



Town of Southern Shores

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Town of Southern Shores

Council Meeting

September 23, 2008

8:00 AM.-Pitts Center

Minutes

The Southern Shores Town Council met on September 23, 2008 at the Pitts Center.

The following Council Members were present: Mayor Don Smith, Brian McDonald, Jodi Hess, Jim Pfizenmayer and Kevin Stroud. Also present were: Charles Read, Town Manager, Carrie Gordin, Town Clerk and Ben Gallop, Town Attorney.

Mayor Smith called the meeting to order at 8:00 a.m., led the Pledge of Allegiance and held a moment of silence for our troops serving around the world and for the victims of the recent hurricane.

APPROVAL OF AGENDA

Council Member McDonald moved to approve the agenda as presented. Council Member Hess seconded. The motion passed with Mayor Smith and Council Members McDonald, Hess, Pfizenmayer and Stroud voting aye; no council member voting no or absent.

PRESENTATION

Police Chief Kole recognized and presented a certificate to Sergeant Jonathan Slegel for his completion of the North Carolina Advanced Law Enforcement Officers' Professional Course. The standards for receiving these awards are set by The North Carolina Department of Justice, North Carolina Criminal Justice Education and Training Standards Commission. The Advanced Certificate is the highest educational achievement awarded by the commission. Sgt. Slegel was awarded the Advanced Law Enforcement Certificate based on his several years of experience as a law enforcement officer and more than 700 hours of professional development and formal training. Sgt. Slegel's wife, Mihaela and his mother, Cynthia were present. Chief Kole stated the town should be proud of the caliber of the Town's officers.

PUBLIC COMMENT

Mayor Smith opened the public comment section.

Norman St. Laurent, 63 Hickory Trail, stated he is a proud American and a proud resident and he wants Council to keep up being efficient and continue the hard work. He stated he is proud of his community and in talking with his neighbors they are proud of the community also.

Hearing no other comments Mayor Smith closed the public comment section.

CONSENT AGENDA

FY 2008-09-Budget Amendment #1

Mayor Smith moved to approve FY 2008-09-Budget Amendment #1 as presented. Council Member Pfizenmayer seconded. The motion passed with Mayor Smith, Council Members Hess, McDonald, Pfizenmayer and Stroud voting aye; no council member voting no and no council member absent.

[Clerk's Note: A copy of FY 2008-09-Budget Amendment #1 is attached hereto as Exhibit A].

REPORTS

Capital Improvement Plan Task Force Progress Report (CIP)

Charlie Read, Town Manager, stated Council tasked him with developing the first Capital Improvement Plan (CIP). Upon review it was found this would require a talented team and a task force was appointed to provide a product that would address the long term needs of the town. He asked Council to set a date for a workshop to discuss the CIP on how to implement it before the January retreat and to set, on the second day of the retreat, half of that day scheduled for the annual budget workshop. He stated the volunteer team led by Bill Gleason, chairman and Dan Shields, worked closely with Council Member Pfizenmayer and staff.

Bill Gleason, chairman, stated he worked with a great team including Dan Shields, Southern Shores Civic Association, past Council Member; Bonnie Swain, Finance Officer; Shelia Kane, Administration; Joe Anlauf, town engineer with Quible; Police Chief Kole; Dave Peckens, Planning Board, and Roads Evaluation Committee; Jim Pfizenmayer, Council; and Alvin Rountree, Town Code Enforcement Administrator. He stated they began this project in July and met once a week to compile the CIP. He stated the task force compiled a multi-year realistic plan and believes it will be accepted by the community. He stated it is a two-part plan with the first part being a deferred maintenance plan and the second part a developmental plan. He provided an in-depth Power Point presentation. Joe Anlauf, Police Chief Kole, and Alvin Rountree also provided information.

He stated the CIP addresses several Asset Categories which includes roads, bridges, vehicles, facilities and canals and for future consideration underground utilities, fire protection and ocean rescue equipment.

Joe Anlauf stated the committee reviewed the 2004 ITRE Report and the report from the Roads Evaluation Committee for evaluation of the roads. He stated historically the town has constructed road construction by using a full-depth rebuild using asphalt or concrete. He stated future road construction will include storm water mitigation as required. He stated it was recommended in the past that some road applications be performed on certain roads (Otter Slide) using asphalt crack pour rejuvenator but was not done. He recommended the town look into this to compile results for future cost analysis as recommended in the CIP. He stated the CIP recommends Kingfisher as the area for consideration as a test case.

Mr. Gleason stated the road improvements have been divided into four groups (over seven years) with the CIP recommending the first three groups having top consideration over the next four years.

He stated upon reviewing the Town's four bridges it is noted that the Tall Pine Lane Bridge, built 38 years ago, will need to be replaced within the next five years for safety reasons.

Joe Anlauf stated Quible obtained a preliminary replacement cost estimate from Contech Construction Products to provide additional cost analysis on the Tall Pine Lane Bridge. He stated the estimated cost given was \$533,000. He stated a meeting has been set with them to discuss project specifics. He recommends that the Juniper/Trinitie Trail Bridge be assessed by a professional engineer.

Police Chief Kole stated the mileage of the police vehicles shown in the CIP should be increased each by 2500 + miles to reflect a more current mileage. He stated he requested a maintenance replacement vehicle schedule every two years but it was not approved. He stated this would allow current vehicles becoming a secondary vehicle to be used as backup patrol or by public works, or for town use. He supports using a lease program for replacing vehicles. He requested that in the next year's budget a line item be placed in the police budget for replacement equipment. He stated the department needs at least two SUV's and a utility vehicle (truck). He stated no vehicles were approved this year and the five SUV's are recommended to be replaced in 2010.

Chief Kole reviewed the Public Works vehicles and it is recommended the department will need a dump vehicle.

Mr. Gleason asked Alvin Rountree to discuss assessment of the Town facilities.

Mr. Rountree stated this has been a joint effort with David Cowan, Pat Forrester, Tim Gregory and Sheila Kane participating. He stated the buildings range in ages from 7 to 23 years. He stated there are several issues to be addressed throughout the buildings and to save on costs staff investigated these buildings and submitted what they found. He stated if needed the Town can hire a structural engineer. He stated many of the items listed for maintenance staff can mitigate and save the Town some money.

Mr. Gleason stated the CIP recommends Council consider placing a Building Maintenance Reserve Fund in the budget. The suggested amount is \$250,000 and that money could be used for repairs to the buildings. The amount (as approved by Council) would be replaced each year by what amount may have been spent over the year from that fund.

Mr. Gleason stated the task force is happy to present the CIP plan and appreciates everyone in helping put it together.

Mayor Smith stated the all volunteer committee did a yeoman's job and Council appreciates all the work put into this report. He thanked them as well as the Town Manager for moving this project along.

He requested a meeting be set as soon as possible for Council to discuss this report.

The Town Manager stated this project has been a team effort and he thanked the committee. He thanked them for doing a great job. He asked Council to hold workshops in the next upcoming months, before the 2009 Retreat, to allow Council time to discuss the CIP and to provide staff with direction before the budget process begins.

Council agreed to hold a special meeting on October 28 (10:00 a.m.) following the regular Council workshop to discuss the presented CIP report.

[Clerk's Note: A copy of the Capital Improvement Plan Task Force Progress Report can be found on the Town's website].

Hazard Mitigation Plan Annual Progress Report

Pat Forrester, Permit Officer, stated she is the Community Rating System (CRS) Coordinator and the Town's recertification comes up annually every October 1. She stated this annual report is required and each Council Member received a copy of the report.

Council Member Hess requested to review, with comment, the report with Pat Forrester after the meeting.

Mayor Smith moved to accept the annual Hazard Mitigation progress report as presented. Council Member Pfizenmayer seconded. The motion passed with Mayor Smith, Council Members Hess, McDonald, Pfizenmayer and Stroud voting aye; no council member voting no and no council member absent.

[Clerk's Note: A copy of the Capital Improvement Plan Task Force Progress Report can be found on the Town's website].

OLD BUSINESS-None

NEW BUSINESS-None

OTHER ITEMS

Town Manager

The Town Manager provided information on the cemetery driveway project. The Town received four bids with the lowest bid amount \$5700 from Atlantic Tree Experts.

The Town Attorney stated that if Council has not given the Town Manager specific authority to execute contracts then Council must approve contracts. He stated it is common to have language in the budget ordinance addressing this. He would review the Town's budget ordinance and make a recommendation at the October 7 Council meeting.

Mayor Smith moved to authorize the Town Manager to enter into a contract with Atlantic Tree Experts for the removal of certain trees as submitted for the cemetery road improvement. Council Member McDonald seconded. The motion passed with Mayor Smith, Council Members Hess, McDonald, Pfizenmayer and Stroud voting aye; no council member voting no and no council member absent.

[Clerk's Note: A copy of the bids received is hereby attached as Exhibit B.]

Town Attorney

Ben Gallop requested that Council approve hiring an attorney for an upcoming Board of Adjustment (BOA) hearing. He stated the Town had litigation with William Elwang and part of the judgment was for Mr. Elwang to request a zoning variance. Mr. Gallop contacted Laura Mead, attorney, with Sharp, Michael, Graham, and Evans and she has agreed to provide a one-time service at the same hourly rate as the Town pays the Town attorney.

Council Member Hess moved to authorize the Town Manager to hire the outside attorney to represent the BOA as proposed by the Town Attorney. Mayor Smith seconded. The motion passed with Mayor Smith, Council Members Hess, McDonald, Pfizenmayer and Stroud voting aye; no council member voting no and no council member absent.

Mayor -None

Council-None

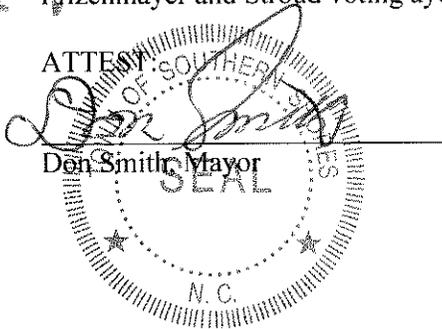
PUBLIC COMMENT

Lori Williams, 109 Pudding Pan Lane, asked that Council publicize the Capital Improvement Plan Progress Report and to have hard copies of the report available at the time of the meeting and to advertise the meeting.

Norman St. Laurent stated he thinks it is a great idea to include, as roads are being improved, the widening of the town roads for pedestrians as discussed in the CIP report.

COUNCIL COMMENT-None

Hearing no other business Mayor Smith moved to adjourn the meeting at 9:35 a.m. Council Member McDonald seconded. The motion passed with Mayor Smith, Council Members Hess, McDonald, Pfizenmayer and Stroud voting aye; no council member voting no and council member absent.



Respectfully submitted:

Carrie Gordin
Carrie Gordin, Town Clerk

Exhibit A

**Town of Southern Shores
Budget Amendment Number # 1**

**Public Works
Increases**

<u>Account Number</u>	<u>Description</u>	<u>Amount</u>
59-50172	Capital Outlay- Buildings	\$58,555
		-
		-
		\$58,555

**Administration
Decreases**

<u>Account Number</u>	<u>Description</u>	<u>Amount</u>
42-59999	Transfer to Capital Reserve Fund	\$58,555
		\$58,555

