



**TOWN OF CALABASH
BOARD OF COMMISSIONERS
REGULAR MEETING
Tuesday, August 9, 2011—6:00 pm**

AGENDA

CALL TO ORDER: Mayor Clemmons

PLEDGE TO FLAG:

ROLL CALL:

APPROVAL/ADJUSTMENT OF AGENDA:

PRESENTATIONS:

1. Honoring Commissioner William "Bill" Dixon for his years of service to the Town of Calabash.

MINUTES:

1. July 12, 2011 Regular Board of Commissioners Meeting (open session only)
2. July 15, 2011 Special Meeting re: debris management contract
3. August 1, 2011 Special Meeting-open session
4. August 1, 2011 Special Meeting-closed session

MAYOR'S COMMENTS:

PUBLIC COMMENTS:

CORRESPONDENCE:

TOWN ADMINISTRATOR'S REPORT:

BUILDING INSPECTOR'S REPORT:

COMMITTEE REPORTS:

1. Planning & Zoning—Commissioner Knight
2. Finance—Commissioner King
3. Town & Merchant—Commissioner King

4. Calabash Community Services—Commissioner Knight
5. Emergency Management

OLD BUSINESS:

1. **Discussion/Action** (as necessary) regarding the Calabash Community Park—proceeding with the structure/building.

NEW BUSINESS:

1. **Discussion/Action** to review and consider approving the Tax Collector’s Annual Settlement for the Fiscal Year ending June 30, 2011.
2. **Discussion/Action** to charge the Tax Collector to collect 2011 taxes.
3. **Discussion** review the proposed amendments to the UDO as recommended by the Planning & Zoning Board: 1) §10-2, Note 2 add subsection (F) regarding limiting the number of telephone promotional sweepstakes allowed in each retail establishment to four machines; 2) §18-6(N)(1) A-frame signs, move to §18-7 Signs that Require a Permit-No Fee add as subsection (H) and revise language; and 3) §18-8 Banners, revise language. **Action** to Schedule a public hearing for the proposed amendments to the UDO for Tuesday, September 13, 2011 6:00 pm at Town Hall.
4. **Discussion/Action** to consider recommending to the Brunswick County Board of Commissioners that they appoint Mr. Kenneth Drennan to the Calabash Board of Adjustment as the Regular ETJ member fill a vacancy of an unexpired 3-year term ending on April 9, 2013.
5. **Discussion/Action** to give staff direction on moving forward with paving streets—consider a portion of Deer Path in Saltaire Village as the next street for resurfacing.
6. **Discussion/Action** to authorize a Commissioner to be a [back-up] signature for checks.
7. **Discussion/Action** regarding maintenance of River Road; consider methods for simplifying the up-keep. (Commissioner Nance)
8. **Discussion/Action** regarding attendance of Planning & Zoning Board and Board of Adjustment member J.W Brown. (Commissioner Nance)

CLOSED SESSION:

1.

Pursuant to G.S 143-318.11 (a)(6)—personnel matters; annual evaluations.

PUBLIC COMMENTS: (limited to a maximum of 2 minutes per speaker)

BOARD COMMENTS:

ADJOURN:

**TOWN OF CALABASH
BOARD OF COMMISSIONERS
REGULAR MEETING
Tuesday, August 9, 2011-6:00 pm**

MINUTES

The Calabash Board of Commissioners held a Regular Monthly Meeting on Tuesday, August 9, 2011, 6:00 pm at Town Hall, 882 Persimmon Road, Calabash, NC.

MEMBERS PRESENT: Mayor Anthony Clemmons, Commissioner Mary Louise Knight, Commissioner John Melahn, Commissioner Forrest King, and Commissioner Jody Nance; all members were present.

STAFF PRESENT: Town Administrator Chuck Nance, Town Clerk Kelley Southward, Tax Collector Carolyn Silvers, and Town Attorney Mark Lewis.

GUESTS PRESENTS: There were between ten and fifteen guests in the audience.

CALL TO ORDER/PLEDGE/ROLL CALL: Mayor Clemmons called the meeting to order at 6:00 pm. Recently resigned Commissioner William Dixon led the Pledge of Allegiance to the Flag. Roll call was taken; attendance is reflected above.

APPROVAL/ADJUSTMENT OF AGENDA: *Commissioner Melahn moved to approve the agenda, as presented, seconded by Commissioner King and unanimously carried.*

PRESENTATION: A plaque was presented to Commissioner William Dixon (who recently resigned his position for personal reasons) honoring him for his years of dedicated service to the Town of Calabash.

MINUTES:

1. July 12, 2011 regular meeting
2. July 15, 2011 special meeting
3. August 1, 2011 special meeting (open session)
4. August 1, 2011 special meeting (closed session)

Commissioner Nance moved to approve the four sets of minutes, as presented, seconded by Commissioner Melahn and unanimously carried.

MAYOR'S COMMENTS: Mayor Clemmons offered congratulations on behalf of the Town to Mr. Lewis on his recent marriage. Further, Mayor Clemmons thanked the members of the Community Service Committee for their hard work in making the July 22nd Town Hall Day so successful. He also thanked Senator Rabon and his staff for attending.

PUBLIC COMMENTS: There were none forthcoming.

CORRESPONDENCE: None

TOWN ADMINISTRATOR'S REPORT: Attached hereto and made a part of these minutes. Mr. Nance noted that the park had been dominating his time since being sworn on August 1st. He noted that he and the Town Clerk met with the Town's PARTF representative on Monday the 8th and he would report on the details of that meeting during Old Business #1.

BUILDING INSPECTOR'S REPORT: Attached hereto and made a part of these minutes.

COMMITTEE REPORTS:

1. Planning & Zoning/Board of Adjustment: Commissioner Knight noted that recommendations from Planning and Zoning were included in their packet although the minutes of the meeting had not yet been prepared; that the meeting exchange was lively and the August Board of Adjustment meeting was cancelled.
2. Finance: Commissioner King reported on the amount of the Town's liquid assets.
3. Town and Merchant: No report.
4. Calabash Community Services: Commissioner Knight suggested that committee members take a break for a month to get ready for the car show which is scheduled for the second weekend in November and she thanked everyone for their hard work on Town Hall Day.
5. Emergency Management: The Town Clerk noted that the generator was in place and a mock drill was being set up for some future date. She also noted that there was an effort afoot to get two people in each neighborhood to be windshield assessors after an event and she asked for volunteers.

OLD BUSINESS:

1. **Discussion/Action** (as necessary) regarding the Calabash Community Park-proceeding with the structure/building.

Mr. Nance stated that he met with the PARTF consultant and asked if the building size approved in the grant (40x80) could be reduced. The consultant stated that any changes made needed to be documented with an as built drawing submitted after the project had been completed. Mr. Nance stated that he was awaiting the arrival of an arborist to determine if more trees needed to be removed. Once these issues were settled bids could be assembled for the remaining components.

The Mayor noted that the Long Range Planning Committee (LRPC) had been looking at various pavilion structures. Ms. Southward stated that the structure, to be located toward the rear of the property, included bathrooms on each side, entered from the sides with storage in the middle and a stage with room for tables and seating under roof. It was determined to extend the pad eight feet beyond the side of the structure for shuffleboard. Currently what is staked out on site is a 40 x 60 pad that would allow a 30 x 60 building which seems large enough to accommodate proposed activities. She noted that there were still some trees that may be in the way. The advice of Mr. Stewart was sought along with feedback from Board members before any more trees were removed. The Mayor asked if the company whose information on structure options the LRPC had been viewing could attend the next LRPC meeting. Ms. Southward noted that the structure would be going out for bids so talking to just one company could be premature. Mr. Nance was seeking direction from the Board on the placement of the structure and the removal of the trees.

Following the discussion, *Commissioner Melahn motioned to authorize the Long Range Planning Committee to proceed in finalizing the design of the structure and to devise a scope of work for its construction to go out for bids; seconded by Commissioner Nance and unanimously carried.*

NEW BUSINESS:

1. **Discussion/Action** to review and consider approving the Tax Collector's Annual Settlement for the Fiscal Year ending June 30, 2011.

The Tax Collector provided an overview of the material included in the packets (a copy is hereto attached to these minutes). Following the overview, *Commissioner King motioned to approve the Tax Collector's Settlement for the Fiscal Year ending June 30, 2011; seconded by Commissioner Knight and unanimously carried.*

2. **Discussion/Action** to charge the Tax Collector to collect 2011 taxes.

The Town Clerk read the official charge (§105-321). A copy is hereto attached to these minutes. Following the reading of the charge, *Commissioner King motioned to charge the Tax Collector to collect 2011 taxes; seconded by Commissioner Knight and unanimously carried.*

3. **Discussion** to review the proposed amendments to the UDO as recommended by the Planning and Zoning Board: (1) §10-2, Note 2 add subsection (F) regarding limiting the number of telephone promotional sweepstakes allowed in each retail establishment to four machines; (2) §18-6(N)(1) A-Frame signs, move to §18-7 Signs that Require a Permit-No Fee add as subsection (H) and revise language; and (3) §18-8 Banners, revise language. **Action** to schedule a public hearing for the proposed amendments to the UDO for Tuesday, September 13, 2011, 6:00 p.m. at Town Hall.

Following a brief discussion, during which Commissioner Knight asked if A-Frame signs needed a time frame (it was noted that per the ordinance such signs were permitted to be displayed during business hours), *Commissioner King motioned to schedule a Public Hearing for Tuesday,*

September 13, 2011, 6:00 p.m. at Town Hall; seconded by Commissioner Melahn and unanimously carried.

4. **Discussion/Action** to consider recommending to the Brunswick County Board of Commissioners that they appoint Mr. Kenneth Drennan to the Calabash Board of Adjustment as the Regular ETJ member to fill a vacancy of an unexpired 3-year term ending April 9, 2013.

Following a brief discussion, Commissioner Melahn motioned to recommend to the County Board of Commissioners that Mr. Kenneth Drennan be appointed to the Town's Board of Adjustment as a regular ETJ member to fill an unexpired 3 year term ending April 9, 2013; seconded by Commissioner Knight and unanimously carried.

5. **Discussion/Action** to give staff direction on moving forward with street paving-consider a portion of Deer Path in Saltaire Village as the next street for re-surfacing.

Ms. Southward stated that according to the 2009 WK Dickson street survey there were five streets that qualified as the worst streets in Town in need of re-surfacing. Harbor Drive, the number one worst street, had been re-surfaced. The Long Range Planning Committee identified an approximately 600 foot section on Deer Path between Crooked Pine Place (from 493 Deer Path to 475 Deer Path) as also in need of re-surfacing. The third area identified for re-surfacing was a section of Bonaparte Drive. Commissioner King asked if the section of Deer Path could be patched in lieu of re-surfacing. Ms Southward stated that the portion of the street already has multiple patches. Commissioner Knight said that she had inspected the area in question and opined that further patches would not remedy the situation. Mr. Nance had also inspected that section of the street and opined that the section needed re-surfacing.

Following the discussion Commissioner Knight motioned to authorize Town staff to develop a scope of work so as to obtain bids for the re-surfacing to be completed on the specific section of Deer Path in Saltaire Village and to bring the scope of work back to the Board next month; seconded by Commissioner King and unanimously carried.

6. **Discussion/Action** to authorize a Commissioner to be a back-up signature for checks.

Following discussion, Commissioner Knight nominated Commissioner Nance as the authorized back up signature on checks; seconded by Commissioner Melahn and unanimously carried.

7. **Discussion/Action** regarding maintenance of River Road; consider methods for simplifying the up keep.

Commissioner Nance noted that while planting azaleas was a good idea, the plants are now vastly overgrown, require a lot of upkeep and are an eyesore. Given that Town Services staff is so busy with other tasks, he suggested that the plants be moved from their current site and re-planted at the site of the Community Park. In their place the mulch would be removed and seed placed to grow grass.

Commissioner Melahn motioned to relocate the azaleas on River Road to the site of the Community Park; seconded by Commissioner Nance and unanimously carried.

8. **Discussion/Action** regarding attendance of Planning and Zoning Board and Board of Adjustment member Mr. J.W. Brown.

During the discussion Ms. Southward stated that she had spoken with Mr. Brown. Mr. Brown noted that he was not ready to return and did not know when he would be ready to return. While he did not offer to resign, he did note that he would accept whatever action the Board needed to take. Commissioner Nance stated that as the Board of Adjustment meets infrequently, Mr. Brown might feel well enough to continue his participation on that Board. *Commissioner Nance reluctantly motioned to remove Mr. Brown from the Planning and Zoning Board but not the Board of Adjustment; seconded by Commissioner Melahn and unanimously carried.*

CLOSED SESSION:

1. Pursuant to G.S. 143-318.111(a)(6)-personnel matters; annual evaluation.

Commissioner Nance motioned to adjourn to Closed Session pursuant to G.S. 143-318.111(a)(6), personnel matters/evaluation; seconded by Commissioner Melahn and unanimously carried.

MOTION TO RETURN TO REGULAR SESSION: *Commissioner Melahn motioned to re-enter Regular Session; seconded by Commissioner Nance and unanimously carried.*

ACTION AS A RESULT OF CLOSED SESSION: *Commissioner King motioned to give Carolyn Silvers, based on her evaluation, a 2.5% increase effective on her anniversary date; seconded by Commissioner Melahn and unanimously carried.*

PUBLIC COMMENTS: None forthcoming.

BOARD COMMENTS:

Commissioner Nance requested that a letter be sent to Mr. Brown thanking him for his years of service on the Planning and Zoning Board.

Commissioner Knight requested that the Town Clerk complete back-logged Closed Session minutes for review by November.

ADJOURN: *Commissioner Nance motioned to adjourn; seconded by Commissioner Knight and unanimously carried.*

(SEAL)

Anthony Clemmons, Mayor

ATTEST:

Kelley Southward