



**TOWN OF CALABASH
BOARD OF COMMISSIONERS
REGULAR MEETING
Tuesday, September 14, 2010—6:00 pm**

AGENDA

CALL TO ORDER: Mayor Clemmons

PLEDGE TO FLAG:

ROLL CALL:

APPROVAL/ADJUSTMENT OF AGENDA:

PUBLIC HEARING: Revised Fee Schedule

CONSENT AGENDA:

1. Approve minutes of August 10, 2010-Regular Meeting (open session)
2. Approve minutes of August 10, 2010-Regular Meeting (closed session)
3. Approve minutes of August 17, 2010-Special Meeting (open session)
4. Approve minutes of August 17, 2010-Special Meeting (closed session)
5. Approve minutes of August 19, 2010-Special Meeting/Fee Schedule Workshop

MINUTES: (If any Board member would like to discuss a set of minutes included on the Consent Agenda, they should be moved to this location during Adjustment of the Agenda)

MAYOR'S COMMENTS:

PUBLIC COMMENTS:

CORRESPONDENCE:

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. Water/Wastewater—Mayor Clemmons
5. Town & Merchant—Commissioner King
6. Stormwater—written report attached
7. Long Range Planning—Commissioner King

OLD BUSINESS:

1. **Discussion/Action** schedule a Special Meeting/Workshop to review and revise the regulations for signs/animated signs.
2. **Discussion/Action** to consider adopting the revised Calabash Fee Schedule.

NEW BUSINESS:

1. **Discussion/Action** to consider directing staff to obtain the services of an engineering firm for the purpose of formulating a design plan to correct and manage stormwater on Riverview Drive and River Road.
2. **Discussion/Action** to appoint a representative of the Town to the Application Review Committee for the Wastewater Collection System Connection Assistance Program for Low to Moderate Income Property Owners.
3. **Discussion/Action** to consider directing the Commissioner of Policies and Procedures and the Personnel Officer to draft an “Open Door Policy” pertaining to staff. (Mayor Clemmons)

CLOSED SESSION:

1. Pursuant to G.S 143-318.11 (a)(6)—Personnel Matters: annual employee evaluation.

ACTION AS A RESULT OF CLOSED SESSION:

PUBLIC COMMENTS:

BOARD COMMENTS:

ADJOURN:

**TOWN OF CALABASH
BOARD OF COMMISSIONERS
REGULAR MEETING
Tuesday, September 14, 2010—6:00 pm**

MINUTES

The Calabash Board of Commissioners held a Regular Monthly Meeting on Tuesday, September 14, 2010, 6:00 pm in Sanborn Hall, located at Town Hall, 882 Persimmon Road, Calabash, NC.

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

STAFF PRESENT: Town Administrator Hiram J. Marziano, II; Town Clerk Kelley Southward, and Town Attorney Mark Lewis.

GUESTS PRESENT: There were approximately 10 guests in attendance.

CALL TO ORDER/PLEDGE/ROLL CALL: Mayor Clemmons called the Meeting to order at 6:05 pm and led the Pledge of Allegiance to the Flag. Roll call of Board members and staff was taken; attendance is reflected above.

APPROVE/ADJUST AGENDA: Commissioner King requested removing Consent Agenda item #2, Approve Minutes of August 10, 2010 Closed Session, from the Agenda for the Board to discuss for accuracy during Closed Session if necessary. Commissioner Knight requested moving item #1 of the Consent Agenda, Approve Minutes of the August 10, 2010 Regular Meeting, to the Minutes section of the agenda for discussion. The Consent Agenda renumbered accordingly. Mayor Clemmons requested to the language “consider forwarding to the Planning & Zoning Board” to item #1 of Old Business. *There being no objections to the requested changes to the agenda Commissioner Nance moved to approve the agenda, as amended, seconded by Commissioner Melahn and unanimously carried.*

PUBLIC HEARING: Revised Fee Schedule

Commissioner Melahn moved to open the Public Hearing to receive comments regarding the proposed revisions to the Calabash Fee Schedule, seconded by Commissioner King and unanimously carried.

There were no comments forthcoming.

Commissioner Nance moved to close the Public Hearing, seconded by Commissioner Knight and unanimously carried.

CONSENT AGENDA:

1. Approve minutes of August 17, 2010—Special Meeting (open session)
2. Approve minutes of August 17, 2010—Special Meeting (closed session)
3. Approve minutes of August 19, 2010—Special Meeting/Fee Schedule Workshop

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

MINUTES:

1. Minutes of August 10, 2010-Regular Meeting (open session). Commissioner Knight requested that the following language be added to page 4, line 8, beginning at word 14 of the minutes: “...as well as the North Carolina Association of County Commissioners.”

Commissioner Melahn moved to approve the minutes of August 10, 2010-Regular Meeting (open session) as amended, seconded Commissioner Dixon and unanimously carried.

MAYOR'S COMMENTS: Mayor Clemmons complimented staff for the recent painting of Town Hall.

PUBLIC COMMENTS:

1. Mr. Jim Myers complimented Mayor Clemmons for the Calabash History book he recently published. Mr. Myers said the book is very informative and recommended everyone read it.

CORRESPONDENCE: none.

TOWN ADMINISTRATOR'S REPORT: Mr. Marziano's written report is attached hereto and made a part of these minutes. Mr. Marziano reported that the Town is on par with the budget to date. Commissioner Melahn requested a stacked-bar graph by month reflective of the budget.

BUILDING INSPECTOR'S REPORT: Mayor Clemmons noted that building is starting to pick up in Calabash. The complete written report is attached hereto and made a part of these minutes.

COMMITTEE REPORTS:

1. Fire Department—Commissioner Nance's written report is attached hereto and made a part of these minutes. He noted that the CFD is working hard to continually better themselves. They are doing a great job of up-keeping their building and equipment.
2. Planning & Zoning—Commissioner Knight noted that there was not a Planning & Zoning Board meeting this month as there were no agenda items for them to address. Mayor Clemmons gave an update on Chairman Brown's medical progress, which was very positive.
3. Finance—Commissioner King informed everyone that tax bills would be mailed in the near future. The Town currently has \$1,210,512.85 in the bank.
4. Water/Wastewater—Mayor Clemmons gave a sewer construction update; the written report is attached hereto and made a part of these minutes. Commissioner Melahn said according to State Statute, Brunswick County should have determined the method of assessment before construction began. He noted that the School of Government agrees with this. Mayor Clemmons noted that before the Town can issue an electrical or plumbing permit for sewer connections the Town must be presented evidence that the property owner has signed up for the sewer with the Utility Billing Department.
5. Town & Merchant—Commissioner King said the 2nd Annual Car Show/Seafood Festival will be held November 19, 2010. There has been discussion about changing the name and making two separate events: one for the Car Show and one for the Seafood Festival. Commissioner Knight said she would for the Community Service Committee at the event(s) so they may sell bricks for the park fundraiser.
6. Stormwater—Mayor Clemmons said a repair of the stormwater system in Hidden Valley should begin soon; all hold-harmless agreements have been signed and returned to Town Hall. Mr. Marziano said he continues efforts with DOT to rectify the drainage problem at the corner of Thomasboro and Carter. This is a DOT problem that the Town is assisting with.

7. Long Range Planning—Commissioner King LRPC is examining sidewalks; both existing and possible future. They are also working on the park; mainly determining fundraisers to assist with the construction costs that will not be covered by the grant. The next meeting will be held Thursday, 9/16/10 at 4pm.
8. Mayor Clemmons asked for Commissioner Knight to give an update on the Community Service Committee and that such report is added to all future agendas. Commissioner Knight was excited to report that there are two new members on the committee who brought a lot of good energy to the group. The Christmas party plans are nearly completed; the committee will be saving the town money by making desserts for the party. They too are working on fundraisers for the park. It was noted that the committee normally assists with the annual Christmas Tree Lighting event as well.

OLD BUSINESS:

1. Discussion/Action to consider either scheduling a Special Meeting/Workshop of the Board of Commissioners to address signs/animated signs or to direct the Planning & Zoning Board to review the matter and make a recommendation to the Board of Commissioners. *Commissioner Melahn moved to forward to the Planning & Zoning Board to address at their October Meeting the matter of reviewing signs/animated signs for their opinion and input, seconded by Commissioner King and unanimously carried.*
2. Discussion/Action to consider adopting the revised Calabash Fee Schedule. *Commissioner King moved to adopt the revised Fee Schedule, as presented, seconded by Commissioner Nance. Mayor Clemmons noted that there was a workshop previously held for the Fee Schedule. Mayor Clemmons called for a vote and the motion to adopt the revised Fee Schedule carried by a unanimous vote.*

NEW BUSINESS:

1. Discussion/Action to consider directing staff to obtain the services of an engineering firm for the purpose of formulating a design plan to correct and manage stormwater on Riverview Drive and River Road. Commissioner King noted that the memo in the Board's packets reference these stormwater problems as recent when in actuality they have been occurring for years. Commissioner Nance suggested a specific local engineer who has history and knowledge of Calabash to investigate the problems. Commissioner Melahn suggested staff prepare a scope of work requesting qualifications from engineering firms and outlining what the Town is seeking be prepared and brought back to the Board for approval before moving forward. Commissioner King first agreed with the firm that Commissioner Nance had suggested but was then swayed to agree with Commissioner Melahn's suggestion. There was on-going discussion of this matter. *Commissioner Nance moved that the Town of Calabash attempts to hire the Engineering Firm of Norris, Kuske, and Tunstall to prepare an overlay of the construction project for solving the drainage problems on Riverview Drive and River Road and that to be brought back to the Board of Commissioners. Ultimately there was second to the motion and Commissioner Nance withdrew the motion. Commissioner Nance then moved to direct staff to prepare a scope of work for the stormwater work that needs to be done on Riverview Drive and River Road, seconded by Commissioner King and there was discussion. Commissioner King said the Town has asked the same firm over and over of how to address the stormwater issues on Riverview Drive and he fully supports having a*

new firm give an opinion and supports the competency of Norris, Kuske, and Tunstall. *Mayor Clemmons called for a vote, which carried unanimously.*

2. Discussion/Action to appoint a representative of the Town to the Application Review Committee for the Wastewater Collection System Connection Assistance Program. The Board reviewed the County Program, which has been established with the funds (approximately \$67,000) from the money that was part of the old SBWSA fund. The program will reimburse citizens up to \$500 for electrical and plumbing costs associated with sewer connections for those who qualify as low, very low, or extremely low incomes. One representative from the County and one from the Town will make up this committee that reviews the applications submitted. Staff has recommended that either a member from the Planning & Zoning Board or Board of Adjustment who does not reside in the assessment district be appointed as the Town's representative. Commissioner Dixon said it should be made clear to citizens that the most someone could get is \$500 and some may only be eligible for \$300 or \$400 (or less). Commissioner King said the application is unclear as to what documentation as proof of income should be attached; Brunswick County should clarify this. The Board was in agreement with staff's recommendation of whom should be appointed. Staff was directed to obtain some candidates from the PZB or BOA for next month. *Commissioner Melahn moved to table this matter until October, seconded by Commissioner Nance and unanimously carried.*
3. Discussion/Action to consider directing the Commissioner of Policies and Procedures and the Personnel Officer to draft and "Open Door Policy" pertaining to staff (Mayor Clemmons). Mayor Clemmons felt an "Open Door Policy" might help the lines of communication. He asked for input from the Board. Commissioner Melahn said he didn't think a procedure was necessary. Commissioner Nance he was unsure if something of this nature was needed or not. Mayor Clemmons said open door policies are not uncommon; he has worked for organizations that used them. He said it's important for employees, especially new ones, to understand the concept and guidelines of the open door policy. He said we already have a "John Wayne" type of verbal open door policy but it could be put into writing so that it is known and clear to everyone. Commissioner King felt procedures for complaints were already outlined in the Personnel Policy. Without seeing a draft on paper, he would have a hard time agreeing to something new. Mayor Clemmons said grievances are covered in the Personnel Policy and there should be a policy to govern complaints that are not that severe. Commissioner Melahn felt it would be more appropriate to table this matter, for now, put together a proposed revision to the appropriate section of the Personnel Policy, and bring it to the Board for consideration at the next meeting. Ultimately, no action was taken as there was a general consensus of the Board that it was not necessary to draft an open door policy.

CLOSED SESSION:

1. Pursuant to G.S 143-318.11(a)(6)—Personnel Matters: annual employee evaluation. *Commissioner Nance moved that the Board enter Closed Session pursuant to G.S 143-318.11(a)(6), seconded by Commissioner King and unanimously carried. The Board, Town Administrator, and Town Attorney retired to the Town Administrator's office.*

Upon returning to Sanborn Hall, Commissioner Melahn moved to enter Regular Session, seconded by Commissioner Nance and unanimously carried.

ACTION AS A RESULT OF CLOSED SESSION: *Commissioner King moved that pursuant to the evaluation given by this Board, that James Morgan Jr. be given a 2.5% pay increase effective upon his anniversary date, seconded by Commissioner Nance and unanimously carried.*

PUBLIC COMMENTS: None

BOARD COMMENTS: None

ADJOURN: *Commissioner Melahn moved to adjourn at 8:28 pm, seconded by Commissioner Nance and unanimously carried.*

(SEAL)

Anthony Clemmons, Mayor

Attest:

Kelley Southward, Town Clerk