

**Town of Sunset Beach
Town Council
Called Special Meeting Minutes
May 4, 2016**

MINUTES

Members Present: Mayor Ron Watts, Mayor Pro-Tem Carol Scott, Councilman Lou DeVita, Councilman Peter Larkin, Councilman Mark Benton and Councilman Rich Cerrato

Members absent: None

Attorney & Staff Present: Susan Parker, Town Administrator; Bonnie Schwerd, Finance Director; Lisa Joyner, Police Chief; Joe Smith, Assistant Police Chief; Kevin Dempsey, Fire Chief; Richard Childres, Assistant Fire Chief; Rawls Howard, Planning and Inspections Department Director; Dustin Graham, Public Works Director, and Lisa Anglin, Town Clerk

Mayor Watts called the Special Meeting to order and advised that the purpose is to hold a Budget Workshop on the 2016/2017 proposed budget.

Proposed Detail Expenditures by Department

Bonnie Schwerd and each Department Head reviewed their specific proposed budget with the Council.

Governing Body

The Council added \$3,500 to 10-4110-493 Annual Report.

Administration

The Council increased 10-4120-325 Postage to \$5,500 for the Annual Report mailing.

Closed Session

MAYOR PRO-TEM SCOTT MADE A MOTION TO GO INTO CLOSED SESSION PURSUANT TO NCGS 143-318.11 (a) (6) TO DISCUSS A PERSONNEL MATTER. COUNCILMAN CERRATO SECONDED THE MOTION.MAYOR WATTS CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

The Council met in Closed Session for approximately 45 minutes. Mayor Watts advised that no action was taken.

COUNCILMAN DEVITA MADE A MOTION TO RETURN TO OPEN SESSION. COUNCILMAN LARKIN SECONDED THE MOTION. MAYOR WATTS CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

MAYOR PRO-TEM SCOTT MADE A MOTION TO RECONVENE THE OPEN MEETING. COUNCILMAN BENTON SECONDED THE MOTION. MAYOR WATTS CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

Proposed Detail Expenditures by Department (Cont.)

Finance

No changes made to 4130.

Taxes

No changes made to 4140.

Legal

The Council increased 10-4150-190 Attorney to \$225,000.

Elections

No changes made to 4170.

Police

Chief Joyner advised the Council that the State grant funding is only for the purchase of body cameras not in-car video equipment. The Council reduced 10-4310-353 Vehicle Maintenance & Repairs to \$7,000 due to two (2) new vehicles being purchased to replace older ones.

Fire

The Council increased 10-4340-193 Employee Physicals to \$12,800 to cover the required physical cost.

Beach Patrol

The Council reviewed the Beach Patrol budget which is accounted for in 4920 Accommodations Tax Fund. The Council briefly discussed the fines revenue and requested Schwerd to obtain a legal opinion from Attorney Richardson determining if the Town Ordinances as written will allow the Town to retain the fines collected or must they be submitted to the School system. Richard Childres advised that the Beach Patrol will begin patrolling at 9:00 am instead of 7:00 am due to low beach strand visitors that early in the morning. The Council discussed the expenses that will be associated with the Park restroom once completed and agreed to increase 21-4920-420 Beach Restroom Supplies to \$20,000 to compensate for the added expense.

Inspections

The Council questioned the need for the GIS system and the system operator. Rawls Howard and Susan Parker expressed examples of the system utilization with regard to the existing stormwater system and upcoming stormwater plan, the roadway and right of ways system, geographically information and historically data including the ability to access the data from the field. The Council questioned the need for a planning department and why the operation couldn't be turned over to the County or an independent Consultant. Staff responded that neither the County staff nor a consultant will administer the UDO as an in-house staff member will. The Council requested to know how much undeveloped acreage exists within Town limits. No changes made to 4350.

Planning

The Council agreed to pay the Planning Board members a stipend of \$200 per person per quarter and to increase 10-4190-121 accordingly.

Proposed Detail Expenditures by Department (Cont.)

Public Buildings

The Council discussed the type of repairs and maintenance included in the budget. Dustin Graham advised building gutters, windows, sheetrock repair in Fire Station One and Town Hall. The Council discussed the Council Chamber renovations and the audio/video upgrades and agreed to add \$9,000.

Streets

The Council discussed the Streets budget. Susan Parker advised the Council that the draft of the Street Lights Dedication Policy will be provided for Council review during the June meeting. Parker also advised that the Street Dedication Ordinance needs to be reviewed. Parker advised that the part-time roll cart attendant has retired. The Council requested that the person be replaced and the program continued. No changes made to 4510.

Sanitation

The Council requested Staff to determine when the Waste Industries Contract for the second garbage pickup will be up for renewal. The Council discussed the options available for the recycling program, continue voluntary program, cease discount program or enact mandatory program. The Council discussed that each community has restriction preventing carts from being visible except on the collection day, storage could be an issue. The Council agreed that someone needs to meet with each community to discuss the recycling program and the options. The Council discussed the need to offer some incentive for participation. No changes made to 4710.

Environmental Protection

The Council increased 10-4730-199 to \$300,000 due to the upcoming Stormwater Management Plan development.

Mosquitos

No change made to 5182.

Other Funds

No changes made to Powell Bill Fund 4510, Sunset at Sunset Fund 4920 or Special Reserve Funds 9840.

Answers to Follow Up Questions:

Comp. Plan Update Estimate

Schwerd advised that the NC League of Municipalities can perform the Comprehensive Salary & Benefits study for \$7,800 plus expenses totaling approximately \$10,000.

Law Pension Underfunding per FY Audit

Schwerd advised that the Law Enforcement Pension per the Audit is underfunded by \$450,000; however, our annual requirement is \$50,000. The 2016/2017 budget includes \$60,000.

Fund Balance Discussion

Schwerd reviewed the estimated Fund Balance anticipated at year-end of \$7,528,101 with the Council.

Contingency and Town Tax Revenues

The Council requested Schwerd to prepared the draft budget maintaining the contingency and the current tax rate.

Questions and Answers

The Council requested Schwerd to determine what financing options are available for the purchase of the fire truck, and the Stormwater and pre-dredging projects.

Public Comments

Karen Joseph 915 Sandpiper Bay Drive – Advised that the recycling program would require a community covenant amendment and 67% would be required to vote on the issue for it to be considered valid.

MAYOR PRO-TEM SCOTT MADE A MOTION TO ADJOURN THE MAY 4, 2016 BUDGET WORKSHOP. COUNCILMAN CERRATO SECONDED THE MOTION. MAYOR WATTS CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

Town of Sunset Beach

Ron Watts, Mayor

Submitted by:

Lisa Anglin, Town Clerk