, Clubview reconstruction, and tree trimming. The hiring process continues for Building Inspector and a Maintenance Supervisor, these positions are open until filled, preliminary interviews of applications received to date have been conducted.

Operational

Finance

Finance is preparing for the budget retreat and has proposed several dates for the retreat in March, 2015.

Public Works

Maintenance

Maintenance is working in two areas: trimming back overhanging vegetation from the vacant lots into roadside ditch lines/right-of-way, landscape improvements to Town Hall, and vegetative maintenance of trees in and along the medians of the Carolina Shores subdivision (via third-party contractor).

A meeting was held with Waste Industries on the convenience site, a plan was put into place to address holiday traffic for Christmas, staffing schedules were modified to allow for a Code Compliance presence after Christmas and New Years and additional traffic control devices have been ordered to help regulate traffic flow and to provide for better direction internal to the site, an additional 20 yard container is planned to be delivered on Wednesday in case there is a volume issue with the MSW compactor.

Inspections

Inspections is continuing to work hard through increased permit volume, there are currently 75 houses under construction. The Chief Building Inspector has participated in preliminary interviews of Building Inspector candidates as previously discussed manpower needs are in the process of being addressed.

Public Safety

Code Compliance is working on right-of-way signage enforcement and an educational campaign on Town Codes. Code Compliance is working to rebuild relationships with the first responder personnel: Fire, EMS, law enforcement.

Project

Code

The Code project is nearing completion; American Legal Publishing continues to work on codification of the material and has updated the Town with a schedule that projects completion by month end.

Resurfacing

Clubview Reconstruction

1. Engineering Services – complete
2. Preliminaries – complete
3. Bid Phase – complete
4. Construction – on going, demolition of existing roadway continues, progress has been delayed due to both moisture and compaction issues; S&ME has been engaged to review materials used and a report was produce detailing findings. At the present time, the issues moving forward appear resolved; however, the first material placed continues to have compaction and moisture issues, the contractor has been put on notice regarding these issues as well as the need to address schedule slippage via a change order dealing with schedule (establishing a new timeline for completion).

Clubview Project Update

January 5, 2015

Mr. Mendenhall discussed the packet material for consideration on Clubview Lane:

1. Cover letter
2. Change request for 1st section: recommend denial
3. Change request for material in NC R/W: recommend approval
4. Change request on time, contractor states next two weeks: recommend Jan 30th, no paving until S&ME compaction determines material placed meets specification including but not limited to compaction

There was lengthy discussion on the change requests noted above. It was the consensus of the Board of Commissioners to hold off on change orders until the report from S&ME is received.

Drainage

Roadside Drainage Maintenance

1. Roadside Drainage – roadside drainage ditch maintenance is delayed.

Incorporations via Reference

Inspections – please refer to the Inspections Report as provided

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

Committee Reports:

Calabash Fire Department – Mayor Goodenough said the total number of calls for the Fire Department ending December 31, 2014 were 1,858 calls.

Keep Brunswick County Beautiful – Mr. Gere Dale gave the KBCB report. Mr. Dale said he hopes everyone had the opportunity to read Laura Lewis's column in last week's edition of the Brunswick Beacon. Mr. Dale said it was an excellent article. Mr. Dale said KBCB commitment for this year is very simply to reduce the amount of litter and waste in Brunswick County and also to encourage recycling. Mr. Dale said he thinks the organization is committed to working with some of the schools in Brunswick County to get the youngsters that are not on board with recycling, on board. Mr. Dale said the idea is to get the youngsters recycling and they will force their parents to recycle and Mr. Dale thinks that is a good philosophy. Thank you.

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

New Business:

Consideration of a proposed revision to the development plan of Lighthouse Cove Subdivision: There was discussion on this item. It was the consensus of the Board to place this item on the Thursday regular agenda.

Review of Thicketwood paving Interest: It was the consensus of the Board to get a cost estimate on this project from the Town Engineer. There was discussion on Gumwood as well. This item to be discussed at the 2015 Board Retreat.

Review of dates and themes for the annual budget retreat: There was discussion on this item. It was the consensus of the Board that the retreat be held on March 13, 2015. There was discussion on any additional items for the Board retreat. Items discussed: road paving schedule, revise asphalt maintenance schedules, re-do UDO regarding road acceptance process, road consultation firm, potential streetlights for Lighthouse Cove and BEMC changing out streetlight bulbs to LED bulbs.

Public Comment:

Gere Dale, 46 Calabash Dr. – Mr. Dale said he has four items to discuss. Mr. Dale said he has three vacant lots within a block of his house and the lots have been unattended for 27 ½ years while he has lived there. Mr. Dale said the trees and vegetation are overgrown and one of the lots has a low base so the water accumulates. Mr. Dale said that particular lot had a tree fall down over the road on Calabash Drive back in December and the town crew opened the road and then came back later and moved the balance of the tree over onto that property. Mr. Dale said he is hoping

that the town, in a situation like that; bills the property owner because it certainly seems to him that the taxpayers should not have to pay for what he calls a dereliction on part of the property owner. Mr. Dale said there are two other trees on that lot that also hang towards the road and when the next big storm comes, those trees will be down. Mr. Dale said he knows we don't have an appearance standard in the town and the POA has pretty well advocated their responsibility in that regard but he thinks something like that should be considered because it has an effect on our property values. Mr. Dale said his second item is stop bars on the major intersections in the town, the painted white stop bars. Mr. Dale said he thinks that was approved a year ago by the town and that it needs to get back up on the front burner. Mr. Dale said if you drive our streets and see the driving habits of our people, maybe stop bars wouldn't be a total deterrent but at least if they ignore the stop signs, maybe a big stop bar would be a deterrent. Mr. Dale said for many years Brunswick Trucking did the maintenance work in the town ditches. Mr. Dale said Gerin has his band of Mexicans as he calls them, come in and do the ditches. Mr. Dale said the town elected several years ago to have the town maintenance crew work on those ditches, basically those ditches have been without any attention for a couple of years, water lays in those ditches, water doesn't move through those ditches and he encourages the town to do something about it. Mr. Dale said there was a maintenance crew that came out for a couple of days in December and worked on one sixth of a ditch on the golf course and unfortunately that was at the rear end of the water flow so it didn't do any good at all other than increase the amount of water that was in that particular area. Mr. Dale said he knows several members of the Board back in the fall made quite a spiel about the amount of money that had been saved at the Recycle Center by various things about \$5,000-\$6,000 of taxpayer's money. Mr. Dale said it's kind of interesting to him that in that same period of time, the town spent over \$30,000 for vehicles and no mention to his knowledge, was ever made of that more than \$30,000 which was spent for town vehicles, several of which sit out there in the parking lot on a regular basis and there are five town vehicles lined up in the parking lot that he sees almost every day. Thank you.

Mayor and Commissioner Comments:

Commissioner Manning – Commissioner Manning said hopefully everybody had a safe and enjoyable holiday and Happy New Year to everybody. Commissioner Manning said speaking of new lights, there is a new one up on the corner of the Parkway and Country Club and it lights up the corner quite well and hopefully down the road, we will be able to get new lighting and put it in different areas. Commissioner Manning said hopefully everyone comes to the next meeting and if you need anything call, thank you. Commissioner Manning said he wanted to acknowledge the passing of our HOA/POA Chairperson's, Maslin Kain's husband. Commissioner Manning asked that people keep in mind Commissioner Russo's son who had surgery and that is why he's absent.

Commissioner Davis – None

Commissioner Przywara – Commissioner Przywara said he wanted to wish everyone a Happy New Year.

Commissioner Russo – None absent.

Commissioner Brennan – Commissioner Brennan said Happy New Year.

Mayor Goodenough – None

Closed Session:

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

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

Mayor Goodenough said moving forward, the Human Resources Committee made some recommendations.

COMMISSIONER DAVIS MADE A MOTION TO AUTHORIZE THE TOWN ADMINISTRATOR TO CONTINUE WITH THE IMPLEMENTATION OF THE REORGANIZATION OF THE DEPARTMENT OF PUBLIC WORKS, TO HIRE A CANDIDATE FOR BUILDING INSPECTOR, TO HIRE A CANDIDATE FOR MAINTENANCE SUPERVISOR, TO ELIMINATE THE MAINTENANCE FOREMAN POSITION AND ADVERTISE THE OTHER POSITIONS AS DISCUSSED IN CLOSED SESSION. COMMISSIONER BRENNAN SECONDED THE MOTION. MAYOR GOODNEOUGH ASKED IF THERE WERE ANY DISCUSSION. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Adjourn:

COMMISSIONER BRENNAN MADE A MOTION TO ADJOURN THE JANUARY 5, 2015 BOARD OF COMMISSIONERS WORKSHOP MEETING. COMMISSIONER MANNING SECONDED THE MOTION. MAYOR GOODNEOUGH ASKED IF THERE WERE ANY DISCUSSION. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Walter B. Goodenough, Mayor

Submitted by:
Nicole Marks
Town Clerk

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

January 8, 2015

2:00 p.m.

DRAFT

Mayor Walter B. Goodenough called the January 8, 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 and Greg Davis. Also Present: Jon Mendenhall, Town Administrator and Nicole Marks, Town Clerk.

Absent: Commissioner Bill Brennan and Commissioner John Russo.

Agenda Adjustments:

None

Public Comments:

None

Consent Agenda:

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

- Approval of Minutes: December 1, 2014; December 4, 2014

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

Administrative Reports:

Finance Report – On file at Town Hall

Mr. Mendenhall gave the Finance Report. Mr. Mendenhall said there have been no draw downs on the Clubview project so an accurate way of looking at the report is to remove those costs. Mr. Mendenhall said the town is about half spent for the current fiscal year and we are running on schedule for the operating expense.

Mr. Mendenhall reviewed the Finance Report below:

New Business:

Consideration of a proposed revision to the development plan of Lighthouse Cove Subdivision:

COMMISSIONER PRZYWARA MADE A MOTION TO APPROVE THE CONSIDERATION OF A PROPOSED REVISION TO THE DEVELOPMENT PLAN OF LIGHTHOUSE COVE SUBDIVISION. COMMISSIONER MANNING SECONDED THE MOTION. MAYOR GOODENOUGH ASKED IF THERE WERE ANY DISCUSSION. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Mayor and Commissioner Comments:

Mayor Goodenough – None

Commissioner Manning – Commissioner Manning said he hopes everyone can be well soon and Commissioner Russo gets home safely.

Commissioner Davis – Commissioner Davis said he has the same sentiments regarding illnesses and travels and hopes everybody is fine by the next time the Board gets together.

Commissioner Przywara – Commissioner Przywara said Happy New Year.

Commissioner Russo – None/Absent

Commissioner Brennan – None/Absent

Closed Session:

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

COMMISSIONER MANNING MADE A MOTION TO COME OUT OF CLOSED SESSION AND GO BACK INTO REGULAR SESSION. COMMISSIONER DAVIS SECONDED THE MOTION. MAYOR GOODENOUGH ASKED IF THERE WERE ANY DISCUSSION. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Mayor Goodenough said no votes or actions were taken.

Adjourn:

COMMISSIONER MANNING MADE A MOTION TO ADJOURN THE JANUARY 8, 2015 BOARD OF COMMISSIONERS MEETING. COMMISSIONER DAVIS SECONDED THE MOTION. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Walter B. Goodenough, Mayor

Submitted by:
Nicole Marks
Town Clerk

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.

TOWN OF CAROLINA SHORES NORTH CAROLINA

200 Persimmon Road
Carolina Shores, NC 28467



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

MEMORANDUM

TO: Mayor and Board of Commissioners
FROM: Jon M. Mendenhall, Town Administrator
SUBJECT: January Administrative Report
DATE: 1/23/15
ENCL: None
CC: File

This report serves as the report of administrative activities undertaken by the Town in the month of January 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

In January, work has focused on public works activities: taking down Christmas lights, Clubview reconstruction, and re-organization of the Maintenance Division. The hiring process continues for a Building Inspector while a Maintenance Supervisor has been hired. Meetings occurred with GSATS, Tribute Homes, DR Horton, and the Town Engineer as several processes begin reaching milestones: transportation improvement program (GSATS), Lighthouse Cove building (Tribute Homes), street warranty/bond close-out (DR Horton), and completion of engineering program of work as engineering transitions (Town Engineer).

Operational

Finance

Finance is preparing for the budget retreat as well as preparing tax documents as required by law.

Public Works

Maintenance

Maintenance is working in two areas: trimming back overhanging vegetation from the vacant lots into roadside ditch lines/right-of-way, landscape improvements to Town Hall, and repairing

shoulder ruts in areas where vehicles have been using the shoulder of the road as part of on-going maintenance activities town-wide.

Inspections

Inspections is continuing to work hard through increased permit volume, there are currently a large number of houses under construction.

Public Safety

Code Compliance is working on an educational campaign on Town Codes. Code Compliance is working to build relationships with first responder personnel: Fire, EMS, law enforcement.

Project

Code

The Code project is substantially complete, American Legal Publishing has produced the final draft for review.

Resurfacing

Clubview Reconstruction – project is substantially complete, paving occurred the week of January 19, 2015; a few close-out items remain.

Drainage

Roadside Drainage Maintenance

1. Roadside Drainage – roadside drainage ditch maintenance is delayed

Incorporations via Reference

Inspections – please refer to the Inspections Report as provided

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

ACTIVITY REPORT – BUILDING PERMITS
TOWN OF CAROLINA SHORES
DECEMBER 2014

Single Family Residence	9
Total Cost of Construction (Stick built – SF	\$1,925,226
Multi- Unit Housing	0
Total Cost of Construction (Multi Unit Housing)	\$0
Modular Home Permits	0
Total Cost of Construction – Modular	\$0
Manufactured Home Permits	0
Total Cost of Construction – Manufactured Homes	\$0
Commercial/Industrial Building Permits	0
Total Cost of Construction Commercial/Industrial Building	\$0
TOTAL BUILDING PERMIT CONSTRUCTION VALUATION	\$1,925,226
Other Building Permits (i.e. Addition, fence, deck, garage, shed, sunroom, mail station, concrete/asphalt paving, roof over deck, windows) construction valuation	\$36,632 (4)
Building Permits	13
Demolition	0
Electrical Permits	0
Mechanical Permits/Gas Permits	12 12/0
Plumbing Permits	0
Sign Commercial	0
Inspections Completed	197
Certificate of Occupancy Certificates	5
TOTAL CERTIFICATE OF OCCUPANCY (CONSTRUCTION VALUATION)	\$670,546
PERMIT FEE REVENUE	\$27,060
YEAR TO DATE PERMIT REVENUE	\$120,098

Cc: Town Administrator – FINAL REPORT – 12/1-31/2014
Judy – Brunswick Co. Inspection Dept. 253-2024

CALABASH FIRE DEPARTMENT

ALARM REPORT

DECEMBER 2014

	BUILDINGS FIRES	FALSE ALARMS	WOODS BRUSH	MVA NO INJ	MVA INJ/EXT	VEHICLE FIRE	RESCUE	OTHER*	EMS	TOTAL
NUMBERS OF RESPONSES	7	7	0	6	1	1	0	10	126	158
FIREFIGHTERS RESPONDING	61	45	0	43	11	8	0	57	593	818

APPARATUS RESPONSE

LADDER 1260	13
TANKER 1265	1
ENGINE 1270	1
ENGINE 1271	2
RESCUE ENGINE 1272	37
CHIEF'S VEHICLE 1280	16
ASSISTANT CHIEF'S VEHICLE 1281	11
UTILITY 1282	0
FIRST RESPONDER 1284	88
BRUSH 1285	31
RESCUE 1295	5
STATION	137
POV	3

MUTUAL AID

GIVEN	6
RECEIVED	4

EMERGENCY CALLS

	FIRE	MISC	EMS	TOTAL
TOWN OF CALABASH	2	7	47	56
TOWN OF CAROLINA SHORES	1	8	41	50
BRUNSWICK COUNTY (CFD DIST)	1	7	38	46
BRUNSWICK COUNTY MUTUAL AID	2	0	0	2
HORRY COUNTY MUTUAL AID	1	3	0	4
TOTAL	7	25	126	158

OTHER CALLS*

5-Smoke detector battrie changes
2-Standby station 2 Horry County
1-Trash fire
1-Lockout car
1-Assist Patient out of car

YTD CALLS -

1,858

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: Consideration of Appointments to Various Boards and Committees

Contact: Mr. Walter B. Goodenough, Mayor

Location: New Business

Follow-up: Swearing-in

Requested Action: Action (motion, second, vote)

Budgetary Impact: None

Narrative:

This item seeks the Board's consideration of appointments to various boards and committees of the Town:

- Planning Board – Mr. Norman Neligon, Planning Board ETJ Alternate

"I, _____, do solemnly swear (or affirm) that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as a member of the Planning Board, so help me God."

- Tree Advisory Committee - _____, Tree Advisory Committee

Tree Advisory Committee should have a potential appointment to recommend and will do so at the workshop meeting.

"I, _____, do solemnly swear (or affirm) that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as a member of the Tree Advisory Committee, so help me God."

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

Item: Review of proposed volunteer kick-off meeting schedule
Contact: Mr. Jon M. Mendenhall, Town Administrator
Location: New Business
Follow-up: Schedule
Requested Action: Consensus
Budgetary Impact: None

Narrative:

This item seeks the Board's review of the following proposed volunteer kick-off meeting schedule:

Tuesday, February 24, 2015 at 10:00am

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

Item: Review of official picture schedule, portrait display

Contact: Mr. Jon M. Mendenhall, Town Administrator

Location: New Business

Follow-up: Schedule

Requested Action: Consensus

Budgetary Impact: Minor, less than \$500 estimated

Narrative:

This item seeks the Board's review of the following proposal:

1. As a group, the sitting Board of Commissioners has an official picture taken each year.
2. As the Mayor, the sitting Mayor has an official picture taken once during his or her term.
3. Portraits are to be displayed in the lobby of Town Hall outside the meeting door of the Board.

Tentatively: looking for pictures to be taken in March (probably at the Thursday regular meeting of the Board).

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.)