

NAVASSA REGULAR COUNCIL MEETING

March 18, 2010

7:30 P.M.

MEMBERS PRESENT

Councilman Michael Ballard
Councilman Antonio Burgess

Councilman Milton Burns
Councilman Craig Suggs

Mayor Eulis Willis

MEMBERS ABSENT

Councilman Jerry Merrick

STAFF PRESENT

Claudia Bray, Town Administrator
Travis Barnes, Planner

Charlena Alston, Town Clerk
Al Beatty, Zoning Administrator

CITIZENS & VISITORS

Josie Lewis
Clifton Ballard
Dorsey Jones, Jr
Alonza Davis

Bunn Bethel
Barbara Thomas
Barbara Watson
Beth Sheppard

Roy Robinson
Darlene Jones
Richard Watson

Mayor Willis called the meeting to order.

APPROVAL OF MINUTES

UPON A MOTION BY COUNCILMAN BALLARD AND SECONDED BY COUNCILMAN BURNS THE MINUTES FROM THE PREVIOUS MEETING WAS ACCEPT AND ADOPTED WITH THE NECESSARY CORRECTIONS. ALL VOTED IN FAVOR.

GOVERNANCE

Mayor gave the following brief:

*Expresses the importance about filling out 2010 Census and if citizens need help the staff will assist. Also, request that notification be sent on CTY regarding filling out the census.

*On March 31st Star News Panel want to hear from the citizens at 4:00 pm regarding how they would like to see their town covered in the media.

*The area Mayors did a resolution asking for the lawsuit between Brunswick County and H2GO is dropped.

CONSENT AGENDA

COUNCILMAN BALLARD MADE A MOTION TO APPROVE THE CONSENT AGENDA AS PRESENTED. AFTER A SECOND FROM COUNCILMAN BURGESS, THE CONSENT AGENDA FOLLOWING ITEMS WERE UNANIMOUSLY APPROVED. (RESOLUTIONS ARE LOCATED IN THE RESOLUTION BOOK AND HEREBY INCORPORATED INTO THE MINUTES OF THIS MEETING.)

- *Water Shortage Response Plan Resolution-R-2010-03
- *Request for County to drop law suit against H2GO Resolution-R-2010-04
- *Phoenix Loop Road becoming City Street Resolution-R-2010-05
- *Phoenix Sewer Loan Resolution-R-2010-06

PLANNING BOARD REPORT

The Zoning Administrator gave the following report:

- *The Planning Board has voted to recommend that the Town Council approve a list of text amendments to the adopted 1999 CAMA Land Use Plan and the draft 2008 CAMA Land Use Plan. The proposed language to be changed as well as the board's and staff's justification has been forwarded to the council for review. The Council is reminded that a resolution is required to adopt such text amendments and staff has provided a draft resolution for review.
- *The Planning Board requests that Council find an attorney to help review upcoming planning policies such as the draft Stormwater Ordinance and draft Code Enforcement Ordinances, as well as provide the town with other legal expertise as needed.
- *Currently the Planning Board is operating with only four members and the board requests that the Town Council appoint a new member to fill the vacancy.
- *The Planning Board requests that the Town Council review the options available for Navassa to administer code enforcement in order to abate public nuisances within the town such as junked vehicles, dilapidated housing, trash, etc. The Planning Board recommended that the council pursue the option of hiring a full-time police officer who would also be trained to administer the town's code enforcement on a part-time basis.
- *The next scheduled Planning Board meeting is Wednesday, April 14th at 7:30 pm.

The Town Planner gave the following report:

- *He met with Brunswick County in order to update the town's existing GIS system and Zoning Map as well the information contained within the county's GIS system.
- *The Environmental and Stormwater Advisor Committee has been working on a final draft of the Stormwater Ordinance and drafts have been sent to engineering firms and the Department of Environment and Natural Resources to obtain comments before being taken to council for adoption.
- *Jason Walker of Safe Built Homes would like to make proposal to council regarding their company doing all the inspection for the town.

Councilman Ballard request that 911 addressed be updated with the GIS Department and Emergency Services.

COUNCILMAN BALLARD MADE A MOTION SECOND BY COUNCILMAN BURNS TO CLOSE THE REGULAR SESSION AND OPEN THE PUBLIC HEARING FOR LAND USE PLAN TEXT AMENDMENT. ALL VOTED IN FAVOR.

The Planner gave overview to recommend Text Amendments to the 1999 CAMA LUP and the 2008 Draft Coastal Area Management Act Land Use Plan (CAMA LUP). (Recommendation is attachment 1)

Mayor asks for comments from the public.

Councilman Ballard stated as a citizen he like the fact marina will be open to the public.

Mayor closed the public hearing.

COUNCILMAN SUGGS MADE A MOTION SECOND BY COUNCILMAN BALLARD TO CLOSE THE PUBLIC HEARING FOR LAND USE PLAN TEXT AMENDMENT AND GO BACK INTO REGULAR SESSION. ALL VOTED IN FAVOR.

COUNCILMAN BALLARD MADE A MOTION SECOND BY COUNCILMAN BURNS TO ACCEPT AND ADOPT THE TEXT AMENDMENTS TO THE 1999 CAMA LUP PERTAINING TO MARINAS AND THE 2008 DRAFT COASTAL AREA MANAGEMENT ACT LAND USE. ALL VOTED IN FAVOR.

OLD BUSINESS

Bid award for surplus cars

- The town held an auction for surplus cars on March 9th and the only bidder was Johnny Grady.
- COUNCILMAN SUGGS MADE A MOTION SECOND BY COUNCILMAN BURGESS TO AWARD JOHNNY GRADY THE SURPLUS CARS. ALL VOTED IN FAVOR.

Paving of Victoria lane Bid and Speed Bump Installation Bid

- The Administrator updated the board that Shalimar Construction was the lowest bidder of three vendors. The bid amount was \$49,830 and she recommend they be awarded the contract. Also, Shalimar Construction was the lowest bidder for speed bump installation and they would be built to DOT Standards using asphalt at the cost of \$70 each and she recommends they be awarded the contract.
- COUNCILMAN SUGGS MADE A MOTION SECOND BY COUNCILMAN BALLARD TO ACCEPT THE RECOMMENDATION OF THE ADMINISTRATOR TO AWARD SHAILMAR CONSTRUCTION BOTH CONTRACTS. ALL VOTED IN FAVOR.

Easements for Phoenix Infrastructure

- Four sets of plans have been approved by Planning Board and will be taken to Brunswick County to be register for water/sewer in the Loop road and upper Phoenix section.

Stipend for Storm Water Board

- COUNCILMAN BALLARD MADE A MOTION SECOND BY COUNCILMAN SUGGS TO GIVE THE STORM WATER BOARD A STIPEND IN THE AMOUNT OF \$25 AND MAKE IT RETROACTIVE. ALL VOTED IN FAVOR.

Councilman Ballard informed the board that he requested that the Administrator get bids on paving Ridge Road but will wait until water and sewer are installed before asking for approval of any recommendation.

NEW BUSINESS

Purchase of Bucket for ditching

- COUNCILMAN SUGGS MADE A MOTION SECOND BY COUNCILMAN BURGESS TO PURCHASE A BUCKET FOR DITCHING. ALL VOTED IN FAVOR.

Park Electrical work & Town Hall generator work bid award

- COUNCILMAN BALLARD MADE A MOTION SECOND BY COUNCILMAN BURNS TO AWARD GREGORY WESTFIELD BOTH CONTRACTORS. ALL VOTED IN FAVOR.

Personnel policy amendments for Police starting pay

- COUNCILMAN SUGGS MADE A MOTION SECOND BY COUNCILMAN BURGESS TO AMEND THE PERSONNEL POLICY FOR POLICE STARTING SALARY TO BE \$25,500. ALL VOTED IN FAVOR.

Random Alcohol and drug testing policy

- COUNCILMAN BALLARD MADE A MOTION SECOND BY COUNCILMAN SUGGS TO HAVE THE TOWN ADMINISTATOR DRAFT A RANDOM ALCOHOL AND DRUG TESTING POLICY. ALL VOTED IN FAVOR.

Personnel Pay increase

- This was table until next meeting for further discussion.

UNC Economic Development Training

- The town must have two elected officials attend UNC Economic development training April 16th in Kinston, NC. Councilman Ballard and Mayor Willis will make plans to attend to represent the town.

COUNCIL MEMBER'S REPORTS

Councilman Ballard made the following report:

- DOT is still working on the drainage problem with the town.

Councilman Suggs made the following report:

- The clerk will be moved to back office and accountant moved to front office. Also, key Pad locks will be placed on door. Councilman Burns called for a vote on matter. COUNCILMAN SUGGS MADE THE RECOMMENDATION AS THE ADMINISTRATION LIASION THAT THE CLERK IS MOVED TO BACK OFFICE. BY A SHOW OF HANDS THE VOTE WAS 3 TO 1. AYES-BALLARD, SUGGS, BURGESS AND NAYS-BURNS.

Councilman Burgess made the following report:

- Sanitation Workers will begin to wear safety equipment and safety changes will occur along with cleaning up their work station.
- Did a survey of the streets regarding speed bumps and three way stop signs.

Councilman Burns made the following report:

- Thanked workers for repairing pot hole on Magnolia Drive and request ditch cleaning Along Magnolia Drive.

EMPLOYEES

The Clerk asks council to take into consideration that she is anemic when moving her into the back office where the air conditioner is used a lot.

CITIZENS

Darlene Jones asks if there's anything that can be done to slow speed down on Cedar Hill Road. She stated it has improved but was wondering if more can be done. Mayor directed her concerns to the administrator who oversees the police department.

Bun Bethel asks what the time limit is and what will be the penalty if the work is not completed timely on the Victoria Lane awarded bid. The administrator stated the details have not been worked out yet but will be specific on the contract.

Richard Watson ask why is the Clerk begin moved in the back office when it is easier for her to continue her duties while filling in for the administrative assistant when she out to lunch. Councilman Suggs replied the clerk can still fill in just like the administrator who has an office in the back.

Barbara Thomas asks why you would move the clerk in the back office when she has had the same office since she was hired. Stated she feels the board is wrong in their decision. Councilman Suggs stated as an elected official and administration liaison he was notifying citizens as a courtesy.

Dorsey Jones informed the board that he will be presenting for the Cape Fear Citizen Advisory Committee a proposal to TAC on the 24th at 4:00 pm in City Council Chamber.

Clifford Ballard asks what is Phoenix Loop Road. Is this a name change for Cedar Hill Road? Mayor replied that it was no name change but needed to use that name on resolution to have street placed on Powell Bill Map.

Barbara Watson ask about speed bumps for Pine Valley Drive and how many police officers are patrolling and where. The Administrator answer there's three officers and the town will be hiring two officers and Councilman Burgess will look at Pine Valley for speed bumps.

UPCOMING EVENTS

Coastal Land trust at Phoenix Park on March 22nd.
Bid opening for CDBG Infrastructure on March 25th.
Bid for Davis Creek Park on April 7th at 3:00 pm.
Star News Panel at Town Hall on March 31st 4:00 to 6:00 pm.
EPA visit for Exxon/Mobil (VC Plant) cleanup will be April 7th at 3:00pm.
Community center (commerce visit) on April 9th.
Sewer leak detection with NCRWA on April 12th.

The Council will hold a public hearing on the Planning Board Bylaws on March 30th at 3:30.
Also, will have Safe Built Homes Proposal

ADJOURN

**COUNCILMAN BALLARD MADE A MOTION SECONDED BY COUNCILMAN
SUGGS TO ADJOURN THE MEETING. ALL VOTED IN FAVOR.**

Approval Date: April 15, 2010