



**TOWN OF CALABASH
BOARD OF COMMISSIONERS
REGULAR MEETING
Tuesday, July 12, 2011—6:00 pm**

AGENDA

CALL TO ORDER: Mayor Clemmons

PLEDGE TO FLAG:

ROLL CALL:

APPROVAL/ADJUSTMENT OF AGENDA:

PRESENTATION: Awards for the 2011 Most Beautiful Yard Contest

MINUTES:

1. June 14, 2011 Regular Board of Commissioners Meeting
2. June 29, 2011 Special Meeting/Workshop

MAYOR'S COMMENTS:

PUBLIC COMMENTS:

CORRESPONDENCE:

INTERIM TOWN ADMINISTRATOR'S REPORT:

BUILDING INSPECTOR'S REPORT:

COMMITTEE REPORTS:

1. Fire Department—Commissioner Nance
2. Planning & Zoning—Commissioner Knight
3. Finance—Commissioner King
4. Town & Merchant—Commissioner King
5. Calabash Community Services—Commissioner Knight

OLD BUSINESS:

1. **Discussion/Action** to open bids received for the site preparation at the Calabash Community Park and announce bidder names.
2. **Discussion/Action** to open RFPs received for debris management contracts and announce bidder names.
3. **Discussion/Action** to consider Phase B with Norris & Tunstall Consulting Engineers for River Road and Riverview Drive.

NEW BUSINESS:

1. **Discussion/Action** to schedule a special meeting for Friday, July 15, 2011 at 10 am at Town Hall to award bids for the site work at the park and debris management.
2. **Discussion/Action** regarding ABC Store distribution of funds; consider approving resolution for how the funds are distributed. (Mayor Clemmons)
3. **Discussion/Action** regarding a proposed policy for giving funds from the General Fund to the Calabash Fire Department and Calabash Rescue Squad/EMS.
4. **Discussion/Action** to consider an interlocal agreement with Carolina Shores during/after emergency/disaster events.
5. **Discussion/Action (if necessary)** to consider expenditure of funds for hauling (free) dirt to the Town's Maintenance Yard.

CLOSED SESSION:

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

BOARD COMMENTS:

ADJOURN:

**TOWN OF CALABASH
BOARD OF COMMISSIONERS
REGULAR MEETING
Tuesday, July 12, 2011**

MINUTES

The Calabash Board of Commissioners held a Regular Meeting on Tuesday, July 12, 2011, 6:00 p.m., Sanborn Hall, 882 Persimmon Road, Calabash, NC 28467.

MEMBERS PRESENT: Mayor Anthony Clemmons, Commissioner Forrest King, Commissioner Mary Knight, Commissioner John Melahn and Commissioner Joseph Nance.

MEMBERS ABSENT: None.

STAFF PRESENT: Interim Town Administrator/Town Clerk Kelley Southward and Town Attorney Mark Lewis.

GUESTS PRESENT: The audience consisted of approximately fifteen individuals.

CALL TO ORDER/PLEDGE TO THE FLAG/ROLL CALL: The Mayor called the meeting to order and the Pledge of Allegiance to the Flag was recited. Roll call was taken with attendance reflected above.

APPROVE/ADJUST AGENDA: *Commissioner Melahn motioned to approve the agenda as presented; seconded by Commissioner King and unanimously carried.*

PRESENTATION OF PRIZES-BEAUTIFUL YARD CONTEST:

Ms. Southward presented gift certificates to the top three winners of the third annual Beautiful Yard Contest. The first and second place winners were present to receive their prizes.

MINUTES:

1. June 14, 2011 Regular Session Board of Commissioners
2. June 29, 2011 Special Meeting/Workshop

Commissioner King noted that under Public Hearings for the June 14, 2011 meeting, a comment from Ms. Cecelia Herman needed clarification in that the minutes may not have accurately recorded exactly what her comment was. Ms. Southward stated that she would review the recording of that meeting to verify exactly what was stated.

Commissioner Nance motioned to approve the June 14, 2011 minutes, with clarification; seconded by Commissioner Knight and unanimously carried.

Commissioner King motioned to approve the June 29, 2011 Special Meeting/Workshop minutes as presented; seconded by Commissioner Knight and unanimously carried.

MAYOR'S COMMENTS:

The Mayor complimented Town Service personnel for their manicuring of Town streetscapes and Town Hall.

PUBLIC COMMENTS:

Mr. Robert Seader, 405 Deer Path, concerning improvements on Riverview Drive, complimented the Town for making improvements. He asked the Town about fixing a ditch located in the area where he owns two lots. He was directed by the Mayor to contact the Interim Town Administrator.

Ms. Wendy Wowk, 777 Haystack Way, Carolina Shores, stated that she was renting the site vacated by Carpenters and that she wanted to utilize her existing "open" banner which was, according to the UDO, not permitted. She noted that the sign would help bring people to her business; which benefits the Town. She asked that the Town rethink the banner ordinance.

Mr. Mack Sanders, 1126 River Drive, requested that the Public Comment section be added back to the end of the agenda as it had been in the past to allow audience members to ask questions.

CORRESPONDENCE: The letter penned by Mr. Seader and included in Commissioner packets, was addressed during Public Comments.

INTERIM TOWN ADMINISTRATOR'S REPORT: A copy of the report is hereto attached to these minutes. Ms. Southward noted that the generator project would be completed the following week.

BUILDING INSPECTOR'S REPORT: A copy of the report is hereto attached to the minutes.

COMMITTEE REPORTS:

1. Fire Department: Commissioner Nance deferred his comments until Item #3, New Business.
2. Planning and Zoning: Commissioner Knight noted that there was no July meeting.
3. Finance: Commissioner King noted that the Town had over a million dollars in the bank. Ms. Southward noted that the audit had just been completed that day.
4. Merchant's Association: Commissioner King expressed appreciation to all those individuals who assisted in organizing the July 4th event.
5. Community Services Committee: Commissioner Knight expressed appreciation to Community Service volunteers for selling bricks during the July 4th event. She noted that Senator Rabon and the new Town Administrator would be present for the July 22, 2011 Town Hall Day

OLD BUSINESS:

1. **Discussion/Action** to open bids received for the site preparation at the Calabash Community Park and announce bidder names.

Board members reviewed the data submitted by both bidders to verify that the criteria outlined in the scope of work had been addressed equally by both contractors. Board members concurred that Brunswick Trucking and Contractors had submitted the lowest bid. The Mayor announced that the bid submitted by Brunswick Trucking and Contracting totaled \$19, 250 and the bid submitted by L.M. Construction totaled \$19, 894.17.

Commissioner Nance motioned to award the bid for the site preparation/parking lot at the Calabash Community Park to Brunswick Trucking and Contracting as it was the lowest bid and that the scope of work had been equally addressed by both bidders; seconded by Commissioner Melahn and unanimously carried.

2. **Discussion/Action** to open RFPs received for debris management contracts and announce bidder names.

The Mayor noted that for the purpose of the evening's meeting, the names of the bidders would be announced, that no more bids would be accepted and that the bids would be reviewed and certified for completeness and accuracy. The name of the lowest bidder would be announced shortly. The Mayor announced that two proposals had been received for debris removal services; from Brunswick Trucking and Contracting and Unified Recovery Group. A Special Meeting would be scheduled during New Business to award the contract during a special meeting.

3. **Discussion/Action** to consider Phase B with Norris and Tunstall Consulting Engineers for River Road and Riverview Drive.

Commissioner King motioned to approve the proposal for professional civil engineering services, Phase B, for River Road and Riverview Drive stormwater corrective measures, submitted by Norris and Tunstall; seconded by Commissioner Melahn and unanimously carried.

The Mayor called for a brief recess at 6:45 p.m.

NEW BUSINESS:

1. **Discussion/Action** to schedule a Special Meeting for Friday, July 15, 2011 at 10:00 a.m. at Town Hall to award bids for the site work at the park and debris management.

Commissioner Nance motioned to schedule a Special Meeting for Friday, July 15, 2011 at 10:00 a.m. at Town Hall to award the bids for the park site work and debris management; seconded by Commissioner Knight and unanimously carried.

2. **Discussion/Action** regarding ABC Store distribution of funds; consider approving resolution for how the funds are distributed.

Following discussion *Commissioner Nance motioned to adopt the resolution to amend the distribution of proceeds from the operation of liquor stores in the Town of Calabash; seconded by Commissioner Melahn and unanimously carried.* The resolution is attached hereto and made part of these minutes.

3. **Discussion/Action** regarding a proposed policy for giving funds from the General Fund to the Calabash Fire Department and Calabash Rescue Squad/EMS.

The Mayor suggested discussions begin with distributing funds to the Fire Department. During the discussion Commissioner King noted that distribution to the Fire Department and EMS would remain the same even though it would come directly from the Town instead of the ABC Board. Commissioner Knight stated that she approved of Chapter 32, Town Policies, §32.15, funding for Public Safety Providers, especially section two.

Commissioner King motioned to approve §32.15, Funding for Public Safety Provides, section (A); seconded by Commissioner Nance and unanimously carried.

Discussion continued regarding the distribution of funds to Calabash Rescue Squad/EMS. *Commissioner Nance motioned to approve §32.15, Funding for Public Safety Providers, section (B), one and two, with the stipulation that the Town is under contract until 2013 for \$2,000 per year; seconded by Commissioner Melahn and unanimously carried.*

4. **Discussion/Action** to consider an interlocal agreement with Carolina Shores during and after an emergency or disaster event.

Ms. Southward stated that Mr. Lewis assisted her with the wording of the agreement. She sent the agreement to Carolina Shores and while their Town Administrator had not sent it back to her, he told her that after a cursory review the agreement seemed acceptable. She opined that if the Board approved the agreement, Carolina Shores board members would most likely approve the agreement at their next meeting. Commissioner Nance posed a question regarding the need for more specific wording in the agreement. Mr. Lewis responded by explaining that the purpose of the agreement was to insure that if the Town of Calabash did something to help Carolina Shores in a clean up situation, the Town of Calabash would be reimbursed by FEMA and vice versa.

Commissioner Nance motioned to approve and adopt the interlocal agreement between the Town of Calabash and the Town of Carolina Shores for hurricane/disaster debris removal; seconded by Commissioner Knight and unanimously carried.

5. **Discussion/Action** (if necessary) to consider expenditure of funds for hauling (free) dirt to the Town's Maintenance Yard.

The Mayor asked Ms. Southward to explain the situation. She noted that the dirt could be used for the River Road and Riverview Avenue project. She learned from speaking to a number of sources, that this may not be a cost saving measure. She said that 500 loads of dirt were available and that the Board could decide to take a specific number of loads. She noted that there was a need for some dirt on Harbor Drive. The Mayor's concern was whether the dirt was fill dirt or top soil. He would support taking top soil, but not fill dirt. Board members opined that if there was no great need for dirt, not to haul any and not to expend any funds for dirt.

Commissioner King noted that during the course of his Merchant Association report, he neglected to mention the person responsible for the July 4th fireworks. He stated that Mr. Brian Smith of WB Properties and Back To Normal came forward, and by paying for the fireworks, enabled the Town to have its holiday celebration. Commissioner King expressed his thanks to Mr. Smith.

CLOSED SESSION:

1. Pursuant to G.S. 143-318.11 (a)(6)-personnel matters and annual evaluation.

Commissioner Nance motioned to adjourn to Closed Session pursuant to G.S. 143-318.11 (a)(6), personnel matters/evaluation; seconded by Commissioner Knight and unanimously carried.

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

ACTION AS A RESULT OF CLOSED SESSION: *Commissioner Nance motioned to give William Danford, based on his evaluation, a 1.5% salary increase effective on his anniversary date; seconded by Commissioner Melahn and unanimously carried. Commissioner Nance motioned that Mr. Danford's designation as Town Service Lead Coordinator be removed so as to give the new Town Administrator the opportunity to determine if the designation was needed; seconded by Commissioner King and unanimously carried.*

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

(SEAL)

Mayor Anthony Clemmons

ATTEST:

Kelley Southward