Call to Order

I. Administrative Reports
   1. Administrative Reports
      a. Administration Department
      b. Finance Department
      c. Public Works Department
      d. Public Safety Department
   2. Committee & Volunteer Group Reports

II. New Business
   3. Regular Meeting, July 11, 2019 Agenda Items: None

III. Public Comment

IV. Mayor and Board of Commissioner Comments

V. Closed Session: None

Adjournment
Regular Meeting of the Town of Carolina Shores
Board of Commissioners
July 11, 2019 2:00pm

Pledge of Allegiance to the Flag and Moment of Silence

Call to Order
I. Agenda Adjustments
   1. Adjustments to the agenda and approval thereof
II. Public Comment
   2. Public Comments – agenda items only
III. Consent Agenda
   3. Consent Agenda Items:
      a. Approval of Minutes: Special Called March 11, 2019.
IV. Administrative Reports
   4. Administrative Reports
V. Public Hearings: None
VI. Old Business: None
VII. New Business: None
VIII. Public Comment
IX. Mayor and Board of Commissioners Comments
X. Closed Session: None

Adjournment
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<tr>
<th>Item:</th>
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<tr>
<td>Contact:</td>
<td>Ms. Joyce Dunn, Mayor</td>
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<tr>
<td>Location:</td>
<td>Agenda Adjustments</td>
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<td>“Adjustments to the agenda and approval thereof”</td>
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<td>Follow-up:</td>
<td>None</td>
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<td>Requested Action:</td>
<td>Board Action: Approve/Disapprove</td>
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<td>Budgetary Impact:</td>
<td>None</td>
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**Narrative:**

This item presents for the Board’s consideration adjustments to the agenda from the time the agenda was created to allow for flexibility in deliberations of the Board.
Item: Public Comment

Contact: Ms. Joyce Dunn, 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
Item: Consent Agenda

Contact: Ms. Joyce Dunn, 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.
Call to Order:

At 10:00 a.m. Mayor Joyce Dunn called to order the Board of Commissioners Budget Retreat Special Called Meeting and welcomed everyone. Mayor Dunn said she would like to review the goals and see what they would like to add and to look at the budget and see where we stand now. Mayor Dunn turned the meeting over to Mr. Mendenhall.

10:10 Updates on Progress from FY 18-19 – What was accomplished in current fiscal year, etc.

The current fiscal year saw the following accomplishments:

Town of Carolina Shores
Work Program Goals of the Board of Commissioners
FY 2018-2019 (FY 19)

Mr. Mendenhall said there are items that are listed below that have not yet been completed and he reviewed the following items:

Public Works Improvements
- Implement capital improvement projects for FY 19 as included in the CIP – Mr. Mendenhall said this was the paving of Sunfield and we did that.
- Implement CWMTF grant and associated work – Mr. Mendenhall said the property was sold out from under us and that had to be cancelled.

Public Safety Improvements
- None - Mr. Mendenhall said the previous fiscal year we bought the tractor trailer.

Parks & Recreation Improvements
- Extend greenway north from current terminus to Farm at Brunswick and south to near NC/SC state line – Mr. Mendenhall said prior to Hurricane Florence we were going to extend the greenway. Mr. Mendenhall said we had some problems with Beacon Townes and getting easements but we met with Beacon Townes two weeks ago and they have agreed to give us
that easement. There was discussion on this item. Commissioner Davis said this item would be a rollover to our new goals. Mr. Mendenhall said that would be correct. Mr. Mendenhall said there has been some opposition in the canal way area and it may be better to do just one section from here to The Farm and stop it there. Commissioner Dale said there are several people who voiced opposition if we go towards Food Lion. Commissioner Dale said this is new and he doesn’t think anybody has had a chance to settle in on this. Commissioner Dale said as we move towards Food Lion, from the street out here, we have to approach the waterway and there is no reason why we can’t consider that in a near term plan, at least to get to that point. Commissioner Dale said he sees this as a 3, possibly 4-year plan to get all the way to the state line. Commissioner Dale said he thinks the latter part of this is going to depend on the golf course. Commissioner Dale said it depends on what the golf course does or doesn’t do and there may be land available later on. Commissioner Dale said his thought is to get to the bridge this year if we can and that would be a major accomplishment. Mayor Dunn said she has heard from a couple of people about people going behind their houses in the backyard. Mayor Dunn said she thinks that is a natural public reaction and she thinks we need to do some education as we move. Commissioner Davis said stretching it out over a 3-4-year period will give us time to let the people understand what it is and what it does. Commissioner Davis said it also gives us time to understand if their opposition is legitimate.

Commissioner Przywara asked if they were talking about going into The Farm now and Mr. Mendenhall said that is another 3 to 4 years because there is water to cross and we need some easements to tie into there. Mr. Mendenhall said we looked into pricing for the water access and we feel like it would be much cheaper to do some type of truss bridge instead of trying to relocate utilities. Mr. Mendenhall said there is a similar situation up at the Pinewood Ditch. Mayor Dunn asked if we closed off both ends of Pinewood successfully. Mr. Mendenhall said there is just one end and yes, there is a berm. Mayor Dunn said we haven’t had anymore complaints and the response was no. Mr. Mendenhall said we haven’t got it seeded yet and there is some de-muck that needs to be done. Mr. Mendenhall said we aren’t going to do anything until Brunswick Trucking takes down those trees. Mayor Dunn said then our goal for this item is to go up to Food Lion and come up with a plan and cost study on how to get across roadways. Mr. Mendenhall said we already have the plans; we just have to get some costs. Mayor Dunn said we should also see what we need from The Farm to connect and Mr. Mendenhall said you just need an easement.

- Complete a Parks Plan in order to apply for Parks and Recreation Trust Fund (PARTF) grants – Mr. Mendenhall said this item is on the April agenda and that will complete this item. Mr. Mendenhall said the Parks Plan was voted on by the Parks Commission and it was unanimous to recommend it to the Board of Commissioners. Mr. Mendenhall said there are two vacancies on the Parks Commission. Mr. Mendenhall said there is vacancy for The Farm and one for the Carolina Shores Subdivision. The Board agreed to actively seek filling these two vacancies. Mayor Dunn said we should do some investigating on putting in some dog parks. Commissioner Davis said they have a whole list of items to work on. The Board agreed that Gail should not have to be in charge of events. Commissioner Davis said we need parks and then they can put their attention on event planning and fixing the parks the way we want them. Mayor Dunn said they need an appropriate budget. There was discussion on Gail’s hours and the time it takes to plan events. Commissioner Davis said he doesn’t want to see the Board micromanage the Parks Commission and the Board agreed. Mr. Mendenhall said the Parks Commission did ask for a dog park. Mayor Dunn said she would like to go out
and walk the parks. The Board agreed that once engineering has designed the parks, the Parks Commission should take a look at them. Commissioner Davis said he is a little disappointed that they haven’t started yet. Mr. Mendenhall said hopefully the designs will be done next week. Mr. Mendenhall said there has to be an actual construction agreement signed. Mr. Mendenhall said there is an actual Development Agreement that will show what is included and make sure it is in compliance. Mayor Dunn said we need to make sure that engineering makes this a priority. There was discussion on grants and Commissioner Davis said you first need to show there is a need and the parks have to be in place first. Commissioner Davis said grants may be for the next fiscal year.

**Economic Development Improvements**
- None – Mr. Mendenhall said he has nothing to report for this item. Commissioner Brennan asked if there were any funds if anyone was interested in annexing for studies or cost. Mr. Mendenhall said no, if that were to happen, you would do a budget amendment to cover it.

**Physical Plant Improvements**
- Implement capital improvement projects for FY 19 as included in the CIP – Mr. Mendenhall said the Town Hall generator was discussed last year at this time and we looked into getting a grant for a generator at the garage and then the hurricane happened. Mr. Mendenhall said so there were no grants available because they were using that money for other things. Mr. Mendenhall said there is a portable generator at the Town Hall garage and has been maintained adequately and does not need to be replaced.

**Administrative Improvements**
- Undergo a charter amendment to balance electoral cycle timing – Mr. Mendenhall said that is complete.

**Asset Improvement**
Mr. Mendenhall said all Asset Improvements were done.
- Implement capital improvement projects for FY 19 as included in the CIP, additionally:
  - Add 1 pick-up truck in Maintenance Division - $25,000, current former Forestry units to be re-assigned to Emergency Management Agency
  - Replace problematic Inspections Division SUV - $25,000, surplus existing
- Total: $75k

10:30 Review of the Budget Process – The anticipated timeline for budget ordinance adoption, conditions facing other localities, revenue discussion, etc.

Review of the budget process includes: budget adoption schedule, conditions facing localities, discussion on revaluation and potential revenue changes

**Budget Adoption Schedule**
- Monday May 6, 2019 Workshop – Budget Presented – Budget Message
- Thursday May 9, 2019 Public Hearing and First Reading of the Budget Ordinance
- Monday June 3, 2019 Workshop – Modifications (if needed)
- Thursday June 6, 2019 Second Reading and Adoption of the Budget Ordinance
COMMISSIONER DAVIS MADE A MOTION TO APPROVE THE FY 19-20 BUDGET ADOPTION SCHEDULE AS NOTED ABOVE. COMMISSIONER DALE SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Conditions Facing Localities

- This is the fourth year past re-valuation year, re-valuation will occur in 2019. Current County Assessment to Sales is at 89.11% meaning that tax value is 10.89% lower than what properties are selling at now, this is a countywide number and may vary considerably based on sales. 10.89% increase in $400,000 property tax collected in Carolina Shores would be $43,560. – Mr. Mendenhall said we need to budget conservatively. Mr. Mendenhall said we probably won’t see a recession this year but we possibly could next year. Commissioner Davis said there is also an end to the building coming and there will be an end to the fees that are coming in now. Mr. Mendenhall said that is correct. Commissioner Davis said he agrees that the Board needs to tone down the budget each year for the next few years to get through this and see where we stand. Mr. Mendenhall said you could see sales tax go weak. Mr. Mendenhall said the next big thing is building permits. Commissioner Davis said we are still waiting on money that we already spent on hurricanes and God forbid if we should have another. Commissioner Przywara said we have spent a tremendous amount of money over the past few years on ditch work. Commissioner Davis said he agrees. Commissioner Przywara said now it is the maintenance on them. Commissioner Davis said we also need to be cautious on our capital improvements. Commissioner Davis said we need to be really conservative because we have spent a lot of money in the last few years fixing ditches, swales, canals and buying equipment and adding staff to fill all that. Commissioner Davis said the staff doesn’t go away but as far as buying equipment there is no need. Commissioner Davis said he knows there is a wish list but that doesn’t mean we have to keep buying it. Commissioner Davis said what did that gentleman say “you have done everything that you could possibly do”. Commissioner Davis said we have to be willing to say that. Mr. Mendenhall said between Hurricane Michael and Florence, you have probably spent $3,000,000.00 in repairs. Commissioner Dale said we have had 5 hurricanes in a little over three years, beginning in October 2015. Commissioner Dale said we need to think about that even though the weather girl says we are not going to have another hurricane for a couple of years. Commissioner Davis said he doesn’t believe that. Commissioner Dale said it has become an annual thing and we had two in one year. Commissioner Davis said FEMA money is not guaranteed either. Commissioner Davis said we have done everything we could do. Commissioner Davis said look at the last two storms, those ditches ran perfectly, not even full with the 15 inches of rain. Mayor Dunn said we need to be thinking about where we are going to be more conservative on the budget. Commissioner Davis said lighten up on the equipment needs and the DSIP list because
we have fulfilled that list at a huge expense. Commissioner Davis said if you take those two things away, that is a tremendous cutback. Mayor Dunn said we could cutback on overtime. Mr. Mendenhall said we need to be careful with overtime and the instruction of this Board was that there would be no overtime and there hasn’t been any. Commissioner Davis said with the 40 hours a week, there hasn’t been any overtime. Commissioner Brennan said having three crews gets us so much more work done and we don’t have to pay overtime for it. Commissioner Davis said because we have done all this work, we have limited the actual fixing to all that we could do. Commissioner Davis said it is just a question of maintenance now. Commissioner Davis said we have the crew and staff to maintain that. Mr. Mendenhall said that is what you are getting ready to see is the maintenance cycle in the CIP. Mr. Mendenhall said your costs are getting much better. Commissioner Davis said it is basic economics. Commissioner Davis said yes, it cost us millions, we fixed it now let’s just maintain. Commissioner Davis said we had problems that were never fixed and then you throw in the storms but we have got through that.

- In order to hedge against macro-economic conditions, it is recommended that conservative budget measures be taken to allow for the absorption of broader economic uncertainty in 2019; by doing so it will be easier to make revenue adjustments up rather than having to revise downward and commensurately pull back on expenditures.

**Personnel**

- Social security COLA given in January 2019 was 2.8%. Recommend a 2.8% COLA to be applied in order to maintain the Town’s pay plan. Merit pay will be governed per ordinance. – Commissioner Brennan said he is for us but just wanted to point out that Brunswick County was 2.7%. Mr. Mendenhall said we didn’t do a COLA last year. Mayor Dunn said we are doing up to a 5% merit and a 2.8% COLA so that could be up to a 7.8% increase in salary. Commissioner Davis said it could. Commissioner Brennan said so are we saying up to 5% with the 2.8% COLA included. Mr. Mendenhall said that you already have targets set. Commissioner Przywara asked if everybody got 5% last year and Commissioner Davis said no, the average was 3.1% last year. Mr. Mendenhall said he thought it was less than that on the merit side and then you did salary adjustments.

COMMISSIONER BRENnan MADE A MOTION TO APPROVE A 2.8% COLA. COMMISSIONER DALE SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

**Discussion**

- As this is a revaluation year, the Board must decide:
  - Revenue neutral: Tax Rate of $0.0905
  - 10.89% tax increase: Tax Rate of $0.1016
  - Compromise: $0.10
• Administration would like to propose no fee increases this year.
• As a matter of practice, the Board will be asked for a general direction and instruction to the Town Administrator on preparing the budget and establishing a tax rate so that revenues can be estimated and budgeted, this will occur later in the day today.

There was discussion on this item.

COMMISSIONER DAVIS MADE A MOTION TO LEAVE THE TAX RATE AS IS. COMMISSIONER PRZYWARA SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Mr. Mendenhall said he would like to recommend no fee increases and this would be the third year in a row. It was the consensus of the Board of Commissioners to have no fee increases.

COMMISSIONER BRENNAN MADE A MOTION TO TAKE A SHORT BREAK. COMMISSIONER DAVIS SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

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

11:00 Goal Setting – Board to set goals for the Town for the year

Annually, the Board is asked to set goals for the Town for the new fiscal year.

Staff suggests the following for consideration:

Public Works Improvements
• Implement capital improvement projects for FY 20 as included in the CIP – Mr. Mendenhall said we will discuss this item at 1:00 p.m.
• Undertake drainage improvements using force account (culvert replacement) – Mr. Mendenhall said we have the equipment, all we have to do is buy the culvert pipe and replace culverts as needed. Commissioner Brennan said we are not talking about the major drainage ditches. Mr. Mendenhall said no, not anything over 36 inches. Commissioner Davis said this basically falls under maintenance. Mr. Mendenhall said that is correct. Mr. Mendenhall said as an aside, we usually run into utility location problems when we do this. Commissioner Brennan said sometimes you get bad information from the utility companies. Mr. Mendenhall said unfortunately we do have to pay for utility relocation. Commissioner Davis said if you hit any utilities even if it is marked, we still have to pay to get it fixed. Commissioner Brennan said some of the utilities were put in 35-40 years ago. Commissioner Dale said in the community of Carolina Shores, most of the corrugated metal culverts were installed in 1974. Commissioner Dale said that is 45 years and he thinks they have had a useful life and we are absolutely right up against that and beyond that. Commissioner Davis said again, we
are at the point of let’s use the maintenance skill that we have and not look for more problems that don’t seem to be there but just maintain the things that we can.

**Public Safety Improvements**
- None – Mr. Mendenhall said that staff recommends none.

**Parks & Recreation Improvements**
- Extend greenway north from current terminus to Farm at Brunswick. Mr. Mendenhall said you can see what staff recommends here.

**Economic Development Improvements**
- None

**Physical Plant Improvements**
- Implement capital improvement projects for FY 20 as included in the CIP, modified:
  - Was scheduled to replace roof at Town Hall ($20,000), roof replacement done as part of Hurricane Florence recovery. Mr. Mendenhall said you are ahead of the physical plant improvements because you are looking at replacing the roof in the next 90 days. Mr. Mendenhall said there was a backorder with the shingles and the project is delayed because of that.
  - Suggest 1 dog park at South Park, bocce ball at South Park, concrete work and benches at Town Green. Mr. Mendenhall said these items are below the cost to be added to the CIP.
- Total: $5,000 – original CIP $20,000 (savings of $15,000 or 75%) – Mr. Mendenhall said you can see the cost. Mr. Mendenhall said we will use in-house maintenance staff to care for these. Mr. Mendenhall said these parks will be more rustic. Mr. Mendenhall said they will be clean and well maintained but we are not planting flowers and having people edge and that sort of thing.

**Administrative Improvements**
- None – Mr. Mendenhall said none are recommended.

**Asset Improvement**
- Implement capital improvement projects for FY 19 as included in the CIP – Mr. Mendenhall said we have already talked about that and gone through the three things. Mr. Mendenhall said you are looking at purchasing a backhoe and to surplus one. Mr. Mendenhall said you would use that money and the budgeted money to buy another one.

Mr. Mendenhall asked what else the Board would like to add as goals as nobody interrupted him. Mayor Dunn asked if there were any categories that we have not done that people have complained about the past few years. Commissioner Davis said he thinks this is exactly the type of goal setting we need to do right now in regards to lowering that budget a little every year. Commissioner Davis said about a year ago, we had too many irons in the fire. Commissioner Davis said we were just overwhelmed. Commissioner Davis said for the first time, we caught up. Commissioner Davis said we are not perfect but we are caught up. Commissioner Davis said he likes the fact that our goals are limited here. Commissioner Davis said he is not saying that we shouldn’t have expectations and goals but this is a good time to scale back the budget. Mayor Dunn said remain status-quo and Commissioner Davis said absolutely. Commissioner Davis said there is nothing wrong with maintaining status-quo in a town that expects us to remain status-quo. It was the consensus of the Board to remain status-quo and not add any new goals.
1. Pump-Around Update: Project has been forestalled by larger federal project for Waccamaw flood relief in Horry County, Town staff are participating vigorously to provide for Waccamaw and Caw Caw resiliency improvements at very little to no cost to local tax payers. This larger flood diversion project will take a long time to come to fruition, in order to preserve options for the Town the smaller pump around project will be completed for preliminary regulatory analysis by July 1, 2019. There was discussion on this item and the building of Heather Glen. This would be a good project if it could happen. Mr. Mendenhall said this is just an update and you have already contracted with the environmental group. Commissioner Davis said we are partners with the County on this and Mr. Mendenhall said that is correct.

2. Macro-economic Climate: Suggest that service levels be maintained at current rates and every opportunity to bring work in-house with force account be used to decrease contracted work without increasing bottom-line expenses (maximize utilization); otherwise services should be held stable in anticipation of weakening in the overall macro-economic climate. Should a general weakening of the economy occur it will present two fiscal problems: 1) decreased sales tax revenue and 2) decreased permit revenue. Both of these problems will be addressed in the budget process by conservative budgeting in order to allow sufficient cushion should a downturn be realized. Mr. Mendenhall said it would be easier and less painful to be conservative in your budgeting. Mr. Mendenhall said force account has already been factored in most projects.

3. Longevity Pay (Przywara) – see exhibit handout. Commissioner Przywara said we previously reviewed his longevity chart with other municipalities and the County and we were much more generous with our employees than in other areas including the County. Commissioner Przywara said he wanted to bring this up for discussion. Commissioner Davis said he has gone over and over this and questioned it and questioned it to the point where he reexamined what he saw. Commissioner Davis said maybe it was a false impression he had and maybe he should have done a little more investigating when we first discussed this. Commissioner Davis said if you look at the chart for the longevity pay $1/hour + $1/hour + $1/hour as you get to those levels, why are we paying that as a bonus, why aren’t we adding that $1 each year to their pay scale. Commissioner Davis said you don’t add them up. Commissioner Davis said it doesn’t become a $5.00 a raise at 25 years. Commissioner Davis said you will have earned $5 more dollars, $1 when you reach those levels, so it’s in your salary, which means you get the retirement increase too, you’ve earned it. Commissioner Mayhew said that will make a big difference at their retirement. Commissioner Davis said it also doesn’t spend $9,300.00 for year 26 of the chunk of money as a bonus. Commissioner Davis said if you work 1,820 hours at 5 years, you get a $1,820.00 a year raise and you get it from year 5, 6, 7, 8, and 9 and then a
$1/hour increase. Commissioner Davis said year 10 you get another $1/hour increase, it’s not cumulative, you get another $1,820.00 added onto your salary. Commissioner Davis said in other words if you were making $10.00 per hour at 0-5 years, then you would make $11/hour in years 5-12 and $12/hour, then $13/hour and $14/hour and $15/hour in your salary. Commissioner Davis said that excludes COLA, Merit Pay and you just got those raises at $1/hour in your salary because of longevity, not as a bonus, in your salary. Commissioner Davis said it is only a $1,820.00 raise when you hit each one of those plateaus. Commissioner Davis said that is what he means as cumulative each year you get it. Commissioner Brennan said the $1/hour thing is not subject to escalation. Commissioner Brennan said if you look at the hand-out, that basically provides a nice kick and it doesn’t add too much to the overall salary structure which is Commissioner Przywara’s concern, that this is going to add tremendously to the overall salary.
Commissioner Brennan said it’s a way for people to see hey I’m going to get $2,000.00 here and then $2,000.00 here. Commissioner Davis said do you see the salary at 40 years, $148,000.00 and Commissioner Brennan said absolutely. Commissioner Brennan said that is 2% COLA and 2% Merit Pay every year, that is all that is. Commissioner Davis said it is much higher percentage wise, than he worked his way up through 36 years of working believe him, it is higher. Commissioner Mayhew said so this could be a receptionist that starts at $30,000.00 at 18 years old and spends 40 years here and ends up making $148,000.00 a year and Commissioner Brennan and Davis said that is correct.
Commissioner Davis said he believes when we did the longevity pay, he didn’t realize that we were paying out bonuses of $5.00/hour at years 25 and up which is about $9,300.00 a year. Commissioner Davis said when we first did this, we had money here and Mr. Mendenhall said you had percentages. Commissioner Davis said no, we had money and we had to come back and rescale that back. Commissioner Davis said we rescaled it back to a $1/hour raise on each of the five levels because he thought that’s what we were doing. Commissioner Davis said until he read the manual which he didn’t get for a while, he didn’t realize that we weren’t just including that in their salaries which would increase their salary. Mayor Dunn said if you recall, when we were going through the manual, everybody was just ready to be done with it. Commissioner Davis said he blames himself; he sits on this Board and he needs to be responsible for what he needs to know. Commissioner Davis said he thinks the longevity pay is way out of line.
Commissioner Przywara said he has the original policy that goes back quite a few years and this one basically mirrors it. Commissioner Przywara said he was here at that time and this was never picked up or discussed, we just looked at the $1/hour more a year. Commissioner Davis said that’s what he thought it was. Commissioner Przywara said then he talked to Jon and Jon said that it was cumulative and he was like whoa.
Commissioner Davis said he thought the cumulative was if you start making $10/hour then it goes $11/hour, $12/hour, it’s cumulative that way and Commissioner Brennan said we have employees starting at $15/hour. Commissioner Davis said so it’s $15/hour,
$16/hour and $17/hour. Commissioner Davis said let’s say you get to year 5 + 1 day and you were making $15/hour and you started at $15/hour by the time you get to year 5, you will have gotten $2/hour in Merit Pay and COLA’s. Commissioner Davis said now you are up to $17/hour. Commissioner Davis said we are giving you an extra dollar, you don’t have to fight for it, it’s not merit, it’s just because you are on the job. Commissioner Davis said for the next 5 years, that is going to cost us $1,820.00 each year. Commissioner Davis said come year 10, its going to cost us an additional $1,820.00 each year. Commissioner Davis said we are only adding that dollar. Commissioner Davis said by the time we get to year 25, they are making $10,000.00 in longevity pay, more than when they started but it’s not a $10,000.00 bonus every year. Commissioner Przywara said that is so far out of line as to what everybody else is doing. Commissioner Davis said it is $1,820.00 a year and Commissioner Przywara said but it’s $10,000.00 at 25 years and Commissioner Davis said $10,000.00 more than when they started and Commissioner Przywara oh okay. Commissioner Brennan said are you saying that at 10 years you are going to be making $3,000.00. Commissioner Davis said if you start off at $15.00/hour at year 5, you are going to get $1/hour raise. Commissioner Davis said now between year 0-5, you will have gotten raises. Commissioner Davis said now you are making more because of merit pay and COLA’s anyways. Commissioner Davis said you are getting an added $1/hour at year 5 and for years 5, 6, 7, 8, and 9 you are going to be making to be making $1,820.00 more dollars a year just because you have been here. Commissioner Brennan said right. Commissioner Davis said then you get to year 10, we are going to do another $1/hour a year, it’s still $1,820.00, $1,820.00, $1,820.00, we are not going to pay you $3,600.00 each year as a bonus and Commissioner Mayhew said you’re not. Commissioner Davis said no, well you are in a way but you are adding it to their salary only at $1/hour rate per year. Commissioner Mayhew said right. Commissioner Brennan said let’s just say everything stays flat and you are not getting a raise. Commissioner Brennan said at 5 years, you are going to get an extra $1/hour and then at 10 years you are going to get another $1/hour and up to 25 years. Commissioner Brennan said that is exactly what we are showing here. Commissioner Davis said no. Commissioner Brennan said yes, it is. Commissioner Brennan said it’s got the inflation in there with the COLA and merit pay in there. Commissioner Brennan said if you look at the bottom line, you will see that you are going along the first is $200.00 and $1/hour, $2/hour, $3/hour, $4/hour and $5/hour, you can see those hours jump up there and that is exactly what is happening. Commissioner Brennan said that is what this is showing and it’s showing you what it is with inflation over time. Commissioner Brennan said you can see the balances, they run parallel and that is exactly what is happening. Commissioner Przywara said so then you would get $3,600.00. Commissioner Davis said you are right; you will be making $3,600.00 more. Commissioner Davis said okay right now, you are only getting an additional $1,820.00 for the first 5 years. Commissioner Davis said when you get to that second year, we are adding $2/hour more and that is $3,600.00.
Commissioner Przywara said in another 5 years you are going to add another $1,820.00 and then it will be $5,400.00 and Commissioner Davis said correct. Commissioner Przywara said then at 10 years, you are coming out to $9,300.00 and Commissioner Davis said correct. Commissioner Przywara said we are still talking about $9,000.00 when you get up here. Commissioner Przywara said and everybody else is paying like $3,000.00 and why are we paying so much. Commissioner Davis said at $1,820.00, $1/hour raise, every 5 years you get there, he thinks is fair. Commissioner Davis said you are basically getting an $1,820.00 raise every 5 years. Mayor Dunn said if one is making a dollar more an hour that what one did last year, then anything else you calculate such as merit or COLA will be higher because one is making more than one was. Commissioner Davis said we did the dollar so it didn’t get into percentage counts. Commissioner Davis said the only difference he finds is a $1,820.00 raise is at the 25, 26, 27-year mark, they are making $9,000.00 more but we are not giving it to them in a lump sum, we have given it to them over the years as longevity because they have earned it. Commissioner Przywara said he understands that but he is still saying compared to what the County and other places in the State are doing, its exorbitant because everybody else is under $4,000.00 and we are doing $10,000.00. Commissioner Davis said well we are doing $9,300.00 but truthfully it is $1/hour every 5 years. Commissioner Davis said does he think that is exorbitant, no. Commissioner Davis said does he think we have too many steps, maybe. Commissioner Davis said where he worked, longevity didn’t kick in until the 15th year. Commissioner Davis said most staff in city government doesn’t stay that long. Mayor Dunn said so we would like to have good people stay and Commissioner Davis said right. Commissioner Przywara said he understands but when he compares it to other areas and what everybody else is doing, it seems like it is high. Commissioner Przywara said counties do it by percentages. Mayor Dunn said what you are saying is that the percentage rate over 20 years is much lower. Commissioner Brennan said he would like to point out during the most recent fiscal year, we had an employee leave last February and this year we had two employees who left, neither of which seemed to be money related. Commissioner Brennan said one of the things we keep talking about is turnover costs and it looks like we have got to a point where we are ahead of the curve and nobody is leaving for reasons of money. Commissioner Brennan said that is an important cost. Commissioner Davis said he thinks that is why we did this. Commissioner Brennan said okay, he didn’t hear anyone say anything about that. Commissioner Davis said he doesn’t want to lose employees. Commissioner Davis said he doesn’t have a problem with the $1/hour but he does understand where Commissioner Przywara is coming from with the numbers but he just thought it should be included in their salary. Commissioner Davis said the cash bonus doesn’t pay into the retirement, right Julie? Ms. Munday said it does. Mayor Dunn asked if there was a cap that we are paying on retirement. Ms. Munday said on the State retirement, the employee does 6% and the Town matches the 6%. Mr. Mendenhall said FICA and everything else is
deducted. Mayor Dunn asked about the 401k match. Mr. Mendenhall said the Board will match 100% of what employees put in there with no cap. Mr. Mendenhall said it is in the Personnel Ordinance. Mayor Dunn said she thinks the Board needs to read the Personnel Ordinance a lot more carefully. Commissioner Brennan said what is shocking is that we haven’t looked at a salary schedule for 40 years. Commissioner Davis said he agrees. Commissioner Davis said he understands where Commissioner Przywara is coming from that other people are paying less but he doesn’t think other people are as concerned as we are as keeping good employees. Commissioner Davis said he thinks the reason is that they know they are going to get the turnover. Commissioner Przywara said just listening to everybody, we are not going to change it so lets just go on. Commissioner Davis said okay. Commissioner Przywara said he just wanted to voice his opinion. Commissioner Davis said as long as it calculates into their retirement, he has no problem doing a lump sum. Ms. Munday said they can choose. Commissioner Davis said if we add a dollar to their salary, it’s a choice. Ms. Munday said but at the end of the year, it is added into their gross wages. Commissioner Davis said he understands but what he is saying if we pay that as a bonus, they get to choose what gets taken out of it and Ms. Munday said that is correct. Commissioner Mayhew said do we pay anything on the bonus. Ms. Munday said yes, the match. Ms. Munday said the 6% to the State retirement is mandatory. Mayor Dunn said would staff rather have a cash bonus or a cumulative salary increase. Mayor Dunn said if the goal is to retain good employees, which is more attractive to the employees. Commissioner Brennan said now you have two policies you are trying to deal with and that becomes a financial nightmare. Mayor Dunn said she is saying one or the other. Commissioner Davis said he thinks that an employee getting $1/hour spread out over a year and going into retirement, we are looking out for that employee. Commissioner Davis said part of our job is looking out for our employees. Mayor Dunn said if she is an employee, would she rather have that in her salary or would she like to have a nice check in her hand one time during the year. Mr. Mendenhall said can he be honest with you from an employee standpoint. Mr. Mendenhall said you have a system here and its good about changing the system but its almost like capital improvements and projects, you should get into maintenance, stability and decide what you want to do and get the employees confidence. Commissioner Davis said has anybody complained about getting bonuses. Mr. Mendenhall said no complaints. Commissioner Davis asked Commissioner Przywara if he’s satisfied that the Board discussed it. Commissioner Davis said if it isn’t broke, don’t try to fix it. Mayor Dunn said she thinks they need to review it every 5 years, look at economics, how many employees are we keeping and does it have an impact on turnover.

4. Northwest Drive and Gate 10 Drainage (Dale) – Commissioner Dale said he has talked to several people out there after the Town made a major improvement over there and he is satisfied that we didn’t have any flooding again like what we had four years ago there. Commissioner Dale said there are a couple of homes that sit on the right-hand side of
Fairway #9 at the Golf Course. Commissioner Dale said the fairway is elevated and the homes sit down in a depression. Commissioner Dale said every time there is a heavy rain, one of the homes gets flooded and the second one has water almost up to a flooding situation. Commissioner Dale said he realizes that we don’t so anything on private property, a remedial would have to be done on private property. Commissioner Dale said he would like to suggest that we have Robert go in and look at the situation and see whether a trench through the backyard connecting to the existing trench on the roadway might alleviate the problem. Commissioner Dale said we had 35 homes flooded in 2015 and the actions taken by the Town have been very effective in alleviating almost all of those. Commissioner Dale said we still have 4 or 5 homes in the development, one at the corner of Bayberry, one on the Parkway and there is no remedial action that he sees that can be done other than the homes being elevated. Commissioner Dale said this situation over on Gate 10, he thinks there may be a solution and he would like to suggest that we have Robert, not as a top priority, but go in and look and see what he might suggest to alleviate that problem. Commissioner Dale said the problem is not going to go away. Commissioner Dale said the Golf Course is higher than the backyards and the water is obviously going to migrate into their backyards and then into their house. Commissioner Dale said he knows the one house is almost unsellable because of the history of the flooding. Commissioner Dale said the other house is up for sale too and while there hasn’t been home damage, there is a threat. Commissioner Dale said his recommendation is that we ask Robert on a low priority to go in and take a look and see what he may recommend. Mayor Dunn asked about the house on Myrtlewood that had the problem with the backyard flooding as we did go and look. Commissioner Davis said you are saying we send Robert in and he will come up with a solution. Commissioner Davis said let’s say the solution is the ditch, you’re not suggesting we put in the ditch. Commissioner Dale said no. Commissioner Dale said no our policy prevents us from doing that. Commissioner Przywara said he doesn’t want to be a stick in the mud but you are asking that we expend funds using our Town Engineer to go on private property. Commissioner Davis said that is true. Commissioner Przywara said you have to be careful with that as it is private property. Mayor Dunn said we could give the people the information on how to contact Robert and see how much a study would cost and then they could make a decision themselves if they wanted to pay for it. There was discussion of the Gates at 5 and 7 and the flooding from the fairway from the golf course. Commissioner Przywara said if there are two houses, they could get together and split the cost on it. Commissioner Davis said we can’t utilize Town funds on private property. Mr. Mendenhall said he would talk to Robert and give him the names of the property owners and follow-up.

5. Divestiture of property (Dale) – Commissioner Dale said this is a personal situation. Commissioner Dale said he bought his property in 1984 and had the house built in 1987. Commissioner Dale said he backs up to the golf course and the property on his left as you
look from the street backs up to the golf course. Commissioner Dale said there is a
drainage ditch that comes off the golf course and goes to the road. Commissioner Dale
said in 31 ½ years there has never been any water in that drainage ditch. Commissioner
Dale said that drainage ditch is separated from his property by a triangular piece of
property that joins at the back, at the end of that drainage ditch and encompasses about 13
feet of frontal property on the street. Commissioner Dale said that sliver that is adjacent
to his property, he has kept clean for 31 years. Commissioner Dale said he would like for
the Town to permit him to buy that sliver which is about 950 square feet from the Town
because it has no meaning to the Town whatsoever. Commissioner Dale said it’s not a
drainage situation and it is directly abutting his property. Commissioner Dale said it
would square his property up so that the frontage and the back dimensions would be
identical and he would have a square piece of property rather than an unsquared piece of
property. Commissioner Davis said he didn’t know we owned it. Mayor Dunn asked if
the Town owns it. Commissioner Dale said it is part of the drainage easement.
Commissioner Dale said why it was ever set up that way he has no idea. Commissioner
Davis said we don’t utilize that ditch and Mr. Mendenhall said no. Mr. Mendenhall said
it is doable but there is a legal process. Mr. Mendenhall said you can’t consent to it
today, there is a process that has to be done, probably not an upset bid because who
would want it. Mr. Mendenhall said you are going to have to have an appraisal done and
you will have some legal costs. Commissioner Davis said why can’t we just have the
appraisal and legal costs be the cost of the property. Mr. Mendenhall said you sure can.
Mr. Mendenhall said what you need to do is to instruct staff to move forward. Mayor
Dunn said remember as a Board member, you can’t benefit yourself. Mr. Mendenhall
said he can recuse himself but you need to go through the process. Commissioner Davis
said okay. Commissioner Przywara asked about other land out there. Mr. Mendenhall
said we have a lot of land out there, especially drainage-wise in the Carolina Shores
Subdivision but not so much in the other subdivisions. Mr. Mendenhall said it is about
95% essential drainage. Commissioner Dale said the triangle piece is 965 square feet.
Commissioner Przywara said he asked about the other land is because this will get out.
Mr. Mendenhall said we will get with the Town Attorney and start working on it.
Commissioner Dale said thank you.

COMMISSIONER BRENNAN MADE A MOTION TO TAKE A RECESS FOR
LUNCH FROM 12:10 P.M. TO 1:00 P.M. AND RECONVENE AT THAT TIME.
COMMISSIONER DALE SECONDED THE MOTION. MAYOR DUNN CALLED
FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

COMMISSIONER DAVIS MADE A MOTION TO RECONVENE THE MEETING AT
1:10 P.M. COMMISSIONER BRENNAN SECONDED THE MOTION. MAYOR
DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.
6. Vehicle & Equipment Usage – The Board reviewed the Town Hall Vehicles and Mileage Report. Commissioner Dale said he is pleased to see the jetter on there. The Board said this item is good.

7. Remote sensor technology deployment – 6 locations in canal system for advanced flood monitoring. Approximate cost $10,000. Mr. Mendenhall said he sent an email on this item previously and they are about $1,500.00 a unit. Mr. Mendenhall said that is for 6 locations or you could pare down the number of locations. Mayor Dunn asked if this is the same equipment that the county has out there now. Mr. Mendenhall said it is similar but different. Mr. Mendenhall said it gives you information back here and you can’t access the county’s information. Commissioner Davis asked if there is one location that we need to know about on an hourly basis and Mr. Mendenhall said yes. Mr. Mendenhall said that is somewhere around the Persimmon Swamp Line or the Caw Caw Main. Mr. Mendenhall said one or the other as we know how quickly it rises. Commissioner Davis said his suggestion is find two areas that you need that would give us that information and see if they work. Commissioner Davis said he doesn’t want to buy six of these things and have them sit there. Mayor Dunn asked what are we doing with our drone. Mr. Mendenhall said we use it to fly the canals but it hasn’t been used in the last 30 days. Mayor Dunn asked who flies it and Mr. Mendenhall said Tony and Chris. The Board was in agreement to purchase two.

8. Carolina Farms Blvd Mill and Cap – from US 17 to Corn Planters, mill edges and S9.5B surface course cap 1.5in depth. Approximate cost $75,000 - Mr. Mendenhall said you may want to hold this item until we get to the Capital Projects section and the Board agreed. Mr. Mendenhall said Carolina Farms Blvd. was sealed about three years ago and you want to get on a maintenance cycle. Commissioner Przywara said that was a really bad seal job. Mr. Mendenhall said we need to do something out there; the road is coming up. There was discussion on this item. Mr. Mendenhall said this would have to be bid out and we can discuss it during the Capital Projects section.

9. Discussion of permit fees (Dunn) – Mayor Dunn said twice in the past year, she has had people come to her about permit fees. Mayor Dunn said one was a minor change to a deck and the other was to put fancier windows in their porch. Mayor Dunn said in the case of the deck, they were told $75.00 and then came back with the $75.00 and they were told no, it’s $200.00 and then they were told no, it’s $325.00. Mayor Dunn said that being the case, the people with the $1,000.00 deck it was going to cost him $325.00 in permit fees. Mayor Dunn said she started taking a look at the fees. Mayor Dunn said she has a copy of the Fee Schedule from last year and it looks about $30.00 a square foot but when you start adding the Stormwater Fees, that is where the additional cost is. Mr. Mendenhall said you passed the Stormwater Fees when you passed the Flood Damage Prevention Ordinance in the stormwater section there. Commissioner Davis said that is because we have to certify, our Inspector has to certify to the county or the state. Mr. Mendenhall said not only that, you have this idea that you don’t want increases in
construction on impervious surface to create more problems after you fixed it. Mayor Dunn said they are putting windows in, in an already existing concrete quarters and Mr. Mendenhall said they waived that. Mayor Dunn said so it goes back down to $75.00? Commissioner Davis said no, there is $100.00 for stormwater, $100.00 for the floodplain, $100.00 for zoning and then $75.00 is the minimum payment. Mayor Dunn said here is her concern. Mayor Dunn said she can’t argue about the deck but somebody changing windows with an already existing porch with windows, it doesn’t change the footing or anything. Mayor Dunn said they made a very valid point that most people in our neighborhood who are doing this, they don’t come to the Town, they just do it. Mayor Dunn said and it encourages people to do it when a project is so small to avoid coming to Town Hall at all. Commissioner Davis said a resident in his community called him because they were going to put in a 12x8 pad. Commissioner Davis said they came down to Town Hall and the permit fees were going to cost $375.00 and the pad was going to cost $400.00. Commissioner Davis said they didn’t want to pay that. Commissioner Davis asked them why they wanted to put in a pad and they said we want to put a grill on it. Commissioner Davis said he told them that you want to put a 12x8 pad to put a grill on and never sit on it. Commissioner Davis said he told them, why don’t you just put three pavers down that doesn’t create a permanent use at all and just remember to pull it out from the house when you are going to use it. Commissioner Davis said the residents thanked him. Mayor Dunn said well that makes sense. Commissioner Mayhew asked about the pavers and Commissioner Davis said we don’t permit for pavers. Mr. Mendenhall said that is a loophole in our process. Commissioner Davis said he understood the stormwater fee and the zoning fee but the one we just added about the flood, we have to certify that correct and Mr. Mendenhall said correct. Commissioner Davis said that is the problem. Commissioner Davis said when you are asking out Town employee to put his name on the line to certify something according to State and Federal mandate, that is where that came from. Commissioner Davis said there should be a charge for that as it has to be certified. Commissioner Davis said does he know that a $100.00 is too much, he doesn’t? Commissioner Przywara said he agrees with Joyce. Commissioner Przywara said if you’re not changing the exterior, why do you need all of that stuff. Mr. Mendenhall said it is really simple. Mr. Mendenhall said it was a screened in porch and it went to Easy Breezy which is an engineered product. Mr. Mendenhall said if it is in a floodplain, you can’t enclose anything. Mr. Mendenhall said then with the zoning, you have to check the setbacks on this because it is now enclosed. Mr. Mendenhall said you are now looking at setbacks before this becomes technically another room. Commissioner Davis said he and Jon have talked before regarding the fact that there are a lot of people not getting permits. Mayor Dunn said part of it is people not doing it and the other part is people not understanding they have to do it because the whole process is so complicated. Commissioner Davis said further down the road as building decreases, the Building Inspector will have time to ride around look at things
like that and to check if people have a permit. Commissioner Davis said all we need to do is catch a couple of people in any neighborhood and you guys know how that works. Commissioner Davis said he knows in The Lakes there are about 20 people on purpose, not permitted. Mayor Dunn said well sure. Mayor Dunn said the people were shocked about the $375.00 and Commissioner Davis said they were given misinformation. Commissioner Davis said he remembers that incident and that was misinformation. Commissioner Davis said the first time they asked, they wanted to know how much a building permit costs for a deck and they were told $75.00 because that is what they asked. Mayor Dunn said they didn’t know to ask all the other questions. Commissioner Brennan asked if they need a handout in regards to all of this. Mr. Mendenhall said there is a brochure. Mayor Dunn said if she goes online and it says $30.00 a square foot and she comes down to Town Hall and finds out it is $375.00 because nothing on here says you also need to get this and she would be upset. Mr. Mendenhall reviewed the brochure. Mr. Mendenhall said the Floodplain Fee came this past fall. Commissioner Davis said he realizes that it is scaring people off but we need to charge for something that has to be certified. Mayor Dunn said she is not arguing that; she is not saying get rid of the fees. Mayor Dunn said she is saying to find a more friendly user way of going about this. Mayor Dunn said first, they don’t have adequate information and they can’t incorporate that into their decision and second it is a lot of money to be spending. Commissioner Davis said Gail could be out there because it is code enforcement and check to see if people are getting permits. There was discussion on the Town’s fine structure. Commissioner Mayhew said we had talked about having some type of fence at the parks to make them more secure, is that going to be under special projects, do we need to budget for that. There was discussion on what other towns do with their parks. Commissioner Davis said maybe our brochure should be a homeowner’s guide to home improvements.

10. Beacon Townes Flood Water Issue – There was discussion on Beacon Townes dealing with the state. It was the consensus of the Board, for staff to prepare a letter on behalf of the Town and residents and put it on the April agenda.

1:00 Capital Projects – review of Capital Improvement Program and delivery of capital projects in upcoming fiscal year

<table>
<thead>
<tr>
<th>FY</th>
<th>Project</th>
<th>Road Cost</th>
<th>Stormwater</th>
<th>VEA</th>
<th>VEA Cost</th>
<th>FFA</th>
<th>FFA Cost</th>
<th>Total</th>
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<td>Replace Headwalls M2#2 Phase 1 of 2</td>
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**Road**

Street Maintenance Projects for FY 20:
Project provides funding for road rebasing ½ of Waterview Lane with 6in ABC using force account followed by a contracted paving with 2in S9.5 surface course.

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Unit</th>
<th>$/Unit</th>
<th>Cost</th>
<th>30% Con</th>
<th>Total Cost</th>
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<tbody>
<tr>
<td>Waterview 1/2</td>
<td>1/2 of ID #1, to Putting Ln</td>
<td>4856</td>
<td>$20.65</td>
<td>$100,276.40</td>
<td>$30,082.92</td>
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<tr>
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<tr>
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<td>$16,751.26</td>
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Total: $196,747; anticipate budgeting $200,000 for this work ($115,000 in Powell Bill, $85,000 in Capital.)

Mr. Mendenhall discussed the Waterview paving project above. Mr. Mendenhall said due to the cost savings, you probably have enough money in the budget to do all of Waterview if you have the mind to and still come in under the budgeted price. Mr. Mendenhall we could budget $200,000.00 for this work and that is well below what you projected in the CIP. Mr. Mendenhall said because of scheduling, he would recommend doing half first and see how it goes.

Commissioner Davis said he thinks we should at least do half for a whole lot less money. Mayor Dunn said when we come up with estimates on these projects, we should factor in our own labor costs as there is a value there. Commissioner Davis said that is correct, there is a value that is not listed here. Mr. Mendenhall said we also got the number for The Farm to go from Highway 17 all the way to Haystack, which is about $45,000.00. Mr. Menenhall said that is a very good price. Mr. Mendenhall said you could do that and still save $55,000.00. Commissioner Davis said just because we are saving money Jon, doesn’t mean we have to add more projects. Mr. Mendenhall said correct.

**Stormwater**

No projects were scheduled in the CIP during this year. Mr. Mendenhall said you have no stormwater projects scheduled this year. Mr. Mendenhall said you are going to have Force Account projects in replacement of culverts and that is not a CIP.

**Vehicles & Equipment**

<table>
<thead>
<tr>
<th>VEA 6</th>
<th>Backhoe</th>
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<tbody>
<tr>
<td></td>
<td>Trailer</td>
<td>$ 20,000.00</td>
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<tr>
<td></td>
<td>Lawn Mower</td>
<td>$ 10,000.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$ 90,000.00</td>
</tr>
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</table>

Trailer and lawn mower already acquired, leaving just the backhoe for acquisition. Mr. Mendenhall said we are on track to replace a backhoe and trailer and lawn mower has already been purchased. Mr. Mendenhall said he would go to the CAT dealer and get a low meter used backhoe. Mr. Mendenhall said he thinks you surplus what you have any use that money plus whatever we have budgeted here and he thinks you can get a pretty good used one with a cab.
Furniture & Fixtures

- **FFA 1**  
  - Roof Replacement Town Hall  
  - $20,000.00

Mr. Mendenhall said the other item was roof replacement and you have already taken care of that.

Mr. Mendenhall said you have all made a good investment and now you are reaping the benefits. Commissioner Davis said two storms in one year forced us to do that. Commissioner Davis said we bought the equipment because we had to have it. Commissioner Davis said we are looking at reimbursement but we may not get it but we still needed to have it. Mr. Mendenhall did a quick review of CIP FY21. There was discussion on FEMA reimbursement and Mr. Mendenhall said that Julie is working hard. Mr. Mendenhall asked the Board if they were happy with the CIP and it was the consensus of the Board that they were happy. It was the consensus of the Board to do The Farm project if it is at the price of $45,000.00. Commissioner Przywara asked when maintenance puts down the asphalt how do they even it out. Mr. Mendenhall said we have a roller. Mr. Mendenhall said the only problem with that is that the closest asphalt plant is either in Conway or Leland.

2:10 Budget Instructions and Direction – Board to instruct staff to prepare a budget, guidance on tax rate, etc.

This item allows time for the Board to instruct staff to prepare a budget, guidance on tax rates, etc.

Mayor Dunn said we have to give instruction to the staff on the budget. Mayor Dunn said we covered the tax rate. Commissioner Davis said he thinks we have covered all this. Commissioner Davis said we have given you what we want and what we don’t want. Commissioner Davis said we are lowering the budget and he thinks we are all happy with that because we see the need to keep the budget low. Mr. Mendenhall said when staff hears your thoughts and concerns, we try to respond accordingly. Mr. Mendenhall thanked the Board for their guidance. Commissioner Davis said he and Jon talked about having too many irons in the fire and trying to do all these projects, we just need to slow down. Commissioner Davis said we are at a place where we can now. Commissioner Przywara said in regards to responding, he can’t complain as everybody here responds and helps out. Commissioner Davis said in regards to the budget between Jon’s work, Julie’s work and Niki’s work, it gets easier every year. Commissioner Davis said kudos to his fellow Board members because we all certainly understand where we are all at. Commissioner Davis said we understand what is important to this Town. Commissioner Davis said he can remember before it would take us all morning just to write the goals.

There was discussion on dates. Mr. Mendenhall said he will look at the calendar and we can post all the meeting dates in one memo.
Adjourn:

COMMISSIONER BRENNAN MADE A MOTION TO ADJOURN THE MARCH 11, 2019 BOARD OF COMMISSIONERS SPECIAL CALLED BUDGET RETREAT MEETING AT 2:03 P.M. COMMISSIONER DAVIS SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.
Item: Public Hearings

Contact: Ms. Joyce Dunn, 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.
<table>
<thead>
<tr>
<th>Item:</th>
<th>Administrative Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact:</td>
<td>Mr. Jon Mendenhall, Town Administrator</td>
</tr>
<tr>
<td>Location:</td>
<td>Administrative Reports</td>
</tr>
<tr>
<td>Follow-up:</td>
<td>None</td>
</tr>
<tr>
<td>Requested Action:</td>
<td>Receive reports on the administration of the Town</td>
</tr>
<tr>
<td>Budgetary Impact:</td>
<td>None</td>
</tr>
</tbody>
</table>

**Narrative:**

This item presents for the Board’s information various reports on the administration of the Town.
This report serves as the report of administrative activities undertaken by the Town in the previous month and summarizes administrative, operational, and project updates for the reporting period.

**Administrative**

Administrative work has focused on closing out the current fiscal year and preparing for the next fiscal year starting July 1, 2019.

**Operational**

*Finance*

Finance is working on budget and FEMA paperwork. A presentation will be made at the July 8, 2019 meeting of the Board on Sunday morning alcohol sales.

*Public Works*

Maintenance

Maintenance work is on-going in three areas: 1) roadside ditch – vicinity of Sand Dollar Ct/Dr 2) mowing; 3) DSIP 18-5 and Palm Court roadside ditch pulling. A problem has arisen on Sunfield Drive where our new asphalt has experienced subsurface water infiltration into the base. A fix has been determined that will require the median island to be built up, curb installed and the asphalt repaired. The curbing is estimated to be $3,700, build-up of the median island can be done using Town forces, and the asphalt will require a separate contract to repair ($10,000).
Inspections
Inspection volumes are strong.

Planning & Zoning
Planning has been working on a potential rezoning along Shingletree Rd and will be working with HCP on the Community Rating System starting in July.

Public Safety
Code Compliance has completed annual hurricane training for employees and residents.

Project

Drainage
DSIP 18: 11 of 11 complete/cancelled or 100%
    DSIP 18-5 (Palm Ct): Complete

Resurfacing
Annual Resurfacing Project – project complete

Spring Patching and Street Maintenance Program – in-progress, weather delay on road sealing experienced
<table>
<thead>
<tr>
<th>Activity</th>
<th>Count</th>
<th>Total Cost of Construction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Family Residence</td>
<td>3</td>
<td>$803,628</td>
</tr>
<tr>
<td>Multi- Unit Housing</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>Modular Home Permits</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>Manufactured Home Permits</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>Commercial/Industrial Building Permits</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>TOTAL BUILDING PERMIT CONSTRUCTION VALUATION</strong></td>
<td></td>
<td><strong>$803,628</strong></td>
</tr>
<tr>
<td>Other Building Permits (i.e. Addition, fence, deck, garage, shed, sunroom, mail station, concrete/asphalt paving, roof over deck, windows) construction valuation</td>
<td></td>
<td>$1,875</td>
</tr>
<tr>
<td>Building Permits</td>
<td>5</td>
<td></td>
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<tr>
<td>Demolition</td>
<td>0</td>
<td></td>
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<tr>
<td>Floodplain Permits</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>Electrical Permits</td>
<td>2</td>
<td></td>
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<tr>
<td>Driveway Permits</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Mechanical Permits/Gas Permits</td>
<td>24</td>
<td></td>
</tr>
<tr>
<td>Zoning Permits</td>
<td>9</td>
<td></td>
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<tr>
<td>Plumbing Permits</td>
<td>1</td>
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<tr>
<td>Sign Commercial</td>
<td>0</td>
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</tr>
<tr>
<td>Inspections Completed</td>
<td>305</td>
<td></td>
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<tr>
<td>Certificate of Occupancy Certificates</td>
<td>13</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL CERTIFICATE OF OCCUPANCY (CONSTRUCTION VALUATION)</strong></td>
<td></td>
<td><strong>$2,860,784</strong></td>
</tr>
<tr>
<td><strong>PERMIT FEE REVENUE</strong></td>
<td></td>
<td><strong>$17,749.47</strong></td>
</tr>
<tr>
<td><strong>YEAR TO DATE PERMIT REVENUE</strong></td>
<td></td>
<td><strong>$595,191.20</strong></td>
</tr>
</tbody>
</table>

Cc: Town Administrator – FINAL REPORT May 2019
    Judy – Brunswick Co. Inspection Dept.  253-2024
This report covers the period of May 1-31, 2019. The month of May was very active in permits and inspections.

**BUILDING PERMITS & CERTIFICATES OF OCCUPANCY ISSUED**

3 permits for new single family have been approved (construction value $803,628).

In addition, there are 5 building permits for repair/remodel underway.

13 certificates of occupancy were issued in May 2019 (construction value $2,860,784)

There are 93 valid new home permits open now where the homes are in various stages of construction.

**OTHER PERMITS ISSUED**

- Mechanical: 24
- Electrical: 2
- Plumbing: 1
- Zoning: 9
- Floodplain: 30
- Driveway: 5
- Demolition: 0

**INSPECTIONS**

305 building inspections have been completed.

**TREE PERMITS**

- Permits: 7
- Trees: 27
- Clearing: 0
- Approved: 28
- Denied: 1
- Replacement: 0

**OTHER ACTIVITIES**

Approximately $17,749.47 in permit fees was collected in May 2019. YTD collected $595,191.20.

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

Building inspections staff issued 46 recycle center stickers. The number of stickers issued per development is as follows: Beacon Townes-2, Carolina Shores-26, Calabash Lakes-2, Farm at Brunswick-8, Lighthouse Cove-1, and Village at Calabash-7.
Item: Public Comment
Contact: Ms. Joyce Dunn, 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
<table>
<thead>
<tr>
<th>Item:</th>
<th>Mayor and Board of Commissioners Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact:</td>
<td>Ms. Joyce Dunn, Mayor</td>
</tr>
<tr>
<td>Location:</td>
<td>Mayor and Board of Commissioners Comments</td>
</tr>
<tr>
<td></td>
<td>“Mayor and Board of Commissioners Comments”</td>
</tr>
<tr>
<td>Follow-up:</td>
<td>None</td>
</tr>
<tr>
<td>Requested Action:</td>
<td>Allow time for Mayor and Board comment.</td>
</tr>
<tr>
<td>Budgetary Impact:</td>
<td>None</td>
</tr>
<tr>
<td>Narrative:</td>
<td>This item presents a time for Mayor and Board’s discussion.</td>
</tr>
</tbody>
</table>
Town of Carolina Shores Board of Commissioners
Agenda Item Summarization & Narrative

Item: Closed Session
Contact: Ms. Joyce Dunn, 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.)