

Town of Cape Carteret
Board of Commissioners Minutes
7:00 PM November 18, 2013

CALL TO ORDER

The Cape Carteret Board of Commissioners meeting came to order at 7:00 pm in the Debbie E. Stanley Board of Commissioners Room. The Mayor asked everyone to please turn off all cell phones.

STUDENT OF THE MONTH

Katerina Harvalias is a third grader at White Oak Elementary. Her teacher is Kathy Newton.

PLEDGE OF ALLEGIANCE was be led by Katerina Harvalias

ROLL CALL

Present: Mayor Fowler
Commissioners King, Seegers, Saunders, Patterson, and Hunt
Attorney Curtis, Carteret News Times, 14 citizens

ANY CHANGES TO THE AGENDA? **Yes**, under Old Business, repair of the Building Inspectors vehicle. Commissioner Patterson motioned to approve the agenda as amended, seconded by Commissioner Hunt. ***Vote approved 5-0***

Purple Heart Proclamation

The Mayor read the Military Order of the Purple Heart proclamation and presented it to Mr. Dan McMahan and Commander Lenny Lazzara of Chapter 639. Mr. McMahan thanked the town for the proclamation. Mr. McMahan stated that the Carolina Panthers who are playing tonight, would wear a purple heart on the back of their helmets.

Fiscal Year 2012-13 Audit Report: Lee Carroll, Auditor

Main topics of the audit report are as follows:

Page 10- Statement of Net Position, which is similar to a balance sheet. Our current cash is \$1.3 million, restricted cash is \$97,551 and with additional funds the sum of our total assets is \$2,801,000.

Page 12 is the governmental format. This page shows the restricted amount of funds, which leaves a balance of \$686,289 in unassigned funds.

Page 32 is the beginning of the detailed information. Actual revenue is \$total \$1,223,691. Actual expenses are \$1,140,085. We have a surplus of funds in the amount of \$83,606.

Page 35 is the Ad Val tax report. The county collects our motor vehicle tax and their collection rate is 88.68%. Karen collects the town taxes and her rate is 99.41%, which is outstanding.

Commissioner Seegers requested the depreciation breakdown sheet last year and never received it. He asked for it again. Lee promised he would get it to him the next day.

Commissioner Saunders requested that the Clerk send that sheet to all the commissioners.

Commissioner Hunt was disappointed that the board did get to go over this with him beforehand, like they did last year, so he said he had a few questions. On page nine Mr. Hunt was not clear about the reporting year. The auditor explained that the discussion section has to

mention the current and the subsequent year. If this information is not correct, the accountant is the one who writes in that section.

Commissioner Hunt had several questions, which the auditor answered.

1. On page nine, where did the capital outlay amount of \$9,000 for the Police Department come from? The amount is for a trailer. It would be the total cost spent on the capital outlay.
2. On page 34, does the unspent money include the sidewalk grant? The accountant said yes. You budgeted more than you spent, and the sidewalk was one of those costs.
3. On page 13, you show a surplus of \$83,000. How did you calculate that? Mr. Hunt said we created an expense item for \$66,000, which in fact was a surplus. Is the \$66,000 part of the \$83,000? The auditor stated you received more money than you budgeted, and you spent less than what you budgeted, causing a surplus. Mr. Hunt said he would get up with Mr. Carroll about his other questions. The Mayor thanked Mr. Carroll for his report.

CONSENT AGENDA

Minutes of October 14 & 21, 2013. Commissioner Seegers motioned to approve each consent item, seconded by Commissioner Hunt. ***Vote approved 5-0***

Any Board or Committee Updates?

Commissioner King:

* **Sidewalk:** Mr. King met with Sunland this past week. Sunland submitted a bill of \$109,000. However, we only paid \$85,000 due to uncompleted punch list items. The work that needed to be changed for the driveway was denied by NCDOT. The balance of the punch list items will be completed before Thanksgiving. The Mayor said we were going to have a full blown discussion about all the problems, but it seems as though we have worked them out. If the list items are not completed by Thanksgiving, we can always talk about the issues at the December work session. There was a question about the grass reseeding on the ROW. Mr. King said we will have to reseed the area.

* **Yaupon Pipe:** The pipe has been placed, the ground seeded and the work completed.

Commissioner Saunders: The Christmas lights should arrive by Wednesday, November 20th.

Commissioner Seegers: For the month of October there were 75 calls (6 EMS, 10 fire, and 5 Fire/EMS) Cape Carteret had 15 calls (2 fire, 13 EMS)

Mayor:

- The Mayor instructed Buddy to decorate the Police Building to follow suit of neighboring towns for the Celebration of Lights.
- He received an email from the Morehead City Chamber of Commerce. They will hold a reception for the board members on Wednesday, January 15, 2014 from 4-6 PM. It will be held at the Emerald Isle Beach and Pool Club. The Mayor plans on attending.
- Tuesday, November 19th is the last meeting for the Municipal Initiative. It will be a meeting to formulate all the collected information. He would like the Board members to attend.

OLD ITEMS

Star Hill & Park Ct Pipe: Commissioner King said Crystal Coast Engineering will have the final plans completed on the Park Ct/Star Hill project, and the adjacent properties project by the end of this week. In the meantime, Mr. King will get with Mrs. Shackelford about the easement and refund check. Mr. McLawhorn and Mr. Griffin will be given a copy of the engineering plans, so they may seek bids on their own.

Boat ramp stickers: Commissioner Patterson emailed the board the new rules, application, and drawing of the boat ramp. She went over the changes.

1. Children of resident property owners may receive the boat ramp pass at the residents cost. They must fill out their own application. The board decided to make this a little clearer by stating children that live out of town will be able to receive their own pass at the residential price.
2. Residents may receive a quarterly pass (Sept. 1- Dec. 31st) for \$30. (From below, Children of Residents who live out of town do not qualify for the fee reduction)
3. Non-residents may receive a quarterly pass (Sept. 1-Dec. 31st) at a reduced rate of \$125.00. This would be for the local non-residents too. Commissioner Seegers said he would like to see this lowered to \$100 for the local non-residents.
4. The number of stickers per pass holders was changed. Each resident applicant will receive two boat pass stickers at the \$50 fee. Each additional sticker will cost \$5.
5. Non-resident applicants will receive one sticker and each additional sticker will be \$5.

Commissioner King said we have tweaked this project for five or six years and each time we keep improving it. It is still a manageable site with no complaints. The clerk was asked if we get many people that come in at the end of the quarter. The Clerk said, yes. The Mayor said he has seen the people walk out because of the fee and this is a good solution for the end of the quarter, which is a big fishing season.

There was discussion about the children of residents being able to purchase quarterly passes at \$30. The board said no, they would pay \$50, no prorating. The Mayor stated that the greater concern for the clerks is dealing with the residents that have numerous family members under one \$50 umbrella. There will be some upset over this change.

Commissioner Patterson motioned to approve the new boat ramp stickers, and boat ramp procedures and rules, with one minor change that children of residents who live out of town will not receive the quarterly pass at a prorated price, seconded by Commissioner Saunders.

Vote approved 4-1 (No, Seegers)

Commissioner Seegers made a motion that we approve this with the exception of item number two, children of residents, and item C, for local non-residents be \$100. The Attorney said to the Mayor that the motion was out of order. The main motion has already been voted on and only a person on the prevailing side can amend it.

ADD: Repair of Building Inspectors Vehicle: The clerk received a quote for \$1080. She asked Brandon where the quote was, and he told her he has called but got no response. The clerk called and David, from Mikron, said the bid was based on what another company said the problems were. To be on the safe side the clerk asked the board to approve \$1,200 for the repair, should David find more problems. This amount is \$500 less than All Pro's quote of

\$1700. Commissioner King said he went down to Mikron's three times for them to put the vehicle on the lift, and check the rear axle, and as of this morning, he had not heard anything. The item was tabled until David puts it on the rack for inspection.

NEW ITEMS

Golf cart change: The clerk sent the board information regarding changes to the golf cart procedures. Instead of having to purchase 125 stickers for the current 25 registered golf carts, she would like to handle the collection by sending a letter in December that reminds the residents it is time to renew their golf cart. Registration is due January 31st. The renewal fee will be reduced from \$50 to \$25 a year. If it is not registered by January 31st a \$25 penalty would be incurred. If the resident still has not paid February 15th the clerk would notify the Police Officer on duty to go and pick up the plate. If the golf cart is caught on the road without a golf plate then they would receive a state citation. The stickers would not be needed and the police would only have to check to see if they have a valid plate or not. Should we go over 75 golf plates then we can go back to stickers. The clerk stated that the ordinance was not working and she would like to make it work. The Mayor said what we have done for a few has made an administrative nightmare for the clerks. The Mayor is confident that the clerk will be able to collect the fees.

The board had some concerns:

- The penalty- The clerk will write a letter about the changes. She will ask if the golf cart is still in use. If not, the plate needs to be turned in.

- The sticker- The cost of the sticker is too much for 25 golf carts. Remove the expiration sticker and only use the license plate. Chief Miller said each license plate is numbered. The clerk has gone over this with the Chief, and they are in full agreement. The clerk would notify the Chief of those that have not paid and he would go pick up the plate.

- Boat pass sticker- The boat pass sticker could be used, but the date would have to be cut out and placed on the license plate. The board said no.

- Do away with ordinance- First, we should tweak this, just like the boat ramp, and if it is not working then the board could revisit the ordinance. Give the clerk one year to try and make this work.

- How many are delinquent? - Only two of the 25, but the clerk will get the money.

Commissioner Patterson motioned to do away with the stickers and use the license plates; to reduce the fee to \$25 a year due that is due January 1st; and to add a delinquent date of February 1st with a penalty of \$25, seconded by Commissioner King.

Discussion: Commissioner King is concerned about the penalty being charged. The clerk said a letter would be sent to each applicant explaining the new rules and how to turn in a plate if it is no longer in use. ***Vote approved 5-0***

Finance Officer Resolution: The clerk explained that the town needs to appoint someone as the Finance Office, since the clerk cannot be the Finance Officer and the Tax Collector. She would like Betsy Brothers appointed to the position. Commissioner Saunders is in agreement with the clerk. The board all had a copy of the resolution.

Commissioner Saunders motioned to approve the appointment of Betsy Brothers as Finance Officer, seconded by Commissioner Hunt. ***Vote approved 5-0***

CITIZENS GENERAL COMMENTS:

Dorothy Marske: She said the board should define what children are in regards to the boat ramp pass. Not by age, but the family with children outside of the home, meaning those that live out-of-town.

ANNOUNCEMENTS:

- Town Hall will be closed November 28 & 29, 2013 in observance of Thanksgiving.
- The employee Christmas party will be on December 6th.
- The next work session is December 9th at 7 PM.
- The next regular meeting is December 16th at 7 PM. The Board will be saying goodbye to two commissioners and our Chief of Police. After our goodbyes we will be swearing in three commissioners and a new Chief of Police.

ADJOURNMENT

The meeting adjourned at 8:12 PM on a motion by Commissioner Saunders, seconded by Commissioner Seegers. **Vote approved 5-0**

These are the minutes of November 18, 2013.

Respectfully submitted,

Karen M. Zornes, CMC, NCCMC
Town Clerk