

**Town of Sunset Beach  
Monthly Council  
Work Session and Regular Meeting  
December 5, 2011**

**MINUTES**

**Members Present:** Mayor Ronald Klein, Mayor Pro-Tem Lou DeVita, Councilman Bob Bobinski, Councilwoman Karen Joseph, Councilwoman Carol Scott, and Councilman Wilson Sherrill.

**Members absent:** None

**Attorney & Staff Present:** Gary Parker, Town Administrator; Mike Isenberg, Town Attorney; Dustin Graham, Public Works Department Director; Chris Barbee, Fire Chief; Lisa Massey, Police Chief; Officer Joe Smith; Sandy Wood, Building Inspector; Donna Rogers, Finance Director and Lisa Anglin, Town Clerk.

**Work Session  
6:45 pm**

Mayor Klein called the Work Session to order, called for agenda amendments and general discussions by the Council.

**Agenda Amendments**

Mayor Klein requested Council to add a Resolution designating Randy Walters, Building Inspector, as the Town's representative to correspond with FEMA concerning disaster relief. The Council agreed and the Resolution was added under Old Business item f.

**Council Discussion**

Councilwoman Scott requested Gary Parker and Dustin Graham to investigate other sites for the placement of the dumpster that is currently on the island. The Council briefly discussed the dumpster placement and the roll cart issue. The Council reached a consensus to continue the discussion at the January Work Session.

**Monthly Meeting  
7:00 pm**

**Call to Order & Pledge of Allegiance**

Mayor Klein called the Monthly Meeting to order at 7:00 pm and the Pledge of Allegiance was recited by those in attendance.

**Public Hearing–Preliminary Assessment Resolution North Shore Dr. Underground Electric**

Mayor Klein opened the Public Hearing and advised that the purpose is to hear public comments concerning the placement of electrical lines underground on North Shore Drive where they are currently above ground and on 16<sup>th</sup>, 17<sup>th</sup>, 18<sup>th</sup> and 19<sup>th</sup> streets and to assess the property owners for the cost thereof. Mayor Klein called for public comments. No public comments were made. Mayor Klein closed the Public Hearing.

**Presentation - Salary Range Study by Mayor Pro-Tem DeVita & Councilman Sherrill**

Mayor Pro-Tem DeVita presented the Salary Range Study results in power point form as compiled by Mayor Pro-Tem DeVita and Councilman Sherrill. Officer Joe Smith assisted with the power point presentation.

**Public Comments**

Bill Satterfield 103 Olde Oak Lane – Suggested the Council hold public hearings before moving forward with the Park RFQ.

Anita August 279 Heather Drive – Thanked Mayor Pro-Tem DeVita and Councilman Sherrill for the Salary Range Study presentation and encouraged the Council to continue to improve the system for evaluating and recognizing employees.

**Consent Agenda Approval**

COUNCILMAN SHERRILL MADE A MOTION TO APPROVE THE FOLLOWING CONSENT AGENDA ITEMS:

1. October 3, 2011 Closed Session Minutes
2. November 7, 2011 Regular Meeting Minutes
3. November 15, 2011 Work Session Minutes
4. November 15, 2011 Closed Session Minutes
5. Departmental Reports:
  - a. Police
  - b. Public Works
  - c. Building Inspections
  - d. Fire
6. Disposition of Directives:
  - a. Amendments (151.217, 50.99, 52.05, 52.06 53.99, 70.99) sent to Municode – 10/28/11
  - b. Roll Cart Warning Citations mailed – 11/04/11, 11/09/11
  - c. ABC Board Member Appointment letter sent to State & ABC Store Manager – 11/09/11
  - d. Oath of Office administered to Betty Oakes for ABC Board Appointment – 11/09/11
  - e. Preliminary Assessment Notice appeared in Brunswick Beacon – 11/16/11
  - f. Preliminary Assessment Notice and Resolution mailed to affected property owners – 11/16/11
  - g. Water Line Deed of Dedication and Agreement sent to BC Commissioners – 11/16/11
  - h. Directive - No Parking in front of Mailboxes sent to Planning Board – 11/16/11
  - i. Park Property secured – 11/18/11
  - j. Dustin Graham, Gary Parker, Tim Cates meet concerning Bridge Landscaping – 11/17/11
  - k. 3<sup>rd</sup> Street Walkway converted to handicapped accessible – Project began 11/21/11

COUNCILWOMAN JOSEPH SECONDED THE MOTION. MAYOR KLEIN CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

**Old Business**

**Resolution Directing the North Shore Drive Underground Electric Lines Project Be Undertaken**

Attorney Isenberg advised that the Council needs to determine the basis for the levy by choosing either per parcel or frontage and the number of payment installments that will be allowed.

**Old Business (Cont.)**

Resolution Directing the North Shore Drive Underground Electric Lines Project Be Undertaken (Cont.)  
COUNCILWOMAN SCOTT MADE A MOTION TO APPROVE THAT THE BASIS FOR THE LEVY WILL BE BY PER PARCEL AND THAT THREE (3) INSTALLMENTS WILL BE ALLOWED AND TO ADOPT THE AMENDED RESOLUTION DIRECTING THAT THE NORTH SHORE DRIVE UNDERGROUND ELECTRIC LINES PROJECT BE UNDERTAKEN. COUNCILMAN BOBINSKI SECONDED THE MOTION. MAYOR KLEIN CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

Salary Range Study Questions: Does Council agree with Towns Selected; Is Council satisfied with the Analysis; Is the Town's position in the Peer Group Acceptable; Does Council wish to Address the Extreme Anomalies; Should the FY 11/12 COLA be added to the Ranges

The Council discussed the study questions, the data used, the desired use of geographical information and the need to discuss in detail a merit or performance based pay system. The Council reached a consensus to continue this discussion at the January Work Session.

Consideration of Closed Session Minutes to Unseal

COUNCILWOMAN JOSEPH MADE A MOTION TO UNSEAL THE FOLLOWING CLOSED SESSION MINUTES IN THEIR ENTIRETY:

- January 24, 2011
- February 7, 2011
- March 7, 2011
- April 4, 2011
- October 3, 2011
- November 15, 2011

AND DUE TO PERSONNEL INFORMATION CONTAINED WITHIN TO ONLY PARTIALLY UNSEAL THE FOLLOWING CLOSED SESSION MINUTES:

- January 10, 2011
- August 16, 2011
- August 29, 2011

COUNCILWOMAN SCOTT SECONDED THE MOTION. MAYOR KLEIN CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

Beach Walkways Discussion

The Council reviewed and discussed the pricing information to use GeoDeck and Trex materials for the gazebo and beach walkways repairs.

COUNCILMAN SHERRILL MADE A MOTION TO CONTINUE TO USE THE SAME TYPE OF MATERIALS TO REPAIR THE WALKWAYS AND TO MAKE NO CHANGES TO THE GAZEBO AT THIS TIME. COUNCILWOMAN JOSEPH SECONDED THE MOTION. MAYOR KLEIN CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

**Old Business (Cont.)**

**Consideration of Adoption of the Park RFQ & Associated Firm Selection Schedule**

The Council reviewed and discussed the Park RFQ, RFP and the Selection Schedule. The Council discussed holding public informational meetings prior to issuing the RFQ. The Council deleted any reference to the concept plan in the RFQ and the RFP and included a reference that the park will be passive.

MAYOR PRO-TEM DEVITA MADE A MOTION TO ISSUE THE MODIFIED RFQ. COUNCILMAN BOBINSKI SECONDED THE MOTION. MAYOR KLEIN CALLED FOR A VOTE. MAYOR PRO-TEM DEVITA, COUNCILMAN SHERRILL, COUNCILMAN WILLIAMS AND COUNCILWOMAN JOSEPH VOTED YES. COUNCILWOMAN SCOTT VOTED NO. THE MOTION CARRIED BY MAJORITY VOTE.

**Consideration of Resolution Designating Agent for FEMA Disaster Relief - Hurricane Irene**

COUNCILWOMAN SCOTT MADE A MOTION TO APPROVE THE RESOLUTION DESIGNATING RANDY WALTERS AND GARY PARKER AS THE TOWN AGENTS TO PREPARE AND EXECUTE PAPERWORK FOR FEMA DISASTER RELIEF ASSISTANCE. COUNCILWOMAN JOSEPH SECONDED THE MOTION. MAYOR KLEIN CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

**Presentations of Appreciation to Outgoing Officials**

Mayor Pro-Tem DeVita awarded plaques to Mayor Klein and Councilman Bobinski and thanked them both for their years of service to the Town.

**Oath of Office Ceremony**

Lisa Anglin, Town Clerk, administered the Oath of Office to Mayor Richard Cerrato, Councilman Wilson Sherrill and Councilman Mike Williams. They were then seated at the Council table to begin serving in their positions as Mayor and Council members.

**New Business**

**Consideration of Selection of the Mayor Pro-Tem**

COUNCILWOMAN JOSEPH MADE A MOTION TO APPOINT COUNCILMAN DEVITA AS MAYOR PRO-TEM. COUNCILMAN WILLIAMS SECONDED THE MOTION.

Councilwoman Scott attempted to nominate Councilman Sherrill as Mayor Pro-Tem. Councilman Sherrill declined the nomination.

MAYOR CERRATO CALLED FOR A VOTE ON COUNCILWOMAN JOSEPH'S MOTION. COUNCILWOMAN JOSEPH, COUNCILMAN WILLIAMS, COUNCILMAN SHERRILL AND COUNCILMAN DEVITA VOTED YES. COUNCILWOMAN SCOTT VOTED NO. THE MOTION CARRIED BY MAJORITY VOTE.

**Consideration of Advertising for Position on the Fireman's Relief Fund Board**

COUNCILWOMAN JOSEPH MADE A MOTION TO ADVERTISE FOR THE POSITION ON THE FIREMAN'S RELIEF FUND BOARD, TO INTERVIEW CANDIDATES AT 6:00 PM ON JANUARY 9, 2012 AND TO INCLUDE THE APPOINTMENT ON THE JANUARY 9, 2012 AGENDA. COUNCILMAN SHERRILL SECONDED THE MOTION. MAYOR CERRATO CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

**New Business (Cont.)**

Consideration of Cancelling the December 20, 2011 Council Work Session

COUNCILMAN SHERRILL MADE A MOTION TO CANCEL THE DECEMBER 20, 2011 COUNCIL WORK SESSION. COUNCILMAN SCOTT SECONDED THE MOTION. MAYOR CERRATO CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

Consideration of Annual Retreat Agenda Items

Gary Parker advised that the Retreat agenda items received from Council are:

- Five (5) Year Plan
- Capital Improvement Plan
- Budget Preparation
- Bike/Pedestrian Path
- Community Meetings
- Beach Patrol or Reserve Officers
- Project Schedule Review

The Council reached a consensus to discuss parking, roll carts, roadway resurfacing and the fire station #2 dedication at upcoming work sessions. The Mayor commented about the water pressure issue in Sandpiper Bay, medical services for the aging, free beach parking for residents, and the preparation of a preliminary budget showing a 10% reduction in expenditure. Gary Parker requested to discuss these items with Mayor Cerrato in their meeting scheduled for December 7, 2011.

Consideration of Mutual Aid Agreement-Brunswick County Permitting for Sewer

The Council reviewed the mutual aid agreement and discussed the section concerning payment for the service. Gary Parker and Sandy Wood advised Council that the County might consider waiving the sewer inspection fee since the County owns the sewer. The Council reached a consensus that the Town will pay the County inspection fee if charged since the Town has waived its sewer inspection fees for Town residents.

COUNCILWOMAN SCOTT MADE A MOTION TO APPROVE THE MUTUAL AID AGREEMENT WITH BRUNSWICK COUNTY FOR ASSISTANCE WITH SEWER INSPECTIONS IF NEEDED. COUNCILMAN SHERRILL SECONDED THE MOTION. MAYOR CERRATO CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

Consideration of Adoption of the 2012 Meeting Calendar for the Council, Planning Board and Board of Adjustment

COUNCILWOMAN JOSEPH MADE A MOTION TO ADOPT THE 2012 MEETING CALENDAR FOR THE COUNCIL, PLANNING BOARD AND BOARD OF ADJUSTMENT. MAYOR PRO-TEM DEVITA SECONDED THE MOTION. MAYOR CERRATO CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

**Public Comments**

Carol Santavicca 9109 Forest Drive – Advised Council that a park survey of the property owners is needed to receive feedback and to apply for the development grant.

**Public Comments (Cont.)**

Karen Dombrowski 719 Fairway Drive – Challenged the Council and residents to visit and walk the park site to determine what type of development should occur and requested Council to hold public informational meeting at the park site.

Charles Nern 647 Oyster Bay Drive – Asked that if the Building Inspection Department is overstaffed as has been reported by citizens in the past why the Town is requesting a mutual aid agreement with the County to assist with inspections.

Bill Satterfield 103 Olde Oak Lane – Thanked Mike Williams for his heroic act that saved a life while on vacation.

Ed Gore 435 Shoreline Drive W. – Congratulated the newly elected officials and asked about the paving schedule.

Marcus Stanaland 1840 Beach Drive – Advised the Council that the police and fire department personnel have permission to utilize his waterway access located at the intersection of Beach Drive and Shoreline Drive West.

Mayor Cerrato gave the gavel to Mayor Pro-Tem DeVita.

Rich Cerrato – 517 Twisted Oak Lane – Read a prepared statement.

**Adjournment**

COUNCILWOMAN JOSEPH MADE A MOTION TO ADJOURN THE DECEMBER 5, 2011 COUNCIL MEETING. COUNCILMAN SHERRILL SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY AND THE MEETING WAS ADJOURNED.

**Town of Sunset Beach**

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**Richard Cerrato, Mayor**

Submitted by:

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Lisa Anglin, Town Clerk