



Town of Carolina Shores
Board of Commissioners Meeting
December 8, 2025 10:00 am

ORGANIZATIONAL MEETING

Pledge of Allegiance and Moment of Silence

- I. Call to Order
- II. Oaths of Office
 - a. Mayor Dan Conte
 - b. Commissioner Debbie Watts
 - c. Commissioner Jeff Alt
- III. BOC Liaison Appointments – Resolution 25-10
 - a. Oath of Office Mayor Pro Tem
- IV. Proclamation
- V. Presentation of 2024/2025 FY Audit
- VI. Public Comment on Agenda Items Only
- VII. Administrative Report
 1. Administrative Reports
 - a. Administration Department Report
 - b. Building Inspections Report
 - c. Public Works Department Report
 - d. Public Safety Department Report
 - e. Finance Department Report
 - f. Committee & Volunteer Group Reports
- VIII. Consent Agenda:
 - a. BOC Reg Minutes 11/10/2025
- IX. Old Business: None
- X. New Business:
 - a. Discussion on 2026 Meeting, Holiday Closing & Recycle Center Holiday Schedules
 - b. Discussion on Resolution Opposing the Fuquay-Varina Interbasin Transfer (IBT) and Request for Additional Comment Resolution 25-11
- XI. Public Comment
- XII. Mayor and Board of Commissioners Comments
- XIII. Closed Session: None
- XIV. Adjourn



RESOLUTION 25-10

Resolution Confirming Appointments of Various Liaison's, Groups and Committee's for the Board of Commissioners

WHEREAS, the Board of Commissioners has established various Liaison, Group and Committee appointments; and

WHEREAS, the appointments listed below are confirmed:

Section 1: The various positions of the Board and liaisons thereof are:

1. **Mayor Pro-Tem** - 1 position
Member: Commissioner Beverly Mayhew
2. **Economic Development Commission** - 6 positions
Members: Mayor Dan Conte
Commissioner Beverly Mayhew
Commissioner Marlene Vandergrift
Commissioner Debbie Watts
Commissioner Jeff Alt
Commissioner Vacant
3. **Human Resources Committee** - 3 positions
Members: Mayor Dan Conte
Commissioner Debbie Watts
Commissioner Jeff Alt
4. **Planning Board Liaison** - 2 positions
Member: Commissioner Debbie Watts
Alternate Member: Commissioner Marlene Vandergrift
5. **Parks Commission Liaison** - 2 positions
Member: Commissioner Marlene Vandergrift
Alternate Member: Commissioner Jeff Alt
6. **GSATS** - 4 positions
TAC – Mayor Dan Conte
TAC Alternate – Commissioner Debbie Watts

TCC – Town Administrator, Chad Hicks
TCC Alternate – Vacant

7. **Brunswick County Chamber of Commerce Liaison** - 1 position
Member: Vacant
8. **Calabash Fire Department Liaison** - 1 position
Member: Commissioner Beverly Mayhew
9. **Cape Fear Council of Governments** - 2 positions
Members: Commissioner Jeff Alt
Alternate: Commissioner Beverly Mayhew

Section 2: The term of these officers, committee and liaison assignments shall run until the next organizational meeting of the Board of Commissioners.

Section 3: All previous liaison, groups and committee assignments are voided by this Resolution.

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the Town of Carolina Shores hereby approves the above referenced appointments.

In the COUNTY OF BRUNSWICK

Approved this 8th day of December, 2025.

Mayor Dan Conte

_____ ATTEST:
Nicole L. Hewett
Assistant Town Administrator/Town Clerk

Town of Carolina Shores



Proclamation

Honoring Mark Shaffer for His Service to the Town of Carolina Shores

WHEREAS, Mark Shaffer will be retiring as Operations Superintendent from the Town of Carolina Shores on January 1, 2026, and is being honored by friends and colleagues who are deeply appreciative of his many contributions to the Town; and

WHEREAS, Mr. Shaffer has served this community and the Town of Carolina Shores since August 22, 2016, in an exemplary and inspirational manner; and

WHEREAS, Mr. Shaffer has faithfully served his fellow citizens and has enjoyed a long and distinguished career in public service; and

WHEREAS, Mr. Shaffer has earned and justly deserves public recognition for his years of local government service; and

WHEREAS, The Town of Carolina Shores Board of Commissioners desires to recognize and express appreciation of Mr. Shaffer for his invaluable service provided to the Town of Carolina Shores.

NOW, THEREFORE, BE IT RESOLVED, that the Town of Carolina Shores Board of Commissioners, Town staff and its residents, does hereby express our sincere appreciation and gratitude to Mark Shaffer for his distinguished dedication and service to the Town of Carolina Shores and the community at large.

This 8th day of December 2025.

Mayor Dan Conte

ATTEST:

Nicole L. Hewett, Assistant Town Administrator/Town Clerk

TOWN OF CAROLINA SHORES NORTH CAROLINA



TO: Mayor and Board of Commissioners
FROM: Chad Hicks, Town Administrator
SUBJECT: December 2025 Administrative Report
DATE: 12/02/2025

Administration:

The loss of our friend Bud McClard was hard on staff this week. We will miss Bud tremendously. The CAMA Land Use Plan update has been submitted to NC Department of Environmental Quality for review. We hope to have the reviewed plan to the Board in March 2026. The Tree City USA Application has been submitted to Tree City USA for approval.

Follow-up from November Commission Meeting:

We are still searching for a third employee for the Recycle Center. We have not started issuing permits on site due to the lack of an extra employee on Saturdays.

Public Works:

The two major culvert replacements in the Village at Calabash have been completed. The town engineer is working on the bid package for paving Bayberry and the Gates. We hope to have both sections repaved in the spring. The Court 11 stormwater project has increased in proposed costs. I will discuss this with the Commission.

Inspections:

The full detailed report for November inspections is included in the agenda packet.

Finance:

Lori Frye will give the Financial Report.
(report is included in the agenda packet)

Projects:

Drainage
No capital drainage projects this fiscal year.

Roadway:

No new updates.

PERMITS AND INSPECTIONS REPORT
TOWN OF CAROLINA SHORES
November 2025

Single Family Residence	1
Total Cost of Construction (Stick built – SF)	\$224,168
Multi- Unit Housing	0
Total Cost of Construction- Multi-Unit	\$0
Modular Home Permits	0
Total Cost of Construction – Modular	\$0
Manufactured Home Permits	0
Total Cost of Construction – Manufactured Homes	\$0
Commercial/Industrial Building Permits	3
Total Cost of Construction Commercial/Industrial Building	\$8,196,698
TOTAL BUILDING PERMIT CONSTRUCTION VALUATION	\$8,420,866
Other Building Permits (i.e. Addition, fence, deck, garage, shed, sunroom, mail station, concrete/asphalt paving, roof over deck, windows) construction valuation	\$150,059
Building Permits	13
Floodplain Permits	13
Electrical Permits	1
Driveway Permits	1
Mechanical Permits/Gas Permits	13
Zoning Permits	6
Plumbing Permits	0
Sign Commercial	0
Inspections Completed	126
Reinspection fees collected	\$0
New Homes Currently under Construction	5
Certificate of Occupancy Certificates	1
TOTAL CERTIFICATE OF OCCUPANCY (CONSTRUCTION VALUATION)	\$448,026
PERMIT FEE REVENUE	\$91,557.86
YEAR TO DATE PERMIT REVENUE	\$327,671.11

TOWN MAINTENANCE REPORT

Ending Date: 11/30/2025

ZONES 1 and 2	Description	Column1	Date2	Date3
ZONE 1	Zone 1- 2 - Service Request - 29 Carolina Shores Drive - Washout - 86 Carolina Shores Drive - Washout -			
ZONE 2	Zone 2 - 1 - Service Request - 6 Swamp Fox drive - washout -			

ZONES 3 and 4	Description	Column 2	Date2	Date3
Zone 3	Zone 3- 3 - Service Request - 7 Pinewood drive - Debris - NTR - 23 Pinewood Drive - Roadside washout - 25 Pinewood - NTR - 27 Pinewood - NTR			
Zone 4	Zone 4- 0 - Service Request -			

Maintenance Division	Description	Date	Date2	Date3
Trash Pick up	Daily Trash pick up in each zone and Persimmon, Thomasboro, Country Club and each zone.			
Equipment Maintenance	Clean, Grease, Service, Repair, Fill with fuel daily.			
Equipment Repair	Servicing trucks for yearly inspections, Four new tires for the aerial lift and scheduled repairs and yearly inspection. Replaced batteries in the Freightliner dump truck and in the Geni aerial lift.			
Town Hall	General maintenance, Put up the Christmas decorations and tree.			
Materials	Order and pick up all materials needed for each job.			
Service Request	Complete all service request in a timely manner.			
Safety	Conducted Monthly safety meeting on 11/25/2025			
Radio Test	On 11/26/2025 Conducted Radio test for Town equipment.			
Fire Extinguisher	On 11/15/2025 Conducted Fire Extinguisher Inspection.			
Town Park	General maintenance, Put up Christmas decorations.			
Roadside ditches	We completed roadside ditch work at 1,3,5,7, Bayberry Circle. Next we will be at 19 through 29 Pinewood Drive.			
Paving Projects	Work was started on the Sunfield project.			
Applicants	Waiting until after the holidays to resume application process.			
Operations	The town did roadside ditches and culvert cleanout. Mowed some roadside ditches. Final roadside mowing with the New Holland mower. Continued to service and clean vehicles and equipment in preparation for yearly inspections. Repaired and cleaned the Christmas lights and put them up along with the tree and wreath at town hall and the park. Took down the remembrance banners. Droned the work done at in the village. Edged and cleaned up Beach drive, Country Club and Persimmon road in preparation for the holiday. Planted 20 plants on the canal at 10 Swamp Fox drive that were damaged during canal work.			

Code Compliance Officer Report
November 1-30, 2025

November 1

Routine Patrol.

Two realtors were contacted to remove their sale signs on Watson Avenue in the town right-of-way.

November 4

Delivered a violation letter and a civil citation to the resident for a zoning violation at Fence Post Lane. No payment was rendered as of 11/30/2025.

Delivered a violation letter and civil citation to a resident for an animal running at large on Cornflower Street. No payment was rendered as of 11/30/2025.

Requested that a resident on Inlet Court remove an upholstered lounge chair from the town right-of-way. The upholstered chair was removed.

Complaint regarding a trash can in front of a residence on Bayberry Drive. Trash can was removed.

Parking Complaint on Landing Court.

November 6

Called the Sheriff's Office for a disabled vehicle in the middle of the road on Shingletree and Highway 17.

November 8

Routine Patrol.

November 11

Patrol for overnight parking: 1 violation in The Farm at Brunswick, 2 violations in The Village at Calabash, and 1 violation in Lighthouse Cove.

November 13

Follow-up on prior complaint from neighbor regarding 10 Calabash Drive.

Worked front desk in Administration.

November 15

1 parking violation - parked in a handicapped zone, Beacon Townes.

Routine Patrol.

November 18

Follow-up investigation at Watson Avenue: dogs barking and creating a nuisance. Posted a note on the front door.

Worked front desk in Administration.

Contacted the Sheriff's Office for a dog unattended in the backyard of 854 Watson Avenue. Violation Letter written for Watson Avenue. Dogs barking and creating a nuisance.

November 19

Served a Violation Letter to Watson Avenue.

Worked front desk in Administration.

November 20

Worked front desk in Administration.

November 25

Service Request: Gate 10. An unkempt residence and a disabled vehicle in the driveway of the residence.

Contacted Carolina Shores POA about the commercial trailer parked in the driveway at Gate 3.

November 29

Removed eight large signs from the right-of-way on Highway 17.

Observed two young men soliciting by opening up mailboxes and putting an advertisement in. I requested that they stop, but they refused. Contacted 911 for Deputy assistance. While waiting for the Sheriff's Office to respond, the solicitor's boss arrived in a white SUV and drove them away. The Sheriff's Office request was suspended.

Sheriff's Office Patrol

Total Hours: 60

Sheriff's Office Activity

13 Traffic Warnings
1 Welfare Check
1 Noise Compliant

TOWN OF CAROLINA SHORES FINANCE REPORT NOVEMBER 2025

200 PERSIMMON ROAD
CAROLINA SHORES, NC 28467



PHONE: 910-575-4877
FAX: 910-575-4812

BUDGET SUMMARY	FISCAL YEAR 2025-2026	ACTUAL AS OF NOVEMBER 30, 2025	PERCENT
EXPENDITURES			
OPERATING	\$ 3,476,416.00	\$ 1,213,235	
CAPITAL	\$ 859,084.00	\$ 168,127	
TOTAL	\$ 4,335,500.00	\$ 1,381,361	32%
REVENUES			
PROPERTY & MV TAX	\$ 1,145,500.00	\$ 430,118	
AMERICAN RESCUE PLAN	\$ -	\$ -	
SALES TAX	\$ 2,200,000.00	\$ 1,100,616	
POWELL BILL FUNDS	\$ 200,000.00	\$ 104,571	
UTILITY FRANCHISE	\$ 150,000.00	\$ 43,706	
INSPECTIONS/PERMITS	\$ 458,500.00	\$ 329,651	
MISC. (BEER/WINE, SALE OF ASSETTS, SOLID WASTE, ETC)	\$ 31,500.00	\$ 24,713	
INTEREST	\$ 150,000.00	\$ 120,245	
HURRICANE REIMBURSEMENT	\$ -	\$ -	
APPROPRIATED FUNDS	\$ -	\$ -	
TOTAL	\$ 4,335,500.00	\$ 2,153,621	50%
CHECKING ACCOUNT			
BEGINNING BALANCE	\$ 2,939,768.46		
ENDING BALANCE	\$ 3,044,800.72	NCCMT NOVEMBER INTEREST \$17,644.94	

GL Balance Sheet
 Period Ending 11/30/2025

Town of Carolina Shores
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10 GERNERAL FUND

Asset

10-0101-000 South State - Checking	\$3,044,800.72
10-0101-015 CAPITAL TRUST FUND	\$5,511,172.63
10-0101-020 SOUTH STATE - CD	\$274,572.02
10-0101-021 FIRST NATIONAL- CD	\$218,938.84
10-0106-000 PETTY CASH	\$200.00
10-0110-000 TAXES RECEIVABLE	\$7,893.51
10-0110-010 MV TAXES REC.	\$6,959.90
10-0110-020 ASSESMENT REC.	\$1,225.00
10-0111-000 ALLOW FOR UNCOLL TAXES	-\$800.00
10-0128-020 DUE FROM NCDR(SALES TAX)	\$9,921.00
Total	\$9,074,883.62

Liability

10-0127-100 LOST-SALES TAX RECEIVABLE	-\$366,478.00
10-0127-200 UTILITY FRANCHISE TAX RECEIVABLE	-\$38,071.00
10-0127-300 TELECOMMUNICATIONS TAX RECEIVABLE	-\$5,029.00
10-0127-400 VIDEO TAX RECEIVABLE	-\$1,513.00
10-0150-000 A/R REFUND	-\$0.17
10-0201-000 ACCOUNTS PAYABLE	\$0.13
10-0201-010 ASSESMENT PAYABLE	\$0.29
10-0210-001 State Tax 4.75%	-\$8,469.37
10-0210-010 County Tax 2.00%	-\$3,434.71
10-0223-000 STATE W/H PAYABLE	-\$0.17
10-0224-000 RETIREMENT PAYABLE	\$0.28
10-0224-001 401K	-\$0.01
10-0225-000 ACCRUED PAYROLL	\$0.23
10-0225-001 MEDICAL INS. PAYABLE	-\$109.19
10-0226-000 457 PLAN	-\$0.02
10-0230-002 HOMEOWNERS FUND RECOVERY	-\$215.00
10-0280-000 DEFERRED REV TAXES	\$7,094.43
10-0299-000 FUND BALANCE	\$8,166,144.57
Current Fund Balance Adjustment	\$772,260.01
P/Y Fund Balance Adjustment	\$552,703.32
Total	\$9,074,883.62

Budget vs Actual

Town of Carolina Shores
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Period Ending 11/30/2025

10 GERNERAL FUND

Description	Budget	MTD	YTD	Variance	Percent
Revenues					
10-0000-000 "GENERAL FUND"	0	0.00	0.00	0.00	
10-0300-000 GENERAL FUND	0	0.00	0.00	0.00	
REVENUES					
10-3100-101 TAXES-2019	0	0.00	0.00	0.00	
10-3100-102 TAXES, 2018	0	0.00	0.00	0.00	
10-3100-103 TAXES, 2020	0	0.00	0.00	0.00	
10-3113-136 TAXES, 2025	1,076,000	44,649.32	380,852.04	(695,147.96)	35%
10-3113-137 TAXES, 2024	5,000	466.78	4,673.20	(326.80)	93%
10-3113-138 TAXES, 2023	2,000	126.44	725.62	(1,274.38)	36%
10-3113-139 TAXES, 2022	1,000	0.00	33.95	(966.05)	3%
10-3113-140 TAXES, 2021	0	0.00	0.00	0.00	
10-3193-180 TAX INTEREST	1,500	59.51	585.14	(914.86)	39%
10-3194-120 MV TAXES	60,000	9,384.38	43,248.14	(16,751.86)	72%
10-3200-000 AMERICAN RESCUE PLAN	0	0.00	0.00	0.00	
10-3226-312 SALE OF ASSETS	0	0.00	0.00	0.00	
10-3230-351 LOCAL OPTION SALES TAX	2,200,000	220,561.20	1,100,616.37	(1,099,383.63)	50%
10-3230-360 HOLD HARMLESS DISTRIBUTIONS	0	0.00	0.00	0.00	
10-3250-110 Solid Waste Disposal Tax	3,000	1,148.28	2,156.16	(843.84)	72%
10-3260-110 Business Registration	0	0.00	0.00	0.00	
10-3316-000 Powell Bill Revenue	200,000	0.00	104,571.48	(95,428.52)	52%
10-3321-000 Sales & Use Tax Refund	8,000	22,461.07	22,461.07	14,461.07	281%
10-3322-350 BEER/WINE EXCISE TAX	20,000	0.00	0.00	(20,000.00)	
10-3324-310 UTILITY FRANCHISE	150,000	0.00	43,706.40	(106,293.60)	29%
10-3325-310 TELECOMMUNICATIONS TAX	0	0.00	0.00	0.00	
10-3326-310 SALES TAX VIDEO PROGRAMMING	0	0.00	0.00	0.00	
10-3326-315 SALES OF SERVICE(FastTrack)	0	0.00	0.00	0.00	
10-3343-410 BUILDING PERMITS	450,000	91,017.86	325,451.06	(124,548.94)	72%
10-3343-415 ZONING PERMITS	2,000	300.00	1,400.00	(600.00)	70%
10-3343-430 CERTIFICATE OF OCCUPANCY	6,500	400.00	800.00	(5,700.00)	12%
10-3346-430 APPLICATION FEE/ZONING	0	0.00	2,000.00	2,000.00	
10-3831-491 INTEREST GENERAL FUND	150,000	22,605.48	120,245.14	(29,754.86)	80%
10-3832-630 Hurricane Reimbursement	0	0.00	0.00	0.00	
10-3839-890 MISC. INCOME	500	0.00	95.38	(404.62)	19%
10-3839-891 CIVIL FINES	0	0.00	0.00	0.00	
10-3991-990 APPROP. FUNDS	0	0.00	0.00	0.00	
Revenues Totals:	4,335,500	413,180.32	2,153,621.15	(2,181,878.85)	50%

Budget vs Actual

Town of Carolina Shores
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Period Ending 11/30/2025

10 GERNERAL FUND

Description	Budget	MTD	YTD	Variance	Percent
Expenses					
10-4110-000 GOVERNING BODY	0	0.00	0.00	0.00	
10-4110-126 BOARD/FEES	20,000	0.00	5,000.00	15,000.00	25%
10-4110-181 FICA/MED	1,530	0.00	382.50	1,147.50	25%
10-4110-260 DEPARTMENT SUPPLIES	1,070	0.00	27.80	1,042.20	3%
10-4110-310 TRAVEL	300	0.00	125.37	174.63	42%
10-4110-380 COMPUTER SERVICE/PROGRAM	2,000	0.00	0.00	2,000.00	
10-4110-395 EMPLOYEE TRAINING	535	0.00	64.35	470.65	12%
10-4110-491 DUES/SUBS	535	0.00	300.00	235.00	56%
10-4110-499 MISC.	535	0.00	52.70	482.30	10%
GOVERNING BODY Totals:	26,505	0.00	5,952.72	20,552.28	22%
10-4120-000 ADMINISTRATION	0	0.00	0.00	0.00	
10-4120-121 SALARIES F/T	407,770	30,599.66	173,254.13	234,515.87	42%
10-4120-126 SALARIES P/T	0	0.00	0.00	0.00	
10-4120-180 FRINGE BENEFITS	0	0.00	0.00	0.00	
10-4120-181 FICA/MED	31,195	2,331.24	13,200.95	17,994.05	42%
10-4120-182 RETIREMENT	57,088	4,391.06	24,862.02	32,225.98	44%
10-4120-183 GROUP INSURANCE	82,500	4,631.73	22,738.41	59,761.59	28%
10-4120-184 457	0	0.00	0.00	0.00	
10-4120-185 401K	20,389	877.32	4,808.54	15,580.46	24%
10-4120-190 CONTRACT SERVICE (ADMI)	12,000	3,180.99	6,350.19	5,649.81	53%
10-4120-191 PROF FEES ACCTG	15,000	0.00	41.65	14,958.35	0%
10-4120-192 PROF FEES LEGAL	15,000	1,452.50	8,365.00	6,635.00	56%
10-4120-195 PROF FEE- TOWN CODE	1,000	0.00	1,259.17	(259.17)	126%
10-4120-199 PROF FEES Other	4,000	0.00	0.00	4,000.00	
10-4120-250 AUTO SUPPLIES	0	0.00	60.40	(60.40)	
10-4120-260 OFFICE SUPPLIES	3,000	496.76	1,700.77	1,299.23	57%
10-4120-265 OFFICE FURNITURE	0	0.00	0.00	0.00	
10-4120-310 TRAVEL	500	0.00	22.83	477.17	5%
10-4120-321 TELEPHONE	18,600	501.04	4,381.77	14,218.23	24%
10-4120-325 POSTAGE	1,000	0.00	109.43	890.57	11%
10-4120-352 MAIN/REPAIR EQUIPT	500	0.00	0.00	500.00	
10-4120-353 MAIN/REPAIRS AUTO	0	0.00	0.00	0.00	
10-4120-370 LEGAL ADVERTISING	2,200	0.00	981.15	1,218.85	45%
10-4120-380 COMPUTER SER/PROGRAMS	17,500	72.50	12,613.00	4,887.00	72%
10-4120-395 EMPLOYEE TRAINING	2,000	0.00	0.00	2,000.00	
10-4120-450 INS/BOND/WC	64,905	643.73	52,235.35	12,669.65	80%
10-4120-451 COBRA	0	0.00	50.00	(50.00)	
10-4120-480 E.S.C. - Unemployment Pymts.	1,000	0.00	0.00	1,000.00	
10-4120-491 DUES/SUBS	10,000	53.99	9,620.99	379.01	96%

Budget vs Actual

Town of Carolina Shores
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10 GERNERAL FUND

Description	Budget	MTD	YTD	Variance	Percent
10-4120-499 MISC	8,600	0.00	51.00	8,549.00	1%
10-4120-690 FINES TO SCHOOL BOARD	0	0.00	0.00	0.00	
ADMINISTRATION Totals:	775,747	49,232.52	336,706.75	439,040.25	43%
10-4140-190 TAXES-COLLECTION FEE	12,000	339.53	2,900.48	9,099.52	24%
10-4140-191 DMV-COLLECTION FEE	500	0.00	0.00	500.00	
Totals:	12,500	339.53	2,900.48	9,599.52	23%
10-4170-190 Elections Fee	6,500	0.00	0.00	6,500.00	
ELECTIONS Totals:	6,500	0.00	0.00	6,500.00	
10-4190-000 PUBLIC BLDG/BEAUTY	0	0.00	0.00	0.00	
10-4190-126 SALARIES P/T	30,000	2,222.00	13,625.52	16,374.48	45%
10-4190-181 FICA/MED	2,295	169.98	1,042.34	1,252.66	45%
10-4190-182 RETIREMENT	0	0.00	0.00	0.00	
10-4190-190 CONTRACTED SERVICES	30,000	2,247.35	4,657.55	25,342.45	16%
10-4190-240 MAINT/REPAIR BLDG	15,500	0.00	125.00	15,375.00	1%
10-4190-290 DEPT. MATERIALS	11,000	398.72	2,944.68	8,055.32	27%
10-4190-291 RECREATIONAL/EVENTS	15,000	1,276.38	3,574.76	11,425.24	24%
10-4190-310 TRAVEL	1,200	86.10	430.50	769.50	36%
10-4190-331 UTILITIES-TH	20,000	812.85	5,091.37	14,908.63	25%
10-4190-352 REPAIR/MAINT EQUIP	4,500	0.00	1,544.50	2,955.50	34%
10-4190-590 CAPITAL OUTLAY-OTHER	0	0.00	0.00	0.00	
PUBLIC BUILD/BEAUTY Totals:	129,495	7,213.38	33,036.22	96,458.78	26%
10-4330-000 PUBLIC SAFETY	0	0.00	0.00	0.00	
10-4330-126 SALARIES P/T	52,530	3,316.90	19,415.73	33,114.27	37%
10-4330-181 FICA/MED	4,019	253.74	1,485.30	2,533.70	37%
10-4330-190 CONTRACT SERVICES	60,000	2,080.00	48,854.00	11,146.00	81%
10-4330-240 CALABASH FIRE DEPT	40,000	0.00	40,000.00	0.00	100%
10-4330-250 BRUNSWICK CTY FIRE FEES	1,800	0.00	1,440.00	360.00	80%
10-4330-255 AUTO SUPPLIES	1,800	44.80	1,049.66	750.34	58%
10-4330-260 DEPARTMENT SUPPLIES	3,000	46.46	318.29	2,681.71	11%
10-4330-266 EMERGENCY MGMT	11,000	0.00	0.00	11,000.00	
10-4330-310 TRAVEL	200	0.00	0.00	200.00	
10-4330-321 TELEPHONE	600	50.00	250.00	350.00	42%
10-4330-380 COMPUTER SER/PROGRAMS	3,000	0.00	2,500.00	500.00	83%
10-4330-395 EMPLOYEE TRAINING	500	0.00	0.00	500.00	
10-4330-500 PUBLIC SAFETY RESERVE	40,000	0.00	0.00	40,000.00	
10-4330-590 CAPITAL OUTLAY	0	0.00	0.00	0.00	
PUBLIC SAFETY Totals:	218,449	5,791.90	115,312.98	103,136.02	53%
10-4340-000 ECONOMIC DEVELOPMENT	0	0.00	0.00	0.00	

Budget vs Actual

Town of Carolina Shores
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Period Ending 11/30/2025

10 GERNERAL FUND

Description	Budget	MTD	YTD	Variance	Percent
10-4340-180 INCENTIVE PAYMENTS	0	0.00	0.00	0.00	
10-4340-190 CONTRACT SERVICES	0	0.00	0.00	0.00	
10-4340-199 PROFESSIONAL FEES	0	0.00	0.00	0.00	
10-4340-250 BRUNSWICK COUNTY FIRE FEES	0	0.00	0.00	0.00	
10-4340-260 DEPARTMENT SUPPLIES	0	0.00	0.00	0.00	
10-4340-310 TRAVEL	0	0.00	0.00	0.00	
10-4340-480 MARKETING	0	0.00	0.00	0.00	
10-4340-491 DUES/FEES - OTHER	0	0.00	0.00	0.00	
NON-DEPARTMENTAL Totals:	0	0.00	0.00	0.00	
10-4350-000 BUILDING INSPECTIONS	0	0.00	0.00	0.00	
10-4350-121 SALARIES F/T	317,820	23,725.34	131,402.15	186,417.85	41%
10-4350-126 SALARIES P/T	0	0.00	0.00	0.00	
10-4350-181 FICA/MED	24,314	1,811.81	10,042.71	14,271.29	41%
10-4350-182 RETIREMENT	44,495	3,404.59	18,856.19	25,638.81	42%
10-4350-183 GROUP INSURANCE	100,000	5,416.92	26,388.29	73,611.71	26%
10-4350-185 401K	15,891	802.32	4,649.30	11,241.70	29%
10-4350-190 CONTRACT SERVICES	80,000	983.48	8,772.76	71,227.24	11%
10-4350-231 EDUCATION/TRAINING	11,000	0.00	335.00	10,665.00	3%
10-4350-250 AUTO SUPPLIES/FUEL	4,000	180.11	789.64	3,210.36	20%
10-4350-260 DEPARTMENT SUPPLIES	5,000	84.76	1,655.94	3,344.06	33%
10-4350-265 EQUIPMENT	0	0.00	0.00	0.00	
10-4350-310 TRAVEL	2,000	0.00	676.12	1,323.88	34%
10-4350-321 TELEPHONE	6,000	250.00	1,858.16	4,141.84	31%
10-4350-325 POSTAGE/PRINTING	500	0.00	109.43	390.57	22%
10-4350-352 REPAIRS/MAINT EQUIP	500	0.00	0.00	500.00	
10-4350-353 MAINTENANCE/REPAIRS VEHIC	3,500	299.42	558.54	2,941.46	16%
10-4350-380 COMPUTER SERVICE/PROGRAM	15,000	0.00	0.00	15,000.00	
10-4350-491 DUES/FEES	1,000	0.00	60.00	940.00	6%
10-4350-590 CAPITAL OUTLAY-VEHICLE	0	0.00	0.00	0.00	
BUILDING INSPECTIONS Totals:	631,020	36,958.75	206,154.23	424,865.77	33%
10-4500-000 STREETS	0	0.00	0.00	0.00	
10-4500-121 SALARIES F/T	511,750	34,436.40	202,031.18	309,718.82	39%
10-4500-126 SALARIES P/T	0	0.00	0.00	0.00	
10-4500-181 FICA/MED	39,150	2,627.96	15,420.06	23,729.94	39%
10-4500-182 RETIREMENT	71,645	4,941.63	28,991.48	42,653.52	40%
10-4500-183 GROUP INSURANCE	124,700	7,576.19	36,982.94	87,717.06	30%
10-4500-185 401K	25,590	1,548.82	8,330.99	17,259.01	33%
10-4500-190 CONTRACTED SERVICES	20,000	1,238.47	5,108.87	14,891.13	26%
10-4500-240 STREET SUPPLIES	21,500	421.98	4,578.32	16,921.68	21%
10-4500-250 AUTO SUPPLIES	25,000	1,396.54	9,177.62	15,822.38	37%

Budget vs Actual

Town of Carolina Shores
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Period Ending 11/30/2025

10 GERNERAL FUND

Description	Budget	MTD	YTD	Variance	Percent
10-4500-310 TRAVEL	500	0.00	0.00	500.00	
10-4500-321 TELEPHONES	2,200	150.00	752.04	1,447.96	34%
10-4500-325 POSTAGE	1,000	0.00	109.43	890.57	11%
10-4500-331 STREET LIGHTS	144,000	10,646.29	53,331.16	90,668.84	37%
10-4500-350 STREET REPAIRS	11,000	0.00	0.00	11,000.00	
10-4500-352 REPAIR/MAINT EQUIP	27,500	1,265.80	11,942.00	15,558.00	43%
10-4500-353 MAINTENANCE/REPAIRS-VEHICLES	15,000	0.00	75.90	14,924.10	1%
10-4500-380 COMPUTER SERVICE/PROGRAM	3,000	0.00	0.00	3,000.00	
10-4500-395 EMPLOYEE TRAINING	3,000	0.00	0.00	3,000.00	
10-4500-491 DUES/SUBS	1,000	0.00	0.00	1,000.00	
10-4500-590 CAPITAL OUTLAY	0	0.00	0.00	0.00	
STREETS Totals:	1,047,535	66,250.08	376,831.99	670,703.01	36%
10-4510-000 POWELL BILL	0	0.00	0.00	0.00	
10-4510-126 SALARIES P/T	0	0.00	0.00	0.00	
10-4510-181 FICA/MED	0	0.00	0.00	0.00	
10-4510-182 RETIREMENT	0	0.00	0.00	0.00	
10-4510-190 CONTRACTED SERVICES	50,000	0.00	1,254.50	48,745.50	3%
10-4510-240 STREET SUPPLIES	3,000	0.00	597.15	2,402.85	20%
10-4510-352 REPAIR/MAINT EQUIPT	0	0.00	0.00	0.00	
10-4510-550 CAPITAL OUTLAY-EQUIPT	0	0.00	0.00	0.00	
10-4510-591 ROAD PAVING/PATCHING	147,000	0.00	28,805.57	118,194.43	20%
POWELL Totals:	200,000	0.00	30,657.22	169,342.78	15%
10-4600-000 AMERICAN RESCUE PLAN	0	0.00	0.00	0.00	
10-4600-190 CONTRACT SERVICES	0	0.00	0.00	0.00	
10-4600-195 REVENUE REPLACEMENT	0	0.00	0.00	0.00	
10-4600-199 PROFESSIONAL FEES	0	0.00	0.00	0.00	
AMERICAN RESCUE PLAN Totals:	0	0.00	0.00	0.00	
10-4700-000 ENVIRO. PROTECTIONS	0	0.00	0.00	0.00	
10-4700-190 CONTRACT SERVICE	20,000	6,102.15	11,857.15	8,142.85	59%
10-4700-240 Departmental Supplies	4,000	0.00	148.92	3,851.08	4%
10-4700-241 MOSQUITO CONTROL	1,000	0.00	911.58	88.42	91%
10-4700-350 DRAINAGE-RIPRAP,STONE	10,000	0.00	0.00	10,000.00	
10-4700-351 DRAINAGE DITCHES	40,000	0.00	0.00	40,000.00	
ENVIRO PROTECTION Totals:	75,000	6,102.15	12,917.65	62,082.35	17%
10-4710-000 SANITATION	0	0.00	0.00	0.00	
10-4710-126 SALARIES P/T	38,115	3,714.23	19,800.25	18,314.75	52%
10-4710-181 FICA/MED	2,915	284.14	1,514.74	1,400.26	52%
10-4710-182 Retirement	0	0.00	0.00	0.00	
10-4710-190 CONTRACTED SERVICES	73,200	5,847.57	24,572.58	48,627.42	34%
10-4710-290 DEPT. MATERIALS	3,000	417.51	1,115.10	1,884.90	37%

Budget vs Actual

Town of Carolina Shores
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Period Ending 11/30/2025

10 GERNERAL FUND

Description	Budget	MTD	YTD	Variance	Percent
10-4710-352 REPAIR/MAINT EQUIP	1,000	0.00	0.00	1,000.00	
10-4710-580 CAPITAL OUTLAY	0	0.00	0.00	0.00	
SANITATION Totals:	118,230	10,263.45	47,002.67	71,227.33	40%
10-4910-000 PLANNING & ZONING	0	0.00	0.00	0.00	
10-4910-121 SALARIES F/T	0	0.00	0.00	0.00	
10-4910-126 BOARD/FEES	4,200	0.00	1,050.00	3,150.00	25%
10-4910-181 Fica/Med	325	0.00	80.36	244.64	25%
10-4910-182 RETIREMENT	0	0.00	0.00	0.00	
10-4910-183 GROUP INSURANCE	0	0.00	0.00	0.00	
10-4910-185 401	0	0.00	0.00	0.00	
10-4910-199 PROF FEES	85,000	5,800.00	34,800.00	50,200.00	41%
10-4910-260 Department Supplies	100	0.00	0.00	100.00	
10-4910-310 TRAVEL	0	0.00	0.00	0.00	
10-4910-325 Postage/Printing	100	0.00	0.00	100.00	
10-4910-370 Legal Advertising	2,500	0.00	0.00	2,500.00	
10-4910-395 Education/Training	0	0.00	0.00	0.00	
10-4910-499 MISC	0	0.00	0.00	0.00	
PLANNING & ZONING Totals:	92,225	5,800.00	35,930.36	56,294.64	39%
10-6120-000 CULTURAL & RECREATIONAL	0	0.00	0.00	0.00	
10-6120-126 SALARIES P/T	1,120	0.00	200.00	920.00	18%
10-6120-181 FICA/MED	90	0.00	15.30	74.70	17%
10-6120-190 CONTRACT SERVICES	20,000	1,249.29	6,246.45	13,753.55	31%
10-6120-290 DEPARTMENT MATERIALS	10,000	0.00	2,707.22	7,292.78	27%
10-6120-331 UTILITIES-PARKS	5,000	130.04	662.33	4,337.67	13%
10-6120-352 REPAIRS/MAINTENANCE	5,000	0.00	0.00	5,000.00	
10-6120-450 SPECIAL EVENTS	2,000	0.00	0.00	2,000.00	
CULTURAL & RECREATIONAL Totals:	43,210	1,379.33	9,831.30	33,378.70	23%
10-9910-000 CONTINGENCY	100,000	0.00	0.00	100,000.00	
10-9910-991 CONTINGENCY DEPT.	0	0.00	0.00	0.00	
CONTINGENCY Totals:	100,000	0.00	0.00	100,000.00	
10-9930-000 CAPITAL PROJECTS	0	0.00	0.00	0.00	
10-9930-199 PROFESSIONAL FEES	0	0.00	0.00	0.00	
10-9930-540 STORMWATER	339,084	100,650.00	165,786.57	173,297.43	49%
10-9930-545 PAVING	520,000	0.00	2,340.00	517,660.00	0%
10-9930-580 CAPITAL OUTLAY-EQUIP	0	0.00	0.00	0.00	
10-9930-581 CAPITAL OUTLAY-OTHER	0	0.00	0.00	0.00	
10-9930-990 CONTINGENCY	0	0.00	0.00	0.00	
RESERVES Totals:	859,084	100,650.00	168,126.57	690,957.43	20%
Expenses Totals:	4,335,500	289,981.09	1,381,361.14	2,954,138.86	32%

Budget vs Actual

Town of Carolina Shores
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10 GERNERAL FUND Totals:

123,199.23

772,260.01

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Account Range: 10-0101-000 South State - Checking - 10-0101-000 South State - Checking

Date Range: 11/1/2025 - 11/30/2025

GL Account - 10-0101-000 South State - Checking

Date	Description	Source	Debits	Credits	Date
Fiscal Period - FISCAL PERIOD 2025-2026		Beg Balance	\$2,939,768.46	\$0.00	
11/03/2025	FOCUS BROADBAND	AP CK	\$0.00	\$5,082.32	11/03/2025
11/04/2025	WEX GAS/DIESEL-OCTOBER	GL CD	\$0.00	\$767.80	11/13/2025
11/07/2025	ANGELA HAYES	AP CK	\$0.00	\$50.00	11/07/2025
11/07/2025	BESTCO UA	AP CK	\$0.00	\$222.00	11/07/2025
11/07/2025	BILLY A BRUCE	AP CK	\$0.00	\$900.00	11/07/2025
11/07/2025	BLACK'S TIRE SERVICE	AP CK	\$0.00	\$319.15	11/07/2025
11/07/2025	BRETT LYNN DAVIS	AP CK	\$0.00	\$50.00	11/07/2025
11/07/2025	BRUNSCO TAX DEPOSIT	GL GJ	\$44,931.11	\$0.00	11/13/2025
11/07/2025	CAROLINA SHIRT COMPANY	AP CK	\$0.00	\$445.69	11/07/2025
11/07/2025	CHAD HICKS	AP CK	\$0.00	\$50.00	11/07/2025
11/07/2025	CHRISTOPHER EDWARDS	AP CK	\$0.00	\$50.00	11/07/2025
11/07/2025	COREY CHILDERS	AP CK	\$0.00	\$50.00	11/07/2025
11/07/2025	ELDRIDGE LAW FIRM, PC	AP CK	\$0.00	\$1,452.50	11/07/2025
11/07/2025	ETHAN ALEXANDER MERCER	AP CK	\$0.00	\$50.00	11/07/2025
11/07/2025	FOCUS BROADBAND	AP CK	\$0.00	\$344.29	11/07/2025
11/07/2025	GAIL TREGLIA	AP CK	\$0.00	\$50.00	11/07/2025
11/07/2025	KENNETH MEDLIN	AP CK	\$0.00	\$160.00	11/07/2025
11/07/2025	LORI FRYE	AP CK	\$0.00	\$50.00	11/07/2025
11/07/2025	MARK SHAFFER	AP CK	\$0.00	\$50.00	11/07/2025
11/07/2025	MELANIE KAR	AP CK	\$0.00	\$50.00	11/07/2025
11/07/2025	MOSCA DESIGN INC	AP CK	\$0.00	\$1,362.54	11/07/2025
11/07/2025	NICOLE HEWETT	AP CK	\$0.00	\$50.00	11/07/2025
11/07/2025	PR Post Checks	PR CK	\$0.00	\$34,768.88	11/03/2025
11/07/2025	SAM TYNDALL	AP CK	\$0.00	\$50.00	11/07/2025
11/07/2025	SANDY WOOD	AP CK	\$0.00	\$50.00	11/07/2025
11/07/2025	SCP DISTRIBUTION, LLC	AP CK	\$0.00	\$82.37	11/07/2025
11/07/2025	SUBSCRIBER RENEWALS	AP CK	\$0.00	\$57.63	11/07/2025
11/07/2025	UNIFIRST CORPORATION	AP CK	\$0.00	\$185.32	11/07/2025
11/07/2025	VALOR LLC	AP CK	\$0.00	\$569.57	11/07/2025
11/07/2025	WESLEY MACLEOD	AP CK	\$0.00	\$5,800.00	11/07/2025
11/07/2025	TAX DEPOSIT PE 11/5/2025	GL GJ	\$0.00	\$11,189.80	11/04/2025
11/07/2025	STATE W/H PE 11/5/2025	GL GJ	\$0.00	\$1,590.00	11/04/2025
11/07/2025	401K PE 11/5/2025	GL GJ	\$0.00	\$3,978.84	11/04/2025
11/13/2025	ADOLPH L FORD	AP CK	\$0.00	\$160.00	11/13/2025
11/13/2025	ANTICIMEX CAROLINAS LLC	AP CK	\$0.00	\$80.00	11/13/2025
11/13/2025	BRUNSWICK ELECTRIC MEMBERSHIP CORP	AP CK	\$0.00	\$47.30	11/13/2025

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Town of Carolina Shores

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Account Range: 10-0101-000 South State - Checking - 10-0101-000 South State - Checking

Date Range: 11/1/2025 - 11/30/2025

GL Account - 10-0101-000 South State - Checking

Date	Description	Source	Debits	Credits	Date
11/13/2025	ELVIS SERVICE COMPANY INC	AP CK	\$0.00	\$89.44	11/13/2025
11/13/2025	FULWOOD PROPERTY CARE	AP CK	\$0.00	\$905.00	11/13/2025
11/13/2025	GFL ENVIRONMENTAL	AP CK	\$0.00	\$5,758.13	11/13/2025
11/13/2025	HUGHES & HUGHES NURSERY	AP CK	\$0.00	\$4,650.00	11/13/2025
11/13/2025	INTERACTIVE MEDICAL SYSTEM	AP CK	\$0.00	\$50.00	11/13/2025
11/13/2025	KENNETH MEDLIN	AP CK	\$0.00	\$320.00	11/13/2025
11/13/2025	PERMITS	GL CR	\$89,397.86	\$0.00	11/13/2025
11/13/2025	UNIFIRST CORPORATION	AP CK	\$0.00	\$423.79	11/13/2025
11/13/2025	VALOR LLC	AP CK	\$0.00	\$284.08	11/13/2025
11/14/2025	INSURANCE PREMIUM-DECEMBER	GL CD	\$0.00	\$13,947.52	11/19/2025
11/17/2025	NCDOR-SOLID WASTE DISPOSAL TAX	GL GJ	\$1,148.28	\$0.00	11/14/2025
11/17/2025	NCDOR-SALES & USE TAX	GL GJ	\$220,561.20	\$0.00	11/14/2025
11/21/2025	ADOLPH L FORD	AP CK	\$0.00	\$160.00	11/21/2025
11/21/2025	BLOSSMAN GAS OF NORTH CAROLINA INC	AP CK	\$0.00	\$238.75	11/21/2025
11/21/2025	BRUNSWICK COUNTY PUBLIC UTILITIES	AP CK	\$0.00	\$82.74	11/21/2025
11/21/2025	BRUNSWICK TRUCKING	AP CK	\$0.00	\$96,000.00	11/21/2025
11/21/2025	CAROLINA SHIRT COMPANY	AP CK	\$0.00	\$39.53	11/21/2025
11/21/2025	CHRISTOPHER EDWARDS	AP CK	\$0.00	\$48.98	11/21/2025
11/21/2025	DENTAL/VISION-DECEMBER	GL CD	\$0.00	\$1,180.96	11/24/2025
11/21/2025	EDMUND GORE	AP CK	\$0.00	\$300.00	11/21/2025
11/21/2025	FULWOOD'S AUTO SERVICE & TOWIN	AP CK	\$0.00	\$221.56	11/21/2025
11/21/2025	GERARD FRANKLIN	AP CK	\$0.00	\$86.10	11/21/2025
11/21/2025	KENNETH MEDLIN	AP CK	\$0.00	\$640.00	11/21/2025
11/21/2025	LIFE/AD&D-DECEMBER	GL CD	\$0.00	\$572.04	11/26/2025
11/21/2025	PR Post Checks	PR CK	\$0.00	\$34,736.15	11/18/2025
11/21/2025	STEPHEN WILSON	AP CK	\$0.00	\$1,438.75	11/21/2025
11/21/2025	SYSTEL BUSINESS EQUIPMENT	AP CK	\$0.00	\$89.11	11/21/2025
11/21/2025	THE LOOMIS COMPANY	AP CK	\$0.00	\$2,025.76	11/21/2025
11/21/2025	UNIFIRST CORPORATION	AP CK	\$0.00	\$449.24	11/21/2025
11/21/2025	TAX DEPOSIT PE 11/19/2025	GL GJ	\$0.00	\$11,231.99	11/20/2025
11/21/2025	STATE W/H PE 11/19/2025	GL GJ	\$0.00	\$1,593.00	11/20/2025
11/21/2025	BRUNSCO TAX DEPOSIT	GL GJ	\$9,415.79	\$0.00	11/24/2025
11/21/2025	401K PE 11/19/2025	GL GJ	\$0.00	\$4,056.21	11/20/2025
11/21/2025	RETIREMENT-NOVEMBER	GL GJ	\$0.00	\$18,062.99	11/20/2025
11/25/2025	PERMITS	GL CR	\$210.00	\$0.00	11/26/2025
11/26/2025	ADOLPH L FORD	AP CK	\$0.00	\$160.00	11/26/2025
11/26/2025	BLACK'S TIRE SERVICE	AP CK	\$0.00	\$1,128.02	11/26/2025

GL Account History Summary

Town of Carolina Shores

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Account Range: 10-0101-000 South State - Checking - 10-0101-000 South State - Checking

Date Range: 11/1/2025 - 11/30/2025

GL Account - 10-0101-000 South State - Checking

Date	Description	Source	Debits	Credits	Date
11/26/2025	BRUNSWICK COUNTY PUBLIC UTILITIES	AP CK	\$0.00	\$106.69	11/26/2025
11/26/2025	BRUNSWICK ELECTRIC MEMBERSHIP CORP	AP CK	\$0.00	\$11,352.45	11/26/2025
11/26/2025	BRUNSWICK TRUCKING	AP CK	\$0.00	\$4,663.40	11/26/2025
11/26/2025	GERARD FRANKLIN	AP CK	\$0.00	\$29.10	11/26/2025
11/26/2025	KENNETH MEDLIN	AP CK	\$0.00	\$320.00	11/26/2025
11/26/2025	MICHAEL CAMASTRO JR	AP CK	\$0.00	\$160.00	11/26/2025
11/26/2025	NCDOR-SALES & USE TAX REFUND	GL CR	\$22,461.07	\$0.00	11/26/2025
11/26/2025	NCLM RISK MANAGEMENT SERVICES	AP CK	\$0.00	\$643.73	11/26/2025
11/26/2025	OFFICE DEPOT, INC.	AP CK	\$0.00	\$240.43	11/26/2025
11/26/2025	PERMITS	GL CR	\$2,120.00	\$0.00	11/26/2025
11/26/2025	SYSTEL BUSINESS EQUIPMENT	AP CK	\$0.00	\$248.17	11/26/2025
11/26/2025	TRUIST BANK	AP CK	\$0.00	\$843.40	11/26/2025
11/26/2025	UNIFIRST CORPORATION	AP CK	\$0.00	\$169.02	11/26/2025
11/26/2025	UNIFIRST FIRST AID CORP	AP CK	\$0.00	\$211.36	11/26/2025
11/30/2025	NOVEMBER BANK ACCT INTEREST	GL GJ	\$4,960.54	\$0.00	12/02/2025
Transaction Totals			\$395,205.85	\$290,173.59	
**	End Balance		\$3,044,800.72	\$0.00	**

**TOWN OF CAROLINA SHORES
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
November 10, 2025
10:00 a.m.**

DRAFT

Mayor Conte called November 10, 2025, meeting to order at 10:00 a.m. The Pledge of Allegiance was recited and there was a moment of silence. Commissioners present: Beverly Mayhew, Debbie Watts, Marlene Vandergrift, and Jeffery Alt. Also, present: Chad Hicks, Town Administrator and Nicole Hewett, Assistant Town Administrator/Town Clerk.

Members Absent: Commissioner Harry McClard

Also Absent: Lori Frye, Finance Director

Public Comment on Agenda Items Only:

None

Administrative Reports: Mr. Hicks gave the Town Administrator Report. (A copy of this report is on file.)

Mr. Hicks said we are still looking to hire another person at the Recycle Center. Mr. Hicks said we agreed to hire another Maintenance Worker and that fell through. Mr. Hicks said we are going to hold off on that position until the end of winter. Mr. Hicks said the two major culvert replacements in The Village at Calabash should begin this week. Mr. Hicks said hopefully the bid packages for Bayberry and The Gates will be out in a week or two for bid. Mr. Hicks said easement document for the Court 11 drainage project is being drafted. Mr. Hicks said once that is signed and recorded, we will jump on that one too and get it bid out.

Building Inspections: Report on file with Town Clerk.

Public Works Department: Report on file with the Town Clerk.

Public Safety Department: Report on file with the Town Clerk.

Finance Report: Mr. Hicks gave the Finance Report. Report on file with the Town Clerk.

Committee & Volunteer Group Reports:

Calabash Fire Department – Commissioner Mayhew said the last Fire Department meeting was on October 21st. Commissioner Mayhew reviewed slide presentation numbers for the Board and Public. Commissioner Mayhew said there were a total of 158 calls for the month of September with 55 of those being in the Town of Carolina Shores. Commissioner Mayhew said that is average for us. Commissioner Mayhew said EMS and medical calls always seem to be at the top. Commissioner Mayhew said the year-to-date calls are 116 more than the previous year. Commissioner Mayhew reviewed the traffic accidents.

Parks Commission – Commissioner Vandergrift said the Parks Commission meets this month.

Planning Board – Commissioner Watts said the Planning Board met on October 15, 2025. Commissioner Watts said there was a good turnout and the minutes from September 17th were approved. Commissioner Watts said there was a presentation regarding that the PRD is inappropriate for the community of Carolina Shores and was given by the residents of the Carolina Shores community. Commissioner Watts said in addition there were representatives of the PRD and the owner of the property. Commissioner Watts said after some questions from the Planning Board members, a majority vote to deny the rezoning was the ruling.

Consent Agenda:

COMMISSIONER MAYHEW MADE A MOTION TO APPROVE THE CONSENT AGENDA:

- BOC Regular Meeting Minutes of October 13, 2025

COMMISSIONER WATTS SECONDED THE MOTION. MAYOR CONTE CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Old Business:

None

New Business:

Discussion and Possible Action on Land Clearing Burn Ban Ordinance 25-8:

Mr. Hicks said open land burning for development has been an issue here. Mr. Hicks said in the future, there may be more development in the Highway Commercial area and staff thought this would be a good idea.

COMMISSIONER MAYHEW MADE A MOTION TO APPROVE ORDINANCE 25-8. COMMISSIONER WATTS SECONDED THE MOTION. MAYOR CONTE CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Public Comment:

Julie Turner, 4 Egret Court – Ms. Turner said at the last Board of Commissioners meeting and Planning Board meeting, this 50-page document was submitted in support of opposition to the rezoning and thank you for including it on the on-line packet. Ms. Turner said she does want to make you aware that there are many pages and footnotes. Ms. Turner said although they are not active links, you can still follow the research through actual publications. Ms. Turner said since a new rezoning plan has been submitted, it would be helpful if a more comprehensive explanation is posted to the website and made available to residents without computer access. Ms. Turner said October 23rd Brunswick Beacon stated PRD zoning would mean the current developer or any future developer cannot change the site development plan without submitting an entirely new request to the town. Ms. Turner said what seems to be omitted in that statement is that once the land is rezoned to PRD, PRD zoning would stay with the land. Ms. Turner said the land does not revert back to CRD, so she thinks that needs to be made clear. Ms. Turner said new development plans could be submitted by a new owner within the PRD zoning, so she thinks it would alleviate some confusion if all of that could be stated. Ms. Turner said she would also like to point out an error that occurred at the October 15th Planning Board meeting. Ms. Turner said that Ashley McEntee should not have voted to move the previous proposal plan forward as per town Ordinance 91.43, which is

a conflict of interest as a Board member who is also the owner of a commercial and real estate brokerage consulting company. Ms. Turner said she would need to recuse herself from voting and just wanted to share that with the Board of Commissioners. Ms. Turner said the Planning Board approval process flowchart that is located in Ordinance 91.63 seems antiquated. Ms. Turner said if you added one extra decision point, you could save people a lot of time and money. Ms. Turner said where the center box lists major site plans or major subdivisions, it should flow into another box which says complies with CAMA Land Use Plan. Ms. Turner said out of that box, it could be yes or no. Ms. Turner said yes, if major plans could be accepted for consideration and if no, major plans would be rejected instantly. Ms. Turner said that is something for you to consider. Ms. Turner said one other observation about this flowchart is it only shows approvals. Ms. Turner said there has to be circumstances where decisions result in denial. Ms. Turner said so she thinks there is some documentation that could be updated. Ms. Turner said thank you.

Julia Lally, 97 Carolina Shores Drive – Ms. Lally said she looked at the new plan for the golf course and one of the things she noticed immediately is that she lives on Carolina Shores Drive and she has that road in front of her. Ms. Lally said the new plan puts a road behind me. Ms. Lally said she doesn't understand how that can happen. Ms. Lally said usually it's road home and a home behind you and a road in front of that. Ms. Lally said she will have a road in front of her and directly behind me. Ms. Lally said her point is this, when she bought her property, she believed she bought a property on a golf course which could be developed as one acre lots. Ms. Lally said she invested her money into that property and for that lifestyle and retirement. Ms. Lally said now she is getting, and she is just hoping that the commissioners will keep that in mind when they start voting. Ms. Lally said what is being proposed by the owner is just to make a dollar and not really care what the impact is to the people that live there. Ms. Lally said she just wanted to say that, thank you.

Mayor & Board of Commissioner Comments:

Commissioner Alt - None

Commissioner Mayhew – Commissioner Mayhew asked Mr. Hicks if the time had been changed on the park gate yet. Mr. Hicks said we did. Commissioner Mayhew said she is attending the regular meeting of the fire department tonight as well as their annual meeting and will report on that next time.

Commissioner Vandergrift – Commissioner Vandergrift said she has a short story and is not going to go into too much detail. Commissioner Vandergrift said we had an unfortunate situation in Beacon Townes where she lives. Commissioner Vandergrift said a gentleman had passed away unexpectedly and his wife has dementia and was out wandering around on the streets and didn't know where she lived. Commissioner Vandergrift said several of her neighbors, including herself, jumped in, called 911, gave her something to eat and drink and stayed with her. Commissioner Vandergrift said we kept her with us until EMS got there and took care of everything. Commissioner Vandergrift said sometimes there are pros and cons in every situation including where we live, but it did bring back and to the forefront for her that she is thankful for her neighbors and it's a privilege living in Carolina Shores. Thank you.

Commissioner Watts – Commissioner Watts said she agrees with Commissioner Vandergrift and loves living in Carolina Shores and loves this community and town. Commissioner Watts said today is the 250th Anniversary of the Marines. Commissioner Watts said this is a personal thing because she is a military family. Commissioner Watts asked any Veteran to please stand or a Veteran family, please stand. Commissioner Watts said thank you very much and there was a round of applause.

Commissioner McClard – Absent

Mayor Conte – None

Closed Session Pursuant to NCGS 143-318.11(a)(6) Personnel:

COMMISSIONER MAYHEW MADE A MOTION TO GO INTO CLOSED SESSION PURSUANT TO NCGS 143-318.11(a)(6) PERSONNEL. COMMISSIONER ALT SECONDED THE MOTION. MAYOR CONTE CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

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

COMMISSIONER MAYHEW APPROVED THE FOLLOWING PROMOTIONS: EDMUND GORE FROM MAINTENANCE WORKER TO MAINTENANCE SUPERVISOR WITH PAY STARTING AT \$26.00 PER HOUR AND ALEX MERCER FROM HEAVY EQUIPMENT OPERATOR TO OPERATIONS SUPERINTENDENT WITH PAY STARTING AT \$32.05 PER HOUR EFFECTIVE IMMEDIATELY. COMMISSIONER WATTS SECONDED THE MOTION. MAYOR CONTE CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Adjourn:

COMMISSIONER MAYHEW MADE A MOTION TO ADJOURN THE BOARD OF COMMISSIONERS NOVEMBER 10, 2025, MEETING AT 10:31 A.M. COMMISSIONER WATTS SECONDED THE MOTION. MAYOR CONTE CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Mayor

Submitted by:

Nicole L. Hewett, Assistant Town Administrator/Town Clerk



Town of Carolina Shores Boards and Commissions Meeting Schedules 2026

The following shall be the approved Town of Carolina Shores Boards and Commissions Meeting Schedules for 2026.

All meetings are held, unless noticed otherwise, in the Chambers of the Carolina Shores Town Hall located at 200 Persimmon Road, Carolina Shores, North Carolina 28467.

Board of Commissioners

Monthly Meeting

At 10:00am:

1/12/26
2/09/26
3/09/26
4/13/26
5/11/26
6/08/26
7/13/26
8/10/26
9/14/26
10/12/26
11/09/26
12/14/26

Planning Board

Monthly Meeting

At 10:30am:

1/21/26
2/18/26
3/18/26
4/15/26
5/20/26
6/17/26
7/15/26
8/19/26
9/16/26
10/21/26
11/18/26
12/16/26

Economic Development Commission

AD-HOC

Parks Commission

Quarterly Meeting

At 2:00pm:

2/18/26
5/20/26
8/19/26
11/18/26



TOWN OF CAROLINA SHORES

TOCS 2026 HOLIDAY CLOSINGS

Thursday, January 1	New Year's Day
Monday, January 19	Martin Luther King Jr. Day
Friday, April 3	Good Friday
Monday, May 25	Memorial Day
Friday, June 19	Juneteenth Day
Friday, July 3	Independence Day
Monday, September 7	Labor Day
Wednesday, November 11	Veterans Day
Thursday & Friday November 26 & 27	Thanksgiving
Thursday, Friday & Monday December 24, 25 & 28	Christmas



TOWN OF CAROLINA SHORES

2026 RECYCLE CENTER SCHEDULE

NORMAL OPERATING HOURS

(All normal operating hours apply, unless listed below on Holiday schedule)

Monday, Tuesday, Thursday & Friday 9:00am - 3:00pm
Wednesday & Saturday 7:00am – 3:00pm
Sunday Closed

RECYCLE CENTER HOLIDAY SCHEDULE

Thursday, January 1	New Year's	Closed
Monday, January 19	Martin Luther King Jr. Day	Closed
Friday, April 3	Good Friday	Closed
Monday, May 25	Memorial Day	Closed
Friday, June 19	Juneteenth Day	Closed
Friday, July 3	Independence Day	Closed
Monday, September 7	Labor Day	Closed
Wednesday, November 11	Veterans Day	Closed
Thursday, November 26	Thanksgiving	Closed
Friday, December 25	Christmas	Closed

What to Do with Used Sharps (Needles) in the Town of Carolina Shores Recycle Center

Recap used needles. Put in a strong, plastic container, like a detergent container. Seal with duct tape and label. Throw in trash bin at Recycle Center.



RESOLUTION 25-11

Town of Carolina Shores Resolution Opposing the Fuquay-Varina IBT and Request for Additional Comment

WHEREAS, the Lower Cape Fear Water and Sewer Authority (“LCFWASA”) serves Brunswick, Bladen, Pender, New Hanover, Columbus Counties, and the City of Wilmington with a Board of Directors representing those local governments. As the largest regional water system in Eastern North Carolina, the Authority’s primary role is to provide raw water from the Cape Fear River to supply treatment facilities that serve 550,000 customers.

WHEREAS, on September 1, 2020, the Town of Fuquay-Varina (Town) submitted a Notice of Intent to Request an Interbasin Transfer (IBT) requesting an average day transfer of approximately 4 million gallons per day (MGD) and a maximum day transfer of 8 MGD from the Cape Fear River basin to the Neuse River basin.

WHEREAS, over five years after submitting its Notice of Intent, the Town released a draft Environmental Impact Statement (DEIS) identifying a preferred alternative of sourcing water from the Tri-Rivers Water Treatment Plant in the Cape Fear River basin and seeking approval to transfer 6.17 million gallons per day from the Cape Fear River basin (2-3) to the Neuse River basin (10-1). The DEIS is nearly 2,000 pages.

WHEREAS, the Town’s DEIS does not account for any of the 6.17 million gallons per day to be returned from the benefiting Neuse River basin to the impacted Cape Fear River basin at any time.

WHEREAS, published documents indicate the Town has purchased a total of 6 million gallons of water capacity from the City of Sanford via the Tri-Rivers Water Treatment Plant.

WHEREAS, presently the Town receives up to a total of 4.25 MGD of potable water from the City of Raleigh, Harnett County, and Johnston County on a contractual basis.

WHEREAS, Lower Cape Fear Water and Sewer Authority, Brunswick County, Pender County, and the Cape Fear Public Utility Authority, (collectively, Cape Fear Basin Water Utilities) rely upon the Cape Fear River as the source of their raw water to serve their communities.

WHEREAS, data reflects that the removal, without return, to the Cape Fear River basin may result in the overallocation of the Cape Fear River at Kings Bluff, leading to substantial adverse environmental and economic effects to the impacted communities, particularly those served by the Cape Fear Basin Water Utilities.

WHEREAS, the potential impacts to the communities served by the Cape Fear Basin Water Utilities include increased risk of water shortages during periods of drought; less potential future economic development opportunities; and reduced water flow or quality for recreational use.

WHEREAS, the Town has not provided any measures or alternatives to avoid detrimental impacts upon the currently authorized Local Water Supply Plans of the Cape Fear Basin Water Utilities. Drought conditions throughout the State have affected the flow of the Cape Fear River, the net effect of the IBT would result in negative water quantity and quality, particularly during periods of drought or low river flow.

WHEREAS, although the communities served by the Cape Fear Basin Water Utilities will be detrimentally impacted by this IBT certificate request, those communities benefiting from the request will be positioned for growth and increased economic development.

WHEREAS, in December 2022, a public records request was sent on behalf of the Cape Fear Basin Water Utilities to the Town of Fuquay-Varina requesting documents related to the requested IBT certificate. Nearly three years later, the Town has yet to fulfill this request.

WHEREAS, in October 2023, a public records request was submitted on behalf of the Cape Fear Basin Water Utilities to the City of Sanford requesting documents related to the Sanford's expansion of its drinking water structure in the Cape Fear River basin. Over two years later, the Cape Fear Basin Water Utilities has not received any documents in response to this request.

WHEREAS, in July 2024, the Cape Fear Public Utility Authority submitted a public records request to DEQ requesting documents related to Fuquay-Varina's IBT certificate request. On October 23, 2025, fifteen months after the public records request was submitted, DEQ provided thousands of pages of additional documents in response to the CFPUA's public records request.

WHEREAS, on November 4, 2025, a week after LCFWASA received the documents from DEQ, it was announced that the Environmental Management Commission (EMC) would allow public comment relating to the Town's DEIS for its IBT certificate request, with a public comment deadline of February 1, 2026.

WHEREAS, although the Town required five years to develop its DEIS, and DEQ required fifteen months to fulfill a public records request, the Authority will have only three months within which to review thousands of pages of engineering and environmental records and conduct its own independent analysis.

WHEREAS, furthermore, the November 4, 2025 announcement stated that the EMC would hold a series of public hearings regarding the Town's DEIS, to be held December 4, 2025 in Fayetteville, NC; December 9, 2025 in Raleigh, NC; and December 11, 2025 in Pittsboro, NC.

WHEREAS, despite the substantial impact of the Town's DEIS and IBT certificate request to the Cape Fear Basin Water Utilities, the closest hearing location is nearly 100 miles away, in Fayetteville, NC.

WHEREAS, due process requires that those impacted be offered both notice and an opportunity to be heard. The locations of the hearings are centrally located to the beneficiaries of the Town's

IBT certificate request, but do not provide the same access and opportunity to be heard by impacted communities, particularly the Cape Fear Basin Water Utilities.

THEREFORE, BE IT RESOLVED:

THAT, the Town of Carolina Shores Board of Commissioners formally opposes the Town of Fuquay-Varina IBT certificate request and draft Environmental Impact Statement as submitted and amended.

THAT, the Town of Carolina Shores Board of Commissioners opposes any IBT certificate request affecting the Cape Fear River basin that does not account for the return of the water so removed.

THAT, the Town of Carolina Shores Board of Commissioners requests the North Carolina Environmental Management Commission to allow the Cape Fear Basin Water Utilities additional time to respond and submit comments to the DEIS and requested IBT Certificate. Council further requests that any extension of time be commensurate with the delay between when information was requested by the Cape Fear Basin Utilities and when it was actually delivered.

THAT, the Town of Carolina Shores Board of Commissioners requests the North Carolina Environmental Management Commission to hold an additional, fourth public hearing on the draft Environmental Impact Statement in New Hanover, Brunswick, and Pender County during the month of December 2025 or January 2026, to allow the public to attend and provide relevant comments on the DEIS and requested IBT Certificate.

Adopted this 8th day of December, 2025.

Mayor Dan Conte

ATTEST:

Nicole L. Hewett, Assistant Town Administrator
Town Clerk