

**TOWN OF PINE KNOLL SHORES**  
**BOARD OF COMMISSIONERS**  
**REGULAR MONTHLY MEETING**  
May 12, 2021— 6:00 p.m.

**Call to Order and Pledge of Allegiance**

Mayor John Brodman called the May 12, 2021 regular monthly Meeting of the Pine Knoll Shores Board of Commissioners to order at 6 PM in the Town Hall Board Room, and led the Pledge of Allegiance. Also present for the meeting were Commissioners, Clark Edwards, Bill Knecht, Larry Corsello, and Ted Goetzinger; Town Attorney Neil Whitford (online), Town Manager Brian Kramer; Assistant Town Manager/ Finance Officer Julie Anderson; Public Services Director Sonny Cunningham; Town Planner Kevin Reed (online); Fire Chief Jason Baker (online); Police Chief Ryan Thompson; and Town Clerk Charles Rocci. Absent was Commissioner Alicia Durham.

**\*\*Due to COVID-19 Pandemic, the board room was closed to the public but they were able to listen via webinar. Members who were marked (online) were present virtually through GoToWebinar.**

**Approval of the Agenda**

Mayor Brodman requested the addition of Chapter 74 changes under new business, following the public hearing. He also requested the addition of Mayor and Commissioner Reports, following the second public comment period. A motion was made to approve the agenda as amended was made by Commissioner Goetzinger, seconded by Commissioner Corsello. The motion passed unanimously.

**Disclosures and Conflicts of Interest**

There were no disclosures or conflicts of interest.

**Announcements**

Mayor Brodman gave announcements.

**Consent Agenda**

Commissioner Knecht made a clerical correction to the April 7 Special Meeting Minutes. Commissioner Knecht made a motion to approve the consent agenda (consisting of: March 24, 2021 Regular Meeting Minutes, March 24, 2021 Closed Session Minutes, April 7, 2021 Special Meeting Minutes and Tax Discoveries and Releases) with amended changes. The motion was seconded by Commissioner Edwards. The motion passed unanimously.

**\*Public Comment**

Public comments were presented either in the form of a letter or spoken online through GoToWebinar. Those comments are attached in these minutes.

## **Town Manager Report & Staff Reports**

*Town Manager. Town Manager Brian Kramer briefed:*

### **\*Phase II Stormwater Project**

The electrical connection has been completed at the pump house. We are now waiting for an as built survey to be completed

### **\*Pedestrian Planning Group**

The PPG is working with NC Parks and Recreation to inquire about a nature trail connecting the Inn at Pine Knoll Shores to the Public Safety Building. The next steps are to survey the town on the need for a nature trail and collecting application materials for the Regional Trails Program Grant

### **\*NCDOT Drain Lines**

The town is installing drain lines along Arborvitae Dr and Cedar Rd. The bids for this project will be opened this week. The challenge is who would pay for this project. The concern with federal dollars is that the lines may have to be fully ADA qualified.

### **\*Bogue Pines Takeover**

Bogue Pines has requested a town takeover of their cul-de-sac in order to maintain the road. There are many challenges here including the street conditions in accordance to NCDOT standards, parcel configuration, septic systems, and precedent. Kramer recommends that town not take over this road.

### **\*TM Quick Updates:**

- FEMA Excess Funds Request
- Beach Vegetation
- Road Striping

*Finance and Admin Report. Assistant Town Manager Anderson briefed:*

Julie Anderson began with a follow up from the April 28 Budget Meeting. The town plans to refinance the water bond because of lower interest rates and the ability to continue to pay down the principal. Back in 2013 when we tried to refinance, the Local Government Commission would not allow the installment financing of such a long term bond, therefore payments were much higher on a refinance. She also followed up on a question from the previous meeting comparing our inspection fees with other towns in the area. She found that our cost is average in the county comparing a 2,000sq foot \$175,000 project and a \$200,000 renovation.

The American Rescue Plan (ARP) will distribute \$195,000 by June 30, 2021. The second distribution of \$195,000 will be 12 months following. Allowable uses for the funds include premium pay for public health and safety staff, investments in infrastructure, water and sewer and stormwater. We must obligate funds by December 31, 2024. The period of performance deadline is December 31, 2026. Annual reporting requirements are set throughout.

*Fire Department Report. Fire Chief Baker briefed:*

Water rescue season is getting underway. Always know what access you are located to convey this to 911 dispatchers. Never go to the beach without a floatation device. Never attempt

a rescue without a flotation device for yourself. If you get caught in a rip current, remember to relax, float, and do not panic. Hurricane season is approaching. Now is the time to prepare your house and belongings. Develop an evacuation plan and get your items in order.

*Police Department Report. Police Chief Thompson briefed:*

Beach patrol is increasing. The Police Department had 72 beach patrols in April 2021 (39 patrols in April 2020). That includes 442 miles of beach patrol and 5,055 miles on the beach vehicle since July 2019. The town will hold a weekend golf cart registration event on May 29 from 2pm to 4pm at Garner Park. This is a great opportunity for second homeowners to renew or get a new golf cart permit.

*Public Services Department and Water Report. PSD Director Sonny Cunningham briefed:*

The town is going to fertilize the town's 4.5 miles of beach grass this week. Tyler Felch is now a licensed mosquito control operator. Well #2 is now fully operational after the 30 hp motor was replaced. To prevent this in the future, Pearson Pump Company took one stage off of the 30 hp pump.

*Planning and Inspections. Town Planner Kevin Reed briefed:*

Staff issued SFLPs for new homes at 110 Evergreen Lane, 118 Evergreen Lane, and 136 Hawthorne Drive. The CAC will review SFLP applications for 115 Roosevelt Drive and 165 Arborvitae Drive at its May 19 meeting.

Staff has received a Preliminary Subdivision Plat for the Trinity Center Subdivision and will be reviewed by the Planning board at its May 25 meeting. We will need to revise the easement for pedestrian beach access in order to have the structure within a 15-foot easement.

The town issued 24 building permits with a total value of \$2,768,063. 20 mechanical, 9 electrical and 1 plumbing permits were issued. Total fees generated for all permits were \$27,641 and the total value of all permits issued was \$2,891,418. 86 tree removal permits were issued and 96 inspections were performed.

*Town Clerk Report*

400 feet of oyster shells have been laid, and 4,000 plantings have been installed. 50 feet of Biomason material remain to be installed on the western side. The project was presented to NC AmeriCorps representatives on Friday, May 7. We are expecting survey work to be finished with Acorn Court next week. We will be moving forward with design and bidding plans to begin construction in August.

**Public Hearing**

a. Amendments to Chapter 74

A motion to go into public hearing was made by Commissioner Edwards, seconded by Commissioner Corsello. The motion passed unanimously. No members of the public wished to comment on the proposed changes of chapter 74. Town Planner Kevin Reed reiterated the changes to the board on the amendments from the previous meeting. A motion to come out of

public hearing was made by Commissioner Edwards, seconded by Commissioner Goetzinger. The motion passed unanimously.

### **New Business**

#### **a. Amendments to Chapter 74**

A motion to accept the changes to chapter 74 was made by Commissioner Edwards, and seconded by Commissioner Knecht. The motion passed unanimously.

#### **b. Wellhead Protection Plan**

Brian Kramer briefed. Every five years the rural water association requires a wellhead protection plan. This plan protects our wells from nearby building such as cellphone towers. A motion to approve the wellhead protection plan was made by Commissioner Corsello, and seconded by Commissioner Goetzinger. The motion passed unanimously.

#### **c. Emergency Contract Bidding**

Fire Chief Jason Baker briefed. RFP's were sent out for Phase I clearing, Phase II clearing, and emergency pumping. We received three bid proposals from TFR, DRC, and Graham County Land Company for the Phase I and Phase II bids. Jason recommends we contract with DRC for Phase I and Phase II pumping based on their price and good work in the past. We will need to rebid for emergency pumping since we only received one bid. Commissioner Knecht made a motion to approve DRC for the Phase I and Phase II clearing contracts, with a second from Commissioner Goetzinger. The motion passed unanimously.

#### **d. ARP Budget Ordinance**

Julie Anderson briefed. This is required action to set up a special fund for ARP collections. It also established the ARP budget ordinance, which will be refined at a later date. A motion to accept the ARP Budget Ordinance was made by Commissioner Knecht, seconded by Commissioner Corsello. The motion passed unanimously.

#### **e. Witt O'Brien's Professional Public Services Agreement**

Julie Anderson briefed. This is an agreement for public grant assistance with FEMA related items. Standby contracts are important because all costs are organized and ready to be reported to FEMA. Commissioner Edwards made a motion to approve the Witt O' Brien's Professional Public Services agreement with a second from Commissioner Knecht. The motion passed unanimously.

#### **f. Conservation Agreement**

Planning Board Member Bud Daniels briefed. The Planning Board Conservation Subcommittee brought forward a plan to the Planning Board to place a 25 year conservation easement on a 5.5 acre and a 10.6 acre plot of land adjacent to Pine Knoll Boulevard and Pine Knoll Circle. That plan was approved by the Planning Board and brought to the board of commissioners. The conservation easement will protect the land from development for 25 years. Future commissioners would not be able to overturn the easement without a unanimous vote or a referendum. The deed to the land stipulates that the area can only be developed for town or recreational purposes. The Board requested that Brian Kramer discuss the possibility of a

conservation easement with Neil Whitford to get a better idea of what a conservation easement would entail. No action was taken.

g. Boater Safety Week Proclamation

Town Clerk Charles Rocci briefed. May 22-28 is boater safety week, and we want all residents to boat with care this summer season. The town recognizes boater safety week with a proclamation annually. Commissioner Edwards made a motion to accept the proclamation with a second from Commissioner Knecht. The motion passed unanimously.

**Unfinished Business**

a. Items on the Beach Ordinance

Town Clerk Charles Rocci briefed the board on changes made by Town Attorney Neil Whitford on the items on the beach ordinance. Additions include exceptions for hotel equipment, exceptions for temporary event items, and the process of labeling an abandoned item with stickers for 24 hours before impounding them. Commissioner Knecht questioned a passage which was intended to deter repeat offenders. The board agreed it was not necessary at this time and struck it out. A motion to approve the items on the beach ordinance as amended was made by Commissioner Knecht with a second from Commissioner Corsello. The motion passed unanimously.

**Adjournment**

The Board adjourned on a motion by Commissioner Edwards with a second by Commissioner Goetzinger that passed unanimously. The meeting adjourned at 8:25pm.

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Charles W. Rocci, Town Clerk