



**TOWN OF CALABASH
BOARD OF COMMISSIONERS
REGULAR MEETING
Tuesday, August 14, 2012—6:00 pm**

AGENDA

CALL TO ORDER: Mayor Knight

PLEDGE TO FLAG:

ROLL CALL:

APPROVAL/ADJUSTMENT OF AGENDA:

CONSENT AGENDA:

1. Accept resignation from Planning & Zoning Board Member Joshua Truesdale
2. Approve \$100 donation to St. Brenan's Loaves & Fishes Food Pantry
3. Approve Minutes of July 10, 2012 Regular Meeting (Open Session)
4. Approve Minutes of July 10, 2012 Regular Meeting (Closed Session)
5. Approve Minutes of July 18, 2012 Special Meeting

MAYOR'S COMMENTS:

PUBLIC COMMENTS #1: (5 minutes per speaker)

CORRESPONDENCE:

1. The Wounded Warriors Ride
2. Brunswick Senior Resources Meals on Wheels
3. "Seniors Helping Seniors and Their Caregivers"
4. Email from Mrs. Baker, concerned citizen
5. B.C Planning & Community Development (re: CDBG)

TOWN ADMINISTRATOR'S REPORT: written report

BUILDING INSPECTOR'S REPORT: written report

PLANNING & ZONING REPORT: written report/minutes

COMMITTEE/LIAISON REPORTS:

1. Calabash Fire Department—Commissioner Walton
2. Finance—Commissioner DiStasio
3. Town & Merchant—Commissioner Nance
4. Calabash Community Services—Commissioner Buccilli
5. Stormwater—Commissioner Walton

6. Emergency Management Committee—Mr. Nance
7. Personnel—Commissioner Melahn
8. Long Range Planning—Commissioner Buccilli/Mr. Nance
9. Safety Committee—Commissioner Walton/Mr. Nance

PUBLIC COMMENTS #2: (2 minutes per speaker)

OLD BUSINESS: none

PUBLIC COMMENTS #3: (2 minutes per speaker)

NEW BUSINESS:

1. **Discussion/Action** to schedule a Public Hearing for Tuesday, September 11, 2012 6:00 PM at Town Hall for the rezoning request application filed by Compass Pointe Engineering for 1401 Thomasboro Road (Tax ID#24100020) from Central Business (CB) to Residential 15,000 (R-15). (Ms. Southward)
2. **Discussion/Action** to consider appointing Mr. Mark Pero to the Planning & Zoning Board as a Regular In-Town Member to fill an unexpired 3-year term ending 10/13/2014. (Com. DiStasio)
3. **Discussion/Action** to consider the Building Inspections' Department request to add a revenue line item to the budget. Request is to add line item #10-355-02 for Fire Inspections; they would like to be able to more easily track fees received for fire inspections. (Mr. Nance)
4. **Discussion/Action** to review and consider approval of the Tax Collector's Settlement of 2011 taxes. (Mrs. Silvers)
5. **Discussion/Action** to consider reappointing Ms. Carolyn Silvers as Tax Collector for a 1-year term ending August 30, 2013.
6. **Discussion/Action** to charge the Tax Collector to collect bill and collect 2012 taxes.
7. **Discussion** regarding the Federal Highways Administrations' (FHWA) decision to redesign the boundaries of the local Metropolitan Planning Organization (MPO), which [apparently] mandates Calabash, Carolina Shores, Sunset Beach, Ocean Isle Beach, and Shallotte become a part of the Grand Strand Area Transportation Study; **Action, as necessary.** (Mayor Knight/Mr. Nance)
8. **Discussion/Action** to consider contracting with a real estate agent/broker. (Mayor Knight)
9. **Discussion/Action** regarding the Interim Accounting Tech/Payroll Clerk position.(Com. Melahn)
10. **Discussion/Action** to consider approval of ABC Board Travel Policy. (Ms. Southward)

CLOSED SESSION:

1. Pursuant to G.S 143-318.11 (a)(6) Personnel Matters
2. Pursuant to G.S 143-318.11(a)(3) Legal Matters including but not limited to Brunswick County Superior Court Case File #12CVS183

ACTION AS A RESULT OF CLOSED SESSION:

PUBLIC COMMENTS #4: (3 minutes per speaker)

BOARD COMMENTS:

ADJOURN:

**TOWN OF CALABASH
BOARD OF COMMISSIONERS
REGULAR MONTHLY MEETING
August 14, 2012—6:00 PM**

MINUTES

The Calabash Board of Commissioners held a Regular Monthly Meeting on Tuesday, August 14, 2012, 6:00 PM in Sanborn Hall, located at Town Hall, 882 Persimmon Road, Calabash, NC.

MEMBERS PRESENT: Mayor Mary Louise Knight, Commissioner Charles Walton, Commissioner Sandy Melahn, Commissioner Daria Buccilli, and Commissioner Jody Nance; a quorum was present.

MEMBERS ABSENT: Commissioner Emily DiStasio.

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

GUESTS PRESENT: there were approximately 10 guests in the audience.

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

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

CONSENT AGENDA:

1. Accept resignation from Planning & Zoning Board member Josh Truesdale
2. Approve \$100 donation to St. Brenan's Loaves & Fishes Food Pantry
3. Approve Minutes of July 10, 2012 Regular Meeting (Open Session)
4. Approve Minutes of July 10, 2012 Regular Meeting (Closed Session)
5. Approve Minutes of July 18, 2012 Special Meeting

Commissioner Buccilli moved to approve the Consent Agenda, seconded by Commissioner Melahn and unanimously carried.

MAYOR'S COMMENTS: Mayor Knight happily reported that swings have been installed at the park. During the month there was a Special/Called Meeting of the Board of Commissioners to approve resolutions for pathways and beautification along state roads within town limits; Calabash is seeking assistance from DOT. Mayor Knight noted that representatives from the NC Department of Transportation (DOT) met with her and members of staff this morning to discuss

the installation of sidewalks/pathways along Beach Drive and Persimmon Road as well as beautification to entrances to Calabash at the state line and on Old Georgetown Road.

Mayor Knight reported that during the month she had the opportunity to review the vandalism damage that occurred at Kingfish Bay. She also attended a meeting with Town staff, including the Town Attorney, and the representatives of the bank that currently own the Kingfish Bay property. They were given a strict deadline in which to secure the property so that our Town is kept safe. The Town is satisfied with the progress made to date but there is more that must be accomplished within a reasonable timetable.

Mayor Knight commented on the success of this year's Town Hall Day, which was held on Friday, July 27th. The focus was on emergency weather events (mainly hurricanes); past events and preparedness for future events. It was an "All-Star Day" and the Town was very pleased with community turnout at the event. She thanked all the special guests that shared vital information with those in attendance; many names were included on the dry-erase board in Sanborn Hall. She also thanked Commissioner Buccilli and Jim McCartney for organizing the event and the Community Service Committee and town staff for setting up, serving and clean-up.

Mayor Knight noted that there was a workshop of the Brunswick County Board of Commissioners held last week that in part, addressed the changes to the Metropolitan Planning Organization regarding roads. She was thrilled that Commissioners Buccilli, Melahn and DiStasio were able to attend the meeting in order to get an idea of where the County is with this change. Currently Calabash, Carolina Shores, Sunset Beach, Ocean Isle Beach and Shallotte have all been a part of the Wilmington/Cape Fear MPO. Due to Census data, the Federal Highway Administration is changing the boundaries and these five NC municipalities are being redirected to the Georgetown MPO. It was also an opportunity to gain information related to health and human services programs.

The Brunswick County Sheriff's Department did a wonderful job of presenting information about public safety and community involvement in public safety/crime prevention on August 7th at Town Hall. There might have only been a small group that attended but information and facts presented will help our community. Likewise, during the meeting three attendees signed up to help our community by volunteering to deliver for "Meals on Wheels". Sargent Bert Reeves was recognized and thanked for presenting all the vital information and especially for informing the Town of grants available for the community watch program.

PUBLIC COMMENTS #1: none forthcoming.

CORRESPONDENCE:

1. The Wounded Warriors Ride: On Friday, September 28, 2012 wounded veterans will be riding bicycles through the Town of Calabash. Their ride will actually begin earlier in the week in Wilmington where they will travel to Carolina Beach, and then onto Southport/Oak Island, next they ride to Shallotte and finally end their ride in Calabash where the VFW will be hosting a reception for these remarkable and inspiring individuals. The riders are expected in the Calabash area around 3:00/4:00 PM. Mayor Knight said these people have put their lives on the line for us and suffered life-changing

injury. The least we can all do is go out to the street and cheer them on and/or hold up a flag to show our support and gratitude.

2. Brunswick Senior Resources Meals on Wheels: Mayor Knight noted that drivers are needed to serve the Calabash area. She relayed that one of the volunteers who signed up last week was immediately going to be given 11 families in the area that need a hot meal delivered; that's how bad the need is just in our community. She urged anyone who was able to sign up even if they only could donate a couple hours of time per week. Town Administrator Nance has all the paperwork and necessary contact information.
3. Senior Helping Seniors and their Caregivers: This seminar will be held at the new Brunswick Community College Campus in Carolina Shores on October 12th from 9:45 AM to 3:00 PM.
4. Email from a concerned citizen: Mayor Knight read an email that was sent to her during the month from a citizen of Calabash Acres; the email is attached hereto and made a part of these minutes. Mayor Knight noted that she contacted the citizen to address the concerns included in the correspondence. Mayor Knight reminded everyone that she is always available by phone and is at Town Hall Tuesday and Friday afternoons; she wants to hear from people; and she will share the good and the not so good.
5. B.C Planning & Community Development: the information regarding the Community Development Block Grant (CDBG) for \$225,000 that has been awarded to Brunswick County (B.C) is attached hereto and made a part of these minutes. These funds are to be used to address the most critical housing needs of very low-income families. B.C is seeking input from the municipalities.

TOWN ADMINISTRATOR'S REPORT: Mr. Nance's written report is attached hereto and made a part of these minutes. Mr. Nance had nothing to add to his report and there were not any questions or comments forthcoming.

BUILDING INSPECTOR'S REPORT: Mr. Dills' written report is attached hereto and made a part of these minutes.

PLANNING & ZONING BOARD: The draft minutes of August 6th Planning & Zoning Board meeting as well as their Report to the Board is attached hereto and made a part of these minutes.

COMMITTEE & LIAISON REPORTS:

1. Calabash Fire Department: Commissioner Walton reported that the CFD is replacing a thermal imaging camera for \$8696. The plans for the new station are completed but they are being "tweaked" at the moment so the budget can be trimmed. This month there were 173 runs total; the most they've had in the town. It will be September or October before demolition of the current station will occur.
2. Finance: in Commissioner DiStasio's absence Mr. Nance reported that a partial listing of July 2012 expenditures was included in the Board's packets as well as a budget vs. actual. The new accounting software is in place but some of the wrinkles are still being ironed out. The auditor is on-site this week and is collecting data in order to prepare the 2011-2012 Fiscal Year Audit. Commissioner Nance opined that the expense report that Commissioner DiStasio has been preparing is a great tool to

track the Town's spending. He suggested citizen's request that report if they are interested in what Calabash is spending.

3. Town & Merchant: Commissioner DiStasio relayed that someone had asked her if the Merchants would be interested in having the WBHS art students paint their windows for Halloween. Commissioner Nance said that matter was discussed at their meeting last night; a sub-committee has been formed to work on that project. Commissioner Nance said the Merchants had a brief meeting last night and there is no information to pass along at this time. Mayor Knight noted that she had passed along the MPO changes to the Merchants and a representative will be attending a meeting with the Town and MPO representatives tomorrow so that the Calabash Merchants are represented in any changes that might affect traffic volumes that pass through Calabash.
4. Calabash Community Service: Commissioner Buccilli reported that Town Hall had a great turn out and Mr. McCartney did a wonderful job of coordinating speakers. The Most Beautiful Yard contest will be taking place this month. Those interested should submit a photo of their yard to Town Hall by September 7th; the winner will be announced at the September 11th Board of Commissioners Meeting.
5. Stormwater: Commissioner Walton noted there was a small problem on Pine Bur Circle that has been repaired; minor tweaking might be necessary. A repair made in Saltaire Village a couple of months ago seems to be working.
6. Emergency Management: Mr. Nance said that Mr. McCartney traveled and took a debris management course that keeps us up-to-date with FEMA requirements.
7. Personnel: Commissioner Melahn welcomed the new Office Assistant, Sherri Robinson; she is doing a great job. The new software for accounting, payroll and taxes has been implemented; Calabash was a host site for training.
8. Long Range Planning: Commissioner Buccilli reported that the lighting at the park as well as swings and fencing has been installed. Mr. Nance said the bathrooms will be completed over the next few weeks. He is getting prices on grills, benches, trash receptacles, stage, bocce court and horseshoes. A local engineer has agreed to provide a ball-park cost estimate of piping the ditch.
9. Safety: Commissioner Walton said there was a Safety Committee Meeting where the Brunswick County Sheriff's Department came and presented information. He said that only a few people showed up to the meeting and opined that this might have been because the Navigator (newsletter) out-lined a lot of the this information. Mr. Nance reported that Town Services staff and Mr. McCartney completed and OSHA training course this month.

PUBLIC COMMENTS #2: none forthcoming.

OLD BUSINESS: none.

PUBLIC COMMENTS #3: none forthcoming.

NEW BUSINESS:

1. **Discussion/action to schedule a Public Hearing for Tuesday, September 11, 2012 6:00 PM at Town Hall for the rezoning request application filed by Compass**

Pointe Engineering for 1401 Thomasboro Road (Tax ID# 24100020 from Central Business (CB) to Residential 15,000 (R-15).

Ms. Southward noted that the only action regarding this matter this evening was for the Board to schedule the public hearing. However, if the Board wished to discuss the rezoning and/or the recommendation by the Planning & Zoning Board to deny the request it was perfectly acceptable to do so if that was the Board's desire. Commissioner Nance asked why a public hearing was necessary. Ms. Southward explained that it is a statutory requirement for a public hearing to be held prior to any decision (vote) being rendered on a rezoning; adjacent property owners must be notified by first class mail of the public hearing. Mayor Knight suggested if Board members had questions regarding the application for rezoning of 1401 Thomasboro Road that they speak with Commissioner DiStasio, Mr. Nance, and/or Ms. Southward prior to the September meeting. *Commissioner Walton moved to schedule the Public Hearing for the rezoning request application filed for 1401 Thomasboro Road for Tuesday, September 11, 2012, 6:00 PM at Town Hall; seconded by Commissioner Melahn and unanimously carried.*

- 2. Discussion/action to consider appointing Mr. Mark Pero to the Planning & Zoning Board as a Regular In-Town Member to fill an unexpired 3-year term ending October 13, 2014.**

Mayor Knight noted that Mr. Pero's resume and letter of interest have been included in the Board's packets. The Planning & Zoning Board has recommended that he be appointed to their Board. Mayor Knight added that she and Commissioner Buccilli had the opportunity to meet and briefly speak with Mr. Pero last week at Town Hall. Mayor Knight felt Mr. Pero would be an ideal candidate. Commissioner Melahn asked if the Planning & Zoning Board had met Mr. Pero. Ms. Southward said they had not met him and they typically do not meet candidates prior to appointment. *Commissioner Buccilli moved to appoint Mr. Mark Pero to the Planning & Zoning Board as a Regular In-Town Member for an unexpired 3-year term ending October 13, 2014; seconded by Commissioner Melahn and unanimously carried.*

- 3. Discussion/action to consider the Building Inspections' Department request to add a revenue line item to the budget. Request to add line item # 10-355-02 for Fire Inspections; they would like to be able to more easily track fees received for fire inspections.**

Mr. Nance said that currently fees paid to the Town for fire inspections go into the building revenue line item. By adding a separate revenue line for fire inspections fees it will help the department track who has paid and not paid more easily as well as being able to see how much is collected for this function each year. *Commissioner Buccilli moved that the revenue line item 10-355-02 Fire Inspections be added to the Town's Budget; seconded by Commissioner Melahn and unanimously carried.*

- 4. Discussion/action to review and consider approval of the Tax Collector's Settlement of 2011 taxes.**

Mrs. Silvers, Tax Collector, presented her detailed settlement report to the Board of Commissioners. A copy of the Tax Collector's Settlement Report of 2011 Taxes is attached hereto and made a part of these minutes. Ms. Silvers reported that the delinquent amount of taxes beginning July 1, 2011 was \$17,609.55; the largest portion of this amount is related to bankruptcies and they are on-going. The total delinquent tax amount due for 2011, as of June 30, 2012 was \$22,943.02. The total amount billed (before credits) was \$256,688.02. The Total amount of taxes collected during the 2011-2012 Fiscal Year (including prior years and interest penalties) was \$239,070.11. Ms. Silvers noted that currently there are \$37,283.17 delinquent taxes due for all years and \$28,000 of that is related to bankruptcies.

Commissioner Buccilli moved to approve the Tax Collector's Settlement of 2011 Taxes, seconded by Commissioner Melahn and unanimously carried.

5. Discussion/action to consider reappointing Ms. Carolyn Silvers as Tax Collector for a 1-year term ending August 30, 2013.

Commissioner Nance began discussion by stating that he does not have any problem with the Tax Collector or the person but rather the problem he has is that there are two people in the one office at the same time. Carolyn has retired but come back to help and train. Mayor Knight asked Commissioner Nance to stay on topic. Ms. Southward said the matter of the Interim Accounting/Payroll position is included at another point on the agenda and that person has not done anything with taxes. Commissioner Nance said his concern is appointing Mrs. Silvers for another year as Tax Collector when she has retired. The person who was hired for 30 days (for accounting & payroll) has been here for three months now. Mayor Knight said the interim position was only for accounting/payroll; Carolyn Silvers does taxes—they are two different entities. Commissioner Nance said when Mrs. Silvers worked full time she did it all (accounting, payroll, and taxes). Now were paying two different people to do two or three different jobs, training, cross-training and there is no indication of whom is going to have a permanent position, if anyone. He felt we need to get on the right track; hire somebody and train them so they'll be here for the long-term. The way it is right now we don't know whose there or what's there. Commissioner Walton said he agreed with Commissioner Nance.

Commissioner Melahn said the question had been asked if Mrs. Silvers was coming back to work full-time in January and the response she had been given was "yes". Town Administrator Nance was asked if this was so; he said it's what he was told—she is returning full-time in January 2013. Commissioner Nance asked Mayor Knight if he could ask Mrs. Silvers directly since she is still present in the audience; Mayor Knight said "certainly". Commissioner Nance asked Mrs. Silvers directly if she was ready to come out of retirement and work the position as she used to full-time, 40 hours per week. Mrs. Silvers said she would not be able to return to work full-time until January 2013. Mrs. Silvers said she has made her (2011) settlement of taxes and she really doesn't even care if she works part-time right now. She said if the Board doesn't want

her, that is fine. Commissioner Nance told her it wasn't her as a person; he just would like to see the position to be filled on a permanent basis. Mrs. Silvers said it was fine with her if the Board didn't want her to work part-time. Commissioner Melahn asked if she was willing to come back to work full-time now. Mrs. Silvers said she was not able to work full-time now; it would be January before she could come back full-time.

Mayor Knight reiterated that the Board was to determine if they were going to reappoint Mrs. Silvers as Tax Collector for a 1-year term ending August 30, 2013. *Commissioner Buccilli moved to re-appoint Carolyn Silvers as Tax Collector for a 1-year period ending August 30, 2013; seconded by Commissioner Melahn and there was further discussion.* Mrs. Silvers asked to interject; Mayor Knight allowed it. Mrs. Silvers said it doesn't matter to her about working; she was trying to retire full-time to start with. She offered to work until the Board found someone to fill the full-time position if that's what the Board desires but she will not come back full-time until after January. She said the tax scroll won't come to the Town (from Brunswick County) until September. She can enter the scroll when it comes but the Board doesn't need to charge her with it if they aren't going to have her as Tax Collector; the Board will have to wait on the charge (to collect) until they appoint someone as Tax Collector. Mayor Knight asked Mrs. Silvers if she was willing to do the job of Tax Collector for 1-year, ending August 30, 2013; just the Tax Collector's job. Mrs. Silvers said she would be willing to do the job of Tax Collector but she doesn't have to.

Commissioner Walton asked if this (Tax Collector) was a part-time or full-time job. Mayor Knight referred to Commissioner Melahn, Commissioner of Personnel. Commissioner Melahn said she believes it is a part-time job; it's a full-time job if you're also doing accounting and payroll. For straight Tax Collector, it's a part-time job. Commissioner Nance asked if Mrs. Herman was doing the other tasks (accounting/payroll) that Mrs. Silvers was previously doing when she worked full-time; Commissioner Melahn confirmed this to be accurate. Commissioner Nance asked "why"? Mayor Knight said the decision to hire Mrs. Herman to do accounting and payroll was approved by the Board by a vote; and to her recollection he was agreeable at the time. Commissioner Nance said he recalls agreeing to hire Mrs. Herman for a 30-day term. Commissioner Melahn said she was asked that question in the beginning because it was her understanding that when Mrs. Silvers retired she could not work (at all) for a month but after that would be able to return part-time to do tax collections only; Mrs. Silvers had said there would not be time to do accounting/payroll duties and tax collections while working only part-time. Commissioner Nance asked if personnel were going to look at doing this in a more proper manner. Commissioner Melahn said it was on the agenda to be addressed during New Business #9; she can answer his questions regarding that (interim) position at that time. Commissioner Nance was agreeable to such.

Mayor Knight asked the Town Clerk to read back what was on the table. Ms. Southward noted that Commissioner Buccilli had moved to re-appoint Carolyn Silvers as Tax Collector for a 1-year period ending August 30, 2013 and the motion had been seconded by Commissioner Melahn; a vote had not yet been taken. Mayor Knight

asked if the Board was ready to vote. Commissioner Walton said he still wanted to know if the position was part-time; three days or what? Mayor Knight directed Commissioner to item #5 of the agenda; "to consider reappointing Mrs. Carolyn Silvers as Tax Collector"; all taxes and just taxes would be taken care of by Carolyn Silvers if approved. Commissioner Walton said he had no problem with that. Commissioner Walton said he asked the new girl in the front office if she thought she could handle the job in the two days that they're not there and she told him that she didn't know much about it but she was willing to step forward. Mayor Knight urged Commissioner Walton to stay on topic as he was talking personnel matters that were inappropriate at this time. Mayor Knight said the question before the Board at this time was if they want Carolyn Silvers collecting taxes and only taxes. Commissioner Walton said he had no problem with that.

From the audience, Mrs. Silvers said she was going to withdraw; she wanted to go ahead and fully retire. She said she has done twelve years with the Town. Mayor Knight responded to Mrs. Silvers by saying that she has done twelve wonderful years. Mrs. Silvers said her original intension earlier in the year was to fully retire but she was asked to stay on/come back part-time. The Board made the decision to hire Mrs. Herman. Mrs. Silvers said that in her letter informing the Board of her retirement she said that she was willing to help familiarize someone with the position (of accounting and payroll); and that she would be able to come back part-time June 1st if the Board so desired. Mayor Knight said that Chris May, Director of Cape Fear Council of Governments, has noted what an exceptional job this woman has done for the Town of Calabash. She is one of the few certified tax collectors in Brunswick County. Mayor Knight said she does not want to sit here and watch Mrs. Silvers leave this town. She asked Commissioner Walton to give a good reason why Mrs. Silvers should leave. Commissioner Walton said that he had already said he was in favor of her being the Town's Tax Collector. Mayor Knight said Mrs. Silvers is sitting in the back of the room waiting for some positive input from this Board. Commissioner Walton said he did not understand why he was being berated in front of everyone for not understanding; for asking a simple question. He said he just wanted to clarification as to whether the position is part or full time.

Mrs. Silvers said this was not supposed to cause any problems; it was supposed to help. However, it has caused problems: it has caused problems with Mrs. Herman; with the Board; there is a lot of anguish going on and Mrs. Silvers said she just doesn't like it anymore and she just wants to withdraw her name but that she would stay until the Board hired someone new. Mrs. Silvers said she doesn't need this kind of pressure in her life anymore. She has done the best she could do. Commissioner Melahn asked if the Board could move to New Business #9. The Town Clerk noted that there is a motion and the second still on the table for this item of New Business #5. Commissioner Nance asked if the Board was ready to vote; he added that he was ready to vote and stated that he did not have any problems with Mrs. Silvers, her skills or abilities. He simply thinks that personnel (committee) should get on the ball and expeditiously straighten this office out. He wants Mrs. Silvers for another year; she is the only one that he feels is qualified to do the job. He said there are too many heads in

that one office on some occasions and one never knows if anyone is going to be there or not. Commissioner Melahn said New Business #9 should address the concerns Commissioner Nance has expressed. Commissioner Nance told Mrs. Silvers that there was no need for her to withdraw. Mayor Knight said she was ready to move on; that we could not leave this matter until it was dealt with and asked the Town Attorney if such was accurate. Mr. Tyson said there is a motion and a second on the floor. Commissioner Nance said he was calling the question (i.e. calling for a vote). *Mayor Knight asked the Board to vote on the motion/second to re-appoint Carolyn Silvers as Tax Collector for one year; the motion carried by way of a unanimous vote.*

Mayor Knight asked if the Board could jump to New Business #9 and go back to item #6. The Town Clerk said that in order to do that the Board would have to vote to suspend the agenda rules and then vote to go to New Business #9. The Board agreed to just continue onto New Business #6.

6. Discussion/action to charge the Tax Collector to bill and collect 2012 taxes.

Commissioner Nance moved to charge the Tax Collector to bill and collect 2012 taxes, seconded by Commissioner Buccilli and the Town Clerk was asked to read the official charge to collect, which is attached hereto and made a part of these minutes. The motion to charge to collect carried unanimously.

7. Discussion regarding the Federal Highways Administrations' (FHWA) decision to redesign the boundaries of the local Metropolitan Planning Organization (MPO), which mandates Calabash, Carolina Shores, Sunset Beach, Ocean Isle Beach, and Shallotte become a part of the Grand Strand Area Transportation Study (GSTATS); Action by the Board, as necessary.

Mr. Nance noted that he and Mayor Knight had attended several meetings regarding this change to the MPO. The change is that these five Brunswick County, NC municipalities (above) are to become a part of the Myrtle Beach area MPO. Currently these towns are a part of the Cape Fear MPO. What these meetings have explained is that the boundary lines of the MPO's change every 10 years when the Census is done. It is being mandated that everything from the NC/SC state line to Shallotte become a part of the GSTATS. Municipalities north of Shallotte to Southport have the option of being absorbed by GSTATS. There is a third option that goes to Bald Head Island. The MPO will have a group set-up for the NC portion of this MPO and each municipality will have a certain amount of votes. What we are being told is that the entire MPO group (NC/SC) would "rubber stamp" what the NC group recommends. Tomorrow the Town Administrator, Mayor Knight and a Calabash Merchant representative will meet with GSTATS representatives. Mayor Knight said she would have preferred to meet the MPO representatives with Carolina Shores and Sunset Beach but they prefer to meet with each town individually at this time. If a Town does not agree, they will not get a vote. It would be to our disadvantage not to agree to become a part of the SC MPO. She is very grateful that three Calabash Commissioners attended the Brunswick County Board of Commissioners Workshop where this matter was discussed. Commissioner

Nance said he has researched the matter and feels this might be a good opportunity for Calabash. He said SC is aggressive in bringing access points to HWY 31. Mayor Knight asked if Commissioner Nance was speaking about exits off of HWY 31. Commissioner Nance said he was just talking of roads in general; he doesn't know exact plans for HWY 31 but has been impressed by the progress made in SC with that highway. He felt it would be best for each town to have equal voting rights rather than one town being allowed more votes based upon their population. Mayor Knight agreed that this could be an opportunity especially if everyone is given equal voting rights. Mayor Knight said tomorrow's meeting should be informative.

8. Discussion/action to consider contracting with a real estate agent broker.

Mayor Knight said as we address properties in our area, primarily waterfront properties we may need an agent. She asked if anyone wanted to suggest an agent/broker to represent the Town in seeking property. Commissioner Melahn asked if we need an agent at this time. Commissioner Nance opined that we absolutely did not need an agent/broker at this time. He felt it was a waste of money; it is something that we can do ourselves instead of wasting tax payer's money. Commissioner Melahn asked why we would need one. Mayor Knight asked if Town Administrator Nance had any input; he did not. Commissioner Walton said that he contacted Real Estate Agent Jayne Anderson, who owns property in Calabash, and would be happy to find a piece of property for the Town at no charge; he provided her contact information. Commissioner Buccilli said after reading Alan Holden's resume, it appears that he is very knowledgeable. Mayor Knight pointed out that Mr. Holden's resume says that he helped Brunswick Community College (BCC) save over \$500,000. Mayor Knight asked Commissioner Walton if Ms. Anderson has municipal experience. He was unsure of her municipal experience but knows she has been in real estate for a long time. Further, she is a former police officer and she would look out for the Town's best interest in his opinion. Commissioner Walton said he did not have any information on commission of sales but that Ms. Anderson said she would be happy to try and find the Town a piece of property at no charge. Commissioner Nance stated to the Board that it is his opinion that we should just maintain what we have and stop spending money. Mayor Knight said the Town has a sidewalk project and a beautification project taking place and neither of these beneficial projects are costing the Town any money. Further, Commissioner Buccilli made over \$2,000 at the 4th of July event to off-set the cost of the fireworks. Mayor Knight feels this Board is being very fiscally responsible. She further opined that the Town would be fiscally wise to hire a real estate agent/broker whose past experience includes saving BCC over half a million dollars. *Commissioner Walton moved that the Board look in to Jayne Anderson and see what she has to say about it; seconded by Commissioner Nance and carried by a vote of three (3) to one (1) with Commissioner Buccilli voting in the opposition.*

9. Discussion/action regarding the Interim Accounting Tech/Payroll Clerk position.

Commissioner Melahn said that Carolyn Silvers has returned to work part-time and the new Office Assistant is doing extremely well. Based upon her own observations and

contentious of town staff it appears that it is now possible to eliminate the interim accounts payable/payroll position and save the tax payers some money. *Commissioner Melahn moved that the part-time temporary accounts payable/payroll position be eliminated effective August 31, 2012.* Commissioner Nance asked who would be doing accounting and payroll. Town Administrator Nance stated that we appreciate everything that Ceil Herman has done for us in the part-time, temporary position. He said when the Board hired her on an interim basis there were no parameters established at that time; there was no time period for when the position would end. He has received some feedback about Mrs. Herman being there past the 30 days when Mrs. Silvers had to be out for her retirement benefits to begin. However, it was around that same time that Mrs. Hagan, Office Assistant, resigned and Mrs. Herman agreed to stay on while we found a new Office Assistant. Town Administrator Nance said he couldn't say enough positive things about Mrs. Herman stepping up in our time of need and doing a good job. Mrs. Silvers has come back, the new Office Assistant is doing a great job and Ms. Southward has experience with the accounting and payroll software. He also clarified that the new Office Assistant has not been asked to take on the duties of accounts payable or payroll but rather to assist Ms. Southward in some Clerk functions to help free Ms. Southward up a little to do accounting/payroll functions. Mr. Nance said based upon conversations with Mrs. Silvers and Ms. Southward, it is felt that accounting/payroll can be handled. Commissioner Nance asked if would be beneficial to the Town to keep Mrs. Herman a little longer than two weeks to ensure everything is up and running good. Staff felt this was not necessary; two weeks was a sufficient amount of time. Mayor Knight asked the Clerk if the Office Assistant knows how to use the new tax/payroll/accounting software. Ms. Southward explained that a part of the Office Assistant's regular duties is to process and post business licenses, which is included in this software. In the old software there were multiple steps to create the license, enter payments and then post payments; part of the process was done by the Office Assistant and part done by the Accounting Technician. The new software streamlines the process and it's all done by the Office Assistant. There are other things in the Office Assistant's job description that helps the accounting & tax department. We are not looking to add any duties from accounting payroll to the Office Assistant; the duties would be absorbed by the Tax Collector and Town Clerk. Mayor Knight asked Mrs. Silvers if she was still agreeable to taking on some of the accounting/payroll tasks if the Board so chooses to eliminate the interim position at this time; she was agreeable. *Commissioner Nance seconded Commissioner Melahn's motion, which carried by way of a unanimous vote.*

10. Discussion/action to consider approval of ABC Board Travel Policy.

Commissioner Nance noted that the Travel Policy of the ABC Board was the same as last year but it is statutorily required that the Governing Body approve it every year. *Commissioner Nance moved to approve the ABC Board's Travel Policy, seconded by Commissioner Buccilli and unanimously carried.*

CLOSED SESSION: *Commissioner Buccilli moved that the Board enter Closed Session pursuant to G.S 143-318.11(a)(6), personnel matters, and G.S 143-318.11(a)(3), Legal Matters*

including but not limited to Brunswick County Superior Court Case File #12CVS183; seconded by Commissioner Melahn and unanimously carried.

ACTION AS A RESULT OF CLOSED SESSION: *upon returning to Sanborn Hall from Closed Session, Commissioner Nance moved that the Board enter Regular Session, seconded by Commissioner Melahn and unanimously carried.*

1. *Commissioner Melahn moved that based upon evaluation, Carolyn Silvers, Tax Collector, be given a 5% merit raise, seconded by Commissioner Buccilli and unanimously carried.*
2. *Commissioner Nance moved that Tommy Sparks' probationary period be extended for 90-days to end on November 14, 2012; seconded by Commissioner Melahn and unanimously carried.*
3. *Commissioner Walton moved that Town Administrator Chuck Nance be given a 5% merit raise based upon his annual evaluation, seconded by Commissioner Melahn and unanimously carried.*

PUBLIC COMMENTS #4: none forthcoming.

BOARD COMMENTS: none forthcoming.

ADJOURN: *Commissioner Nance moved to adjourn at 8:40 PM, seconded by Commissioner Melahn and unanimously carried.*

(SEAL)

Mary Louise Knight, Mayor

Attest:

Kelley Southward, Town Clerk