



**City of Boiling Spring Lakes
Board of Commissioners Regular Meeting Minutes
January 7, 2020
City Hall – 6:30p.m.**

PLEASE TURN OFF CELL PHONES

1. Call to Order ~ Mayor Craig Caster

Prior to the start of the meeting Commissioner Barger requested holding a moment of silence in honor of the passing of Judge Ola Lewis.

2. Attendance ~

Mayor Craig Caster
Commissioner Tom Guzulaitis
City Manager Jeff Repp
Police Chief Greg Jordan

Commissioner Steve Barger
Commissioner Teagan Hall
City Clerk Jane McMinn
Planning and Zoning Administrator Nicole Morgan

3. Pledge of Allegiance ~ Ricky Rygg

4. Approval of Regular Agenda ~

A ***motion*** was made by Commissioner Guzulaitis, a ***second*** by Commissioner Barger to add under New Business letter ~ ***g*** ~ authorizing the City Manager to enter into an Engineering services contract with USDA-NRCS – Hurricane Florence EWP – Engineering Assistance with LDSI, Inc. Commissioner Barger added letter ~ ***h*** ~ a budget amendment to provide financial assistance to Fire / Rescue.

Vote ~ 4 ~ 0

5. Introduction of New Officers ~ Chief Jordan

Officer Imran Rahman
Officer Bart Wanczyk

Chief Jordan introduced Officer Imran Rahman who started with our department on November 19, 2019. Officer Rahman served nine (9) years in the US military.

Bart Wanczyk was born in Poland and started with our department on December 6, 2019. He received his degree in criminal justice from John J. College of Criminal Justice.

6. Public Hearing ~

Mrs. Morgan explained the public hearing this evening is to consider a rezoning request of parcel 1720000217 from R-2 Residential to R-6 Residential which is 26 acres.

Mr. Joseph Cribb ~ Wilmington, NC

Mr. Cribb explained he does not reside in Boiling Spring Lakes, however he owns property on Virginia Road. I own four (4) lots on Virginia Road and all four (4) lots abut the parcel of 0217 which is R-2 Residential. I encourage you not to change the zoning, as it is not standard for the road and the multiple lots the rezoning could effect. The property runs behind 18 other lots.

Mr. Nicholas Robb ~ 813 Virginia Road

Mr. Robb stated he and his wife own the property and we made the request to have this property rezoned. I think it is appropriate to have a 26 acre piece of property that is surrounded by a majority of undeveloped pieces of property to be rezoned.

7. Hurricane Florence Update ~ City Manager Repp

Mr. Repp explained the updated project information has been listed on our website as we do monthly.

We have added North Lake and Pine Lake detour roads which have been approved by FEMA as eligible projects. The City been given approval by FEMA funding for projects, excluding the dams, approximately \$2.9M for repairs due to Hurricane Florence.

A full copy of the FEMA Project Status report is hereby incorporated by reference and made a part of these minutes.

8. Approval of Minutes ~

- a. Board of Commissioners Closed Session Meeting Minutes ~ December 3, 2019
- b. Board of Commissioners Regular Meeting Minutes ~ December 3, 2019

A *motion* was made by Commissioner Barger, a *second* by Commissioner Guzulaitis to approve the Board of Commissioners Closed Session Meeting Minutes of December 3, 2019; and Board of Commissioners Regular Meeting Minutes ~ December 3, 2019.

Vote ~ 4 ~ 0

9. Public Comments ~

Ricky Rygg ~ 267 Holly Rd.

Mr. Rygg read from the minutes of November 6, 2019, page 5 under the City Managers report.

“Phase 2 of the Storm Water Management plan is nearing completion of the final survey. We will be meeting with Sungate and the review of the submission.” Mr. Rygg stated he would like to see a meeting set between the Board of Commissioners and the citizens prior to the Sungate Phase 1 and 2 review meeting, and the planned work being established. The citizens live here where the problems exist, there may be items once it is reviewed that need to be added and/or included at this time before the work matrix is established.

Ms. Karen Hartigan ~ 801 South Shore Dr.

Ms. Hartigan introduced herself as the current President of the BSL Garden Club. The Club purchased and planted 300 daffodils at Spring Lake Park which should start blooming next month. Also, on behalf of the club I would like to invite everyone to attend an educational wildlife talk the club will be sponsoring on January 21, 2020 at 6:30 at the Community Center.

Mr. Joseph Cribb ~ Wilmington, NC

Comments have been made previously at the Public Hearing.

Mr. Roger Samson ~ 651 Trevino Rd.

Mr. Samson commented on the agenda item tonight referring to the open seat on the board. Many citizens feel strongly that the board consider the next person who would have been elected in the election. I strongly urge the board to do this.

10. *Consent Agenda ~*

A *motion* was made by Commissioner Barger, a *second* by Commissioner Hall to approve the Consent Agenda.

Vote 4 ~ 0

11. *Committee / Board Reports and Minutes ~*

Community Appearance Commission ~ Ms. Ann Hollingsworth

Ms. Hollingsworth reported the power has been restored to the utility polls, we were able to have our Christmas lights this year. A thank you to Mr. Repp and our Public Works Department for getting our banners back in place. We would also like to thank the Special Events Committee for the Christmas tree on the property out in front of City Hall. We had three Christmas display winners this year. Mr. Rygg delivered the property recognition signs we had refurbished, and we delivered 14 informational packs. We wish Mayor Caster and the Board of Commissioners a productive 2020.

Planning Board ~ Mr. Bill Clark, Chair

Mr. Clark reported the board had a discussion on the table of permitted conditional uses for docks, piers, bulkheads and water side structures. We are considering a change to this and the city center district. The Board was in favor of making this change but not without some consideration of the dock sizes. We tabled this until our next meeting. We approved the schedule for the Planning Board meetings for 2020.

Parks & Recreation Advisory Board ~ Dorothy Manz, Vice Chair

Commissioner Guzulaitis reported for Mrs. Manz.

The advisory board was unable to form a quorum. The board is down two members, and we are hoping to receive applications to fill these two openings.

Special Events ~ Mrs. Jackie Barker, Chair

Mrs. Launderville reported for Mrs. Barker.

The Special Events Committee did not meet in the month of December. We did remove the Christmas decorations and lights from the Christmas tree in front of City Hall. We will resume our meeting on January 8, 2020.

Library Commission ~ Mrs. Frances Thomas, Chair

Commissioner Hall reported for Mrs. Thomas.

The Library Commission will combine its January 9, 2020 meeting with their workshop and inventory along with book inspections. A meet the author event is being planned for April at the Community Center subject to availability.

BSL Fire / Rescue ~ Chief Theresa Tickle

Chief Tickle welcomed all the new commissioners who were sworn in at the December 2019 Board of Commissioner meeting.

We did not schedule any meetings or training since December was a short month. We did receive 28 medical calls and 27 fire related calls. We had 108 hours of instruction on the new ladder truck. The department attended the Southport, Oak Island and Bolivia Christmas parades. We had the Santa parade here in BSL which was a successful event. We thank the Special Events Committee and the BSL Police Department for all their help and assistance. On January 12, 2020 at 2:00 p.m. will hold our Wet Down Ceremony and we will be serving hamburgers and hotdogs for everyone. The event will be at the Fire House on Fifty Lakes Dr. Please come out and join us.

12. City Manager's Monthly Report ~ City Manager Jeff Repp ~

- Mr. Repp reported as of November 30, 2019 the city had \$2,705,890 in cash and investments.
- Property tax collections in the month of November were 68.7%.
- After five (5) months of the fiscal year the sales tax revenue is running 5.29% ahead of schedule.
- One new building permit was issued in November to make a total of 18 for the fiscal year.
- . A meeting with county and sewer staff to review the draft sanitary sewer study that has been prepared by the county will be held tomorrow morning at 8:30 am. . Once this meeting is completed, most likely there will be a meeting setup by county staff to make a public presentation on the city wide sanitary sewer study. WK Dickson are the engineers on this project.
- A pre-construction meeting will be held tomorrow with Highland Paving at 1:00 p.m. for the \$1.2M paving projects to be done around the city. On January 13, 2020

at 6:00 p.m. we will be meeting at city hall with residents who reside on Pine Lake, Nassau and Crystal to answer questions and review the engineering plans.

- Muse Park - We are waiting for the Storm Water Management permit to be issued from the State. We received comments back from them today asking for a response from us by January 22nd so they will be able to issue the permit by the 25th of January.
 - On November 21, 2019 we signed the sales agreement with First National Bank for the relocated police department. We have ordered the survey and the Phase 1 Environmental Study of the property. Once we receive the reports and there are no issues, we will then proceed toward the closing of the property.
 - Carmichael Construction Company was the lowest bidder for the Lakeview Road E. construction. The work should be completed within the next two weeks.
- On December 16, 2019 the city held a meeting with Sungate Design Group to review Phase 1 & 11 of the Stormwater Management Plan. At the end of Phase III we will be requesting a workshop with the Board of Commissioners to present you with those three (3) Phases.

13. Old Business ~

No Old Business was been listed.

14. New Business ~

a. Order ~ appointing:

ABC Board – one opening completing the three year term ending July 9, 2022.
Jaime Stevens or;
Charlie Carroll

A ***motion*** was made by Commissioner Hall, a ***second*** by Commissioner Guzulaitis appointing Jamie Stevens to the ABC Board completing the three year term ending July 9, 2022.

Vote ~ 4 ~ 0

Planning Board – two openings for a two year term beginning January 7, 2020 ending January 7, 2022.
William Sraver and;
Jeremy Sexton

A ***motion*** was made by Commissioner Guzulaitis, a ***second*** by Commissioner Hall appointing William Sraver and Jeremy Sexton to the Planning Board for a two year term beginning January 7, 2020, ending January 7, 2022.

Vote ~ 4 ~ 0

Special Events – one opening for a three year term beginning January 7, 2020, ending January 7, 2023.

Brenda Hogan

A ***motion*** was made by Commissioner Hall, a ***second*** by Commissioner Barger appointing Brenda Hogan to the Special Events Committee for a term of three years beginning January 7, 2020 ending January 7, 2023.

Vote ~ 4 ~ 0

Board of Adjustment – two openings for a three year term beginning January 7, 2020 ending January 7, 2023.

Don Kessler, regular member and;
Michael Kirchner, 1st Alternate

A ***motion*** was made by Commissioner Guzulaitis, a second by Commissioner Barger appointing Don Kessler as a regular member and Michael Kirchner as 1st Alternate to the Board of Adjustment for a three year term beginning January 7, 2020 ending January 7, 2023.

Vote ~ 4 ~ 0

- b. ***Order*** ~ authorizing the City Manager to accept the proposal of Carmichael Construction Company, Southport, NC for the Lakeview Drive East Road Reconstruction Project in an amount not to exceed Seventy Nine Thousand and Nineteen Dollars and Sixty Six Cents (\$ 79,019.66).

A ***motion*** was made by Commissioner Barger, a ***second*** by Commissioner Guzulaitis authorizing the City Manager to accept the proposal of Carmichael Construction Company, Southport, NC for the Lakeview Drive East Road Reconstruction Project in an amount not to exceed Seventy Nine Thousand and Nineteen Dollars and Sixty Six Cents (\$ 79,019.66).

Vote ~ 4 ~ 0

- c. ***Order*** ~ amending the Table of Organization creating the position of City Hall Assistant with a pay rate being Grade 1 within the adopted pay table and adopting the attached job description for the position.

A ***motion*** was made by Commissioner Guzulaitis, a ***second*** by Commissioner Barger amending the Table of Organization creating the position of City Hall Assistant with a pay rate being Grade 1 within the adopted pay table and adopting the attached job description for the position.

Vote ~ 4 ~ 0

- d. **Resolution** ~ of the Board of Commissioners for the City of Boiling Spring Lakes Regarding the Defense of Employees, Board Members and Officers.

The City Manager explained that this resolution was recommended by the City Attorney to clarify that elected and appointed city officials/employees would be represented by the City if named personally in litigation against the City as long as they are acting within the scope of their work for the City.

A *motion* was made by Commissioner Barger, a *second* by Commissioner Guzulaitis accepting the Resolution by the Board of Commissioners for the City of Boiling Spring Lakes Regarding the Defense of Employees, Board Members and Officers.

Vote ~ 4 ~ 0

- e. **Schedule a Date for Board of Commissioners Workshop** ~

Enterprise Fleet Management ~ Leasing vs. Purchase of City Vehicles; and Police Department Facility Budget

The Board of Commissioners agreed to schedule the workshop after all have had an opportunity to review their current work calendars.

- f. **Order** ~ authorizing the City Manager to enter into an engineering services contract for USDA – NRCS – Hurricane Florence EWP – Engineering Assistance with LDSI, Inc. of Kinston, NC in a lump sum amount of *Two Hundred and Forty Six Thousand and Five Hundred and Sixty Five Dollars and No Cents (\$ 246,565.00)* for the following EWP projects.

A *motion* was made by Commissioner Guzulaitis, a *second* by Commissioner Barger authorizing the City Manager to enter into an engineering services contract for USDA – NRCS – Hurricane Florence EWP – Engineering Assistance with LDSI, Inc. of Kinston, NC in a lump sum amount of Two Hundred and Forty Six Thousand and Five Hundred and Sixty Five Dollars and No Cents (\$ 246,565.00) for the following EWP projects.

- g. **BLS Fire/Rescue ~ Lifepak 15 Cardiac Monitor**

Commissioner Barger explained there is an Oversight Committee which is appointed by the county commissioners to approve purchases of a large dollar amount for fire related equipment. The city agreed to donate to the fire department \$18,000.00 for the purchase of a new cardiac monitor. During that process, the fire department would fund the balance of the cost. The County's Oversight Committee did not approve this piece of equipment. This is a valuable lifesaving tool that our fire department has but is outdated and not functioning properly. With this new Lifepak, Fire / Rescue will have the life saving equipment they need.

Assistant Chief Nathan McConnell explained the cardiac monitor we have is no longer functioning as a cardiac monitor. This piece of equipment is extremely important to

this city. We have been providing this service all along. Without the funds to purchase a new one the city will no longer have this cardiac monitor which is extremely important to help save a life. BSL Fire & Rescue would return the \$ 18,000 previously paid to the City and the City would then purchase the equipment at a cost of \$ 35,511.31 and donate the equipment to the department.

A *motion* was made by Commissioner Barger, a *second* by Commissioner Hall approving the budget amendment for the BSL Fire / Rescue in the amount of *Seventeen Thousand Five Hundred and Eleven Dollars and Thirty One Cents (\$17,511.31)* for the purchase of the Lifepak 15 Cardiac Monitor.

Vote ~ 4 ~ 0

f. Filling the vacancy on the Board of Commissioners ~ term ending December 5, 2021.

A *motion* was made by Commissioner Hall, a *second* by Commissioner Guzulaitis appointing Mrs. Dana Witt to fill the vacancy on the Board of Commissioners term ending December 5, 2021.

Vote ~ 4 ~ 0

City Clerk Jane McMinn administered the Oath of Office to Mrs. Witt.

15. Announcements ~

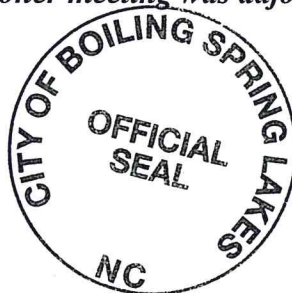
Mayor Caster welcomed Commissioner Witt back on the Board and added 2020 is going to be a good year for the city.

16. Adjourn ~

A *motion* was made by Commissioner Barger, a *second* by Commissioner Witt to adjourn the Board of Commissioner meeting of January 7, 2020.

Vote ~ 5 ~ 0


The Board of Commissioner meeting was adjourned at 7:30 p.m.



ATTEST:


Jane McMinn, City Clerk


Craig M. Caster, Mayor


Date