



Town of HOLLY RIDGE

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HOLLY RIDGE TOWN COUNCIL REGULAR MONTHLY MEETING June 10th, 2014

Mayor Dingler called the Regular monthly Meeting of the Holly Ridge Town Council to order at 7:00 pm at the Holly Ridge Town Hall. Council members present were Mayor Pro-Tem Hines, Councilman Helms, Councilwoman Stanley, Councilman Lang, and Councilwoman Bragg. Also present were Town Manager Maiorano; Heather Reynolds, Town Clerk; Susan Prather, Finance Officer and Attorney Kitchen.

Invocation and Pledge

Councilman Hines gave the invocation and Mayor Dingler led the Pledge of Allegiance.

Adoption of Minutes

Mayor Dingler explained the Minutes for the May 13th, 2014 Regular Minutes were not included in the packets this month due to an error but the Town Council can approve the Budget Workshop Minutes.

A motion was made by **Councilman Helms** and seconded by **Councilman Lang** to adopt the minutes for the Budget Workshop held on May 20th, 2014 as presented. **All Agreed.**

Adoption of Agenda

Mayor Pro-Tem Hines asked that a Closed Session be added prior to the Public Hearing on the Budget and the reason is for personnel. The Closed Session will be considered Item Number 8.

A motion was made by **Mayor Pro-Tem Hines** and seconded by **Councilwoman Bragg** to adopt the Agenda as amended. *All Agreed.*

Persons Wishing to Address the Council

Presentation by the State Fire Marshall's Office on ISO Inspection Procedures

AC Daniels from the State Fire Marshalls Office was present to explain the ISO inspection process. Mr. Daniels explained the Fire Departments are graded on a scale of 1 to 100 to determine the class rating. The communication grade counts for up to ten points and up to 40 points are given for the water system. The water is graded based on the amount of water that is available minus the usage the Town needs. Mr. Daniels further explained 50 points are based on the Fire Department itself and is based on if there are enough engines, personnel and do they have the training. Mr. Daniels stated for Holly Ridge he would be looking for a total of eight people to respond on the engines to calls. He did mention the Town would receive credit for any of the volunteers.

Mr. Daniels stated the inspector would spend approximately two to three days on site gathering the information. Councilman Lang asked how often the inspections take place. Mr. Daniels stated the inspections are currently on a seven year cycle but his goal is a five year cycle because they are on a new system.

Mayor Pro-Tem Hines asked about having two engines out with eight people and a service company – does that mean one of the eight people are on the service company. Mr. Daniels stated on the service company he is looking for two personnel and on each engine he is looking for four personnel per engine. Mr. Daniels said he earlier stated eight people but he meant ten.

Mayor Pro-Tem Hines asked what would constitute a non-response. Mr. Daniels explained a non-response is when a call comes in and the Fire Department does not get an engine out to that call. Mr. Daniels said when he says two engines, a service company going out alone will at least be a grade and when a Fire Department can be placed on probation if at any time there is a structure fire and the Fire Department does not send an engine.

Mayor Pro-Tem Hines asked about fire hydrants versus rural water supply. Mr. Daniels said if there are areas in Town that are over 1,000 feet from a hydrant, then those residents have the possibility of receiving a class 9 rating.

Mayor Pro-Tem Hines asked how many points would be a Class 6.

Mr. Daniels went over the following point values:

Class 6 would be 40-49 points

Class 7 would be 39-30 points

Mr. Daniels went over how the grading works in the Rural District and the Town would receive their grade based on the hydrants in Town.

Mayor Pro-Tem Hines asked if having paid people give the Fire Department more points. Mr. Daniels stated absolutely. He went on to explain that with two engines and a service company, means he is looking for 10 people, 24 hours per day, 7 days a week. Mr. Daniels said he doubts the Fire Department has that many people, but if they average 12 volunteers responding to all calls then he would divide by three and the Department would be given credit for 4 paid people. Mr. Daniels said every three volunteers responding will equal one paid person.

Councilwoman Stanley asked if the inspection is based on the past seven years. Mr. Daniels stated he only looks at a 12 month period from the day of inspection.

Mr. Daniels explained the process of placing a Department on probation for non-responses within the 12 month period. Mayor Pro-Tem Hines asked how long it takes for a Fire Department to build back up. Mr. Daniels stated that is up to the Fire Department.

Councilman Helms asked if the Fire Department type affects the grading at all. Mr. Daniels stated it only affects the way he looks at them. Councilman Helms asked if there is an appeals process if the rating is not agreed with. Mr. Daniels stated the rating would stand and he would then re-inspect the Department himself.

Mayor Pro-Tem Hines asked if there is one big area that does not have fire hydrants, the Town would still remain a six or seven and that one area would be a nine. Mr. Daniels stated yes. Mayor Pro-Tem Hines said he was under the impression if there was an area that did not have hydrants, the rating for the whole Town would be affected.

The Mayor and Town Council thanked Mr. Daniels and Mr. Raynor for coming to give information on the ISO Inspection.

Parks and Recreation Report

Manager Maiorano stated the 4th of July is coming up and there is a meeting scheduled for next week. He also said the Town is still seeing vendors coming in and there will be a live band this year and it should be a good time.

Manager Maiorano stated the name of the band is The Carolina Band.

ONWASA Report

Mayor Pro-Tem Hines gave the following report:

- ONWASA will be adopting their budget Thursday night.
- There is no rate increase projected and still a lot of capital projects.
- Within the next few months hopefully the Summerhouse plant will be on-line, the line to Summerhouse plant will be online, and Northwest Plant should be on-line as well as Burton Park.

Report of Released Tax Refunds for June 2014

Manager Maiorano stated the following tax releases for the month of May 2014:

- Matthew Hutcheson was issued a refund in the amount of \$97.80.
- Brandy Bejarano was issued a refund in the amount of \$95.41.
- Richard E. Crumpler was issued a refund in the amount of \$15.92.

Manager Maiorano stated the following tax releases need to be approved by the Town Council:

- A refund for Richard & Erin Bouma in the amount of \$253.34.
- A refund for Wells Fargo in the amount of \$103.00.

A motion was made by **Councilman Helms** and seconded by **Councilman Lang** to approve the tax refunds as presented. **All Agreed.**

Closed Session

A motion was made by **Mayor Pro-Tem Hines** and seconded by **Councilwoman Stanley** to enter into a Closed Session for the purpose of discussing Personnel per General Statute 143-318.11 (a) (6). **All Agreed.**

Mayor Dingler called the meeting back to order at 8:10 P.M. after a brief recess following the Closed Session.

Mayor Pro-Tem Hines stated in Executive Session the Town Council discussed a performance bonus for an employee.

A motion was made by **Mayor Pro-Tem Hines** to grant the Town Manager a one-time \$2000.00 performance bonus to be paid out of the 2014/15 budget. Mayor Pro-Tem Hines stated the Town Manager has had a high level of performance with the Town and the Town saves about \$75,000 per year with him doing both jobs.

Councilman Lang seconded the motion. All Agreed.

Councilwoman Bragg reminded the Mayor that the Town Council needed to come back into Regular Session.

A motion was made by **Mayor Pro-Tem Hines** and seconded by **Councilman Lang** to return to Regular Session and to grant the Town Manager a one-time \$2000.00 performance bonus to be paid out of the 2014/15 budget. **All Agreed.**

Public Hearings

Discussion and Possible Adoption of the 2014-2015 Fiscal Year Budget and Budget Ordinance

A motion was made by **Mayor Pro-Tem Hines** and seconded by **Councilman Helms** to enter into a Public Hearing. **All Agreed.**

A motion was made by **Mayor Pro-Tem Hines** and seconded by **Councilwoman Stanley** to return to Regular Session. **All Agreed.**

Manager Maiorano recommended the following changes to the purposed budget:

- Reduce \$2,500 from Contingencies 10-660-77-0 to increase Maintenance/Repair Auto 10-660-17-0

- Reduce Privilege License 10-325-00-0 by \$7000 and Reduce Contingencies 10-660-77-0 by \$7000 to balance the budget due to the General Assembly's elimination of the Privilege License Taxes by 2015.
- Reduce \$2000 from Contingencies 10-660-77-0 to increase the Administration Longevity Pay 10-420-02-1 by \$2000 for the one-time performance bonus.

The Council was in agreement of all of the changes to the Budget.

Heather and Susan stepped out to make the changes to the Budget Ordinance and will bring the document back to the Town Council for adoption.

Old Business

New Business

Possible Appointment of Cecily Hawsey to the Liberty Fountain Committee

Mayor Dingler stated Cecily has made an application to the Liberty Fountain Committee and there are currently two other members on this committee. Councilman Lang asked if a background check has been completed on Ms. Hawsey. Manager Maiorano he would check with Heather.

A motion was made by ***Mayor Pro-Tem Hines*** and seconded by ***Councilman Lang*** to accept appoint Cecily Hawsey to the Liberty Fountain Committee with a positive finding on the background check. ***All Agreed.***

Police Department Comments

Major Bryant gave the following report:

- The checkpoint will be held on Friday the 20th beginning at 10:30 with the briefing.

Fire Department Comments

Chief Longo gave the following report:

- A total of 19 calls in the month of May.

Councilman Helms asked if the Fire Department if there is any change in trend due to the summer and the increase in traffic. Chief Longo stated not as of yet but with traffic increase usually there is an increase in accidents.

Chief Longo said the Fire Department have 4th of July fireworks safety brochures. Chief Longo asked the Town Council is they have any ISO questions for him. Mayor Pro-Tem Hines stated several years ago he asked the Fire Department to tell him where fire hydrants are needed and he has gotten no response.

Mayor Dingler asked about the average volunteer response on calls. Chief Longo said volunteers won't come out unless the event is big but the Department had no non-response calls. Chief Longo said structure fires anywhere from 10 to 15 people will show up. Chief Longo stated the general average response is six to seven people. Mayor Pro-Tem Hines asked is any of the paid staff goes out on volunteer calls. Chief Longo stated no, only Chris Gandy and himself.

Mayor Pro-Tem Hines stated he asked Chief Longo last month when the report on working people is sent in to make a note of what days the County paid guy is working. Chief Longo stated it is usually Tuesdays and Thursdays. Mayor Pro-Tem Hines said yes but if it could be documented on the report that is sent over. Chief Longo said it would not be a problem.

Mayor Dingler asked if the Fire Department will still be able to have the ladder truck with the big flag for the 4th of July. Chief Longo stated yes. Mayor Dingler asked if the Fire Department still has the old fire truck and Chief Longo stated yes. Mayor Dingler asked if that truck would be able to be brought out. Chief Longo said yes it can be.

Manager Maiorano stated the issues with the fire hydrants have been going on and we need the locations and the Town would be more than happy to facilitate the meetings with ONWASA because he feels like we are behind. He also said we are behind on the Industrial Park and Mayor Pro-Tem Hines would be happy to talk with Tom. Manager Maiorano said this is the responsibility of the Fire Department and it needs to be launched and quick because we will not be able to catch up if we do nothing.

Manager Maiorano suggested holding the meetings here and have Mr. Rollins back to the table. Manager Maiorano said he would be more than happy to deal with ONWASA and get everyone at the table. Mayor Pro-Tem Hines stated the only reason the line was able to be run down Highway 17 to get Neighborhoods of Holly Ridge more water was to be able to serve the Industrial Park, it was one of the selling points and there is nothing over there. Manager Maiorano stated he will be happy to have a pre-meeting with Chief Longo. Chief Longo stated he would be in Town on Thursday.

Heather and Susan returned with the updated Budget Ordinance.

Discussion and Possible Adoption of the 2014-2015 Fiscal Year Budget and Budget Ordinance Continued

Councilwoman Stanley asked if the Budget is still balanced after all of the amendments. Susan stated yes.

A motion was made by *Mayor Pro-Tem Hines* and seconded by *Councilwoman Stanley* to adopt the 2014 – 2015 Budget and Budget Ordinance as presented. *All Agreed.*

Possible Appointment of Cecily Hawsey to the Liberty Fountain Committee Continued

Councilman Lang asked Heather if Cecily Hawsey for the Liberty Fountain has passed a background check. Heather stated no, not yet. Manager Maiorano said initially the Town talked about the Parks and Recreation and then decided everyone would have a background check. Manager Maiorano said the Town has checked with the SBI because there was some trouble because four or five years ago the Town had to pass an ordinance the SBI gave us in order to get the codes to run people. He went on to say the SBI has agreed to allow the volunteers to fall under the employee code because they are working under the guise of the Town Council. Manager Maiorano stated prior to that approval the Town was struggling to figure out where to run them because if the Town is audited, the Town must show why those people were ran. Manager Maiorano stated it will be taken care of.

Attorney Kitchen used his iPad to conduct a background and told the Town Manager all was good.

Town Manager Comments

Manager Maiorano introduced Mike McFann as the new Superintendent of Maintenance. He went on to say Mike started on June 2nd and he has a lot of experience and is doing well so far.

The Town Council welcomed Mike.

Council Concerns

Councilman Helms asked if the Town Council needs to do anything for the 4th of July. Manager Maiorano stated everything is ready to go. Councilman Helms asked Mayor Dinger to please include the results of the May informational meetings in her comments. He also thanked everyone for the attendance tonight, the Police Department, the Fire Department, and Susan for her work on the budget.

Mayor Pro-Tem Hines said he spoke with Coastal Bank today and they are waiting on the federal and state approval for the bank and it should be no later than August for the bank to open.

Councilman Helms stated he saw the website is back up and running and wanted to know if that meant the Town has transitioned to the new web master. Manager Maiorano stated the transition would be July and there have been a lot of issues with Charter.

Mayor Pro-Tem Hines stated the staff has spent some time at the multi-purpose field and the Town is waiting on a price to find out how much it will cost to finish leveling it out. Mayor Pro-Tem Hines stated if the work is started in the next couple of weeks, it should be done fairly quickly.

Councilman Helms asked for an update on the meeting with Surf City Parks and Recreation about expanding to our fields. Manager Maiorano stated he told Surf City the Town has a fee schedule and if the Town of Surf City would like to rent our fields, he does not see a problem with that. Manager Maiorano stated Surf City has not been back since the meeting.

Councilwoman Bragg thanked everyone and stated she appreciates their hard work.

Councilman Lang thanked everyone for their attendance and thanked the employees for their loyalty. He also wished everyone a Happy 4th of July.

Councilwoman Stanley stated next year is the 75th anniversary of Camp Davis and the Town needs to get something planned to celebrate Camp Davis Days for the anniversary. Mayor Pro-Tem Hines stated this would be a good thing for Councilwoman Stanley to chair. Councilwoman Stanley stated she could do it. Mayor Dingler asked Councilwoman Stanley to find some volunteers. Councilwoman Stanley stated she would be glad to do what she can since she is no longer working. Councilwoman Stanley thanked everyone for coming and thanked the staff for the hard work on the Budget. She also welcomed Mike.

Announcements

Mayor Dingler stated there were informational sessions held in May about the volunteer opportunities available in the Town. She went on to say there were two sessions held and there were about five people in attendance.

Mayor Dingler said Cecily is with the new business in Town, Mend Consulting and encouraged the Town Council to stop by there.

Mayor Dingler gave the following announcements:

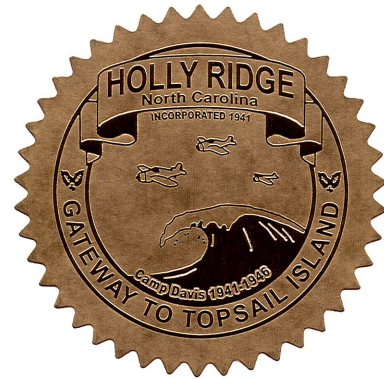
- Four-Town Meeting hosted by North Topsail Beach – Thursday, June 19th, 2014 at 6:30 p.m.
- Planning Board Meeting – Tuesday, June 24th, 2014 at 6:30 p.m.
- 4th of July Liberty Festival and Fireworks in the Municipal Park beginning at 2:00 p.m.

Mayor Pro-Tem Hines stated the employees get around Town and they see things that need repairing and he wishes the employees would be more attentive when they see something when they are coming in to work. He went on to say he wants the employees to go ahead and get something done about these issues instead of one of the Town Council coming and saying an issue has been there for a week and why hasn't it been resolved. Manager Maiorano stated he understands people see different things, but the Town has tried to streamline the process. Manager Maiorano said if someone comes in and says there is an issue, then a work order is immediately done but he is right and the employees should be looking as well.

Adjournment


A motion was made by **Mayor Pro-Tem Hines** and seconded by **Councilman Helms** to adjourn at 8:52 pm. **All Agreed.**

Attest:





Anita Dingle, Mayor



Heather Reynolds, Town Clerk

These minutes were recorded and prepared by Town Clerk, Heather Reynolds