



**City of Boiling Spring Lakes
Board of Commissioners Regular Meeting Minutes
December 5, 2017
City Hall – 6:30 pm**

PLEASE TURN OFF CELL PHONES

1. Call to Order ~ Mayor Caster ~

2. Attendance - in attendance at the meeting were ~

Mayor Craig Caster	Commissioner Mark Stewart
Commissioner David Putnam	Commissioners Mary Stilwell
City Manager Jeff Repp	Code Enforcement Officer Ruth Bek
Police Chief Brad Shirley	City Clerk Jane McMinn

3. Pledge of Allegiance ~ Colonel Zack

4. Approval of Regular Agenda ~

A ***motion*** was made by Commissioner Stewart and a ***second*** by Commissioner Stilwell approving the regular agenda of December 5, 2017.

Vote ~ 4 ~ 0

5. Public Comments ~

Marge Pennington ~ 301 S. Shore Dr.

Mrs. Pennington addressed the new members of the board with the hope they will see fit to fill the empty seat of Commissioner Crawford. The 243 people who voted for Ed Wilkie have spoken and would like to have Mr. Wilkie appointed to the empty seat. There was only a two vote difference between Mr. Auger and Mr. Wilkie, if the outcome was the opposite I would be standing up here making the same statement for Mr. Auger. I believe this is the right thing to do. The 243 citizens who voted for Mr. Wilkie are waiting to see if the new board will do the right thing. I would hope that you do not disappoint.

6. Approval of Minutes ~

a. Approval of Regular BOC meeting minutes dated November 7, 2017.

A ***motion*** was made by Commissioner Stilwell and a ***second*** by Commissioner Stewart approving the Regular BOC meeting minutes dated November 7, 2017.

Vote ~ 4 ~ 0

7. Consent Agenda ~

A **motion** was made by Commissioner Stewart and a **second** by Commissioner Putnam to approve the Consent Agenda.

Vote ~ 4 ~ 0

8. Committee / Board Reports and Minutes ~

a. Community Appearance Commission ~ Chair Ms. Ann Hollingsworth

Ms. Hollingsworth reported the Commission is working on the Christmas property recognitions as we do every year; we have several properties we are looking at. Our welcome packages are doing well. We are waiting for our pictures to be completed and we will then put them on our website. Ms. Hollingsworth stated on behalf of the Commission it has been a pleasure working with Commissioner Putnam and Commissioner Stilwell and wished them well.

b. Planning Board ~ Chair Bill Clark

Mr. Clark reported the Board met and reviewed Appendix A of the UDO. We are planning to review the first six (6) chapters and the final six (6) in January 2018 and present the UDO at the February board meeting. At the previous BOC meeting, Commissioner Stewart had some concerns regarding the number of zones we have. We are going to remove some of the zones, for example the CC City-Center District. Commissioner Stewart pointed out he is fine with the zones, it just appears some of them are very similar. Mr. Clark commented the Planning Board is reviewing the first six (6) chapter and will review zoning in chapter 5.

c. Parks & Recreation ~ Chair Bon Cantrell

Mr. Stanley reported for Mr. Cantrell; the Committee had two representatives from Brunswick County Wellness Coalition who spoke about the city's initiative to start a bicycle path. We anticipate the master plan to be received by February 2018. We have a full committee and a new member, Tom Guzulaitis who will be writing an informational letter to the BOC regarding the walking paths.

d. Special Events ~ Chair Michelle Hennessey

Ms. Hennessey reported the Christmas Tree Lighting was a great turnout; we would like to give a special thanks to the Key Club at South Brunswick High School. Our next meeting is not until March; we will be working on our event schedule for 2018.

e. Library Commission ~ Chair Frances Thomas

Mrs. Thomas reported Tammy Sollenberger and Donna Morgan have been gathering books to donate to the prison. The Library Commission participated in the Christmas Festival this year and we would like to thank Michelle Hennessey and the Committee for inviting us. The Library members donated two books and we purchased eight books some are adult books some are children's books. I am planning to buy Frank Williams squal Convergence for the library. A special thank you to Mary Stilwell for all her work and

dedication, we appreciate all the leadership you have provided. We would also like to thank Bonnie Keyes for her work, Bonnie's term ends in early January and she will be not be renewing. In January, the library inventory of books will be updated.

f. BSL Fire / Rescue ~ Commissioner Stewart

Commissioner Stewart reported for the month of November there were 28 medical calls and 16 fire calls; 20 hours of fire fighter classes were held on loss control. The department is in the process of selling Christmas trees and sales are going very well.

9. City Manager Monthly Report ~ Jeff Repp

- Mr. Repp reported the city had as of October 31, 2017 \$2,032,000 in cash and investments.
- Currently after four months of the fiscal year the city is .9% behind schedule which is not out of line for this time last year.
- As of November 7, 2017 33.15% of property taxes have been collected.
- During the month of October we had one new residential building permit and \$538,095 in construction activity.
- The fiscal 2017 audit was prepared, submitted and accepted by the LGC. Wayne Berry will be at the January meeting to present to the Board. The audit is posted on the website.
- We should have the final numbers this week from the architects for the police department, we are trying to bring that project more into line, however I do not think it is close to the number we need. As soon as that information is received, I will distribute that to the board.
- I have been in contact with Nicholas Burk, Hazardous Mitigation Manager of the NC Department of Public Safety / Emergency Management regarding the spillway grant. Mr. Burk has been working with FEMA to get a status update of the grant funding.

10. Old Business ~

There was no old business discussed.

11. Presentation of plaques to outgoing commissioners in appreciation of all the work they have done in the past four years for the City of Boiling Spring Lakes.

Mayor Caster presented Commissioner Mary Stilwell with a plaque of appreciation for her dedicated service to the city from 2013 through 2017.

Mayor Pro Tempore Mark Stewart presented Commissioner David Putnam with a plaque of appreciation of his dedicated service to the city from 2013 through 2017.

12. New Business ~

a. Swearing in of the mayor and new commissioners ~ City Clerk

City Clerk ~ Jane McMinn administered the Oath of Office to Mayor Craig Caster; Commissioner's elect Steven Barger and Guy Auger.

b. Selection of Mayor Pro-Tempore

A ***motion*** was made by Commissioner Auger and a ***second*** by Commissioner Stewart nominating Steve Barger as Mayor Pro-Tempore.

Vote ~ 4 – 0

c. Committee Liaison Appointments

Mayor Caster Appointments ~

- **Community Appearance Commission** ~ appointment of liaison at January BOC Meeting
- **Parks & Recreation** ~ appointment of Commissioner Auger as liaison
- **Special Events** ~ appointment of Commissioner Barger as liaison
- **Library Commission** ~ appointment of liaison at January BOC meeting

d. Order ~ approving the 2018 Board of Commissioner Meeting Schedule for the City of Boiling Spring Lakes.

A ***motion*** was made by Commissioner Stewart and a ***second*** by Commissioner Barger approving the 2018 Board of Commissioner Meeting Schedule for the City of Boiling Spring Lakes.

Vote 4 ~ 0

Order ~ approving the 2018 Holiday Schedule for the City of Boiling Spring Lakes.

A ***motion*** was made by Commissioner Barger and a ***second*** by Commissioner Stewart approving the 2018 Holiday Schedule for the City of Boiling Spring Lakes.

Vote 4 ~ 0

e. Order ~ authorizing the City Manager to accept the proposal of **Xylem Water Solutions USA, Inc. of Charlotte, NC** for the purchase of a **Flygt Submersible Pump** plus accessories in the estimated amount of **Thirty Six Thousand and Thirty Eight Dollars and Sixty Nine Cents (\$ 36,038.69)** plus installation cost for the Holly Road pump station.

A ***motion*** was made by Commissioner Stewart and a ***second*** by Commissioner Barger authorizing the City Manager to accept the proposal of **Xylem Water Solutions USA, Inc. of Charlotte, NC** for the purchase of a **Flygt Submersible Pump** plus accessories in the estimated amount of **Thirty Six Thousand and Thirty Eight Dollars and Sixty Nine Cents (\$ 36,038.69)** plus installation cost for the Holly Road pump station.

City Manager Repp explained once the order goes in for the pump it would be approximately eight weeks before delivery. We are currently obtaining quotes to do the installation.

Vote ~ 4 ~ 0

- f. Order* ~ rescinding Order #2017-28 and adopting a revised Memorandum of Understanding between the Boiling Spring Lakes Board of Commissioners and Dominion Land Corporation of Wilmington, NC for a proposed residential development in the City of Boiling Spring Lakes.

A *motion* was made by Commissioner Stewart and a *second* by Commissioner Barger rescinding Order #2017-28 and adopting a revised Memorandum of Understanding between the Boiling Spring Lakes Board of Commissioners and Dominion Land Corporation of Wilmington, NC for a proposed residential development in the City of Boiling Spring Lakes.

Vote ~ 4 ~ 0

- g. Order* ~

- *Appointing* ~ Dorothea Roberts to the Community Appearance Commission for a term of four (4) years beginning January 1, 2018;
- *Appointing* ~ William Sraver and Jeremy Sexton to the Planning Board for a term of two (2) years beginning January 1, 2018; appointing Lucille Launderville from 1st alternate filling the vacant position of Nancy Crawford for a term of two (2) years beginning January 1, 2018.
- *Appointing* ~ Lisa Mastin to the Board of Adjustment from 1st Alternate to complete the term of David Giera ending February 2, 2019; and moving Michael Kirchner from 2nd Alternate to 1st Alternate term ending January 10, 2020.

A *motion* was made by Commissioner Stewart and a *second* by Commissioner Barger

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Vote ~ 4 ~ 0

13. *Announcements ~*

Mayor Caster announced there are many openings on the boards and committees and read the openings aloud. A copy of the available term seats are hereby incorporated by reference and made a part of these minutes.

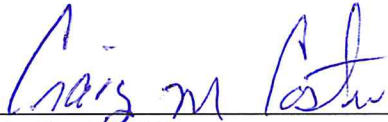
Mayor Caster reminded everyone that refreshments are available after the meeting and invited everyone to join in to welcome our new commissioners and thank both Commissioner Stilwell and Commissioner Putnam for their service.

14. *Adjourn ~*

A *motion* was made by Commissioner Stewart and a *second* by Commissioner Barger to adjourn the BOC meeting of December 5, 2017.

Vote ~ 4 ~ 0

The meeting was adjourned at 7:30 p.m.



Craig Caster, Mayor

ATTEST:



Jane McMinn, City Clerk



Date

