

**TOWN OF CALABASH  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
Tuesday, November 13, 2012—6:00 pm**

**AGENDA**

**CALL TO ORDER:** Mayor Knight

**PLEDGE TO FLAG:**

**ROLL CALL:**

**APPROVAL/ADJUSTMENT OF AGENDA:**

**PRESENTATIONS:** (Note: if necessary, the Board of Commissioners may discuss and take action on any of these items following the presentation)

1. Mr. Jim Fish of Brunswick County Senior Resource Center will be present to discuss the possibility of a B.C Senior Resource's facility in Calabash.
2. Mr. Troy Thorup, President Calabash EMS Board of Directors, to address the Board of Commissioners regarding the current status of the Calabash EMS.
3. Ms. Janie Withers of Pawsability regarding grant opportunities for spay/neuter/vaccine of feral/stray cats.

**CONSENT AGENDA: to approve all of the following:** (Note: if a Board member would like to discuss an item of the Consent Agenda it should be moved during Approval/Adjustment of Agenda to the appropriate section-New or Old Business)

1. Minutes of October 9, 2012 Regular Meeting (Open Session)
2. Minutes of October 9, 2012 Regular Meeting (Closed Session)
3. Minutes of October 15, 2012 Special Meeting (Open Session)
4. Minutes of October 15, 2012 Special Meeting (Closed Session)
5. Minutes of October 30, 2012 Special Meeting
6. Authorize staff to release the 15% payment of first quarter local ABC revenues to the Calabash EMS
7. Authorize staff to release the 15% payment of the first quarter local ABC revenues to the Calabash Fire Department
8. The Landscape Agreement by and between NC DOT and the Town of Calabash
9. The Resolution of Designation of Applicant's Agent NC Division of Emergency Management (contacts for who can apply for state reimbursements of natural disasters), Primary Agent the Town Administrator and Secondary Agent the Town Clerk.
10. Award bid to Anderson Construction to resurface all the streets in the Village Green subdivision for the bid amount of \$48,775 (Note: this was the only bid received for this project).
11. Authorize Christmas bonuses to be paid to staff during the first payroll in December in accordance with the approved budget for this matter (one week's pay for all employees who have been with the town at least one year and a prorated one week's pay for all employees who have been with the Town less than one year)

**MAYOR'S COMMENTS:**

**PUBLIC COMMENTS #1:** (5 minutes per speaker)

**CORRESPONDENCE:**

**TOWN ADMINISTRATOR'S REPORT:** written report

**BUILDING INSPECTOR'S REPORT:** written report

**PLANNING & ZONING REPORT:** November written report

**COMMITTEE/LIAISON REPORTS:**

1. Calabash Fire Department—Commissioner Walton
2. Finance—Commissioner Nance
3. Town & Merchant—Commissioner Nance

4. Calabash Community Services—Commissioner Buccilli
5. Stormwater—Commissioner Walton
6. Emergency Management—Town Administrator Nance
7. Personnel—Commissioner Melahn
8. Long Range Planning—Commissioner Buccilli/Town Administrator
9. Safety—Commissioner Walton

**PUBLIC COMMENTS #2:** (2 minutes per speaker)

**OLD BUSINESS:**

1. **Discussion/Action** regarding the rezoning application submitted by Compass Pointe Engineering on behalf of property owner, Russell Price, to rezone the property at 1401 Thomasboro Road (Tax ID# 24100020) from CB to R-15. [Commissioner DiStasio-PZB Liaison (The public hearing for this application was held on September 11, 2012)].

**PUBLIC COMMENTS #3:** (2 minutes per speaker)

**NEW BUSINESS:**

1. **Discussion/Action** to consider the request made by the developers of Oak Ridge Plantation to convey the subdivision's streets to the Town of Calabash. (staff)
2. **Discussion/Action** to consider directing the Town Administrator to send out Requests for Proposals (RFP) for a Certified Public Accountant to come to Town Hall at the end of the month to check Accounts Payable and receivables and to reconcile the bank statement. (Commissioner DiStasio)
3. **Discussion/Action** to consider scheduling a workshop on Chapter 3 of the Town's General Code of Ordinances for the Mayor and Commissioners of Calabash. (Commissioner DiStasio)
4. **Discussion/Action** to consider an expenditure of funds to replace the glass door in the foyer at Town Hall (hallway door) with a steel door. (Commissioner Nance)
5. **Discussion/Action** to consider the recommendation of the Long Range Planning Committee regarding the purchase of water-front property in Calabash [Commissioner Buccilli-LRP Liaison (COG to assist in discussions and purchase process, if applicable/necessary)].
6. **Discussion/Action** to consider the recommendation of the Long Range Planning Committee regarding an expenditure of funds to purchase "Keys to the City" and Town of Calabash Flags. (Commissioner Buccilli-LRP Liaison)
7. **Discussion & Action** for the Board of Commissioners to provide clarification to staff as the policy and procedure for staff time when assisting in Special Events. (staff)
8. **Discussion & Action** to determine date/time/place etc. for the Annual Town of Calabash Holiday Party. (staff/BOC)
9. **Discussion/Action** to consider if any funds should/could be spent for holiday decorations at the park. (staff)
10. **Discussion/Action** to consider donations (staff):
  - a. Christmas Tree Angels (adopt a local boy/girl/seniors)
  - b. Save the Shore (Hurricane Sandy relief)

- 11. Discussion/Action** related to the following upcoming events and their budgets (Commissioner Buccilli-CSC Liaison):
- a. Park Opening/Dedication
  - b. Christmas Tree Lighting/Golf Cart Parade
  - c. New Year's Eve

**CLOSED SESSION:**

- 1. Pursuant to G.S 143-318.11 (a)(6) Personnel Matters/evaluation

**ACTION AS A RESULT OF CLOSED SESSION:**

**PUBLIC COMMENTS #4:** (3 minutes per speaker)

**BOARD COMMENTS:**

**ADJOURN:**

**TOWN OF CALABASH  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
Tuesday, November 13, 2012—6:00 PM**

**MINUTES**

The Calabash Board of Commissioners held a Regular Monthly meeting on Tuesday, November 13, 2012 at 6:00 PM in Sanborn Hall located at Town Hall, 882 Persimmon Road, Calabash, NC.

**MEMBERS PRESENT:** Mayor Mary Louise Knight, Mayor Pro Tem/Commissioner Emily DiStasio, Commissioner Sandy Melahn, Commissioner Daria Buccilli, Commissioner Charles Walton and Commissioner Joseph Nance.

**STAFF PRESENT:** Town Administrator Chuck Nance, Town Clerk Kelley Southward, and Town Attorney H. Mac Tyson II.

**GUESTS PRESENT:** There were approximately 30 guests in attendance.

**CALL TO ORDER/PLEDGE/ROLL CALL:** Mayor Knight called the meeting to order at 6:00 PM; led the Pledge of Allegiance to the Flag. Roll call was taken; attendance reflected above.

**APPROVE/ADJUST AGENDA:**

- 1. *Commissioner Nance moved to make the following adjustments to the agenda: 1) add "Commissioners Comments" directly after "Mayor's Comments"; 2) to add New Business: "Discussion/Action to add a new section to the agenda for hence forward—commissioner comments to always follow Mayors comments"; 3) to remove New Business items 5 and 6 from the agenda; 4) to add to New Business: "Appoint Commissioner DiStasio as Assistant Finance Officer". The motion was seconded by Commissioner DiStasio and there was discussion. Commissioner Buccilli opposed removing items New Business 5 and 6 from the agenda. The motion carried by a vote of four (4) to one (1) with Commissioner Buccilli voting in the opposition.*

2. The Town Clerk requested that item #1 of the Consent Agenda be removed; and re-number accordingly.

Mayor Knight called for a brief recess at 6:05 PM and requested to speak with the Town Attorney privately. Mayor Knight called the Meeting back to order at 6:09 PM.

Continuing with the adjustment of the agenda, Commissioner DiStasio said she had other adjustments for the Consent Agenda. *Commissioner DiStasio moved to remove item #1 of the Consent as requested by the Clerk and that items 6-10 (original numbers) of the Consent Agenda be moved from the consent agenda to Old Business and both sections renumbered accordingly. Seconded by Commissioner Nance and unanimously carried.*

3. *Commissioner Nance moved to approve the agenda, as amended, seconded by Commissioner DiStasio and unanimously carried.*

#### **PRESENTATIONS:**

1. Mr. Jim Fish of Brunswick County Senior Resources spoke very eloquently for about thirty minutes. He gave details about what B.C Senior Resources offers, their goals for expansion, and he answered questions for Board members and audience members alike.
2. Troy Thorup and Mike Powers of the Calabash EMS addressed the Board and public. They updated everyone on all the positive changes that have been occurring over the past year or so in the department. December 19<sup>th</sup> marks their 30<sup>th</sup> anniversary.
3. Janie Withers of Paws-Ability addressed the Board about a program to spay and neuter feral and “loosely-owned” cats in the 28467 zip code; she was seeking financial support. Information about Paws-Ability and the program is attached hereto and made part of these minutes.

At 7:15 PM Mayor Knight called for a brief recess.

The Meeting reconvened at 7:30 PM.

#### **CONSENT AGENDA:**

1. Minutes of October 9, 2012 Closed Session (from the Regular Meeting)
2. Minutes of October 15, 2012 Special Meeting-open session
3. Minutes of October 15, 2012 Special Meeting-closed session
4. Minutes of October 30 Special Meeting
5. Authorized Christmas bonuses to be paid to staff during the first payroll in December in accordance with the approved budget for this matter.

*Commissioner DiStasio moved to approve the five items on the Consent Agenda, seconded by Commissioner Nance and unanimously carried.*

#### **MAYOR’S COMMENTS:**

Mayor Knight gave her deepest sympathies to the owners and employees of Beck’s restaurant due to the recent fire. She commended the CFD for their efforts and for keeping the fire from spreading to The Grapevine. She gave a report of some of the highlights she and Commissioner

Buccilli experienced at the NCLM conference in Charlotte; Commissioner Buccilli commented on how good planning can payoff in a great way. The Calabash Elks has announced they will be donating more money to the Calabash Community Park for playground equipment; great thanks for all of their support. She thanked the Calabash EMS for anniversary T-shirts and the great strides they are making in improving the department. Town Hall will miss the CFD while their new fire station is under construction but we are all very excited for the new building to be completed. The Calabash Community Park opening will be Saturday, November 17, 2012, 11:00 AM-2:00 PM; held in conjunction with Lighthouse Mission Church—all are invited to attend the fish-fry/picnic. She wished everyone a happy and safe Thanksgiving.

#### **COMMISSIONER COMMENTS:**

1. Commissioner Buccilli opined that Commissioners should always have the opportunity to comment directly following the Mayor's comments.
2. Commissioner Melahn gave a report of the breakfast she and other Board members recently attended for Brunswick Family Assistance and the many programs offered by them.

#### **PUBLIC COMMENTS #1:**

1. Tina Lepsig addressed the Board about the need for a [large] community park and cultural center.
2. Gibby Lepsig addressed the Board also supporting the idea of a large community park and cultural center for the Town. He suggested the Kingfish Bay property be looked into for town expansion. He questioned why items New Business 5 and 6 were removed from the agenda at the start of the meeting. He felt that citizens of Devaun Park and Harbor Watch (in the Town's ETJ) want to get involved in the Calabash community and would love to see a senior center in Calabash. He opined that public water access is needed.
3. Vincent Knight addressed the Board regarding long-time employee, Carolyn Silvers, who separated from the Town in October. He felt it was unfair for the majority of the Board to move an employee's office without the courtesy of even consulting the employee first; especially after 12 years of service. He suggested the Board stand back and allow the Town Administrator to do the job he was hired to do. He was appalled by the way in which Mrs. Silvers was treated and does not feel that the town or its citizens will benefit by turning tax collections over to Brunswick County next year.
4. Melissa Maples felt that the presentations earlier this evening (in particular Mr. Fish's presentation regarding the Senior Resource Center) made this the most productive meeting she has attended in six years. She said that she was appalled that the item to discuss property acquisition was removed from the agenda; these are matters that the citizens of this town want addressed, in her opinion. She said the governing body should not continue to keep putting off the planning for the future of Calabash. People are tired of being the "Seafood Capital of the World"; we need to generate new jobs. There are senior citizens here who are retired by not tired of working.
5. Mack Sanders addressed the Board and felt that there are certain members of the Board of Commissioners who are disrespectful to the Mayor and the citizens. He said it is sickening to come to these meeting and hear/see some of the things that go on.

#### **CORRESPONDENCE:**

1. Mayor Knight read a letter from the Calabash EMS thanking her for donating the cost of their new flag (\$30 from the Mayor's fund).
2. The NC Department of Insurance; Homeowners Insurance increase has been rejected. Instead, there will be a public hearing on the proposed increase on June 3, 2013 at 10:00 AM (in Raleigh).

**TOWN ADMINISTRATOR/BUILDING INSPECTOR/PLANNING & ZONING:** The three written reports are attached, hereto and made a part of these minutes. There was no discussion of the reports.

**COMMITTEE/LIAISON REPORTS:**

1. Calabash Fire Department: Commissioner Walton reported that the CFD has relocated to a space on Thomasboro Road while the new fire station is under construction. He gave report of the number of incidents the CFD responded to over the last month; total year to date is 1,262 runs. He commended the CFD for keeping the Grapevine from being damaged during the fire at Beck's Restaurant.
2. Finance: Commissioner Nance reported that there is \$1,025,287.32 in the main checking account; \$405,326.51 in the business investment account for a total of \$1,430,613.83 in all town accounts. As per the Auditor's report during a special meeting on October 30<sup>th</sup> the Town of Calabash is financially sound.
3. Merchant: Commissioner Nance reported that the Merchant's Association is gathering goods to take to those along the East Coast affected by Hurricane Sandy.
4. Community Service: Park opening Saturday, November 17, 2012 11AM to 2PM. Christmas Tree Lighting will be Friday, November 30<sup>th</sup> at 6PM and the Hurricane Fleet has agreed to allow the Town to utilize their parking lot for the New Year's Bonfire again this year.
5. Stormwater: Commissioner Walton reported that Saltaire Village has several drainage issues that need to be addressed; he and the Town Administrator are investigating the matter and will bring any needed repair projects back to the Board.
6. Emergency Management: Town Administrator Nance said the committee will met in October; Karl and Linda Bennett have been elected Chairman and Vice-Chair; they are doing a great job of organizing things and the EMC will meet again at the end of January. They are putting together resource materials for that meeting. Mayor Knight thanked
7. Personnel—Commissioner Melahn had no report.
8. Long Range Planning: discussed purchasing town logo flags for the EMS, CFD and Town Hall. Also discussed purchasing "keys to the city" for special organizations/events, like the Wounded Warrior Ride. Discussed looking for riverfront property as it is a policy in the CAMA Land Use Plan for the Town to obtain riverfront property and have a public water access. Chris May from the Cape Fear COG is willing to hold a workshop with the Board of Commissioners to discuss grants available for property purchase.
9. Safety: Commissioner Walton had no report.

Mayor Knight shared an article from the Brunswick Beacon regarding the 100<sup>th</sup> Birthday of Mrs. Milly DeMarco who served for many years on the Planning & Zoning Board.

At 8:05 PM Mayor Knight called for a brief recess.

At 8:20 PM the meeting reconvened.

**PUBLIC COMMENTS #2:**

1. Mark Raggizino addressed the Board regarding the Price rezoning request of Tax ID # 24100020 from CB to R-15 that is going to be considered under Old Business #1. He owns the property that is adjacent to Mr. Price's property. Mr. Raggizino felt that this would be spot zoning and changing the Price property to residential would adversely affect his 16-acre commercially zoned property. Mr. Raggizino said he understood why Mr. Price is requesting the rezoning since his home is located on the subject parcel and he wants to give some land to his children to build homes as well. Mr. Raggizino suggested that the 7-acre subject property be subdivided in a manner that would create a lot adjacent to his 16-acres of commercial property, leave this new lot zoned CB and rezone the remainder of the Price property.

**OLD BUSINESS:**

1. **Discussion/Action regarding the rezoning application submitted by Compass Pointe Engineering on behalf of property owner, Russell Price, to rezone the property at 1401 Thomasboro Road (Tax ID# 24100020 from CB to R-15. (Public Hearing for this request was held on September 11, 2012)**

Mr. Norton of Compass Pointe Engineer and acting agent for Mr. Price, property owner, gave a presentation to the Board similar to that which he presented to the Planning & Zoning Board on November 5<sup>th</sup> after the Board directed the matter back to the Planning & Zoning Board in September after holding the Public Hearing. Then a lengthy back and forth between Mr. Norton and Mr. Raggizino, adjacent property owner, was permitted.

Commissioner DiStasio was not in favor of the rezoning. She pointed out that the property had been zoned CB since at least 1991 (21 years) without any objections. She further noted that the PZB recommended that the rezoning not be approved as it is contradictory to the Land Use Plan; they actually reviewed this matter twice and made the same recommendation both times. Mr. Norton noted that the request for rezoning does not meet the four criteria for spot zoning as defined by the state; i.e. this would not be spot zoning if rezoned as requested.

Mr. Price, subject property owner, noted that the tax value of the property was \$5,000 when he purchased it in 1976; sometime in the 1980's or 1990's the county increased the value to around \$11,300. He said that he did not know that in 1991 the property was zoned commercial but the zoning didn't really matter to him because he was always using the property for his personal residence and the taxes were reasonable. However, in 2006, he said the county re-evaluation changed to \$406,000 which had a huge impact on the amount of taxes he was paying. He has since learned that the commercial zoning of the property plays a large role in the value of the property although it is used for residential purposes. He did not know why Brunswick County [seemingly] did not know of the commercial zoning prior to 2006. After speaking with Brunswick County in 2006 he

didn't get any resolve regarding the value increase; they told him it was just the way it was. He has since learned that requesting a rezoning could help reduce the tax value and too, his son would like to build a home on the property.

*Commissioner Buccilli moved to allow there to be a subdivision of the property and that the front portion abutting Thomasboro Road shall remain CB and the interior/back portion be rezoned residential. There was no second to the motion and the motion died; it was noted that subdividing is a different procedure and not the request before the Board. Mr. Norton offered that the parcel could be split-zoned in this manner. Commissioner Buccilli then moved that the Russell Price property be split-zoned; the front abutting Thomasboro Road to remain CB and the rear to be rezoned to R-15. Commissioner DiStasio objected to the motion as such was not the request of the rezoning application. Mayor Knight asked if split zoning was discussed by the PZB; Commissioner DiStasio said it was discussed but never agreed upon. Again, there was no second, so Commissioner Buccilli's motion died but she also withdrew it after discussion had continued for about 15 minutes.*

*Commissioner Nance based the fact that the UDO is a living document, moved that the application to rezone Mr. Price's property at 1401 Thomasboro Road from CB to R-15 be approved, seconded by Commissioner Walton and there was discussion. Commissioner DiStasio asked why the Town has a PZB if the Board of Commissioners never considers their input and she does not feel this rezoning is right. The motion carried by a vote of four (4) to one (1) with Commissioner DiStasio voting in the opposition.*

- 2. Authorize staff to release the 15% payment of the first quarter local ABC revenues to the Calabash EMS.**

*Commissioner DiStasio noted that the Town received \$9,864.54 and that 15% of that is amount is \$1,479.81 and that this amount be paid immediately to the Calabash EMS, seconded by Commissioner Buccilli and unanimously carried.*

- 3. Authorized staff to release the 15% payment of the first quarter local ABC revenues to the Calabash Fire Department.**

*Commissioner DiStasio noted that the Town received \$9,864.54 and that 15% of that is amount is \$1,479.81 and that this amount be paid immediately to the Calabash Fire Department, seconded by Commissioner Nance and unanimously carried.*

- 4. Consider the Landscape Agreement by and between NC DOT and the Town of Calabash.**

*Commissioner DiStasio moved to approve the Landscape Agreement with NC DOT for beautification along the main entrance corridor to the Town the motion died due to lack of a second.*

Commissioner Walton felt the contract was vague and didn't want to agree to anything until a plan was presented to the Town. Discussion continued for some time over this matter including how much right of way is available in certain areas and future costs/liabilities to the Town. Mr. Nance said that after asking DOT representatives, they specifically said there would be not design or construction costs incurred by the Town of Calabash and the Town would have final approval on the design.

*Commissioner Nance moved to approve the Agreement with NC DOT for Landscaping with the contingency that the Agreement be amended to include language that the Town of Calabash should see and approve the design plans before any construction commences; seconded by Commissioner DiStasio and there was discussion. Commissioner Walton asked if seeing the design plan would inform the Town of any property that needs to be acquired. Commissioner Nance said DOT should discover during design that there is very little right of way at the west end of HWY 179 at the state line and they would need to acquire property. If DOT doesn't buy and the Town doesn't buy it then it becomes a mute issue. The motion carried by way of a unanimous vote.*

- 5. Consider the Resolution of Designation of Applicant's Agent NC Division of Emergency Management (contacts for who can apply for state reimbursements of natural disasters).**

It was proposed in the Resolution that the Town's acting agents for filing state reimbursement requests after a natural disaster would be the Town Administrator (primary contact) and the Town Clerk (secondary contact); there were no objections. *Commissioner Nance moved to approve the Resolution, as presented, seconded by Commissioner Walton and unanimously carried.*

- 6. Award bid to Anderson Construction to resurface all the streets in the Village Green Subdivision for the bid amount of \$48,775 (note: this was the only bid received for the project).**

Board members questioned why this was the only bid received. Staff noted that requests for bids were sent to the entire bid list of paving contractors as has been the case for past paving projects. Further, staff provided some insight as to why Anderson has consistently been able to provide the low bid; other companies have to sub-contract the work out and, too, Anderson Construction is located closer than other companies on the bid list so their mobilization costs are less.

*Commissioner DiStasio moved to award the bid of \$48,775 to Anderson Construction for the resurfacing of Village Green streets, seconded by Commissioner Nance and unanimously carried.*

**PUBLIC COMMENTS #3:** none forthcoming.

**NEW BUSINESS:**

- 1. Discussion/Action to consider the request made by the developers of Oak Ridge Plantation to convey the subdivision's streets to the Town of Calabash (staff).**

*Commissioner Nance moved to direct staff to formulate a packet of information for the Board's review and table this matter until this information can be researched fully seconded by Commissioner Walton and unanimously carried.*

- 2. Discussion/Action to consider directing the Town Administrator to send out Requests for Proposals (RFPs) for a Certified Public Accountant (CPA) to come to Town Hall at the end of the month to check accounts payable and receivable and to reconcile the bank statement. (Commissioner DiStasio).**

The Board discussed the necessity of a CPA for a short time; Commissioner DiStasio felt this would be helpful. At 9:36 PM Commissioner Nance left the meeting, without being excused; he understood that his votes would be counted as affirmative votes.

*Ultimately, Commissioner DiStasio moved to table this matter, seconded by Commissioner Walton and unanimously carried.*

- 3. Discussion/Action to consider scheduling a workshop on Chapter 3 of the Town's General Code of Ordinances for the Mayor and Commissioners of Calabash (Commissioner DiStasio)**

There was a discussion regarding the need for a facilitator of this workshop; Chris May of Cape Fear COG was suggested. *Commissioner Buccilli moved to direct the Town Administrator to find a facilitator and possible dates for a workshop and inform the Board; a special meeting could be called, if necessary. The motion was seconded by Commissioner Melahn and unanimously carried.*

- 4. Discussion/Action to consider an expenditure of funds to replace the glass door in the foyer at Town Hall (hallway door) with a steel door. (Commissioner Nance)**

*Since Commissioner Nance had left the meeting and this was an item he had requested to have on the agenda, Commissioner DiStasio moved to table this matter until Commissioner Nance could be present to discuss it; seconded by Commissioner Melahn and unanimously carried.*

- 5. Discussion/Action for the Board of Commissioners to provide clarification to staff as the policy and procedure for staff time when assisting with special events. (staff)**

Mr. Nance relayed information he received from the School of Government on this matter to the Board. *Commissioner DiStasio moved that the Personnel Committee work on amendment to the Personnel Policy to formulate guidelines for staff working on special events and bring the amendment before the Board of Commissioners for consideration. Commissioner Walton seconded the motion, which carried unanimously.*

**6. Discussion/Action to determine date/time/place etc. for the Annual Town of Calabash Christmas Party.**

*Commissioner DiStasio moved to hold the Town Christmas Party on December 15, 2012 6:00 PM at The Pearl; seconded by Commissioner Melahn and unanimously carried.*

**7. Discussion/Action to consider if any funds should/could be spent for holiday decorations at the park. (staff)**

*After discussing the expenditure Commissioner Buccilli moved that garland and red bows be purchased for the fence at the park for Christmas decorations; seconded by Commissioner Melahn and unanimously carried.*

**8. Discussion/Action to consider donations:**

- a) **Christmas Tree Angels (adopt a local boy/girl/senior):** It was noted that a boy and girl from Jessie Mea Monroe Elementary School were “adopted” last year; \$100 each. Senior citizens are in need too. *Commissioner DiStasio moved to adopt a boy and girl each \$100; seconded by Commissioner Melahn and unanimously carried.* Commissioner Buccilli and Mayor Knight noted that they wanted to adopt a senior citizen as well.
- b) **Save the Shore:** It was noted that the first wave of donations from the Calabash area left today; it was suggested to skip this donation for now until we receive information on exactly what is needed by those who were affected by Hurricane Sandy.

**9. Discussion/Action related to the following upcoming events and their budgets (Commissioner Buccilli):**

- a) **Park Opening/Dedication:** Commissioner Buccilli suggested moving the funds that were dedicated for the Halloween celebration for this purpose
- b) **Christmas Tree Lighting/Golf Cart Parade:** funds had been allocated in the budget for this event.
- c) **New Year’s Eve:** funds had been allocated in the budget for this event.

*Commissioner Buccilli moved that the funds that were supposed to go to the Halloween Celebration that did not take place be used on the park opening and that the funds that had been allocated for the Christmas Tree Lighting and New Year’s Eve be spent to host these events; seconded by Commissioner DiStasio and unanimously carried.*

**10. Discussion/Action to always include “Commissioner Comments” on the agenda directly following Mayor’s Comments.**

Everyone was agreeable to this change but there was no motion or vote regarding the matter.

**11. Discussion/Action to appoint Commissioner DiStasio as Assistant Finance Officer.**

*Commissioner Melahn moved to appoint Commissioner DiStasio as the Assistant to the Finance Officer; seconded by Commissioner DiStasio and there was discussion.*

Commissioner Buccilli was concerned that this appointment would have adverse effects on Commissioner DiStasio health as that was her reason for resigning as Finance Officer. Commissioner DiStasio said that she did not want the stress and responsibility of signing checks but was happy to continue to create the expenditures spreadsheet. *The motion carried by a vote of four (4) to one (1) with Commissioner Buccilli voting in the opposition.*

**CLOSED SESSION:**

*Commissioner DiStasio moved that the Board enter Closed Session Pursuant to G.S 143-318.11(a)(6) Personnel Matters/evaluation; seconded by Commissioner Buccilli and unanimously carried.*

*Upon returning to Sanborn Hall, Commissioner DiStasio moved that the Board enter Regular Session, seconded by Commissioner Melahn and unanimously carried.*

*Commissioner Melahn moved that Tommy Sparks be removed from probationary status, seconded by Commissioner Walton and unanimously carried.*

*Commissioner DiStasio moved that Sherri Robinson be appointed Accounting Technician once an Office Assistant is hired and the Town Clerk is at a point where she can begin training Mrs. Robinson, for a six-month training period; seconded by Commissioner Buccilli and unanimously carried.*

**BOARD COMMENTS:** Commissioner DiStasio submitted comments regarding the search made at the beginning of the year for a new auditor, Mrs. Silvers original resignation/notice of retirement, her revised retirement and re-instatement as a part-time employee and the training of part-time employee Ceil Herman.

**ADJOURNMENT:** *At 10:55 PM Commissioner Buccilli moved to adjourn, seconded by Commissioner Melahn and unanimously carried.*

(SEAL)

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Mary Louise Knight, Mayor

Attest:

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Kelley Southward, Town Clerk

