



Workshop Meeting of the Town of Carolina Shores
Board of Commissioners
January 5, 2015 10:00am

Call to Order

I. Administrative Reports

1. Administrative Reports
2. Committee Reports

II. New Business

3. Regular Meeting, January 8, 2015 Agenda Items
 - a. Consideration of a proposed revision to the development plan of Lighthouse Cove Subdivision
 - b. Review of Thicketwood paving interest
 - c. Review of dates and themes for the annual budget retreat

III. Public Comment

IV. Mayor and Board of Commissioner Comments

V. Closed Session: Closed Session pursuant to GS 143-318.11 (a) (6) personnel

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
December 1, 2014
10:00 a.m.**

DRAFT

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

Members Absent: None

Others Absent: None

Call to Order:

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

Administrative Reports:

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

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

Administrative

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

Operational

Finance

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

Public Works

Maintenance

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

Inspections

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

Public Safety

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

Project

Code

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

Resurfacing

Clubview Reconstruction

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

Drainage

Roadside Drainage Maintenance

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

Incorporations via Reference

Inspections – please refer to the Public Works Report as provided

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

Committee Reports:

Keep Brunswick County Beautiful – Mr. Gere Dale said there was nothing to report because the November meeting was cancelled due to lack of a quorum.

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

Tree Advisory Committee – Commissioner Russo said there was nothing to report.

Calabash EMS – Commissioner Manning said Calabash EMS has opened a new thrift shop at the store next to the bagel shop. Commissioner Manning said they moved out of the shopping center they were in and the grand opening was on Saturday. Commissioner Manning said to follow up with Commissioner Russo, there is another week for Toys for Tots to fill the box with brand new toys and there was one over the weekend in Shallotte and they did very well with it.

New Business:

Review of Annual FY 14 Audit: Town Auditor, Isaac Norris reviewed the 2013-14 annual FY Audit with the Board of Commissioners. (A copy of the Annual Audit for 2013-14 is on file with the Town Clerk)

Consideration of Official Calendar for Calendar Year 2015: There was discussion on this item. There are two modifications on two pages to reflect the dates of December 24 & 25 not December 24 & 24. This item to be placed on the Thursday Consent Agenda with the modifications.

Consideration of a Resolution Granting Encroachment Permits: There was discussion on this item. This item to be placed on the Thursday Consent Agenda.

Consideration of a Resolution for Community Volunteers: There was discussion on this item.

COMMISSIONER DAVIS MADE A MOTION TO REMOVE ITEM D FROM THE RESOLUTION ESTABLISHING A COMMUNITY VOLUNTEER PROGRAM TO AUGMENT TOWN PUBLIC SERVICES. COMMISSIONER BRENNAN SECONDED THE MOTION. MAYOR GOODENOUGH ASKED IF THERE WERE ANY FURTHER DISCUSSION. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED WITH A 4 TO 1 VOTE WITH COMMISSIONERS BRENNAN, RUSSO, DAVIS AND PRZYWARA AS YES AND COMMISSIONER MANNING AS NO.

It was also the consensus of the Board to modify item number 6 on the Resolution for Community Volunteers. This item to be placed on the Thursday Consent Agenda with the modifications.

Consideration of a Resolution for Appointment of an ETJ Alternate Representative: There was discussion on this item. This item to be placed on the Thursday Consent Agenda.

Public Comment:

Gere Dale, 46 Calabash Dr. – Mr. Dale said he has been off the Board for five years and in that interim, he has submitted roughly seventy-five requests for information under the Freedom of

Information Act. Mr. Dale said seventy-two of those requests have been filled very promptly and completely by the Town Clerk but the last three months he has had great difficulty getting his requests for information filled. Mr. Dale said he goes back to the last time he spoke to the Board in November. Mr. Dale said thirteen days ago he requested a copy of the Town Administrator Report that the Board has in front of them this morning and he has not yet received that and has not received a telephone call telling him why he hasn't received it and he can only assume that it's a vindictive act on the Town's part, specifically by the Town Administrator. Mr. Dale said he's amused because at the Board's last meeting in November, you passed a Resolution revising the Communication Policy. Mr. Dale read the first sentence of that policy "Whereas the Board of Commissioners of the Town of Carolina Shores values prompt, accurate, and transparent communication with residents". Mr. Dale said there is a Mission Statement that accompanies that which says "The municipal government of the Town of Carolina Shores exists solely for the purpose of providing the best possible services to the citizens of Carolina Shores. It is committed to providing these services with honesty, integrity, compassion, fairness, and a commitment to excellence." Mr. Dale said that has certainly not been the case in honoring his requests for information. Mr. Dale said Saturday morning at the Recycle Center, he was there twice, once at 7:20 in the morning taking a load of yard waste and there were 23 cars in the eight minutes he spent there and it was obvious it was going to be a very busy Saturday morning. Mr. Dale said one would know that, knowing it was closed on Thursday and Friday. Mr. Dale said he tried to return to the Recycle Center at 10:50 on Saturday morning. Mr. Dale said he was the fourth car on Persimmon Road lined up to make the turn into the Recycle Center, cars were lined up all the way to the road and he was fourth car in line. Mr. Dale said another car pulled up behind him and then somebody who obviously was not a local at the Recycle Center came out of the line and pulled out in front of the opposite side of Persimmon Road, passing the cars in line and at that same time, there was a resident who was pulling out of the Recycle Center road and there was almost a head on collision, it was very close to being a head on collision. Mr. Dale said finally after about five minutes, two cars ahead of him in the line going into the Recycle Center got so disgusted with the situation, that person pulled out of that line and went into the Recycle Center to the left hand side of where the cones are by the compactor and that almost resulted in a head on collision. Mr. Dale said he decided he had seen enough, so he unilaterally pulled the cones out of there for a twenty minute period and stood there and directed traffic. Mr. Dale said there wasn't anybody from the Town, not a single Town representative at that Recycle Center. Mr. Dale said so if I did something that is against your laws and regulations, I apologize. Mr. Dale said but after seeing almost two head on collisions, he thought it was necessary for him to do that. Mr. Dale said he understands that the second lane by the compactor is closed for a certain reason and he doesn't know what that reason is but a prior attendant was told it was because he needed to check all the stickers. Mr. Dale said well he couldn't check all the stickers with just with one side being open because people pass on the right hand side (at this time Mr. Dale's 5 minutes for Public Comment was up).

Matt Hatez, 20 Picket Fence Lane – Mr. Hatez said he was at the Recycle Center on Saturday, second car to the dumpster and he did not have a problem at all and just wanted to relay that to the Board. Mr. Hatez asked with the new permitting, why is there only two permits, per household allowed? Mr. Hatez said he understands there is a \$10.00 fee and he would be happy to pay an additional \$10.00 for his third vehicle, as he has three cars registered to him. Mr. Hatez said he can understand contractors and such and but it's his prerogative as to what vehicle he really wants to take to the Recycle Center. Mr. Hatez said he has three vehicles permitted to him and it costs him ten dollars each, that's really his point. Mr. Hatez said he can use two of his three vehicles to take his trash to the Recycle Center but just wanted to understand the rationale behind the two stickers. Mr. Hatez said if that's what it is, it's fine with him. Mr. Hatez said

he's not opposed to the fee but if he wanted to bring his third vehicle, he would pay the ten dollars for the second permit. Mr. Hatez said he's all about the rules.

Mayor and Commissioner Comments:

Commissioner Manning – Commissioner Manning said just a reminder that there is a light that has been out for a while on the corner of the Parkway and Country Club and it has been reported. Commissioner Manning said the pole has to be removed and replaced by Brunswick Electric because they required it. Commissioner Manning said what we are going to do is put up dual lighting, one for each side of the road, similar to the one that is across the street on the clubhouse side. Commissioner Manning said unfortunately there is a meter on it and a couple of irrigation boxes that have to be removed from it and they are not ours, they are the CSPOA's and they have to make arrangements to have them removed. Commissioner Manning said we are going to put up a light and for those of you that have noticed that's the reason. Commissioner Manning said he is not going to comment on anything that happened on Saturday but like the other gentleman that just spoke, he too was at the Recycle Center at 9:00 a.m. and there was no problem, everything was running smooth. Commissioner Manning said at 11:00 a.m. everybody gets there roughly because the Recycling Center is going to close at 12:00 p.m., so it's a last minute rush and after a holiday, it has always been a problem and the Town Administrator will handle the problems that occur there.

Commissioner Davis – Commissioner Davis said he has no comment.

Commissioner Przywara – Commissioner Przywara said he goes to the Recycle Center around 8:00 a.m. – 8:30 a.m. and he is usually the lone car and everyone always seems to jam in there at a certain period of time. Mr. Przywara said that's why he chuckles sometimes when Jon says they extended the hours in early morning and late afternoon. Commissioner Przywara said in talking with the young lady over there, it's always a certain core time that everybody tries to get there and that's the problem. Commissioner Przywara said if you could just change and come a little earlier or later, the problem probably wouldn't occur out there.

Commissioner Brennan – Commissioner Brennan said he has no comment.

Commissioner Russo – Commissioner Russo said he was at the Recycle Center around 11:00 a.m. and he had no problem. Commissioner Russo said he wanted to remind everybody that he collects Toys for Tots and the last date for collection is December 5, 2014. Commissioner Russo said if you are going to put anything in the box here, he would appreciate it before the 5th so he can get them all at one time, thank you. Commissioner Russo said he will have to make a lot of trips because he just has cars with trunks.

Mayor Goodenough – Mayor Goodenough said every year the Board talks about this but it is after the holiday. Mayor Goodenough said he would like to possibly purchase some more Christmas lights for the other communities and the time to do this is now and not in June. Mayor Goodenough said they should look into getting maybe five or ten more of the pole lights. (It was the consensus of the Board to have Mr. Mendenhall look into this item.) Mayor Goodenough said the other item he is going to discuss, is what you guys don't want to discuss and it has to do with Saturday. Mayor Goodenough said and he is going to direct it directly to the person that he wants to direct it too. Mayor Goodenough said he's sitting there in a blue sweater in the front row. Mayor Goodenough said this is something you would've done four or five years ago when you were sitting up here and in fact you did it to him and you did it to a couple of other people there.

Mayor Goodenough said he is going to attempt to belittle you, let me explain something to you sir, you are a resident in this Town, you are no longer a Commissioner, you are an Ex-Commissioner or a previous Commissioner. Mayor Goodenough said the point being, your responsibility as far as this Town goes, is to come in here with your vehicle, if you choose to, to go over to that sector, which you find convenient, dispose of your waste and exit the facility in a timely fashion. Mayor Goodenough said it is not to go over there and give direction to the employee that is working for Waste Industries and it is not your responsibility to tell people they can drive around cones and or take cones down to possibly create another problem. Mayor Goodenough said those cones are going to stay there as long as he's sitting in this seat, there will be one entrance to that Recycle Center and it's going to stay that way. Mayor Goodenough said in the future, if you feel like you have to do this, you will be in violation of trespassing and he will have it taken care of appropriately, either with the Town Attorney or law enforcement, whichever you choose. Mayor Goodenough said I'm just letting you know that this is not going to go away. Mayor Goodenough said you will abide by the rules of this community. At this time, Mayor Goodenough asked for a motion to adjourn the meeting.

Closed Session:

None

Adjourn:

COMMISSIONER BRENNAN MADE A MOTION TO ADJOURN THE DECEMBER 1, 2014 BOARD OF COMMISSIONERS WORKSHOP MEETING. COMMISSIONER MANNING 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
REGULAR MEETING MINUTES**

December 4, 2014

2:00 p.m.

DRAFT

Mayor Walter B. Goodenough called the December 4, 2014 meeting to order at 2:00 p.m. The Pledge of Allegiance was recited and there was a moment of silence. Commissioners Present: Joseph Przywara, John Russo, Bill Brennan, John E. Manning and Greg Davis. Also Present: Jon Mendenhall, Town Administrator and Nicole Marks, Town Clerk.

Absent: None

Agenda Adjustments:

None

Public Comments:

Dan Mann, 77 Persimmon Road – Mr. Mann said he hasn't been here in a while so he doesn't recall how certain things go but to his surprise coming in here to get his new sticker for the Recycle Center, he found that you are allowed one free sticker and if you want a second one you have to pay for it. Mr. Mann said and if you have a third vehicle, you are S.O.L. Mr. Mann said he is getting old and feeble and his memory sometimes doesn't serve him right but he seems to remember sometime back we went through this and for those people who do have three cars or who want to use that third car, which he had to yesterday because his main car is in the shop, he wouldn't be able to use the Recycle Center. Mr. Mann said he understands the reason for implementing this, in that there are people, outsiders utilizing our facilities and don't live here, don't belong here, have no business driving in here, using our facilities. Mr. Mann said we pay our taxes for that. Mr. Mann said but in his situation, he happens to be very fortunate to have three cars as do quite a few other people in this Town. Mr. Mann said and he is also fortunate enough to have more than one piece of property and therefore, he pays more taxes than other people do and he feels that it's unfair to him and to those other people who are in his position that he has to pay for an additional sticker. Mr. Mann said knowing in his time as Mayor, we had somewhere around two million dollars in reserve and it's his understanding that today, we are over four million dollars in reserve. Mr. Mann said he just feels somewhere along the line and he realizes this is not a Q and A, it's just public comment, he's not expecting an answer but he just feels that somewhere along the line, some better solution can come to this. Thank you.

Gere Dale, 46 Calabash Drive – Mr. Dale said he certainly wants to echo Dan's sentiments. Mr. Dale said he went and got his sticker and asked for a second sticker and was told it would be ten dollars. Mr. Dale said he thinks that is wrong and every single residential household should have the opportunity to get two stickers free of charge. Mr. Dale said if you want to charge ten dollars for a third or fourth sticker that's understandable but he thinks every household should have the opportunity to get two stickers. Mr. Dale said relative to re-registering the cars, he thinks that is an excellent idea and should be done every two or three years; it has been a while since that was done. Mr. Dale said he wanted to call the Board's attention to something; he was concerned early this year about all of the out of state cars that he observed every time he went to the

Recycle Center. Mr. Dale said the Town Administrator was kind enough to provide some records here at the Town on stickers which he went through and determined that about ten percent of the stickers that were issued were for out of state licenses. Mr. Dale said he would hope as your re-registering these automobiles, there are some questions asked as to why there are so many out of state registrations being registered for our Recycle Center. Mr. Dale said the second thing he would like to talk about is the monthly bulletin that is in the new Communications Policy that you voted on a month or so ago. Mr. Dale said that bulletin is not a hard copy as you pointed out in what you voted on, it's online. Mr. Dale said he went through the Carolina Shores POA telephone book on Tuesday and over half of the people that are in that telephone book do not have email addresses in there and he has to assume as he has been advised many times previously, that over half the people in his subdivision don't have computers. Mr. Dale said he has recommended to this Board that you get a hard copy and put that hard copy in some receptacle at the Recycle Center, that way you can communicate with probably six or seven hundred households that you are not able to communicate with currently. Mr. Dale said the next item he would like to pursue is, he heard on Monday that there was a posting for a Maintenance Supervisor that wasn't advertised, he doesn't know whether this is an addition to, when he says it wasn't advertised, it wasn't advertised in the meeting as to why that was necessary or why that was being accomplished, whether that was a replacement or add on to the workforce, perhaps that could be clarified. Mr. Dale said finally give me an extra thirty seconds, he needs it on this one, he wants to give a shout out to the EMS. Mr. Dale said he had a call on Tuesday morning from a friend's wife that called and said can you come over immediately my husband is on the floor and I would like you to help him up. Mr. Dale said he went over and it was very obvious that he was in great distress, so he called 911 immediately and EMS showed up within four minutes. Mr. Dale said they got there even before the First Responders for the Fire Department, they were very professional and he can't say with certainty that because of their prompt and very professional response they saved his friends life but it could be that was in fact the situation. Mr. Dale said he knows you're giving \$2,500.00 a year in the budget to the EMS Department which works out to be about eighty cents per resident in the Town. Mr. Dale said he thinks that should definitely be increased and he is going to reaffirm that the EMS is one of the valuable things we have in this community and as our community is aging, he hopes the Board will consider at least doubling that in the next budget and maybe making it equivalent to two dollars per resident. Thank you very much.

Consent Agenda:

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

- Approval of Minutes: November 3, 2014; November 6, 2014
- Official Calendar for Calendar Year 2015
- Resolution Granting Encroachment Permits
- Resolution for Community Volunteers
- Resolution for Appointment of an ETJ Alternate Representative

COMMISSIONER BRENNAN SECONDED THE MOTION. MAYOR GOODENOUGH ASKED IF THERE WERE ANY DISCUSSION. Commissioner Russo asked if it included the changes they requested on the Resolution for Community Volunteers and Mayor Goodenough said yes. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Administrative Reports:

Mr. Mendenhall said there are two items to update the Board on. Mr. Mendenhall said in regards to the Solid Waste Convenience Site, new hours have been implemented at the Convenience Site starting on Monday as well as the new sanitation permit program. Mr. Mendenhall said these changes are intended to provide for increased hours of operation for the convenience of the users for the site and the cost of the first permit is free and the second permit is ten dollars and only two permits may be issued per household. Mr. Mendenhall explained two provisions which are temporary permits which are twenty five dollars and emergency permits at no charge as needed. Mr. Mendenhall said we try to be very friendly. Mr. Mendenhall said the second item is an emergency situation which needs to be brought forth. Mr. Mendenhall said which is the unsuitable soils that have been encountered at the Clubview Project in the Village at Calabash. Mr. Mendenhall said the Town Engineer is working with SM&E who is the soil scientist type firm and they are working with the contractor to develop a solution and it is being worked on as we speak. Mr. Mendenhall said he expects a recommendation real soon.

Public Hearings:

None

Old Business:

None

New Business:

Consideration of a Resolution Unsealing Previously Sealed Closed Session Minutes:

COMMISSIONER BRENNAN MADE A MOTION TO APPROVE THE CONSIDERATION OF A RESOLUTION UNSEALING PREVIOUSLY SEALED CLOSED SESSION MINUTES. 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:

Commissioner Manning – Commissioner Manning said god willing we don't have what we had happen last week on Monday or the little incident on Saturday. Commissioner Manning said since this is our last meeting of the year, he wishes everybody a very healthy and very joyous Christmas and a great and safe New Year.

Commissioner Davis – Commissioner Davis said he echo's the sentiments of Commissioner Manning. Commissioner Davis said he hopes all the citizens have a great Christmas and we will see everybody in 2015.

Commissioner Przywara – Commissioner Przywara said he is going to echo what Commissioner Manning and Commissioner Davis said. Commissioner Przywara said it was interesting when he walked into the building and the Commissioners were grabbing Commissioner Russo and saying we have a full box for Toys for Tots. Commissioner Przywara said at least with his experience, it

has been a very good year for Toys for Tots and he was happy he was a part of it over at The Farm.

Commissioner Russo – Commissioner Russo said he wanted to let everyone know that Toys for Tots is doing very good. Commissioner Russo said tomorrow he will be picking up whatever is there. Commissioner Russo said if you have some more, he will find out for sure but he thinks you can leave extra toys at the Firehouse. Commissioner Russo said he wanted to thank everyone now for handling Toys for Tots; he has volunteers to help him which is very good. Commissioner Russo said they generally have a good turn out in the South Brunswick area. Commissioner Russo said for your information, all these toys go to a warehouse up on 9 but all toys are delivered from there to Brunswick Family Assistance and it must stay in Brunswick County. Commissioner Russo said Merry Christmas and Happy New Year to everybody.

Commissioner Brennan – Commissioner Brennan said he wanted to wish everyone Happy Holidays. Commissioner Brennan said he wanted to thank Mr. Dale for his suggestion about putting out some sort of box out at the Recycle Center for people to pick up copies of the bulletin. Commissioner Brennan said he thinks that is a marvelous idea.

Mayor Goodenough – Mayor Goodenough said he wanted to wish everyone the Happiest and Merriest of Christmases and Happy 2015. Mayor Goodenough said he looks forward to doing it all again until at least November, Merry Christmas.

Closed Session:

None

Adjourn:

COMMISSIONER BRENNAN MADE A MOTION TO ADJOURN THE DECEMBER 4, 2014 BOARD OF COMMISSIONERS MEETING. COMMISSIONER PRZYWARA 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: December Administrative Report
DATE: 12/15/14
ENCL: None
CC: File

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 a 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 20yrd 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 build relationships with 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 produced 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).

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

BUILDING INSPECTIONS DEPARTMENT
MONTHLY ACTIVITY REPORT
November 1-30, 2014

This report covers the period of November 1-30, 2014. The month of November is very active in all areas including building permits, inspections, plan reviews, and service requests.

BUILDING PERMITS & CERTIFICATES OF OCCUPANCY ISSUED

Five permits for new single family have been approved (construction value \$629,591).

In addition, there are four building permits (construction value \$23,702) for repair/remodel underway.

One Certificates of Occupancy was issued in November (construction value \$124,156).

OTHER PERMITS ISSUED

Mechanical – 14
Electrical – 1
Plumbing – 3

INSPECTIONS

223 building inspections have been completed.

TREE PERMITS

Permits 7
Trees 39
Approved 39
Denied 0
Replacement 2
Days 3

OTHER ACTIVITIES

I have responded in person or by telephone to 23 building code questions; 18 zoning questions; 10 Town code questions; and approximately 2 service request(s) which entailed inspection of property, report/discussion with County offices, contractors and builders; conversations and inspections with tree volunteers.

Approximately \$9916 in permit fees was collected in November. YTD collected \$93,781.

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

Building Inspections staff has begun distribution of the new recycle center stickers. In the first two days, 193 stickers were issued. The computer has been updated to reflect the new permitting fees.

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 Lighthouse Cove Subdivision Changes

Contact: Mr. Jon Mendenhall, Town Administrator

Location: New Business

Follow-up: None

Requested Action: Action (motion, second, vote)

Budgetary Impact: None

Narrative:

This item seeks the Board's consideration of subdivision changes being proposed for Lighthouse Cove Subdivision. This matter was heard at the workshop meeting of the Planning Board in November and was unanimously endorsed to be recommended to the Board of Commissioners.

See Exhibit A, Supporting Documents

11/3/2014

Mr. Chuck Riggins
Building Inspector
Town of Carolina Shores
Carolina Shores, NC 28467

Re: Request to Eliminate fence

Dear Mr. Riggins,

Pursuant to a recent conversation between you and I, I wanted to submit a formal request to the Town of Carolina Shores to ask for approval to amend the subdivision plans at Lighthouse Cove which would allow us to eliminate the fence currently designed to run along the rear property lines of lots 4-27.

As you are aware, the current subdivision plans call for a "shadow box" type fence that runs along the northern edge of the property line at the Lighthouse Cove Subdivision. The original plans and design called for this fence to be approximately 6 foot high and rated for 130mph winds. At the time this subdivision was created, the UDO required this type of buffer between the 2 adjacent parcels.

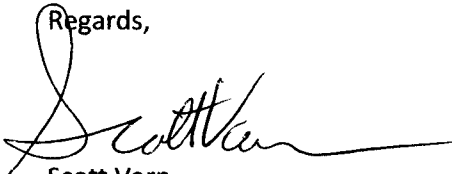
As you know, the subdivision has recently been foreclosed on, and Rialto Capital now owns the lots. After having uncovered the requirement to build this fence per the original subdivision plans, dialogue with your office discovered that the UDO has since been modified, and this fence is no longer a requirement. As such, on behalf of Rialto Capital Management, we ask that the department of planning and zoning, as well as Town Council, administratively eliminate the requirement for this fence.

For consideration in this matter, Rialto Capital is prepared to amend the recorded 10' conservation easement already in place along the entire boundary the fence under consideration is to occupy. Through additions to the subdivisions master covenants, this conservation easement would be further enhanced to serve the vegetative buffer along the "fence" corridor, with maintenance responsibilities by the HOA.

Illustrations of the existing conservation easement and current vegetative condition are enclosed for your review.

Please advise on the next steps needed in order to get final and formal approval for the elimination of the originally permitted fence.

Regards,



Scott Varn
Lighthouse Cove Subdivision
843-697-1208
varns@homesc.com

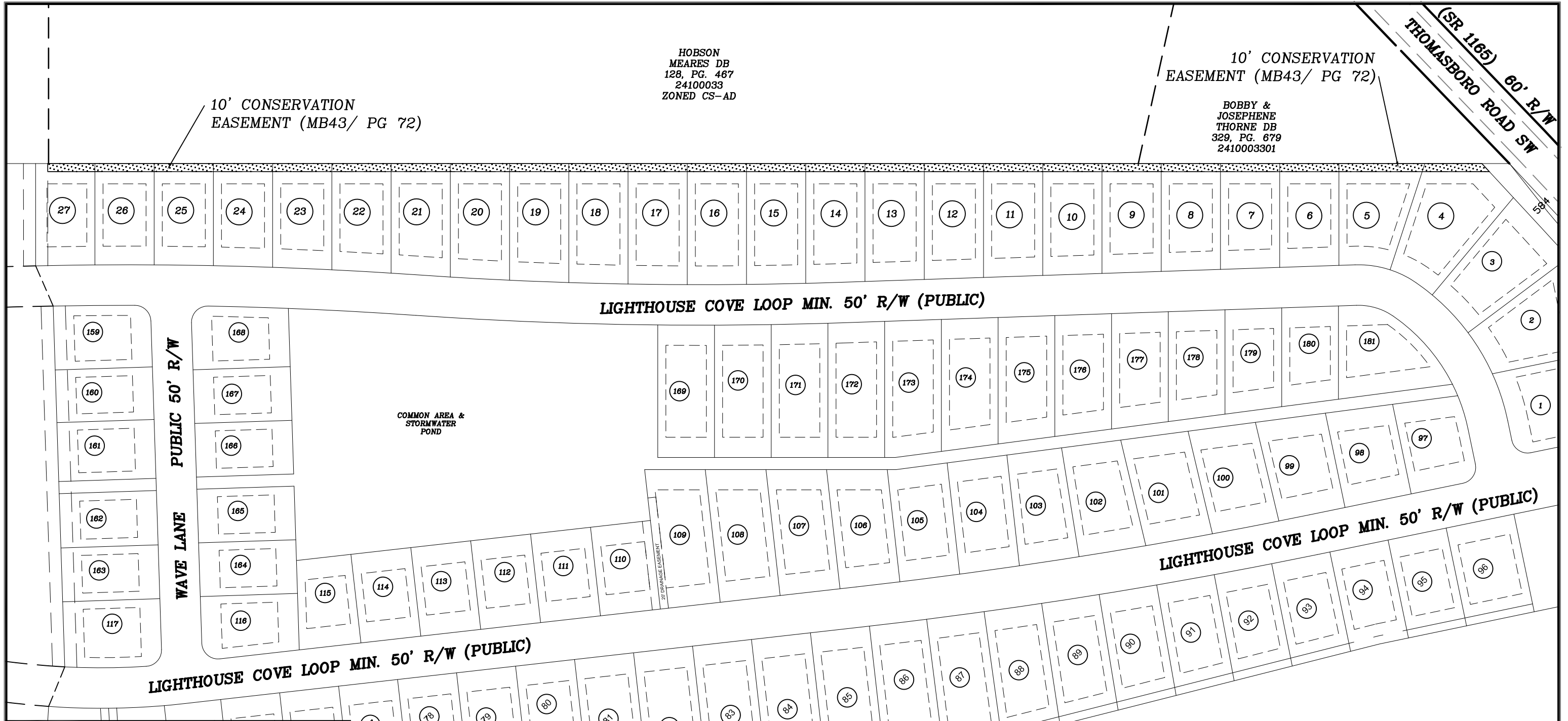
HOBSON
MEARES DB
128, PG. 487
24100033
ZONED CS-AD

10' CONSERVATION
EASEMENT (MB43/ PG 72)

BOBBY &
JOSEPHENE
THORNE DB
329, PG. 679
2410003301

10' CONSERVATION
EASEMENT (MB43/ PG 72)

(SR 1165) 60' R/W
THOMASBORO ROAD SW



120' 60' 0 120'

SCALE: 1" = 120'



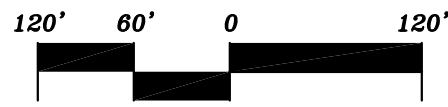
LIGHTHOUSE COVE

PHASE 1 CONSERVATION EASEMENT

NOTES:

1. THIS DRAWING FOR ILLUSTRATIVE PURPOSES ONLY.
2. BASIS OF DRAWING: MAP BOOK 43, PAGE 72 OF THE BRUNSWICK COUNTY REGISTRY AS RECORDED 09/11/2007.
3. 10-FT CONSERVATION EASEMENT ALONG REAR OF LOT #4 THROUGH LOT #27 AS RECORDED IN MAP BOOK 43, PAGE 72.

ILLUSTRATION ONLY



SCALE: 1" = 120'



LIGHTHOUSE COVE

PHASE 1 CONSERVATION EASEMENT

NOTES:

1. THIS DRAWING FOR ILLUSTRATIVE PURPOSES ONLY.
2. BASIS OF DRAWING: MAP BOOK 43, PAGE 72 OF THE BRUNSWICK COUNTY REGISTRY AS RECORDED 09/11/2007.
3. 10-FT CONSERVATION EASEMENT ALONG REAR OF LOT #4 THROUGH LOT #27 AS RECORDED IN MAP BOOK 43, PAGE 72.
4. AERIAL IMAGE FROM GOOGLE MAPS; SCREEN SHOT 10/29/14.

ILLUSTRATION ONLY

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

Item: Review of Thicketwood Paving Interest
Contact: Mr. Jon Mendenhall, Town Administrator
Location: New Business
Follow-up: None
Requested Action: Action (motion, second, vote)
Budgetary Impact: Unbudgeted for current fiscal year

Narrative:

This item seeks the Board's review of Thicketwood paving interest. Seven property owners have expressed interest as outlined below:

1. Gladis Cerene
2. Sanford Howard
3. Paul Mann
4. Tim Binkis
5. Mike Moore
6. Mike Greenwood

All interested parties requested more information (e.g. cost before actually being able to endorse the project).

This item is unbudgeted in the current fiscal year. An effective strategy to consider would be to request the Town Engineer evaluate all the unpaved roads and to establish a cost estimate for paving each. A modified typical section may need to be looked at with a 6in stone, 2in asphalt profile for minor (short, low traffic volume) local roads to control cost. Ideally, the engineering work could occur in FY 16.

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

Item: Annual Budget Retreat Potential Dates & Themes
Contact: Mr. Jon Mendenhall, Town Administrator
Location: New Business
Follow-up: Special Called Meeting
Requested Action: Action (motion, second, vote)
Budgetary Impact: None

Narrative:

This item seeks the Board's consideration of potential dates and themes for the annual budget retreat.

Dates

- Friday, March 6, 2015
- Monday, March 9, 2015
- Tuesday, March 10, 2015
- Friday, March 13, 2015

Themes

- Project Delivery Changes – front-loading project delivery to provide for optimal construction timing
- Capital Improvements – revisions to the CIP to account for asphalt maintenance needs

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.)