

Stewart Pickett, Mayor
Elizabeth (Dale) Williford,
Mayor Pro Tem

Commissioners
Joel Fortune
Pete Wylie
Michael Luther



1400 Salter Path Rd
Indian Beach, NC 28512

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FEBRUARY TOWN BOARD MEETING MINUTES

FEBRUARY 15, 2021

The meeting was called to order at 9:00 p.m. at Ginger's Café at Summer Winds by Mayor Pickett. Commissioner's Fortune, Williford, Wylie and Luther attended the meeting. Also attending were Town Manager White, Deputy Clerk Brickhouse, Police Chief Pollock, Fire Chief Haraway, Public Works Director, and news media.

2. Commissioner Fortune gave the invocation, and all joined in the Pledge of Allegiance.
3. Commissioner Williford asked for a correction to the minutes of January 17th. She did attend the meeting. The Mayor moved per corrections.
4. **FINANCE OFFICER/TOWN MANAGER**

Town Manager White advised that the auditor has submitted the town's audit report on Friday, January 29th to the LGC for approval.

He has filed for \$218,445 in reimbursement from FEMA which will cover the purchase of the Public Works truck and dual band radios.

Property taxes collected for the month of January were \$118,722.21.

He has included the following in the financial report.

1. Cash Balance Report.
2. Budget vs Actual Summary report.
3. Manual Journal Entries for January.
5. **POLICE DEPARTMENT REPORT** – Chief Pollock gave his report for September and October and it was accepted as presented.
6. **FIRE DEPARTMENT REPORT** – Chief Haraway gave his report for September and October and it was accepted as presented.

7. **PUBLIC WORKS REPORT** – Director Golden gave his report and it was accepted as presented.

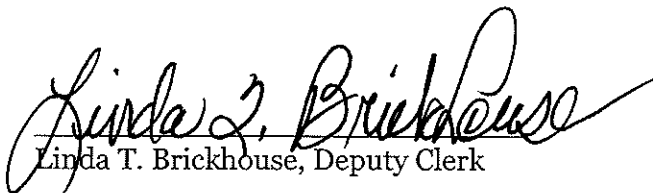
Manager White reviewed the Auditors Report.

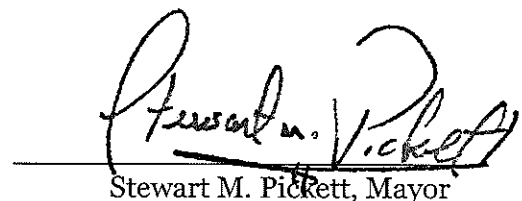
9. **NEW BUSINESS**

- (a) Manager White ask for a motion to the following statement. “The Town of Indian Beach agrees with the Carteret County Beach Commission that the Bogue Banks Master Plan better suites the long-term shore protection needs of our town and the island of Bogue Banks, and therefore recommends that the county does not enter into a project partnership agreement with the US Army Corp of Engineers for the Bogue Banks Coastal Storm Risk Management project.”
Commissioner Williford made the motion. Commissioner Luther seconded the motion. The motion passed unanimously.
- (b) Manager White gave the 2019/2020 Auditor Presentation. The Management’s Analysis is included in the agenda packet. No action was taken.
- (c) Manager White reviewed the Audit Contract. The motion read as follows.
Request a motion to award the town audit contract to Sharpe & Patel, CPA. The Contract will be for three (3) years at \$10,865 for the first two (2) years and \$11,408 the final year, with the option to renew for an additional three (3) years. A copy of the proposal is included in the agenda. Commissioner Williford made the motion. Commissioner Luther seconded the motion. The motion passed unanimously.
- (d) Manager White ask for a motion to surplus the items listed below, and approval to use the items as trade in and authorize the Town Manager and/or the Police Chief to execute all documents in the exchange in accordance with NC G.S. 160A-266. The items are four (4) Remington 870 pump shotguns. Commissioner Fortune made the motion. Commissioner Wylie seconded the motion. The motion passed unanimously.

Commissioner’s comments, public comments.

The meeting adjourned 2:20.


Linda T. Brickhouse, Deputy Clerk


Stewart M. Pickett, Mayor

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FEBRUARY TOWN BOARD RETREAT MINUTES

FEBRUARY 15, 2021

Mayor Stewart Pickett called the Planning Retreat to order at 9:30 am at Ginger's Café at Summer Winds Condominium. Commissioners attending were E. Dale Williford, Joel Fortune, Pete Wylie and Michael Luther. Also in attendance were Town Manager Tim White, Deputy Clerk Linda Brickhouse, Police Chief Billy Pollack, Fire Chief Joshua Haraway, Scotty Golden Public Works Director the news media and public.

POLICE DEPARTMENT

Police Chief Pollock reported his department's 2020 Calls for Service. He also stated that he has a good Staff.

Listed below is his 2021 Plan

- Continue to participate in the Governors Highway Safety Plan which will earn them \$200.00 for each participation.
- Seek state and federal grants for equipment.
- Continue to review town policies and federal case law rulings.
- Increase the beach patrols with the part-time staffing that had been added in 2020.
- Do remote golf cart registrations from new computer equipment that was purchased in October 2020. The officers can receive phone calls in their car and go to the property if needed.
- Find free training, local and online, for all sworn officers. Because of the covid-19, he has been unable to schedule any classes.
- Research future vehicle purchases that are not only cost effective but also eco-friendly as can be for patrol use in the next 2-3 years at a cost estimated to be \$43,000 to fully outfit. For example, a side by side.
- He has been unable to send any of his officers to any training because of the covid-19.

ADVANCED LAW ENFORCEMENT CERTIFICATE

Chief Pollock reported that four (4) of his officers have Advanced Law Enforcement Certificates. He explained what this entails.

5-10 YEAR PLAN

He explained what he will need to accommodate for the Population Growth, Community Relations and he will need additional officers to accommodate the additional workload.

FIRE DEPARTMENT

Fire Chief gave the statistics on the Fire Department and EMS.

He reviewed the accomplishments for the year 2020-2021.

The following is purchases for the year 2020-2021

- Purchase footwear for the firemen..... \$2,600.00
- Purchase a new deck gun for engine 1..... \$3,800.00
- Purchase bailout bags for each air pack..... \$2,500.00
- Purchase four (4) sets of turnout gear, every year..... \$9,500.00
- Lease to own fourteen (14) airpacks..... \$11,000.00 down and \$16,500 a year for 7 years.

TOTAL..... \$29,400.00

- Relocate station generator to the exterior..... \$12,500.00
- Relocate current UTV.....\$18,000.00
- Expected selling price of the current ambulance..... \$35,000.00

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NEXT 5 YEARS

- Employee Retention.
- Remodel upstairs.
- Replace front ramp at station.
- Replace septic tank system.
- Update bay lighting and exterior lighting, gutters.
- Physical fitness equipment.
- Relief fund.
- Jet ski (FY 25-26).
- Additional Cardiac Monitor.
- Ballistic Vest.
- Water Rescue Equipment.
- Telephone System/Internet System.
- Re-negotiate Carteret County Contract for Salter Path.
- He reviewed the process in submitting information for grants.

PUBLIC WORKS REPORT

Scotty Golden, Public Works Director, reported his needs.

Immediate Needs

- Christmas Lights
- Walk behind grass mower
- Floor Model Toolbox
- Upright air compressor
- Air Tools

Future Needs

- Portable boom lift

- Zero turn mower
- Fencing to secure Public Works Building
- Landscaping tools

ADMINISTRATIVE REPORT

Town Manager, Tim White reported on the Fund Balance.

- He reported on the CASH BALANCES for the years 2018, 2019, 2020.
- He outlined the TOTAL CASH POSITION for years 2018, 2019, 2020.

He presented an **OUTLINE OF GOALS AND OBJECTIVES**. (from last year's retreat)
PERSONNEL POLICY - He and the Department Heads continue updating the personnel policy and his goal is to start reviewing with the Commissioners July 2021.

ACCOUNTING PROCEDURES – He advised that since bringing payroll and accounts payable in house, it allows him to have real time data on the budget. The Department Heads and the Commissioners are provided budget vs actual reports monthly. He has more control over the finances and he is saving roughly \$15,000 per year.

DEBRIS MANAGEMENT PLAN - On March 11, 2020, the Town adopted the FEMA approved Debris Management Plan. Since adopting this plan, the town will be eligible for FEMA reimbursement associated with storm related debris removal.

PAY PLAN – He reported that the Town's pay plan is outdated. A draft pay plan and updates to the personnel policy will be presented with the proposed 2021/2022 budget. It will include a combination of merit and longevity increases. He explained how the evaluations are performed.


MISCELLANEOUS ITEMS – COST SAVING

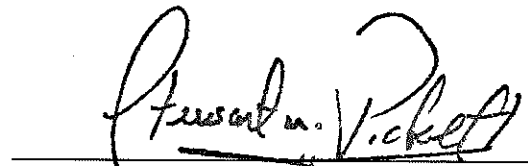
- Some of the old lights in town hall have been replaced with LED.
- The rental on the water cooler has been cancelled which will save the town \$780.
- He has quotes on new Christmas lights. He can purchase 12 new LED Snowflakes lights for \$5,894.71 and will save \$1,400 for electric charges. The previous electric charges were \$1,400 and replacement lights were \$250.00.

ON THE HORIZON

- Title VI will be on the March agenda.
- Planning Board appointment
- Neil Whitford, Town Attorney is working on the New Land Use law. Chapter 160D.
- Re-surface both Town Hall and Fire Department parking.

The meeting adjourned at 1:45 p.m.


 Linda Brickhouse
 Deputy Clerk


 Stewart Pickett
 Mayor