



**Town of Southern Shores
Council Meeting
December 2, 2014**

The Town of Southern Shores Council met in the Pitts Center located at 5375 N. Virginia Dare Trail at 5:30 p.m. on Tuesday, December 2, 2014.

COUNCIL PRESENT: Mayor Tom Bennett, Mayor Pro Tem Jodi Hess, Council Members David Sanders, Larry Lawhon and Leo Holland.

COUNCIL ABSENT: None

OTHERS PRESENT: Town Manager Peter Rascoe, Town Attorney Ben Gallop, Town Clerk Sheila Kane.

CALL TO ORDER / PLEDGE OF ALLEGIANCE / MOMENT OF SILENCE

Mayor Bennett called the meeting to order at 5:30 p.m., led the Pledge of Allegiance, and held a Moment of Silence.

AMENDMENTS / APPROVAL OF AGENDA

Mayor Bennett recommended amending the consent agenda to remove Item 3A from the consent agenda.

MOTION: Council Member Holland moved to approve the agenda as amended. The motion was seconded by Council Member Sanders. The motion passed unanimously (5-0).

GENERAL PUBLIC COMMENT

Mayor Bennett called on public comment and the following citizens offered comment:

Ed Cowell, Southern Shores property owner
Debbie Newberry, Southern Shores property owner
Fred Newberry, Southern Shores property owner
Tina Uperti, Southern Shores property owner
Tommy Karole, Southern Shores property owner
Andrew Darling, Southern Shores property owner
Joe VanGieson, Southern Shores property owner

CONSENT AGENDA

The Consent Agenda consisted of the following items:

- Approval of Minutes- November 5, 2014

MOTION: Council Member Holland moved to approve the consent agenda. The motion was seconded by Council Member Sanders. The motion passed unanimously (5-0).

STAFF REPORTS

Town Planner: The Town Planner, Wes Haskett presented the Planning Department's monthly report containing the following:

- Permitting and Inspections for November, 2014

Southern Shores Police Department

Chief Kole presented the Police Department's monthly report for November.

Southern Shores Volunteer Fire Department: Fire Chief, Ed Limbacher presented the Fire Department's monthly report for November.

[Clerk's Note: A copy of staff reports are hereby attached as Exhibit A].

REPORTS FROM TOWN BOARDS

No reports

OLD BUSINESS

None

NEW BUSINESS

Recommendation of New Personnel Classification in SSPD (within existing budget)

The Town Manager recommended creating a First Sergeant classification from one of the three (3) Sergeant positions. This classification would be designated extra duties, supervision of the SRO, investigations, and administrative. The new classification would have no budget impact.

MOTION: Mayor Pro Tem Hess moved to approve the recommended First Sergeant classification. The motion was seconded by Council Member Sanders. The motion passed unanimously (5-0).

Recommendation of Finance Committee-Budget Amendment #5-Council Member Holland recommendation that the unassigned Fund Balance be reduced to eliminate Town's remaining debt items.

Council Member Holland reported for the Council's Finance Committee, consisting of himself and Mayor Bennett, with staff being Finance Officer Bonnie Swain and Budget Officer Peter Rascoe. The Committee met on November 24th with the purpose of analyzing the Town's debt load including interest rates. Staff had provided finance documentation in order for the Committee to consider the option of paying off most all of the existing debt by using funds from the Unassigned Fund Balance. Due to current interest rates for both the Town's funds on deposit and existing loans, there would be no advantage in the Town continuing to pay debt service for the loans analyzed. The loans considered to be paid off are shown below. By paying off these loans, the Town would eliminate debt service expense from the budget in the amount of \$318,500 per year. The Town would also be subject to more favorable lending and bonding ratings for any future transactions.

- Current Loans:

Canal with PNC Bank 1.72%	\$1,216,191.42
Police Vehicles Southern Bank 1.49%	\$ 25,526.08
Police Vehicles Southern Bank 1.24%	\$ 49,075.75
Police Vehicles Southern Bank 1.34%	\$ 72,822.36

- Unassigned Fund Balance as of 6/30/14: \$4,488,249.00

UFB after canal dredging loan payoff:	\$3,272,057.58
UFB after canal & vehicle loans payoff:	\$3,124,633.39

Councilman Holland reported that the Finance Committee recommends to the full Council, elimination of the debt shown using the Unassigned Fund Balance - still leaving remaining Unassigned Fund Balance equal to 54% of the operating budget.

MOTION: Council Member Holland moved to approve Budget Amendment 5A and 5B. The motion was seconded by Council Member Lawhon. The motion passed unanimously (5-0).

Consideration and Possible Adoption of Calendar Year 2015 Council & Council Meeting Schedule-resolution 2014-12-01

Mayor Pro Tem Hess stated she would like a review of the make-up of the Council Committees placed as an agenda item for the February 17, 2015 Strategic Planning Retreat.

MOTION: Mayor Pro Tem Hess moved to approve Resolution 2014-12-01. The motion was seconded by Council Member Sanders. The motion passed unanimously (5-0).

Dare County Tourism Bureau Nomination-Report by the Mayor (no action)

Mayor Bennett reported that Mayor Pro Tem Hess's term as the Town of Southern Shores representative on the Dare County Tourism Board will expire on December 1, 2014 and she will not be eligible as she has served two consecutive two year terms. The County requested the Mayor submit three nominees to fill the Town's organization's seat on the Tourism Board. The appointment agenda item was placed on Dare County's December 1, 2014 meeting agenda and Mayor Bennett was then notified that Council Member Holland was chosen as the Town's representative to the Tourism Board for a two year term beginning January 1, 2015.

[Clerk's Note: A copy of the new business items are hereby attached as Exhibit B].

OTHER ITEMS

Town Manager's report

The Town Manager addressed several matters:

- The capital improvement for Pintail Ct was completed today.
- The Town is proceeding with three (3) small areas for temporary construction easements for the Tall Pine Bridge replacement project. The plans are expected to be completed by the end of December.
- The work at the Juniper/Trinitie culvert bridge is complete.
- The Duck woods Drive repair is now underway.
- In response to one of the previous public comments, there are no plans being developed for Yaupon Trail at this point. The right-of-way survey has been completed and an onsite Yaupon Trail citizen's meeting has taken place.
- The Town Manager, as directed by Council, has had discussions with the NCDOT Division One Traffic Engineer about the possibility of no left turns from US 158 onto North Dogwood Trail. A definitive answer has not been received at this time.
- Still awaiting any email response from the online mapping agencies regarding directional traffic cut-throughs
- The latest Meeting Facilitator, Madeleine Henley, will be submitting her written report on the traffic forum and this will be placed on the Town's website.
- The Festivus 10K race in Town will be taking place December 20th and the Southern Shore Volunteer Fire Department will help sponsor the race along with the Town.

Town Attorney:

None

Mayor's comments:

The Mayor stated he wanted to address the comment from Ed Cowell about the bridge over the canal. The bridge was only a recommendation from the Bike and Pedestrian Committee to the Council as part of a possible alternate bike route through Southern Shores to allow bikers to come up Duck Woods Drive to Fairway Drive and over a bridge which would begin on private property to Beech Tree Trail which would also be on private property. This was simply a recommendation from the committee. It is not being considered by Council. This was simply an effort by the committee to merely identify an alternate possible route for bikers to avoid the congested Dogwood Trail. Dogwood Trail is the primary bike route through Southern Shores.

The last Council meeting with the Meeting Facilitator centered on what could and could not be done to eliminate some of the traffic through Town. One outcome task was to seek to form a coalition to consider ways to alleviate some of the vacation traffic. After the Mayor, the Police Chief, and the Town Manager recently met with peers from the Towns of Duck and Kitty Hawk, the following areas will be addressed:

- The Town of Kitty Hawk reported it will be installing permanent signage at the base of the bridge into Town.
- Kitty Hawk will be having additional police enforcement at the intersection of 158 and 12, and an agreement will be sought with other jurisdictions to provide officers.
- No right turns on red will be enforced at the west bound intersection of 158 and 12 (Rite Aid intersection) during certain hours on the weekends.

The Mayor stated the next step is to reach out to the County and State for additional help and meet with the other Mayor of the Town's south of us.

Council Members' comments:

None

ADJOURN

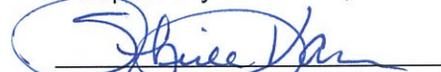
MOTION: Council Member Holland moved to adjourn. The motion was seconded by Mayor Pro Tem Hess. The motion passed unanimously (5-0). The time was 6:27p.m.

ATTEST:


Mayor Thomas G. Bennett



Respectfully submitted,


Sheila Kane, Town Clerk

12-2-14 TC Report

1. Permitting for November, 2014

-10 Zoning Permits were issued.

-21 building permits were issued: 2 new single-family dwellings, 1 demolition, 1 addition, 2 additions/remodels, 1 remodel, 3 accessory structures, and 11 others (bulkhead, mechanical, electrical, or plumbing)

-16 single-family dwellings are currently under construction

-Total amount of fees collected in November was \$13,227.25

2. December 15th Planning Board Meeting

-Site Plan amendment application for Southern Shores Crossing shopping center to create a new entrance off of NC 12 north of Southern Shores Realty.

-Rezoning request of the lot north of Southern Shores Realty from RS-1, Residential to C, Commercial to allow the recombination of lots for the proposed entrance.

November 2014

Southern Shores Police Department

Total Calls for Service – 806

Business Checks – 189

Residence Checks – 117

Mutual Aid – 15

Direct Traffic – 38

Suspicious Condition – 12

Alarms – 18

Traffic Stops – 72

Extra Patrol - 168

Incidents - 12

Larceny - 2
Fraud - 1
CSA Violations - 3
DWI - 1
Trespassing - 1
All Other - 4

Arrests - 5

CSA Violations - 1
DWI - 1
All Other - 3

Citations - 26

DWLR - 1
Registration - 7
Failure to Reduce Speed - 1
Stop Light/Sign - 1
Speeding - 5
Other - 11

Warnings - 44

Seat Belt - 1
Inspection - 7
Insurance - 2
Registration - 16
Speeding - 11
Stop Light/Sign - 4
Other - 3

Ordinance Violations - 3

Noise Violation - 1
Parking in ROW - 2

Accidents - 3

Southern Shores VFD

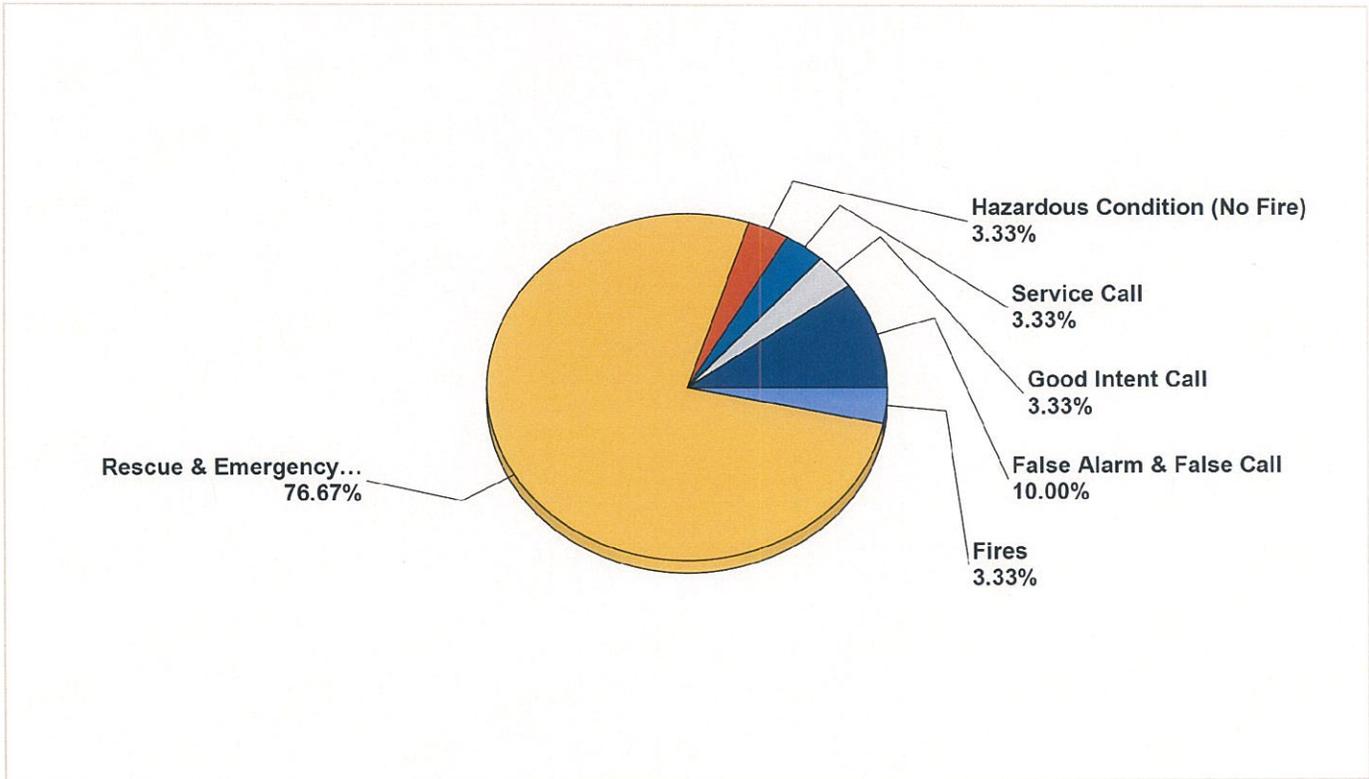
Southern Shores, NC

This report was generated on 12/2/2014 7:20:55 AM



Breakdown by Major Incident Types for Date Range

Start Date: 11/01/2014 | End Date: 11/30/2014



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	1	3.33%
Rescue & Emergency Medical Service	23	76.67%
Hazardous Condition (No Fire)	1	3.33%
Service Call	1	3.33%
Good Intent Call	1	3.33%
False Alarm & False Call	3	10.00%
TOTAL	30	100.00%

Only REVIEWED incidents included. Summary results for a major incident type are not displayed if the count is zero.



emergencyreporting.com

Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
113 - Cooking fire, confined to container	1	3.33%
120 - Rescue, EMS incident, other	1	3.33%
311 - Medical assist, assist EMS crew	1	3.33%
320 - Emergency medical service, other	1	3.33%
321 - EMS call, excluding vehicle accident with injury	19	63.33%
350 - Extrication, rescue, other	1	3.33%
412 - Gas leak (natural gas or LPG)	1	3.33%
553 - Public service	1	3.33%
611 - Dispatched & cancelled en route	1	3.33%
733 - Smoke detector activation due to malfunction	2	6.67%
745 - Alarm system activation, no fire - unintentional	1	3.33%
TOTAL INCIDENTS:	30	100.00%

Only REVIEWED incidents included. Summary results for a major incident type are not displayed if the count is zero.



emergencyreporting.com

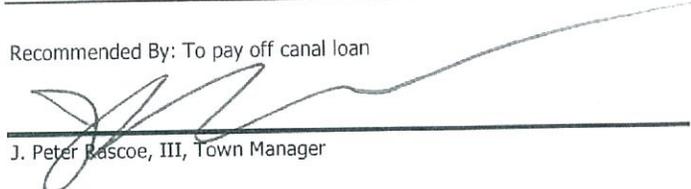
**Town of Southern Shores
Budget Amendment Number # 5A**

Streets, Bridges & Canals

Increases			Decreases		
Account Number	Description	Amount	Account Number	Description	Amount
40-39909	Revenues Unassigned Fund Balance	\$ 1,216,192			
57-48010	Expenditures Canal Dredging Project	\$1,216,192			
	TOTAL			TOTAL	\$ -

Explanation:

Recommended By: To pay off canal loan


J. Peter Bascoe, III, Town Manager

Approved By:


Tom Bennett, Mayor

Date

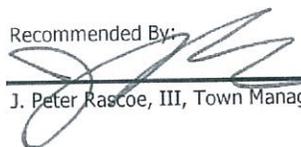
12/2/2014

**Town of Southern Shores
Budget Amendment Number # 5B**

Police Increases			Decreases		
Account Number	Description	Amount	Account Number	Description	Amount
40-39909	Revenues Unassigned Fund Balance	\$147,425			
51-49000	Expenditures Vehicle Replacement Plan	\$147,425			
					\$0

Explanation: To pay the lease purchase agreements on Police cars in full

Recommended By:


J. Peter Rascoe, III, Town Manager

Approved By:


Tom Bennett, Mayor

Date

12/2/2014



Town of Southern Shores
5375 N. Virginia Dare Trail, Southern Shores, NC 27949
Phone 252-261-2394 / Fax 252-255-0876
www.southernshores-nc.gov

Resolution 2014-12-01

COUNCIL MEETING SCHEDULE 2015

WHEREAS, the Town Council of Southern Shores hereby resolves to implement the following monthly regular meeting schedule for calendar year 2015 and;

WHEREAS, all regular meetings of the Council are scheduled to be held in the Kern P. Pitts Center of the Town Hall complex and all appointed committee meetings will be held at the Town Hall.

BE IT RESOLVED that the regular monthly meetings of the Town of Southern Shores Town Council will take place in the Kern P. Pitts Center of the Town Hall complex at the address above, at 5:30 p.m. on the dates as follows:

Tuesday, January 6, 2015	Tuesday, July 7, 2015
Tuesday, February 3, 2015	Tuesday, August 4, 2015
Tuesday, March 3, 2015	Tuesday, September 1, 2015
Tuesday, April 7, 2015	Tuesday, October 6, 2015
Wednesday, May 6, 2015 (following Election Day)	Wednesday, November 4, 2015 (following Election Day)
Tuesday, June 2, 2015	Tuesday, December 1, 2015

BE IT RESOLVED that the regular mid-month meetings of the Town of Southern Shores Town Council will take place at 9:00 a.m. in the Kern P. Pitts Center of the Town Hall complex at the address above (or as otherwise designated **), on the dates as follows:

Tuesday, January 20, 2015	Tuesday, July 21, 2015
Tuesday, February 17, 2015 (Strategic Planning Retreat) **	Tuesday, August 18, 2015
Tuesday, March 17, 2015	Tuesday, September 15, 2015
Tuesday, April 21, 2015 (Budget Planning Retreat)	Tuesday, October 20, 2015
Tuesday, May 19, 2015	Tuesday, November 17, 2015
Tuesday, June 16, 2015	

** The Council's February 17, 2015 Strategic Planning Retreat will be held in the Training Room of the Southern Shores Volunteer Fire Department, 15 S. Dogwood Trail, Southern Shores, NC 27949.

BE IT RESOLVED that the regular Council Committee meetings of the Town of Southern Shores will take place quarterly at 10:00 a.m. in the conference room at Town Hall at the address above, on the dates as follows:

Capital Improvement Committee

Thursday, January 15, 2015
Thursday, April 9, 2015
Thursday, July 9, 2015
Thursday, October 15, 2015

Finance Committee

Thursday, January 22, 2015
Thursday, April 23, 2015
Thursday, July 16, 2015
Thursday, October 29, 2015

Planning Committee

Monday, February 2, 2015
Monday, May 11, 2015
Monday, August 17, 2015
Monday, November 9, 2015

Public Safety Committee

Monday, February 9, 2015
Monday, May 18, 2015
Monday, August 24, 2015
Monday, November 16, 2015

BE IT RESOLVED any meeting may be cancelled for lack of agenda items.

BE IT FURTHER RESOLVED that pursuant to North Carolina General Statute §143-318.10, each “official meeting” of the Council, “shall be open to the public, and any person is entitled to attend such meeting”, regardless of whether such meeting is a “regular”, “special”, or “emergency” meeting, and regardless of whether any meeting is described informally as a “retreat” or “workshop”; pursuant to North Carolina General Statute §143-318.11, the Council may hold a “closed session” and exclude the public only when such closed session is required by law as enumerated in the referenced statute.

BE IT FURTHER RESOLVED that to process routine actions in an expeditious manner a consent agenda will be utilized and administered by the Town Manager as part of Council’s regular meeting agenda.

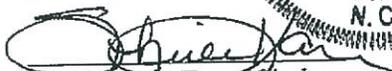
BE IT FURTHER RESOLVED to insure public comment is heard, a Public Comment section will be placed on the agenda for each regular meeting of the Council, for any citizen to address the Council on any matter not on the agenda for public hearing; the Mayor is authorized to establish Rules for any Public Comment Period. [NCGS §16A-81.1; Section 15, Rules of Procedure for Southern Shores Town Council.]

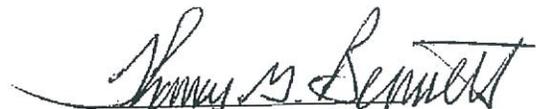
Adopted this 2nd day of December, 2014

SEAL



ATTEST:


Sheila Kane, Town Clerk


Thomas G. Bennett, Mayor