



**City of Boiling Spring Lakes  
Board of Commissioners Regular Meeting Minutes  
July 5, 2016  
City Hall – 6:30 pm**

**PLEASE TURN OFF CELL PHONES**

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**1. Call to Order ~ Mayor Craig Caster**

The Board of Commissioner Meeting was called to order at 6:30 p.m.

**2. Attendance ~ in attendance at the meeting were ~**

Mayor Craig Caster	Commissioner Mark Stewart
Commissioner Mary Stilwell	Commissioner David Putnam
City Manager Jeff Repp	Commissioner David Crawford
Police Chief Brad Shirley	City Clerk Jane McMinn

**3. Pledge of Allegiance ~ Dale Richardson**

**4. Approval of Regular Agenda ~**

Commissioner Stilwell requested to add under New Business ~ *i*) Placement of the Mini-Free Library; a correction request made by Mr. Repp under New Business ~ *e*) correcting the amount of the *order* approving the purchase and installation of two (2) AUMA Actuators to the corrected amount of \$16,480.00; Commissioner Putnam requested under New Business ~ *h*) adding Plat Review ~ Case Number 2016-1 LBD-1 Subdivision Preliminary Plat ~ Langbeen Builders Inc., be added to the August agenda.

A *motion* was made by Commissioner Putnam and *seconded* by Commissioner Stilwell to approve the regular agenda as amended.

*Vote ~ 5 ~ 0*

**5. Public Comments ~**

No public comments were heard.

**6. Approval of Minutes ~**

A *motion* was made by Commissioner Stewart and *seconded* by Commissioner Putnam to approve the minutes of June 7, 2016 Regular Board of Commission Meeting.

*Vote ~ 5 ~ 0*

7. **Consent Agenda ~**

A *motion* was made by Commissioner Stilwell and *seconded* by Commissioner Crawford approving the Consent Agenda.

*Vote ~ 5 ~ 0*

8. **Committee / Board Reports and Minutes ~**

**a. Community Appearance Commission ~**

**Ann Hollingsworth ~**

Ms. Hollingsworth thanked the Library Commission for allowing the Appearance Commission to place pictures of the property recognitions in the City Library. We will change the pictures every three months. With proceeds raised the Commission purchased jar openers with the city logo on them for the Welcome Packages. The Commission has found three (3) new photographers in Boiling Spring Lakes, Bill White, Becky Marksberry and Tanja Pigott. We are collecting pictures for our 2018 calendar.

**b. Planning Board ~**

**Bill Clark ~**

Mr. Clark reported a review was done from Langbeen Builders, Inc. on a preliminary subdivision which Mr. Clark then distributed packets to the Board which included a full size map of the preliminary subdivision. The Planning Board held a Special Meeting at which time all this information was brought forward.

**c. Parks & Recreation Advisory Board ~**

No representation of the Parks & Recreation Advisory Board was present.

**d. Special Events Committee ~**

Commissioner Crawford stated there is no representative present; however Commissioner Crawford informed the Board he will have a report sent to the members this week.

**e. Library Committee ~**

**Frances Thomas ~**

Mrs. Thomas reported the Committee held a workshop to sort through books and to prepare for the book sale. The book sale was held on June 23, 2016 at City Hall and we sold \$75.00 worth of books. We will not be holding a July meeting as some of our members will be on vacation; our next meeting will be held on Monday, August 8, 2016.

**f. BSL Fire / Rescue ~**

**Commissioner Stewart ~**

Commissioner Stewart stated the fire department was averaging one to two incidents per day during the month of June. Two of the probationary fire department members were voted into full membership; one applicant was voted to be placed on a 90 day probation; several applications were received for the July meeting to join the BSL Fire/Rescue

Department. Also the department is still waiting to find out if they were awarded the AFG Grant from FEMA.

Commissioner Stilwell inquired if the BSL Fire Department is in automatic aide with Southport. Commissioner Stewart stated they are still working on that.

- 9     **City Manager's Report and Presentation of Monthly Financial Reports ~ Jeff Repp**  
Mr. Repp reported as of May 31, 2106 the City had \$2,648,980 in cash and investments. Sales tax revenue after 11 of the 12 months is running 4.35% ahead of schedule; it appears that the City will be receiving a surplus in sales tax revenue over what we have budgeted. Construction activity for the month of May was \$386.955, which included three new homes, one on Prospect, East Place and Crestview. For the entire fiscal year we had 46 new housing permits and two mobile homes being issued. We have received no upset bids for the New Bern property pursuant to the resolution the Board adopted, this authorizes me to move forward to closing for those property owners, which we will do with no further Board action. We have notified the Fichners the bid has been accepted; the City attorney will complete the deed and we will handle that internally. The property will close no later than July 15, 2016.

Commissioner Stilwell requested Mr. Repp to update the Board and citizens on the status of the pump that will be installed on Redwood Rd. Mr. Repp explained all of the equipment has been delivered; we are working on getting an electrician to install the panel. Once that is done, Public Works will be able to install the equipment. Mr. Repp also gave an update on Swamp Thing. Their equipment is in town and they are scheduled to start the work on the grasses in the Big Lake on Monday, July 11, 2016, the City has eight days scheduled for the work, possibly if the work is completed earlier we may have Swamp Thing work on another location, which is yet to be determined.

10.    **Old Business ~**

No items were listed under Old Business

11.    **New Business ~**

*a. Proclamation* ~ Recognizing the Month of July 2016 as Parks and Recreation Month in Boiling Spring Lakes.

A *motion* was made by Commissioner Stilwell and *seconded* by Commissioner Stewart Recognizing the Month of July 2016 as Parks and Recreation Month in Boiling Spring Lakes.

*Vote ~ 5 ~ 0*



**b. Order** ~ appointing Lucille Launderville to the Special Events Committee for a term of three (3) years beginning July 5, 2016.

A **motion** was made by Commissioner Crawford and **seconded** by Commissioner Stilwell appointing Lucille Launderville to the Special Events Committee for a term of three (3) years beginning July 5, 2016.

**Vote ~ 5 ~ 0**

**c. Order** ~ appointing Kevin Metzker, Sr. to the Special Events Committee completing the unfulfilled term ending December 1, 2017.

A **motion** was made by Commissioner Crawford and **seconded** by Commissioner Putnam appointing Kevin Metzker, Sr. to the Special Events Committee completing the unfulfilled term ending December 1, 2017.

**Vote ~ 5 ~ 0**

**d. Order** ~ authorizing the City Manager to accept the bid of **Gregory Poole Equipment**, 4807 Beryl Road, Raleigh, NC 27606 for the purchase of a **2016 Caterpillar M314F Excavator** in the estimated amount of **One Hundred and Ninety One Thousand and Twenty Five Dollars and No Cents (\$191,025.00)**.

A **motion** was made by Commissioner Stewart and **seconded** by Commissioner Crawford authorizing the City Manager to accept the bid of **Gregory Poole Equipment**, 4807 Beryl Road, Raleigh, NC 27606 for the purchase of a **2016 Caterpillar M314F Excavator** in the estimated amount of **One Hundred and Ninety One Thousand and Twenty Five Dollars and No Cents (\$191,025.00)**.

**Vote ~ 5 ~ 0**

**e. Order** ~ authorizing the City Manager to accept the proposal of **The Perkinson Company**, 10817 Southern Loop, Pineville, NC 28134 for the purchase and installation of two (2) AUMA Actuators for the spillway gates at Sanford Dam in the estimated amount of **Sixteen Thousand Four Hundred and Eighty Dollars and No Cents (\$16,480.00)**.

Mayor Caster requested Mr. Repp provide details for the purchase of the two (2) Actuators. Mr. Repp explained there are four (4) gates currently on Sanford Dam which require the use of an electronic winch to increase or decrease the electronic gates. By purchasing the two (2) Actuators this will allow the gates to be moved accordingly by flipping a switch. By doing this we remove the danger and risk to staff using an electric winch during a heavy rain event.

A **motion** was made by Commissioner Stilwell and **seconded** by Commissioner Crawford authorizing the City Manager to accept the proposal of **The Perkinson Company**, 10817

**Southern Loop, Pineville, NC 28134** for the purchase and installation of two (2) AUMA Actuators for the spillway gates at Sanford Dam in the estimated amount of **Sixteen Thousand Four Hundred and Eighty Dollars and No Cents (\$16,480.00).**

*Vote ~ 5 ~ 0*

***f. City Clean Up and Adopt a Highway Program ~***

Commissioner Putnam stated over the past several years we have had several comments regarding the trash along our roadways. It is everyone's responsibility to take pride in their community. What I am proposing is The City of Boiling Spring Lakes provide: trash bags, orange safety vests and grabbers. There will be a form placed on the website for those citizens who would like to volunteer to go out and clean up their neighborhoods. The City will be responsible to pick up all trash bags and properly dispose of them. There will be safety guideline information provided, for example; do not pick up any animal or bird dead or alive which can cause harm. Do not pick up any medical material or waste or needles. A link providing this information will be setup on the City web page.

Commissioner Putnam stated the volunteer sign up form will be on the agenda at the August meeting for approval with all the pertinent information that is needed for our citizens who are interested in volunteering for community clean up. Mayor Caster inquired if trash can be picked up on county roads. Commissioner Putnam explained the City can pick up the orange bags on State Highway 87 and State Highway 133. These are the only two State roads we have.

A ***motion*** was made by Commissioner Putnam and ***seconded*** by Commissioner Stewart to have the City of Boiling Spring Lakes provide the necessary trash bags, orange vests and trash grabbers. The City will pick up all trash bags and properly dispose of them once all the property has been returned.

*Vote ~ 5 ~ 0*

***g. Request for Workshop ~ Lake Keziah Aquatic Vegetation Treatment ~***

Commissioner Putnam stated at this time of the year I do not know if we are at the end of the spraying season or not. I would like to suggest this topic be brought up next year during our budget talks and discuss this at that time.

A ***motion*** was made by Commissioner Putnam and ***seconded*** by Commissioner Crawford to table the discussion until budget talks begin in the spring of 2017.

*Vote ~ 5 ~ 0*



***h. Request for Public Hearing ~ Plat Review ~ Case Number 2016-1  
LBD-1 Subdivision Preliminary Plat ~ Langbeen Builders, Inc.***

Mr. Repp explained Langbeen Builders bought 47 acres along South Shore and the golf course; Langbeen Builders are proposing to subdivide that property. The Uniformed Development Ordinance requires Langbeen Builders to appear before the Planning Commission; you are receiving their recommendation tonight. Cape Fear COG reviewed the plat for compliance; the UDO now requires this request go to the Board of Commissioners for approval to hold a Public Hearing on the proposed subdivision. Following the Public Hearing the Board has sixty (60) days to take action one way or another; or send it back to the Planning Board for review. I do not see this being an issue since it is in compliance with everything the City has asked.

Commissioner Crawford stated he has walked the property and noticed several turpentine trees that are located on that property. Mr. Crawford questioned if there was any way of protecting those trees and suggested where possible, the property owners try to salvage those trees for the historical significance to our community. History shows the community had a large turpentine industry before 1960, we should at least request the trees be protected.

A ***motion*** was made by Commissioner Putnam and ***seconded*** by Commissioner Stilwell requesting a Public Hearing to be advertised for two (2) weeks and add this to the August agenda the Plat Review ~ Case Number 2016-1 ~ Langbeen Builders, Inc., LBD-1 Subdivision Preliminary Plat.

***Vote ~ 5 ~ 0***

***i. Placement of the Mini Library at Muse Park ~***

Commissioner Stilwell commented on the Mini free Library located in Muse Park which has been situated there for quite some time. The mini library has been vandalized and has been repaired and placed back in its original spot. The Library Committee is concerned this will happen again. The Committee would like to have the mini library moved over in the City Hall area or Police Department area to help insure that the library does not get vandalized again. We are open for suggestions for the placement and have been advised by Mr. Repp the Board will need to vote on this.

A ***motion*** was made by Commissioner Stilwell and ***seconded*** by Commissioner Stewart to request our city manager to find an appropriate place to move the mini library from Muse Park to a new chosen location.

***Vote ~ 5 ~ 0***

11. *Adjourn ~*

A ***motion*** was made by Commissioner Stewart and ***seconded*** by Commissioner Putnam to adjourn the Board of Commissioners Meeting of July 5, 2016.


*Vote ~ 5 ~ 0*

The Board of Commissioner Meeting was adjourned at 7:05 p.m.

  
\_\_\_\_\_  
Craig Caster, Mayor

ATTEST:

  
\_\_\_\_\_  
Jane McMinn, Clerk

  
\_\_\_\_\_  
Date

