

**TOWN OF CAROLINA SHORES  
PARKS COMMISSION  
MEETING MINUTES  
May 16, 2018  
2:00 p.m.**

Jon Mendenhall welcomed everyone to the first Town of Carolina Shores Parks Commission meeting at 2:00 p.m and introduced himself as the Town Administrator for The Town of Carolina Shores. Jon introduces all the members present: Thomas DiPaolo from The Village at Calabash, Teddy Altreuter from Carolina Shores, Janet Vetrano from The Farm at Brunswick, Greg Hapner, who is the Planning Board Representative, Ed Lillis from Beacon Townes, Bill Hanley (William) from Lighthouse Cove, and Brett Thomaswick from Calabash Lakes. Jon also introduced Gere Dale, the liaison from the Town of Carolina Shores Board of Commissioners and Sara Hammonds, the secretary that will be serving the Parks Commission.

At this time, Jon asked the Parks Commission members to each tell a little bit about their industry backgrounds. Member DiPaolo stated that he had 20+ years in the print and newspaper background. Member Altreuter stated that she was a dental hygienist and the first Mayor of Carolina Shores. Member Vetrano stated that she was a junior high school teacher and hotel/wedding/convention planner. Member Hapner stated that he had 35 years of military/federal government/IT background. Member Lillis stated that his background is in technical support and database applications. Member Hanley stated that his background is in recreation and telecommunication. Member Thomaswick is the current Head Golf Professional for Sandpiper Bay.

**Organizational Meeting**

Jon advised the Parks Commission that at this time, a Chair and Vice Chair need to be elected. Ms. Hammonds will serve as the Parks Commission secretary. Member Altreuter nominated Member Vetrano as Chair. Member Hanley seconded the motion. Member Vetrano accepted the nomination. All members approved the nomination.

Chairperson Vetrano requested nominations from the Parks Commission for Vice Chair. Member Thomaswick volunteered himself to be Vice Chair. Member DiPaolo made a motion for Member Thomaswick to be Vice Chair. Member Hanley seconded the motion. Chairperson Vetrano called for a vote and the motion carried by unanimous vote.

At this time the Pledge of Allegiance was recited and there was a moment of silence. Chairperson Vetrano called the May 16, 2018 Parks Commission meeting to order.

**Approval of Minutes:** None

**Administrative Reports:**

Jon stated that there will always be an administrative report on the agenda for small matters. Page 2

of the packet has the schedule of the meetings for the rest of the year. Chairperson Vetrano asked if the Parks Commission can call a meeting whenever they want. Jon stated that special called meetings require 48-hour notice.

### **New Business:**

#### Review Duties and Responsibilities:

The first item under new business was the review of duties and responsibilities. Jon stated Ordinance 18-4 included in the packet was approved by the Board of Commissioners. There is the ability to form subcommittees under the Parks Commission, but Jon stated that for now, all business should be handled by the Parks Commission as a whole. Each subcommittee will have to have a Chair, Vice Chair and Secretary, and keep their own minutes.

#### Review of Next Work Item: Parks Plan

Included in everyone's packet was an example parks plan from the Town of Windsor. Jon stated that Holland Consulting Planners works with the Town closely and will be working with the Parks Commission on a Parks Plan for the Town. The Parks Commission will work as an advisory board for grants as part of the Parks and Recreation Trust Fund. Chairperson Vetrano asked Jon who will be the liaison. Jon stated that the Town Planner, once hired, will be the liaison. Jon stated that there will need to be public hearings on the Parks Plans with public input sessions. Gail Treglia will work with the Parks Commission through the volunteer program that is in place. Commissioner Dale stated that if the concert that is scheduled is successful, there will be another concert in September to coincide with the 20-year anniversary of the Town. Jon stated by the end of the calendar year there should be 2 parks built (developer built at their cost), a Greenway (which is in progress), and a concert venue. The Farm at Brunswick may have their private greenway as a part of the Town's greenway in the future. Jon added that the Economic Development Commission works with developers, so they will also work with the Parks Commission. Member Hanley asked if we want multiple small parks instead of one bigger one. Jon stated that Holland Consulting Planners will help the Parks Commission with those decisions.

#### Review of Program Activities:

Jon pointed the Parks Commission members to the Volunteer Programs Brochure included in their packet. He added that Gail Treglia works with them. There are four areas in which people can volunteer: Environment, Safety, Recreation, and Business. There is an annual call for volunteers as well. Gail stated that currently 23 people are active volunteers, and several of them will be coming to help with the concert. She added that she is trying to form quarterly events and get more volunteers.

#### Review of Parks Activities:

Jon stated that the 2 parks that are to be built will be done at developer cost. He pointed the members to the large proposed multi-use map. Jon and the Parks Commission members went

over each item on the map, including planned areas for future Greenway trails. Chairperson Vetrano encouraged the Parks Commission to get familiar with the proposed areas. Member Altreuter asked Jon if Carolina Shores North was being annexed. Jon stated that the Economic Development Commission is working on that. Chairperson Vetrano asked Jon what the Parks Commission members should do before the next meeting. Jon said to look around and check out nearby parks. A link will be sent out to the members to the Comprehensive Plan. Holland Consulting Planners will be at the next meeting. Jon added that everyone should be aware of public records being made. Any email that is sent should be sent to all members, everything is public record. Until the members have more training, Jon stated that all business should be conducted during meetings.

**Public Comment:** None

**Adjourn:**

Member Hanley made a motion to adjourn the May 16, 2018 Parks Commission meeting. Member Lillis seconded the motion. Chairperson Vetrano called for a vote and the motion carried by unanimous vote.

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Chairperson Janet Vetrano

Submitted by:

Sara Hammonds, Deputy Town Clerk