

**Town of Sunset Beach  
Monthly Council  
Work Session & Regular Meeting  
March 4, 2013**

**MINUTES**

**Members Present:** Mayor Richard Cerrato, Mayor Pro-Tem Lou DeVita, Councilwoman Karen Joseph, Councilwoman Carol Scott, Councilman Wilson Sherrill, and Councilman Mike Williams.

**Members absent:** None

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

**Work Session  
6:45 pm**

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

**Council Discussion**

**Bridge Landscaping Project**

Councilwoman Scott thanked NC DOT and Tim Cate for the recent Bridge Landscaping Project.

**Bird Island Preservation Society Dedication Ceremony**

Councilwoman Joseph advised that the Bird Island Preservation Society will hold a Dedication Ceremony on Friday, March 22, 2013 at 11:00 am for the Bird Island Kiosk Signs recently installed near the gazebo.

**Vision Plan Public Input Meeting**

Mayor Cerrato reminded everyone of the Vision Plan public input meeting scheduled for Thursday, March 7, 2013 at 7:00 pm in the Town Hall Council Chambers.

**Wind Farm Meeting**

Mayor Cerrato advised that a meeting concerning a federal and state proposal to install wind farms off the NC coast will be held on Saturday, March 16, 2013 at the Giggling Mackerel Restaurant on Ocean Isle Beach.

**Canal Dredging Bill**

Attorney Isenberg stated that Senator Rabon has advised that the bill to allow the Town to establish a canal dredging and maintenance fee has been submitted to the drafting department. Councilman Sherrill added that several bills have been introduced to the NC General Assembly that will have a negative impact on the Town. The Council directed Staff to draft a Resolution, to be considered for adoption at the March 19, 2013 Work Session, opposing any bill that will have a negative impact on the Town.

**Council Discussion (Cont.)**

**50<sup>th</sup> Anniversary**

Councilwoman Joseph thanked the Public Works Department for installing the 50<sup>th</sup> Anniversary Banners & Flags quickly and advised that a few more will be installed on Old Georgetown Road.

**Northshore Drive Extension Underground Wiring Project**

Councilwoman Scott asked if the North Shore Drive Extension Underground Wiring Project is completed and Dustin Graham, Public Works Director, confirmed that the project is complete.

**Agenda Amendments**

The Council reviewed the draft agenda and added the following items to New Business:

- d1- Appointment of Alternate GSATS TAC Member
- h - Approval of 50<sup>th</sup> Anniversary Proclamation

**Monthly Meeting**

**7:00 pm**

**Call to Order & Pledge of Allegiance**

Mayor Cerrato called the monthly meeting to order and the Pledge of Allegiance was recited. Mayor Cerrato stated “Does any member of the Council have a conflict of interest or the appearance of a conflict of interest with regard to any item on the agenda, and if so, please state so at this time?” No one spoke.

**Public Comments**

None

**Consent Agenda Approval**

COUNCILWOMAN SCOTT MADE A MOTION TO APPROVE THE FOLLOWING CONSENT AGENDA:

1. Departmental Reports:
  - a) Police
  - b) Public Works
  - c) Building Inspections
  - d) Fire
2. Disposition of Directives
  - a) Preliminary Assessment Notice appeared in Brunswick Beacon – 11/16/11
  - b) Preliminary Assessment Notice and Resolution mailed to affected property owners – 11/16/11
  - c) Preliminary Assessment Resolution Public Hearing held – 12/05/11
  - d) BEMC informed to begin underground project – 12/9/11
  - e) 50<sup>th</sup> Anniversary Committee appointed – 10/16/12; Committee met – 10/25/12, 11/05/12, 11/13/12/, 11/15/12, 11/26/12, Council approved budget 12/11/12; Committee met 01/14/13, 01/28/13, 02/07/13, 02/20/13; 02/28/13

**Consent Agenda Approval (Cont.)**

- f) Main Street Speed Limit Study request prepared for Council – 09/20/12
- g) Letter requesting Main Street/Sunset Blvd S become all-way stop prepared – 09/20/12
- h) Letter to NCDOT asking permission to paint crosswalks mailed – 09/21/12
- i) Public Works researching additional trash cans at beach accesses on West End -
- j) Property Owners affected by Bike/Ped Walkway notified –
- k) Staff investigating and gathering additional information concerning chamber renovations – Present to Council 02/19/13
- l) Subdivision Improvements Agreement Executed – 01/07/13
- m) Two (2) Planning Board Members appointed to TRC and notified – 01/08/13
- n) OIB, HB & Emerald Isle contacted concerning dredging standards – 12/20/12
- o) Pier Head Alignment Ordinance adopted, put on website (with power-point presentation) and sent to Municode – 01/08/13
- p) Resolution - Solid Waste Management Plan of 2022 for Brunswick County sent to Brunswick County – 01/11/13
- q) Resolution of Support of Creation of NC Coastal Caucus sent to Senate, House and Harry Simmons – 01/11/13
- r) GSATS notified of Council appointed representative – 01/08/13
- s) 2013 amended Annual Calendar advertisement in Beacon – 01/17/13
- t) Beach Patrol personnel advertisement in Beacon – 01/17/13
- u) Sunset at Sunset Committee appointment notification/ delivered to Sharon Maple – 01/24/13
- v) Sunset Blvd. North property owners notified of Vision Plan meetings – 02/13/13
- w) Fee-Supported Canal Dredging & Maint. District research –
- x) Sunset Blvd. South Extension (Gazebo) project -
- y) 50<sup>th</sup> Anniversary Reception/Beach Party Invitations printed & mailed – 02/15/13
- z) 50<sup>th</sup> Anniversary Sponsorship Letters mailed to all businesses – 02/15/13
- aa) 50<sup>th</sup> Anniversary Reception/Beach Party Invitations mailed to special guests, former Town Officials – 02/21/13
- bb) 50<sup>th</sup> Anniversary Reception tickets released to public – 02/28/13

3. Departmental Updates

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

**Old Business**

**Sewer Update**

Councilwoman Scott advised that the Brunswick County Commissioners have established the sewer assessment on a per parcel basis and the assessment is \$5303.53. Property owners that pay the assessment within 30 days will receive a 5% discount. Property owners can chose to pay in annual installments for up to ten (10) years with a 3.91% interest rate accruing on any outstanding assessment balance. A public hearing on the sewer per parcel method is scheduled for April 8, 2013 at the Odell Williamson Auditorium in Supply, NC.

**Old Business (Cont.)**

**Jaguars Liar Update**

Councilwoman Joseph advised that infrastructure and storm water pond work are continuing in Section 1 and that some delays occurred due to the excessive rainfall recently. The negotiating team will meet March 28, 2013.

**Streetscape Update**

Councilwoman Scott advised that the Committee will present the Streetscape plans to Council during the March 19<sup>th</sup> Work Session. If Council grants approval, the next step will be to submit the Streetscape plans to NC DOT for their approval since NC DOT owns the right-of-way. Once NC DOT grants approval, Council will schedule a public hearing and consider issuing a Request for Proposals (RFP's) for contractors for the hardscape and landscape aspects associated with the project. The project will be scheduled to begin in September, 2013.

**New Business**

**Acceptance of Planning Board Recommendation and Consideration to Schedule Public Hearing**

COUNCILWOMAN SCOTT MADE A MOTION TO SCHEDULE A PUBLIC HEARING FOR APRIL 8, 2013 AT 7:00 PM. COUNCILMAN WILLIAMS SECONDED THE MOTION. MAYOR CERRATO CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

(During the RFP & RFQ discussions held later in this meeting, the Council made a motion to re-schedule the April 8, 2013 Council meeting and the public hearing for April 1, 2013).

**Acceptance of two (2) Planning Board Resignations and Authorize Clerk to Advertise Resignation Positions & the Expiring Term Position**

COUNCILWOMAN JOSEPH MADE A MOTION TO ACCEPT THE RESIGNATIONS OF WILLIAM MCDONALD AND LEON AUGUST WITH REGRET AND TO INSTRUCT THE CLERK TO ADVERTISE THE POSITIONS WITH INTERVIEWS TO BE HELD ON APRIL 16, 2013. COUNCILMAN SHERRILL SECONDED THE MOTION. MAYOR CERRATO CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

Councilwoman Joseph requested that Certificates of Appreciation be presented to Mr. McDonald and Mr. August and requested the Clerk to contact both to determine which meeting date they would prefer.

**Approval of the Sewer Connection Fee Policy**

Councilman Sherrill corrected the Mainland Policy to include "electrical" in the body of the policy.

COUNCILMAN SHERRILL MADE A MOTION TO ADOPT THE SEWER CONNECTION FEE POLICY AS AMENDED. COUNCILWOMAN SCOTT SECONDED THE MOTION. MAYOR CERRATO CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

**Approval of GSATS Memorandum Of Understanding and Accompanying Resolution**

The Council reviewed the Memorandum of Understanding and accompanying Resolution. The resolution language included the following:

That the Memorandum of Understanding between the Town of Calabash, Town of Carolina Shores, Town of Holden Beach, Town of Ocean Isle Beach, Town of Shallotte, Town of Sunset Beach, Town of

**New Business (Cont.)**

**Approval of GSATS Memorandum Of Understanding and Accompanying Resolution (Cont.)**

Varnamtown, County of Brunswick, the Grand Strand Area Transportation Study, the Waccamaw Regional Council of Governments, the South Carolina Department of Transportation, and the North Carolina Department of Transportation in cooperation with the United States Department of Transportation, Agreement Number \_\_\_\_\_, be approved and that the Mayor and City Clerk are hereby directed to execute the Memorandum of Understanding.

MAYOR PRO-TEM DEVITA MADE A MOTION TO APPROVE THE MEMORANDUM OF UNDERSTANDING AND ACCOMPANYING RESOLUTION AS SUBMITTED. COUNCILWOMAN JOSEPH SECONDED THE MOTION. MAYOR CERRATO CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

**Appointment of Alternate GSATS TAC Member**

Councilman Williams advised that the Council needs to appointment an alternate voting member for the GSATS Transportation Advisory Committee which is the committee of elected officials for GSATS.

COUNCILWOMAN SCOTT MADE A MOTION TO APPOINT MAYOR PRO-TEM DEVITA AS AN ALTERNATE VOTING MEMBER FOR THE GSATS TRANSPORTATION ADVISORY COMMITTEE. COUNCILMAN SHERRILL SECONDED THE MOTION. MAYOR CERRATO CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

**Approval of the Gazebo Lot RFP**

The Council reviewed the proposed Gazebo Lot Request for Proposals (RFP) and adjusted the dates to ensure that the project will be completed prior to the 50<sup>th</sup> Anniversary Beach Party scheduled for May 18, 2013.

MAYOR PRO-TEM DEVITA MADE A MOTION TO APPROVE THE GAZEBO LOT RFP WITH THE AMENDED DATES. COUNCILWOMAN JOSEPH SECONDED THE MOTION. MAYOR CERRATO CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

The Council realized that the April 8, 2013 meeting needs to be rescheduled to April 1, 2013 in order for the RFP dates to align with the Council meeting dates for awarding the project.

COUNCILWOMAN SCOTT MADE A MOTION TO RESCHEDULE THE APRIL 8, 2013 COUNCIL MEETING AND PUBLIC HEARING TO APRIL 1, 2013. MAYOR PRO-TEM DEVITA SECONDED THE MOTION. MAYOR CERRATO CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

**Approval of the Street Resurfacing RFP**

Mayor Cerrato addressed the Council concerning potential surplus paving funding and suggested the Council amend the project to include additional streets. Gary Parker advised against adding additional street due to the potential hardship that could be placed on future Council by the re-pavement schedule including too many street for that Council to afford to repave and the ability of paving contractors to be able to bid on a project with a large re-pavement schedule in addition to bidding on the gazebo lot project. The Council adjusted the dates to ensure that the island re-paving portion of the project will be completed prior to the 50<sup>th</sup> Anniversary Beach Party scheduled for May 18, 2013.

**New Business (Cont.)**

**Approval of the Street Resurfacing RFP (Cont.)**

COUNCILWOMAN SCOTT MADE A MOTION TO APPROVE THE STREET RESURFACING RFP WITH THE PROPOSED STREET LIST INCLUDED. COUNCILWOMAN JOSEPH SECONDED THE MOTION. MAYOR CERRATO CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

**Approval of the Facilities Expansion Project RFQ**

Councilwoman Scott voiced opposition to the Facilities Expansion Project and suggested that the project be delayed until the new town administrator is hired and can evaluate the space needs. Councilwoman Joseph, Councilman Sherrill and Mayor Pro-Tem DeVita voiced that the current building needs to be analyzed for current and future needs to ensure that the existing building is being used properly. Councilman Sherrill advised that the purpose of the RFQ is to determine what firms are available that could evaluate the existing facilities. Councilwoman Scott also questioned whether hiring an architect was the correct way to proceed as opposed to hiring someone who could look at whether additional facilities were needed. The Council reviewed the proposed Facilities Expansion Project Request for Qualifications (RFQ) and added “designers and other professional firms”.

COUNCILMAN SHERRILL MADE A MOTION TO APPROVE THE FACILITIES EXPANSION PROJECT RFQ AS AMENDED. MAYOR PRO-TEM DEVITA SECONDED THE MOTION. MAYOR CERRATO CALLED FOR VOTE. MAYOR PRO-TEM DEVITA, COUNCILMAN WILLIAMS, COUNCILWOMAN JOSEPH AND COUNCILMAN SHERRILL VOTED YES. COUNCILWOMAN SCOTT VOTED NO. THE MOTION CARRIED BY MAJORITY VOTE.

**50<sup>th</sup> Anniversary Proclamation**

COUNCILWOMAN JOSEPH MADE A MOTION TO APPROVE THE 50<sup>TH</sup> ANNIVERSARY PROCLAMATION. COUNCILMAN WILLIAMS SECONDED THE MOTION. MAYOR CERRATO CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

**Public Comments**

Len Steiner 613 Kings Trail – Advised that the Council needs to hire a design firm to evaluate the facilities not an architect firm.

Charles Helmboldt 615 Oyster Bay Drive – Questioned the sewer assessment interest rate, thought a 10% discount had been quoted in the beginning of the project.

Marc Kaplan 101 West Main Street – Advised Council that the Business Community is nearing the final stages of forming a Merchants Association and requested a meeting with Council.

Charles Nern 647 Oyster Bay Drive – Spoke in favor of the rezoning request.

**Adjournment**

COUNCILMAN SHERRILL MADE A MOTION TO ADJOURN THE MARCH 4, 2013 COUNCIL MEETING. COUNCILWOMAN JOSEPH SECONDED THE MOTION. MAYOR CERRATO CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

**Town of Sunset Beach**

Submitted by:

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**Richard Cerrato, Mayor**

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Lisa Anglin, Town Clerk