



Workshop Meeting of the Town of Carolina Shores
Board of Commissioners
November 3, 2014 10:00am

Call to Order

I. Administrative Reports

1. Administrative Reports
2. Committee Reports

II. New Business

3. Regular Meeting, November 6, 2014 Agenda Items
 - a. Consideration of a Memorandum of Understanding for a Multi-Jurisdictional Hazard Mitigation Plan
 - b. Consideration of Communication Policy Changes

III. Public Comment

IV. Mayor and Board of Commissioner Comments

V. Closed Session: Closed Session pursuant to NCGS 143-318.11 a (3) Legal, (4) Economic Development, (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
October 6, 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; Nicole Marks, Town Clerk; Julie Munday, Finance Director and Town Attorney James E. Eldridge.

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 September 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

Personnel and Code work have been worked on during the past month. The Code project has passed its milestone of draft review and is being presented for consideration in the October agenda; this includes all titles/sections of the Code. The hiring process has been completed for a Code Compliance Officer and Building Custodian. One position remains open: Maintenance Technician.

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 in the November-December timeframe. A quarterly finance report will be made at the October workshop meeting under administrative reports.

Public Works

Public Works is continuing with their operations and maintenance activities of road and drainage ways. In order to initiate the capital project associated with Clubview, Public Works has undertaken step #3 as outlined in the Project summary for resurfacing. Manpower concerns have arisen and coupled with weather delays have caused significant schedule slippage in the month of September. Equipment acquisitions are complete; emergency management acquisitions are nearly complete (radio system installed, training being scheduled, EOC supplies need to be procured).

Please refer to the Public Works Report for more detailed information.

Inspections

Inspections is continuing to work through a busier building period, a great deal of activity is occurring at Calabash Lakes and Lighthouse Cove is seeing an increase in activity with approximately 6 new house starts. Additional manpower will be needed to meet the projected demand for the next 12 months and calculations are on-going to provide the necessary human resources based on projected demand from the development community.

Project

Code

The Code project is nearing completion, upon adoption the adopted sections of the code will be transmitted to American Legal Publishing for final publishing/printing. The adoption of the code has been placed on the October agenda.

Resurfacing

1. Engineering Services – at the meeting in June, the Board was asked to name an engineering service firm(s) for the Clubview Project; staff is working with: Ms. Aimee Drucker P.E. on roadway work and on drainage work.
2. Preliminaries – the preliminary engineering process is complete.
3. Bid Phase – bid phase services are nearly complete, one bid was received on September 30, 2014 and has been placed on the October agenda for consideration
4. Construction – the construction schedule has changed to accommodate the re-bidding that occurred, drainage/site preparation work will occur in October and asphalt work will occur in November

Drainage

Roadside Drainage Maintenance

1. Roadside Drainage – equipment acquisitions are complete to enable the pulling of roadside drainage ditches, this work however, is delayed due to a manpower shortage

Incorporations via Reference

Public Works – please refer to the Public Works Report

Inspections – please refer to the Inspections Report

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

Mr. Mendenhall asked the direction of the Board in regards to some overhanging limbs in the median on the Parkway and elsewhere and ditch work that needs to be done. Mr. Mendenhall said he could get estimates as to the scope of the work.

Finance Report:

**TOWN OF CAROLINA SHORES
FINANCE REPORT
1st Quarter 2014-2015**

Beginning Balance **GENERAL FUND**
\$4,081,751

BUDGET SUMMARY

	<u>2014-2015</u>	<u>ACTUAL AS</u>	<u>PERCENT</u>
		<u>OF 09-30-2014</u>	
	<u>ADOPTED</u>		
EXPENDITURES			
OPERATING	1,079,200	330,149	
CIP	406,370	2,253	
TOTAL...	1,485,570	332,402	23%
REVENUES			
PROPERTY TAX	380,000	57,688	
SALES TAX	524,000	199,738	
UTILITY FRANCHISE	100,000	37,351	
MISC. (Bldg.Permits, Beer/Wine, Interest, MV)	380,200	181,256	
Powell Bill Funds	101,370	0	
TOTAL...	1,485,570	476,033	32%
<u>Ending Balance:</u>	\$4,225,382		

Committee Reports:

Keep Brunswick County Beautiful – Mr. Gere Dale said they had a presence at the Leland’s Founders Event the last weekend in September and unfortunately it rained and there was not a real good turn out. Mr. Dale said last Saturday they had a presence at the Sunset at Sunset Event and they had wonderful weather and a huge turn out. Mr. Dale said he is happy to say a lot of people frequented their booth and got educated about recycling and Keeping Brunswick County Beautiful. Mr. Dale said they picked up souvenirs and they had portable ashtrays available and what was gratifying to him was that very few people picked up those ashtrays; indicating to him that we don’t have that many people smoking anymore which is a very good sign. Mr. Dale said they had things for the kids that were inscribed with KBCB such as frisbees, pencils, tattoos and wrist bands and the kids had a great time. Mr. Dale said they did have guess the number of bottle caps available and they had a very good response and a gift card from Walgreens as an enticement for people to sign up to make a pledge for recycling. Mr. Dale said the guesses ranged from 308 to 14,000 which was a very interesting range.

HOA/POA Advisory Committee -

There was no representative available at the Board’s meeting.

Tree Advisory Committee --

There was no representative available at the Board’s meeting as they meet quarterly.

Calabash EMS – Commissioner Manning said Calabash EMS has a truck painted pink and it’s going to be used for the month of October for Breast Cancer Awareness Month. Commissioner Manning said the truck will stay pink for the rest of the year and possibly into next year. Commissioner Manning said the EMS feels that Breast Cancer Awareness is more than one month and it should go for the whole year. Commissioner Manning said the EMS is selling pink t-shirts if anyone would like to stop down and pick one up. Commissioner Manning said the proceeds go to help people in the neighborhood.

Agenda Modification:

Mayor Goodenough said there was going to be an agenda adjustment. Mayor Goodenough said there is going to be a Closed Session for Attorney-Client Privilege and will go after Mayor and Board of Commissioners Comments. Mayor Goodenough said the NC State Statute is 143-318.11 (a)(3).

New Business:

First Reading and Adoption of Chapter 91: Unified Development of the Code of Ordinances:

COMMISSIONER MANNING MADE A MOTION TO APPROVE AND ADOPT THE FIRST READING OF CHAPTER 91: UNIFIED DEVELOPMENT OF THE CODE OF ORDINANCES. COMMISSIONER RUSSO SECONDED THE MOTION. MAYOR GOODENOUGH ASKED IF THERE WERE ANY DISCUSSION. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

First Reading and Adoption of a Revised FY 15 Fee Schedule:

COMMISSIONER PRZYWARA MADE A MOTION TO APPROVE AND ADOPT THE FIRST READING OF A REVISED FY 15 FEE SCHEDULE. COMMISSIONER DAVIS SECONDED THE MOTION. MAYOR GOODENOUGH ASKED IF THERE WERE ANY DISCUSSION. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

First Reading and Adoption of Title I: General Provisions:

COMMISSIONER DAVIS MADE A MOTION TO APPROVE AND ADOPT THE FIRST READING OF TITLE I: GENERAL PROVISIONS. COMMISSIONER RUSSO SECONDED THE MOTION. MAYOR GOODENOUGH ASKED IF THERE WERE ANY DISCUSSION. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

First Reading and Adoption of Title II: Town Government:

COMMISSIONER RUSSO MADE A MOTION TO APPROVE AND ADOPT THE FIRST READING OF TITLE II: TOWN GOVERNMENT. COMMISSIONER DAVIS SECONDED THE MOTION. MAYOR GOODENOUGH ASKED IF THERE WERE ANY DISCUSSION. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

First Reading and Adoption of Title III: Public Safety:

COMMISSIONER BRENNAN MADE A MOTION TO APPROVE AND ADOPT THE FIRST READING OF TITLE III: PUBLIC SAFETY. COMMISSIONER DAVIS SECONDED THE MOTION. MAYOR GOODENOUGH ASKED IF THERE WERE ANY DISCUSSION. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

First Reading and Adoption of Title IV and V: Public Works and Municipal Utilities

COMMISSIONER RUSSO MADE A MOTION TO APPROVE AND ADOPT THE FIRST READING OF TITLE IV AND V: PUBLIC WORKS AND MUNICIPAL UTILITIES. COMMISSIONER MANNING SECONDED THE MOTION. MAYOR GOODENOUGH ASKED IF THERE WERE ANY DISCUSSION. Commissioner Brennan asked that these two sections be separated. COMMISSIONER BRENNAN MADE A MOTION TO AMEND THE ABOVE MOTION TO APPROVE AND ADOPT THE FIRST READING OF TITLE IV: PUBLIC WORKS AND TITLE V: MUNICIPAL UTILITIES AS LONG AS THESE TWO TITLES ARE SEPERATED AS TWO INDIVIDUAL TITLES. COMMISSIONER MANNING SECONDED THE AMENDED MOTION. MAYOR GOODENOUGH ASKED IF THERE WERE AND FURTHER DISCUSSION. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

First Reading and Adoption of Title VI: Licensing and Regulation:

COMMISSIONER BRENNAN MADE A MOTION TO APPROVE AND ADOPT THE FIRST READING OF TITLE VI: LICENSING AND REGULATION. COMMISSIONER PRZYWARA SECONDED THE MOTION. Commissioner Russo asked that when a permit is

issued from the town, do we make sure the person has compensation and insurance and what assurance do we give the people for someone working in the town. There was discussion on this topic. Mayor Goodenough said we do check licenses. MAYOR GOODENOUGH ASKED IF THERE WERE ANY FURTHER DISCUSSION. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

First Reading and Adoption of Title VII: Motor Vehicles and Traffic:

COMMISSIONER DAVIS MADE A MOTION TO APPROVE AND ADOPT THE FIRST READING OF TITLE VII: MOTOR VEHICLES AND TRAFFIC. COMMISSIONER BRENNAN SECONDED THE MOTION. Commissioner Manning asked if golf carts were included and Mr. Mendenhall responded no they are not included. Commissioner Manning felt that they should. There was further discussion on golf carts. There was discussion on heavy equipment on the road and this item should be investigated. The Board agreed the issue on the golf carts and heavy equipment could be investigated and amended in the future if need be. MAYOR GOODENOUGH ASKED IF THERE WERE ANY FURTHER DISCUSSION. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

First Reading and Adoption of Title VIII: Offences:

COMMISSIONER RUSSO MADE A MOTION TO APPROVE AND ADOPT THE FIRST READING OF TITLE VIII: OFFENCES. COMMISSIONER DAVIS SECONDED THE MOTION. MAYOR GOODENOUGH ASKED IF THERE WERE ANY DISCUSSION. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

First Reading and Adoption of Title IX: Planning and Regulation of Development:

COMMISSIONER PRZYWARA MADE A MOTION TO APPROVE AND ADOPT THE FIRST READING OF TITLE IX: PLANNING AND REGULATION OF DEVELOPMENT. COMMISSIONER DAVIS SECONDED THE MOTION. MAYOR GOODENOUGH ASKED IF THERE WERE ANY DISCUSSION. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Award of Clubview Reconstruction Project:

There was lengthy discussion on this item.

COMMISSIONER MANNING MADE A MOTION TO AWARD THE CLUBVIEW RECONSTRUCTION PROJECT TO PALMETTO PAVING WITHOUT THE ALTERNATIVES FOR \$475,000.00. COMMISSIONER BRENNAN SECONDED THE MOTION. MAYOR GOODENOUGH ASKED IF THERE WERE ANY FURTHER DISCUSSION. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Consideration of Solid Waste Convenience Site Engineering Proposal:

COMMISSIONER MANNING MADE A MOTION FOR THE CONSIDERATION OF SOLID WASTE CONVENIENCE SITE ENGINEERING PROPOSAL. COMMISSIONER BRENNAN SECONDED THE MOTION. MAYOR GOODENOUGH ASKED IF THERE

WERE ANY DISCUSSION. Commissioner Brennan said the concept is we spend a lot of money moving stuff around within the convenience center, in terms of recycling and the thought was to see what it would take to rearrange the convenience center in such a way to be fashioned after the convenience center up on 904. Commissioner Brennan said where you have a big ramp that you drive up and pull your car next to an appropriate recycling bin, yard waste bin or whatever and you drop the stuff off. Commissioner Brennan said this is a standard practice in the handling of waste. Commissioner Brennan said that Bolivia has a number of stations where stuff is dropped on a concrete slab, next to a dumpster where they periodically push it in. There was further discussion that this is only a study to see what options are available. There was further discussion on what would happen to the trash compactor and the recyclables. Commissioner Davis said all they are looking for is a plan. MAYOR GOODENOUGH ASKED IF THERE WERE ANY FURTHER DISCUSSION. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Consideration of Waste Industries Solid Waste Convenience Site Agreement:

There was discussion on this item and as no motion was made this item to be placed on the Thursday Board of Commissioners meeting agenda.

Public Comment:

Joyce Dunn, 41 Gate 1 – Ms. Dunn said to some degree this has already been discussed but she would like to expand on it. Ms. Dunn said first, she's agrees don't start it in November because we're going to need enough time to get the word out to people who need to get handicapped assistance to get it. Ms. Dunn said another concern they have is communicating with that group of people; they are people who are generally least likely to be on the internet, so it's harder to get the information too them, so please allow enough time to make sure they can do that. Ms. Dunn said her second concern along the same line, is the whole discussion of what constitutes a handicap; there are many people in the community who have short term handicaps. Ms. Dunn said of someone who has had surgery or injury and is temporarily in need of help. Ms. Dunn said there is not going to be enough time and sufficient knowledge for those people to make that part of their process. Ms. Dunn said we have a lot of people in our community who have physical limitations and as someone else said they don't legally qualify for a disability but it is very hard for them to carry their trash and recycling, but yet they continue to do so. Ms. Dunn said she believes it is the responsibility of the town to make every effort possible to encourage it and enable it. Thank you.

Sandy Howard, 53 Carolina Shores Dr. – Mr. Howard said several years ago he made a formal request to this Board to pave Thicketwood Drive and somehow it got put on the back burner. Mr. Howard said he would like to suggest and request that the Board pave Thicketwood Drive in the 2015-16 fiscal year. Mr. Howard said this gives the Board time through January to put it out for bid so you can get an actual cost analyst and to tell you at the same time, that over 50% of the property owners have been contacted and have agreed to pay their fair share and understand the process as the town dictates the process. Mr. Howard said he would be happy to answer any questions that the Board may have. Mr. Howard said he doesn't think the town sent letters to the residents; since he is a resident and he never got a letter and as a property owner; if the town sent that out, he didn't receive it. Mr. Howard said he has yet to see anything from this Board in regards to paving Thicketwood at all. Mr. Howard said 50% plus 2 said yes. Mr. Howard said by the way; all of those letters that were received, Julie Munday has on file that he gave her from all those property owners including himself. Mr. Howard said sewer is already in; the sewer line

has been laid on Thicketwood by the Brunswick County. Mr. Howard said there are 19 residents. Mr. Howard said at the time, the town had not put it out for bid so the residents couldn't get a cost but he told them what the process would be. Mr. Howard said the town would put the specs out and once the roads are laid, the road becomes the town's for life. Mr. Howard said it's very important that the specs go out first so that the people bidding on that road would know what they have to do. Mr. Howard said the town's rule is the town pays 50% and the property owners pay their fair share of 50%. Mr. Howard said that was spelled out in the letters that were sent to the property owners which he's sure Julie still has on file. Mr. Howard said first, he spoke to the chief engineer last week and I don't know if you're aware of it or not but he's got 8 inch and 2 inch pipes on Pinewood right now and he's already given the contractors the go ahead to start laying sewers. Mr. Howard said to the Mayor a moment ago, you were talking about the entrance from Thomasboro into Pinewood; I don't know what you were referring too but let me tell you what the chief engineer said. Mr. Howard said the chief engineer said they are going to be ripping up that area and redoing that because the pipes in that main are 50 years old and it is not functioning properly and will be doing several areas off Pinewood and into the side streets. Mr. Howard said now Thicketwood was not one of them, however; he said he was going to write down Mr. Howard's name in a book, his address, his phone number and date and said that Mr. Howard requested that water be brought there and while he was thinking about it, since the squeaky wheel seems to get the grease, he thought the Town Administrator would talk to this man as well and could say they the town was going to pave it in 2015-16 and it might behoove them to lay that water line while there are no concrete driveways in their way and it could be done in about two days time flat. Mr. Howard said the contractor is going to be doing sewer and water off Pinewood, right now.

John Ogden, 6 Carolina Shores Dr. - Mr. Ogden said several years ago, he was involved in negotiating a contract with the waste hauler and in so doing, we found that you have to pay for each load that is taken to the landfill. Mr. Ogden said it was so significant to this contractor that we use a compactor because a compactor, you get about four loads in the compactor trash verses what you would get by just throwing into an open container. Mr. Ogden said it was so significant to those people, that they gave us the compactor and said if you use this, it will be that much less that you have to pay. Mr. Ogden said now the other thing he noticed over at the Recycle Center and after twenty some years of going to this Recycle Center, it's the yard waste that is your problem and he hasn't heard anything here or anywhere or anybody discussing yard waste. Mr. Ogden said if you get the yard waste problem under control, the rest of the Recycle Center works like a charm to tell you the truth. Mr. Ogden said basically that is his comment, get the yard waste under control and then see what's going on. Mr. Ogden said his experience up at 904 is that it is not very satisfactory, believe him. Thank you very much.

Gere Dale, 46 Calabash Dr. - Mr. Dale said he exchanged correspondence with the Town Administrator in early September primarily dealing with the operation of the Recycle Center and his response to Mr. Dale dated September 10th was "the Town Engineer has submitted a proposal to evaluate and redesign traffic flow allowing changes to be made based on data and focusing on safety and efficiency for the convenience site operations for the public". Mr. Dale said certainly nothing that you talked about today falls in that category. Mr. Dale said this proposal I received, coupled with the observation that there were a lot of new vehicles around the town that is, different vehicles and under the auspices of the town, probably would be under the freedom of information act, to submit a request for the letter that was referred to in there; as well as the tabulation of the new vehicles that have been acquired by the town since the first of August. Mr. Dale said normally when he submits a request for information, Niki gets it and is very good about getting it back to him within two or three days. Mr. Dale said in this case, a week passed without getting any type of response. Mr. Dale said finally last Monday, he called

the Town Administrator and he told me that they are diligently working on it. Mr. Dale said last Wednesday he called and the Town Administrator told him we're diligently working on it. Mr. Dale said you might imagine my chagrin when last Friday, when he finally got his material which he requested ten working days before. Mr. Dale said this is what I got, two pages; the copy of Amie's request for site and this page that he thinks Julie provided the information on the new vehicle request. Mr. Dale said after reviewing this project and remembering we're diligently working on it, I thought that was an insult to my intelligence. Mr. Dale said withholding this readily available data for ten work days was not only an insult to a taxpayer but seriously brings into question the matter of transparency in this town. Mr. Dale said he would like to read an excerpt from the June 17th Special Called Meeting Minutes it says "Mayor Goodenough said Mr. Mendenhall can pick and choose from what he heard today and decide on how to run the recycling operation. Mayor Goodenough said this is an operational decision that Mr. Mendenhall feels is necessary to save money." Mr. Dale said he hasn't seen anything in these two propositions that you approved today that is going to save this town any money. Mr. Dale said the ramp way is a boondoggle, it is an unsafe proposition. Mr. Dale said if you watch any of our people drive down the two lane roads, in the middle of the two lanes can you imagine how those people will navigate up to a ramp and go around a circle to get to these various receptacles. Mr. Dale said he has a lot more on the subject but will save it for Thursday morning and hopes you will all be here so you can hear what he has to say. Thank you.

David Wade, 13 Gate 10 – Mr. Wade said he just moved in a few months ago. Mr. Wade said he was here today to ask a question. Mr. Wade asked if the Board has had an opportunity to review their question regarding flooding in the area of Hole 18. Mr. Wade asked the Board if they each received a letter from us with some photographs and documentation from other folks who live on Gate 10. Mr. Wade asked if the town would go on private property if they were given permission by the owners of that property. Mr. Wade said he understands that there are a number of owners that are affected by flooding. Mr. Wade said it is not just his home but there is a problem in other areas. Mr. Wade said he didn't want to take up everybody's time on it but he just wanted to find out if the Board had a meeting to discuss this or if anything had already been decided, he is only after the status of the problem. Mr. Wade said he and the other property owners would be very happy to get with the Board to discuss the information. Thank you.

Mayor and Commissioner Comments:

Commissioner Brennan – None

Commissioner Russo – None

Commissioner Przywara – None

Commissioner Davis – None

Commissioner Manning – None

Mayor Goodenough – None

Closed Session:

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

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

Mayor Goodenough said that no votes or action were taken.

Adjourn:

COMMISSIONER BRENNAN MADE A MOTION TO ADJOURN THE OCTOBER 6, 2014 BOARD OF COMMISSIONERS WORKSHOP MEETING. COMMISSIONER DAVIS SECONDED THE MOTION. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Walter B. Goodenough, Mayor

Submitted by:
Nicole Marks
Town Clerk

**TOWN OF CAROLINA SHORES
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
October 9, 2014
2:00 p.m.**

DRAFT

Mayor Walter B. Goodenough called the October 9, 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; Nicole Marks, Town Clerk and Gail Treglia, Code Compliance Officer.

Absent: None

Agenda Adjustments:

None

Public Comments:

Gloria Schroppe, 81 Calabash Drive. – Ms. Schroppe said here we are again facing a town board that shows no interest or concern for the tax paying residents of the community of Carolina Shores on making major changes. Ms. Schroppe said based on these new ideas that are speedily discussed and then voted through during a workshop meeting, not even waiting for the regular Thursday meeting, it seems giving the public time to find out about issues of concern to them is still apparently a mystery. Ms. Schroppe said she believes there is something negative to all this based on the lack of transparency. Ms. Schroppe said you all know that we are very interested in what changes you may possibly contemplate to the convenience center as you like to call it. Ms. Schroppe said back in the spring this whole convenience center discussion started because you were all supposedly thinking of ways to save money during the retreat. Ms. Schroppe said if she recalls correctly, you were looking at a cost savings of \$10,000 considering switching to a once a week site pick up and give up the use of the trash compactor that we can use five days a week. Ms. Schroppe said as the session continued, most of it a one way discussion, we learned that the trash compactor was not costing us anything but you told us it was the yard waste that was expensive item and also indicated that we have no control over there as to who was coming in with their vast amounts of yard waste, so why not address that and if you are addressing that, then tell us about it. Ms. Schroppe said we the citizens feel that many times we tried asking questions many times without getting good, understandable informative answers from our Board. Ms. Schroppe said they sent in a petition that was signed by a majority of residents of the community of Carolina Shores and by a majority, I mean a true majority; not a few cranky people. Ms. Schroppe said a vast majority with a sounding nay. Ms. Schroppe said we like what we have, it is working just fine and everyone is happy with the way things are. Ms. Schroppe said what we don't like is our Board not heeding our wishes and if you are not willing to abide by our wishes, then give us some real answers, some real findings, there just does not seem to be any true logical cost saving reasons for anything you are doing in regards to this matter. Ms. Schroppe said for a topic that started out as a non issue and looking out for us and finding cost

savings, this has taken on a life of its own and it seems this trash talk will just not go away. Ms. Schroppe said we're letting you know that we do not want any change, its working; no one finds fault, only you the Board and the Town Administrator. Ms. Schroppe said I'm sure the folks who live in the other communities could care less about the convenience center and how we dispose of our waste; they never seem to be here complaining about issues of power or asking what is going on in the communities of Carolina Shores or the Town or why we are so riled up. Ms. Schroppe said seems to me that it's only the community of Carolina Shores residents that you choose to uproot, spin around and throw back out. Ms. Schroppe said nothing going on in the other areas that you could disrupt. Ms. Schroppe asked why we are spending \$3,200.00 on a study to possibly spend \$20, \$30, \$50 thousand more to build a berm, that already makes us one third of the way to the big \$10,000 savings; oh I forgot, the trash compactor doesn't cost us anything, so no savings, so now \$3,200.00 in the red. Ms. Schroppe said in regards to the berm, what is it that you envision, care to share that before again making a decision that affects any of the constituents? Ms. Schroppe said I don't think a tour at 904 will give us a real idea. Ms. Schroppe said we would like to know what you are thinking. Did all your visions of this come through the workshop meeting or have you discussed a lot of things in private meetings or phone calls? Ms. Schroppe said how could it only take 15 minutes to discuss a major happening like this and vote unanimously to pass it at a meeting that is still a workshop and everyone knows how to use the center now. Ms. Schroppe said we do not need changes and it seems you are literally building a mountain out of a molehill at their expense. Ms. Schroppe said the molehill works, its fine and we the people have found a cost savings, do not spend our money on this; we the people do not want it. Ms. Schroppe said the sad part is that none of you ever go into any detail about the process as to how you come up with these ideas, why you do or how they will work or operate. Ms. Schroppe said it is called communication, people like it. Ms. Schroppe asked what's up with the roadwork in the village, one bid was sent in, what was the process, there was a big budget item for this and on a road that was 4/10ths of a mile. Ms. Schroppe said it seems that you passed this quite rapidly, maybe 5 minutes, could we not wait (at this time the alarm for the 5 minutes sounded).

Gere Dale, 46 Calabash Drive – Mr. Dale said in mid summer you received a host of e-mails and letters from the residents in the community of Carolina Shores indicating overwhelmingly that they want the Recycle Center to remain as is. Mr. Dale said that was followed by a petition, signed by a majority of the community of Carolina Shores residents that they wanted the Recycle Center to remain unchanged. Mr. Dale said what is so difficult about understanding that mandate. Mr. Dale said his subdivision has over half the population base of the town and well over half of the tax base. Mr. Dale said responsible town officials follow the mandates of the elective majority. Mr. Dale said shortly after attending the first town meeting in May, the Town Administrator offered his suggestions to improve the operation of the Recycle Center. Mr. Dale said the cruxes of his suggestions were the two items you voted to approve at Monday's workshop. Mr. Dale said in June upon reading those two suggestions, he had a meeting with the Town Administrator to discuss these items and in that meeting Mr. Dale explained with his 23 years of experience with the Recycle Center, he felt both suggestions totally lacked merit and explained why. Mr. Dale said he subsequently met with him two times and further exchanged correspondences and for whatever reasons, he basically chose to ignore my suggestions. Mr. Dale said the Recycle Center attendant must perform a number of duties besides pushing a button. Mr. Dale said with our aging population, he should assist any elderly person asking for help at the compactor, he should monitor the cardboard bin and keep it orderly and to make sure it's not contaminated, he should level the contents of the recycle bin periodically and should remove flower pots and black plastic bags mixed in with the yard waste. Mr. Dale said finally he

should answer resident's inquiries regarding the disposition of questionable items. Mr. Dale said wait, that's what we did have for 5 years until the town officials coupled with the incompetence of the Maintenance Supervisor caused 5 years of harmonious and effective operation to evaporate in an eye blink. Mr. Dale said this scenario is condemning enough except the town government has not stopped defecating on their constituents. Mr. Dale said paying over three thousand dollars for a study to redesign the center but to do so with the knowledge that your forcing an aging population to drive up a ramp and try and use that operation is the height of absurdity and lunacy. Mr. Dale said placing our household waste in an open container is a reversion to the medieval dark ages. Mr. Dale said even prior to the compactor, the center had walk up receptacles with lids and it kept the odor, the flies, the bees and animals from becoming a problem. Mr. Dale said we will sure experience those unpleasantries now with our open pit garbage dump if this comes to fruition. Mr. Dale said corrugated cardboard must be separated and comingled recyclables be kept out of the other ones, not in an open container. Mr. Dale said yard waste is deposited currently, very easily from various vehicle types. Mr. Dale said about 25% of the vehicles just driving yard waste are pick up trucks with trailers they back up to the discharge point and pull it off. Mr. Dale said neither of these processes would be accommodated by this proposed boondoggle. Mr. Dale said obviously this issue is no longer about saving the town money, as these two new directions are cost neutral and respectively may cost tens of thousands of dollars. Mr. Dale said it is obviously not about safety or resident convenience as the Town Administrator has stated. Mr. Dale said what it is, is a blatant attempt by all of you on the dais to piss off the residents in his community by attempting to destroy the Recycle Center.

Consent Agenda:

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

- Board of Commissioners Workshop Meeting Minutes of September 2, 2014
- Board of Commissioners Regular Meeting Minutes of September 4, 2014

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

Administrative Reports:

Mr. Mendenhall introduced Gail Treglia, Code Compliance Officer. Ms. Treglia gave an overview of her background. The Board of Commissioners welcomed Ms. Treglia.

Public Hearing:

Chapter 91: Unified Development Ordinance

COMMISSIONER PRZYWARA MADE A MOTION TO OPEN THE PUBLIC HEARING ON CHAPTER 91: UNIFIED DEVELOPMENT ORDINANCE. COMMISSIONER BRENNAN SECONDED THE MOTION. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

There were no public comments for the Public Hearing.

COMMISSIONER MANNING MADE A MOTION TO CLOSE THE PUBLIC HEARING ON CHAPTER 91: UNIFIED DEVELOPMENT ORDINANCE AND GO BACK INTO REGULAR SESSION. COMMISSIONER BRENNAN SECONDED THE MOTION. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Old Business:

None

New Business:

Second Reading and Adoption of Chapter 91: Unified Development of the Code of Ordinances:

COMMISSIONER MANNING MADE A MOTION TO APPROVE AND ADOPT THE SECOND READING OF CHAPTER 91: UNIFIED DEVELOPMENT OF THE CODE OF ORDINANCES. COMMISSIONER BRENNAN SECONDED THE MOTION. MAYOR GOODENOUGH ASKED IF THERE WERE ANY DISCUSSION. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Second Reading and Adoption of a Revised FY 15 Fee Schedule:

COMMISSIONER DAVIS MADE A MOTION TO APPROVE AND ADOPT THE SECOND READING OF A REVISED FY 15 FEE SCHEDULE. 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.

Second Reading and Adoption of Title I: General Provisions:

COMMISSIONER BRENNAN MADE A MOTION TO APPROVE AND ADOPT THE SECOND READING OF TITLE I: GENERAL PROVISIONS. COMMISSIONER DAVIS SECONDED THE MOTION. MAYOR GOODENOUGH ASKED IF THERE WERE ANY DISCUSSION. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Second Reading and Adoption of Title II: Town Government:

COMMISSIONER MANNING MADE A MOTION TO APPROVE AND ADOPT THE SECOND READING OF TITLE II: TOWN GOVERNMENT. COMMISSIONER PRZYWARA SECONDED THE MOTION. MAYOR GOODENOUGH ASKED IF THERE WERE ANY DISCUSSION. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Second Reading and Adoption of Title III: Public Safety:

COMMISSIONER DAVIS MADE A MOTION TO APPROVE AND ADOPT THE SECOND READING OF TITLE III: PUBLIC SAFETY. COMMISSIONER BRENNAN SECONDED THE MOTION. MAYOR GOODENOUGH ASKED IF THERE WERE ANY DISCUSSION.

MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Second Reading and Adoption of Title IV: Public Works:

COMMISSIONER BRENNAN MADE A MOTION TO APPROVE AND ADOPT THE SECOND READING OF TITLE IV: PUBLIC WORKS. COMMISSIONER DAVIS SECONDED THE MOTION. MAYOR GOODENOUGH ASKED IF THERE WERE ANY DISCUSSION. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Second Reading and Adoption of Title V: Municipal Utilities:

COMMISSIONER MANNING MADE A MOTION TO APPROVE AND ADOPT THE SECOND READING OF TITLE V: MUNICIPAL UTILITIES. COMMISSIONER BRENNAN SECONDED THE MOTION. MAYOR GOODENOUGH ASKED IF THERE WERE ANY DISCUSSION. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Second Reading and Adoption of Title VI: Licensing and Regulation:

COMMISSIONER BRENNAN MADE A MOTION TO APPROVE AND ADOPT THE SECOND READING OF TITLE VI: LICENSING AND REGULATION. COMMISSIONER DAVIS SECONDED THE MOTION. MAYOR GOODENOUGH ASKED IF THERE WERE ANY DISCUSSION. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Second Reading and Adoption of Title VII: Motor Vehicles and Traffic:

COMMISSIONER MANNING MADE A MOTION TO APPROVE AND ADOPT THE SECOND READING OF TITLE VII: MOTOR VEHICLES AND TRAFFIC. COMMISSIONER RUSSO SECONDED THE MOTION. MAYOR GOODENOUGH ASKED IF THERE WERE ANY DISCUSSION. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Second Reading and Adoption of Title VIII: Offences:

COMMISSIONER BRENNAN MADE A MOTION TO APPROVE AND ADOPT THE SECOND READING OF TITLE VIII: OFFENCES. COMMISSIONER PRZYWARA SECONDED THE MOTION. MAYOR GOODENOUGH ASKED IF THERE WERE ANY DISCUSSION. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Second Reading and Adoption of Title IX: Planning and Regulation of Development:

COMMISSIONER BRENNAN MADE A MOTION TO APPROVE AND ADOPT THE SECOND READING OF TITLE IX: PLANNING AND REGULATION OF DEVELOPMENT. COMMISSIONER DAVIS SECONDED THE MOTION. MAYOR

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

Award of Clubview Reconstruction Project:

Awarded at the Board of Commissioners Workshop on 10/6/14.

Consideration of Solid Waste Convenience Site Engineering Proposal:

Awarded at the Board of Commissioners Workshop on 10/6/14.

Consideration of Waste Industries Solid Waste Convenience Site Agreement:

COMMISSIONER MANNING MADE A MOTION TO APPROVE THE CONSIDERATION OF WASTE INDUSTRIES SOLID WASTE CONVENIENCE SITE AGREEMENT. COMMISSIONER BRENNAN 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 Brennan – Commissioner Brennan said in regards to the waste site, there are a number of things that really go into this whole thing. Commissioner Brennan said one of the considerations that nobody seems to think of is with the growth of the town, there are capacity issues; we need better turn over, better traffic flow. Commissioner Brennan said he understands that there is mayhem out there at times. Commissioner Brennan said the overall concept of any of this work is to see if we can improve the site, which a lot of people sitting on the other side of the dais seem to think it's operating perfectly now and it really isn't. Commissioner Brennan said there's really not a lot of thought given to the future and unless this Board does that, you're going to end up not having anything. Commissioner Brennan said he heard the terms convenience and safety mentioned by one of the speakers and would like to point out that there's nothing more convenient or safe than having a garbage truck come by your house once a week and pick up your garbage. Commissioner Brennan said you do that, and then you have a recycle center that's a recycle center and do have a lot more flexibility out in the open area in is what not a combination of things is. Commissioner Brennan said for those people that are quick to judge, he thinks you need to take a step back and look at the longer term.

Commissioner Russo – Commissioner Russo asked if everybody got a copy of the e-mail that was sent out by the CSPOA. Commissioner Russo said there were six points or articles that were brought up that are either misinformation or complete lies or have nothing to do with what was originally discussed on the compactor. Commissioner Russo said he has been on the Board for seven years and for seven years he has tried to have one town. Commissioner Russo said that anything that is done in this town as far as he is concerned has to be for everybody to have the ability to do the same. Commissioner Russo said the compactor is a legal issue and would like to have a written agreement between the town and the CSPOA because the compactor was only for the CSPOA and then it came to be on town property and would like to see that in writing. Commissioner Russo that compactor is on town property only for one community but it is for all in the community and would like to see that in writing. Commissioner Russo said the only thing with the ramp is safety.

Commissioner Manning – Commissioner Manning thanked the Town Administrator and the Code Compliance Officer for appearing at the CSPOA Board meeting. Commissioner Manning said he thinks the Board was very enlightened by what was discussed. Commissioner Manning said this was Fire Prevention Week and reminded everyone to check their smoke alarms. Commissioner Manning said it also happens to Breast Awareness Month and said the new Calabash EMS vehicle has been painted pink and will be operating all year long.

Commissioner Davis – None

Commissioner Przywara – None

Mayor Goodenough - Mayor Goodenough said in regards to the ramp or what the Board is proposing to get, he's not crazy about it. Mayor Goodenough said he's not one to sign off on it, nor is he allowed to sign off on it. Mayor Goodenough said his concern is the same as Mr. Gere Dale, which is taking people of certain ages and putting them on top of a facility, 10 or 15 above the ground with no ramp or barricade. Mayor Goodenough said he doesn't believe there is room for it but like anything else; if the Board wants to have a study to do something or come up with a different idea, or different plan or approach, maybe when they look at it they can come up with something other than a ramp or a better lay out other than what is currently there to help the residents along. Mayor Goodenough said this was originally designed for 500-800 residents and you now have possibly 3,200 residents that can use it. Mayor Goodenough said opening the second lane at the Recycle Center is just asking for trouble at this point. Mayor Goodenough said you have too many cars in a short space coming in and there haven't been any accidents there and he's not looking for that too happen. Mayor Goodenough said his first concern with the Recycle Center is safety and safety is of utmost importance to the residents. Mayor Goodenough said we are looking at ways to save money, the Board talked about it at the retreat, we are working on it now and managed to consolidate the cardboard and mixed things into other containers which is Waste Industries approved and what they do with it once it leaves here, whether they separate or not, it's going to save the town money, per load, per dumpster. Mayor Goodenough said we are also looking at ways to change the way we handle yard waste and looking at a new sticker system to be able to keep track of the vehicles. Mayor Goodenough said so the town is working diligently and none of this is being done behind closed doors or in our homes and this is all brought to you in the open, trust me and whether you do or don't, that's your business and that is what the town is doing.

Commissioner Brennan said we will be expanding the hours and Commissioner Davis said we have already saved \$6,400 under the contract on tipping fees. Commissioner Davis said the savings have already begun. Commissioner Davis said if you think the Board is out trying to hurt someone, that is farthest from the truth. Mayor Goodenough discussed the proposed hours of operation for the Recycle Center. There was discussion of cardboard and comingled recyclables.

Closed Session:

None

Adjourn:

COMMISSIONER MANNING MADE A MOTION TO ADJOURN THE OCTOBER 9, 2014 BOARD OF COMMISSIONERS MEETING. COMMISSIONER RUSSO 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: October Administrative Report
DATE: 10/23/14
ENCL: None
CC: File

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

October has seen a great deal of projects moved forward: code, Clubview Reconstruction, and economic development. The code project is in final production with the adopted code being sent to the vendor for publication. The reconstruction project has begun in earnest along Clubview Ln. Economic development prospects have picked up along the US 17 corridor. Work related to the solid waste convenience site has occurred with coordination of personnel changes in that area that were approved at the October meeting of the Board, the implementation of those changes will begin on November 3, 2014 with Waste Industries manning/attending the site. Additional changes so far as hours and stickers will be forthcoming, tentatively in the December timeframe.

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 during the December meeting.

Public Works

Public Works is continuing with their operations and maintenance activities of road and drainage ways. In order to initiate the capital project associated with Clubview, Public

Works has undertaken step #4 as outlined in the Project summary for resurfacing. Public Works 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.

Please refer to the Public Works Report for more detailed information.

Inspections

Inspections is continuing to work through a busier building period. Additional manpower will be needed to meet the projected demand for the next 12 months.

Project

Code

The Code project is nearing completion, the adopted code has been transmitted to American Legal Publishing for final publishing/printing.

Resurfacing

Clubview Reconstruction

1. Engineering Services – at the meeting in June, the Board was asked to name a engineering service firm(s) for the Clubview Project; staff is working with: Ms. Aimee Drucker P.E. on roadway work and on drainage work
2. Preliminaries – the preliminary engineering process is complete
3. Bid Phase – bid phase services are complete
4. Construction – construction has commenced, a pre-construction/stakeholder meeting occurred 10/22; saw cutting and staking began the week of 10/20; demolition is slated to begin the week of 10/27; the tentative date for asphalt is the week of 12/1

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), 30-40 Swamp Fox, 54-56 Pinewood, 29-33 Carolina Shores Parkway, Calabash Ct, 74 Calabash Dr, 61 Carolina Shores Dr, 6 Oakbard 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

Public Works – please refer to the Public Works Report

Inspections – please refer to the Inspections Report

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

**CALABASH FIRE DEPARTMENT
ALARM REPORT
SEPTEMBER 2014**

	BUILDINGS FIRES	FALSE ALARMS	WOODS BRUSH	MVA NO INJ	MVA INJ/EXT	VEHICLE FIRE	RESCUE	OTHER*	EMS	TOTAL
NUMBERS OF RESPONSES	7	6	1	3	2	0	0	25	128	172
FIREFIGHTERS RESPONDING	47	47	8	25	14	0	0	134	667	942

APPARATUS RESPONSE

LADDER 1260	10
TANKER 1265	6
ENGINE 1270	1
ENGINE 1271	3
RESCUE ENGINE 1272	60
CHIEF'S VEHICLE 1280	12
ASSISTANT CHIEF'S VEHICLE 1281	9
UTILITY 1282	0
FIRST RESPONDER 1284	111
BRUSH 1285	4
RESCUE 1295	5
STATION	145
POV	6

MUTUAL AID

GIVEN	3
RECEIVED	4

EMERGENCY CALLS

	FIRE	MISC	EMS	TOTAL
TOWN OF CALABASH	2	10	33	45
TOWN OF CAROLINA SHORES	0	5	52	57
BRUNSWICK COUNTY (CFD DIST)	2	22	43	67
BRUNSWICK COUNTY MUTUAL AID	1	0	0	1
HORRY COUNTY MUTUAL AID	2	0	0	2
TOTAL	7	37	128	172

OTHER CALLS*

Lift assist	5
Illegal Burning	4
Lock Out car	4
Smoke Detector Batteries	3
Patient Assist	3
Rekindle Waccamma	1
Smoke Investigation	1
Assist Gas Company	1
Tree down in road	1
Gas Leak	1
CO detector batteries	1

YTD CALLS -

1,361

**BUILDING INSPECTIONS DEPARTMENT
MONTHLY ACTIVITY REPORT
September 1-30, 2014**

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

BUILDING PERMITS & CERTIFICATES OF OCCUPANCY ISSUED

Eight permits for new single family have been approved (construction value \$1,187,169.

In addition, there are twelve building permits (construction value \$36,491) for repair/remodel underway.

Twelve Certificates of Occupancy were issued in September (construction value \$1,538,294).

OTHER PERMITS ISSUED

Mechanical – 6
Electrical – 1
Plumbing – 0

INSPECTIONS

173 building inspections have been completed.

TREE PERMITS

Permits 8
Trees 19
Approved 19 (one tree did not require a permit due to size)
Denied 0
Replacement 0

OTHER ACTIVITIES

I have responded in person or by telephone to 16 building code questions; 16 zoning questions; 2 Town code questions; and approximately 1 service request which entailed inspection of property, report/discussion with County offices, contractors and builders; conversations and inspections with tree volunteers.

Approximately \$16,275 in permit fees was collected in September. YTD collected \$65,009.

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

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 a Memorandum of Understanding for a Multi-Jurisdictional Hazard Mitigation Plan

Contact: Mr. Jon M. Mendenhall, Town Administrator

Location: New Business

Follow-up: None

Requested Action: Action (motion, second, vote)

Budgetary Impact: Decreased Cost (Town would no longer have to maintain federally required Hazard Mitigation Plan)

Narrative:

This item seeks the Board's consideration of a multi-jurisdictional, multi-hazard, Hazard Mitigation Plan as required by 44 CFR 201 (Stafford Act). Currently, the Town's plan from 2011 requires updating and the counties/municipalities in the Cape Fear region are working toward a regional plan in-line with the statewide trend encouraged by the Division of Emergency Management to regionalize approaches to hazard mitigation for administrative and operational efficiency. The goal of this regional approach is for the counties of Brunswick, New Hanover, and Pender and their municipalities to participate in a regional Hazard Mitigation Plan.

Further information can be found at:

<https://www.ncdps.gov/index2.cfm?a=000003,000010,001623,000177,002107>

See Exhibit A, Memorandum of Understanding

Narrative for Development of a Regional Hazard Mitigation Plan For Brunswick, New Hanover & Pender Counties

As a result of the Disaster Mitigation Act of 2000 and NC Senate Bill 300 each local government including counties, cities, towns, and villages are required to have an approved Hazard Mitigation Plan. The types of plans throughout North Carolina vary from multi-jurisdictional plans, town plans, city plans, some village plans and several regional plans. North Carolina has approximately 100 hazard mitigation plans that must be updated every five years.

Brunswick, New Hanover and Pender counties and their incorporated jurisdictions propose to develop a regional hazard mitigation plan. This plan would incorporate 3 multi-jurisdictional hazard mitigation plans into 1 regional plan. The participating jurisdictions are as follows:

Brunswick County

Towns of

- Baldhead Island
- Belville
- Boiling Spring Lakes
- Bolivia
- Calabash
- Carolina Shores
- Caswell Beach
- Holden Beach
- Leland
- Navassa
- Northwest
- Oak Island
- Ocean Isle Beach
- St James
- Sandy Creek
- Shallotte
- Southport
- Sunset Beach
- Varnamtown

New Hanover County

City of Wilmington

Towns of

- Carolina Beach
- Kure Beach

Pender County

Towns of

- Atkinson
- Burgaw
- Saint Helena
- Surf City
- Topsail Beach
- Watha

GEOGRAPHICAL DESCRIPTION/AREA /BRANCH/POPULATION

Brunswick, New Hanover and Pender counties are within NC Emergency Management Areas 4 and 5 which each consist of 6 counties each. These are 2 of the 5 areas within the Eastern Branch section of NCEM.

According to the US Census Bureau in 2010, the populations are as follows:

Brunswick County	107,431
New Hanover County	202,667
Pender County	52,217

Brunswick County borders Horry County, South Carolina to the south, and together they border 5 other North Carolina counties: Columbus, Bladen, Sampson, Duplin, and Onslow.

Despite some differences in population, the geographic and demographic makeup of all areas in the region is very similar. All three counties are subject to the Coastal Area Management Act (CAMA). The CAMA regulations impose planning requirements that are similar to hazard mitigation planning requirements imposed by North Carolina General Statute 166 A and the 44 Code of Federal Regulations.

PROPOSAL

- WHAT:** Regional hazard mitigation plan. North Carolina project for regionalization of hazard mitigation plans.
- WHO:** Brunswick, New Hanover and Pender counties
- HOW:** Local emergency management coordinators jointly hire a consultant/company to update and combine each of their multi-jurisdictional plans into a regional plan.
- WHEN:** Regional plan completed and approved by April of 2016.
- GOAL:** Brunswick, New Hanover and Pender counties and their incorporated jurisdictions propose to develop a regional hazard mitigation plan.
- LEAD:** Pender County will serve as the lead agent for the project. The grant monies will be sub-granted to Pender County serving as the lead county and point of contact for invoice submittal and cost report reimbursement from the State of NC to the contractor. The grant will be managed by Pender County for all participating jurisdictions. Reimbursement method will be utilized. No up-front monies will be issued to Pender County. Actual costs incurred are the only funds eligible for reimbursement.
- SCOPE:** Scope of work to be determined by the 3 counties involved with input and guidance from NC Emergency Management staff.

AGREEMENT TO PARTICIPATE IN REGIONAL HAZARD MITIGATION PLAN
FOR
BRUNSWICK, NEW HANOVER AND PENDER COUNTIES

Brunswick County

Town of Baldhead Island

Town of Belville

Town of Boiling Spring Lakes

Town of Bolivia

Town of Calabash

Town of Carolina Shores

Town of Caswell Beach

Town of Holden Beach

Town of Leland

Town of Navassa

Town of Northwest

Town of Oak Island

Town of Ocean Isle Beach

Town of St. James

Town of Sandy Creek

Town of Shallotte

Town of Southport

Town of Sunset Beach

Town of Varnamtown

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

Item: Consideration of Communication Policy Changes
Contact: Mr. Walter B. Goodenough, Mayor
Location: New Business
Follow-up: None
Requested Action: Action (motion, second, vote)
Budgetary Impact: None

Narrative:

This item seeks the Board's consideration of communication policy changes.

See Exhibit B, Resolution



TOWN OF CAROLINA SHORES BOARD OF COMMISSIONERS

A RESOLUTION
REVISING THE COMMUNICATIONS POLICY

WHEREAS, the Board of Commissioners of the Town of Carolina Shores values prompt, accurate, and transparent communication with residents; and

WHEREAS, the Town has a process in place known as "The Communications Plan" and by resolution created a policy for a standing committee "Communications Advisory Committee"; and

WHEREAS, from time to time it is necessary and proper for the Town to reflect upon its policies, manuals, plans, and other documents in order to provide the most efficient, transparent, and organized method for service delivery to the Town's residents; and

WHEREAS, in recognition of the efforts of the numerous volunteers, of ever changing paradigms for public services including timely and accurate communications including the need for plans and practice to mirror one another;

NOW, THEREFORE BE IT RESOLVED that the Town of Carolina Shores Board of Commissioners does hereby:

1. Modify a revised Communications Plan as attached and incorporated into this Resolution via reference.
2. Recognizes and thanks the members of the Communications Advisory Committee for their service.
3. Acknowledges that the mission and charge of the Communications Advisory Committee is complete and having no further work, the committee is hereby relieved of its duties and dissolved.

In the COUNTY OF BRUNSWICK

Adopted this 6th Day of November, 2014

TOWN OF CAROLINA SHORES BOARD OF COMMISSIONERS

By:

Mr. Walter Goodenough, Mayor

Ms. Nicole Marks, Clerk to the Board

Town of Carolina Shores
Communications Plan



October 24, 2014

Table of Contents

I.	Introduction	3
II.	Mission Statement of the Town	4
III.	Methods of Communication	5-6
IV.	Conclusion	7
	Appendix	
A	Contact Information	8

I. Introduction

The communications program of the Town is built on strong themes which is an effective manner in which to holistically address various messages related to the functions of the Town. The messages in which the Town seeks to address are outlined based on functional area:

1. Governance – the manner in which the Governing Body: Mayor and Board of Commissioners operates, the legal basis of Town government and how decisions are reached within the confines of the law
2. Administration – the administrative function of implementing the decisions made by the Governing Body
3. Finance – the accounting for of public funds
4. Planning – how land use, transportation, and environmental planning activities are undertaken
5. Permitting & Inspections – the manner in which the statewide building code is administered, permitting is conducted, and on-site field inspections are performed
6. Maintenance – the operations and maintenance of streets, drainage ways, and sanitation services
7. Public Safety – the coordinating aspects of public safety and various public safety agencies: ordinance compliance, crime control, fire protection, and emergency management
8. Goal and Value Setting – the mission of the Town, its core goals and values, presented in terms of a Mission Statement to guide the provision of public services town-wide

II. Mission Statement of the Town

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.

The municipal government of the Town of Carolina Shores is dedicated to providing long-term financial stability and responsible growth for the Town. All decisions will be driven by a commitment to provide the maximum benefits possible in a financially sound and responsible manner (given the economic realities facing the Town) and consistent with the laws of the State of North Carolina.

In order to do so, the municipal government of the Town of Carolina Shores will:

1. Encourage community participation in the processes of the government by consulting widely on its activities and policies.
2. Develop an organizational culture which encourages innovation and flexibility and which strives for continual improvement.
3. Leverage its strength as a uniquely diversified community by developing interactive relationships with all residents in order to enhance the quality of life throughout the township.
4. Resolve to continuously monitor progress in all these areas to insure that it is fulfilling its obligation to its residents.

III. Methods of Communication

The Town of Carolina Shores currently uses the following methods of communication to address the key messages of the Town as well as to implement the Mission Statement of the Town.

Communication Methods of the Town of Carolina Shores

Town Website – the Town uses the Town website as its primary method of communication with the public, providing timely updates to the website and communicating not only Town information, but general government (county, state, federal) information of importance to residents

Messages Addressed: 1-8

Location: <http://www.carolinashoresnc.com>

Town Bulletin – the Town publishes a monthly bulletin recapping and summarizing the proceedings of the Governing Body: the Mayor and Board of Commissioners, operational tasks of the month, updates on public infrastructure projects, and important safety/ordinance reminders

Messages Addressed: 1, 2, 6-8

Location: Town of Carolina Shores Bulletin (available on Town website)

Contact List – the Town maintains a contact list to elected/appointed boards/committees and routinely sends information of importance to these groups for wider dissemination

Messages Addressed: 1-8

Location: Emailed by Town Clerk

Posting Notices – the Town posts the agenda for all meetings conducted at Town Hall on the Town's bulletin board located at 200 Persimmon Rd

Messages Addressed: 1, 4

Location: Front Door of Town Hall, 200 Persimmon Rd

Traditional Presence – the Town maintains offices at 200 Persimmon Rd, Carolina Shores; office hours are 8:30am to 4:30pm Monday thru Friday. Residents are encouraged to visit Town Hall or to call Town Hall at 910.575.4877 during these times.

Messages Addressed: 1-8

Location: 200 Persimmon Rd, Carolina Shores, NC; 910.575.4877 (office phone)

Statutory Compliance – The Town, pursuant to Statute maintains both a sunshine list for receiving meeting notices and mandatory public comment periods during regular meetings of the Governing Body: the Mayor and Board of Commissioners.

Messages Addressed: 1-8

Location: Town Hall

Special Communication Methods

Our Town – the Town of Carolina Shores has launched a website portal as part of the Town’s overall website which encourages resident participation and which collects a large range of various information for the public to become involved in Town Government.

Agendas and Meeting Packets – as part of Our Town, the agenda and meeting packets of the Governing Body are posted. Residents are able to participate, educate, and become involved in the decision making process through a better understanding of governance. This is intended to address Message #1 and #2.

Finance – as part of Our Town, finance documents are available to the public.

This is intended to address Message #3.

Press, News, Media Releases and PSAs – the Town of Carolina Shores actively works to generate press releases on pertinent topics and works to remain in close contact with representatives of the media on breaking stories, stories of interest to residents, and news/events of significant impact.

IV. Conclusion

The Town of Carolina Shores works diligently to provide public services to residents within the town and effectively communicate with residents about their town government and the services they receive. From time to time, the Town seeks to update and continually improve the manner in which services as well as communications are delivered, by virtue of this plan and previous plans a framework is in place for such renewal.

Appendix A

Contact Information

Emergencies

Dial 911

Town Hall Location

Town of Carolina Shores

200 Persimmon Road

Carolina Shores, North Carolina 28467

Town Hall Telephone Number

(910) 575-4877

Town Hall Website

<http://www.carolinashoresnc.com>

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.)