



Town of HOLLY RIDGE

PO Box 145 * Holly Ridge, NC 28445 * Phone (910) 329-7081 * Fax (910) 329-1593

HOLLY RIDGE TOWN COUNCIL REGULAR MONTHLY MEETING September 13th, 2016

Mayor Dinger 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 Bragg, Councilman Hines; Councilman Lang; Councilwoman Hall, and Councilwoman Stanley. Also present were Town Manager, Joe Pierce; Town Clerk, Heather Reynolds; Attorney Chuck Kitchen; and Deputy Clerk Tracy Martin.

Invocation and Pledge

Councilwoman Stanley gave the Invocation and Mayor Dinger led the Pledge of Allegiance.

Adoption of Minutes

A motion was made by **Councilman Lang** and seconded by **Councilwoman Stanley** to adopt the Regular Meeting Minutes held on August 9th, 2016; Closed Session Minutes held on August 9th, 2016 and the Continuation of August Regular Meeting Minutes held on August 16th, 2016. **All Agreed.**

Adoption of Agenda

A motion was made by **Mayor Pro-Tem Bragg** and seconded by **Councilman Lang** to adopt the Agenda as presented. **All Agreed.**

Persons Wishing to Address the Council

There were none.

Presentation of a Proclamation Declaring Constitution Week

Mayor Dingler read the Proclamation Declaring Constitution Week beginning September 17th, 2016 through September 23rd, 2016.

Parks and Recreation Report

Councilwoman Hall stated the Parks and Recreation Committee did not hold a meeting this month but has rescheduled for Thursday, September 15th, 2016 at 3:30 p.m. at the Town Hall.

Liberty Fountain Committee Report

Councilwoman Stanley stated four members have resigned from their committee. She said those members felt their goal has been accomplished and were going to focus on other ways to help the community. She said they would be at the Holly Ridge Sampler passing out information regarding brick sales and service stones. She said they have joined partnership with Merge Ministries out of Beulaville, North Carolina and they are the ones who have volunteered to build a wall around the Liberty Fountain. She said the Liberty Fountain is collecting food donations for the victims of the flooding in Louisiana and the ministry will be delivering the food on September 20th, 2016. She said there is a box located in the Town Hall where people can drop off food donations.

ONWASA Report

Councilman Hines stated the Summerhouse Plant will be online any time now and there will be an ONWASA meeting this Thursday night September 15th, 2016.

Report of Released Tax Refunds for September 2016

The following Refund did not require approval from the Town Council:

- Anthony Caruso in the amount of \$35.01.

Public Hearings

Old Business

New Business

Discussion and Possible Action Regarding Ordinance Codification

Manager Pierce stated the Town has had problems making sure updates were put in our ordinances. He said he has received a proposal from American Legal based out of Ohio. Manager Pierce said they have 14 attorneys on staff and there are attorneys just for the State of North Carolina. He said they have one individual that we will deal with. He stated the cost

could be anywhere from \$8300.00 to \$8800.00 because of the online portion. He said the price depends on when we receive the final draft. Manager Pierce stated the fee can be broken up into three different payments; the first 40% would be due on upon executing the agreement, 40% would be due within 30 days after submission of the manuscript; and 20% due within 30 days after delivery of the printed code books. Manager Pierce stated he does not expect delivery of the code books prior to the end of this fiscal year. He stated the codification would take approximately nine months. Manager Pierce recommends funding 80% of the \$8300.00 which comes to \$6640.00. He said the biggest benefit is convenient access to information and making sure our codes are not violating any laws. He said he spoke with other managers about this company and he did not hear one bad thing about this company. He said if anything goes wrong, we address it with the League and the League addresses the company. The contract is for five years and they furnish us with ten books of codes, PDF of the final draft, and Word documents of the final draft. The cost thereafter will be about \$2000.00 a year which will cover legislative updates which is roughly \$1500 and would include about 330 pages for our size book. He said the other \$450.00 is for the online component and everything is updated by this company. He said if there is a new legislative update that comes out and it needs to be added and it pushes all the other text to a new page, the company would charge us \$18.00 and it would then become page 19-A. He said this would be a huge savings to the Town because they would not need to print new books. Manager Pierce stated this move is very necessary because it would take a lot of stress off of the staff.

Mayor Dingler stated it would help staff and the Planning Board/Board of Adjustment. Councilwoman Stanley asked if the contract was renewable and Manager Pierce stated it is. She also asked if we have to pay \$8300.00 plus the \$2000.00 for the first year. Manager Pierce stated no, we would finance the 80% now and the rest next year. Mayor Dingler stated these ordinances will be available online and this is going to be a big plus for the Town and anyone who would like to view the Code.

A motion was made by **Councilman Lang** and seconded by **Councilwoman Stanley** to approve the Codification agreement between the Town of Holly Ridge and the North Carolina League of Municipalities to be funded from line item 10-660-77-0 – Contingencies in the amount of \$6,640. **All Agreed.**

Possible Approval of Budget Amendment for Loan Proceeds

Manager Pierce stated the Town had approval from the Town Council to purchase two police vehicles during the budget season. He said staff did not know the final cost at the time due to complications from the bank. Manager Pierce explained since the adoption of the budget, the Town has secured financing with BB&T for the vehicles in the amount of \$60,623.00. Manager Pierce stated a budget amendment would be needed for the loan proceeds because it was not budgeted for since he did not want to overstate the amount.

Councilman Lang asked if that price included getting the car completely ready for the road and Manager Pierce stated yes.

A motion was made by **Councilwoman Hall** and seconded by **Councilman Lang** to approve the budget amendment for the loan in the amount of \$60,623. **All Agreed.**

Budget Amendment 2016-2017.1 which is incorporated by reference and hereby made a part of these Minutes.

Possible Action to Amend Police Ordinance

Manager Pierce stated while Betsy was completing the Worker's Compensation Audit, she found the Reserve Officers needed to be added to the Ordinance. Manager Pierce explained if a Reserve Officer is injured on duty, Worker's Compensation would not cover the injury without this Ordinance change.

A motion was made by **Councilwoman Stanley** and seconded by **Councilwoman Bragg** to approve the Ordinance Amending Chapter Four – Police of the Holly Ridge Code of Ordinance. **All Agreed.**

Possible Appointment of Carolyn Butler to the Planning Board/Board of Adjustment for a Two Year Term as an Alternate Member

A motion was made by **Councilwoman Stanley** and seconded by **Councilman Lang** to appoint Carolyn "Sue" Butler to the Planning Board/ Board of Adjustment Committee as an alternate member with the swearing in to be completed once the paperwork is completed by the Police Department. **All Agreed.**

Town Manager Comments

Manager Pierce gave the following report:

Parks and Recreation Update:

- Marsha, Parks and Recreation Director will be attending the Holly Ridge Sampler.
- Marsha has met with Surf City in reference to working together on future sport leagues such as softball and soccer.
- Contact has been made with Meals on Wheels in reference to the Community Center being a possible base location for deliveries. We are waiting to hear from Onslow County to see if Holly Ridge can be added onto the program and added to their route.
- Other organizations that contact has been made with are the Kiwanis Club, American Heart Association, and the Special Olympics of Onslow County.

Public Works Department Update:

- Cut, clean, and edge the Department of Transportation curb and gutters.
- Mosquito spraying weekly on Friday mornings.

- The Town right-of-ways have been cut three separate times and the ditches in Town have been cut.
- Loose boards and railings at the Sound Road Pier have been repaired.
- Construction of the storage box for the baseball pitcher's mound.
- Cut back low hanging limbs and brush on bus routes.
- 38 work orders were completed this month.

Inspections and Zoning Department Update:

- Currently 19 new home permits issued.
- 52 homes under construction.
- 119 total open permits being monitored.

Police Department Update:

- Checkpoint to be held on October 7th, 2016 at the usual location.

Town Council Comments

Mayor Dingler stated she would like to encourage everyone on the Town Council who might have any concerns to come into the Town Hall and discuss them with the Town Manager. She said if there was anything going on in the Community; the Town Manager could make them aware.

Councilwoman Bragg thanked all of the departments for the job they are doing.

Councilman Lang thanked Providence Baptist Church for their 9/11 Service they held on Sunday, September 11th, 2016. He thanked the residents who come to the meetings each month and all of the staff for the job they are doing.

Councilwoman Stanley thanked all of the departments for all they are doing. She thanked Manager Pierce for taking care of Highway 50 and for getting the building done for the pitchers mound. She thanked Providence Church also and said if she had known about the 9/11 Service, she would have been there.

Councilwoman Hall stated she enjoyed the service on Sunday, September 11th, 2016. She stated October is fire safety month and on Saturday, October 1st, 2016, there will be an event at the Fire Department where there will be a raffle for a gun. She stated City Cafe will be at the Sampler. She thanked everyone for making Holly Ridge look great.

Councilman Hines thanked the church for the program on 911. He stated he went on vacation to Pidgeon Forge and a lady there said to him she knew where Holly Ridge is and they have the best fireworks she has ever seen. She said they come every year to see them.

Announcements

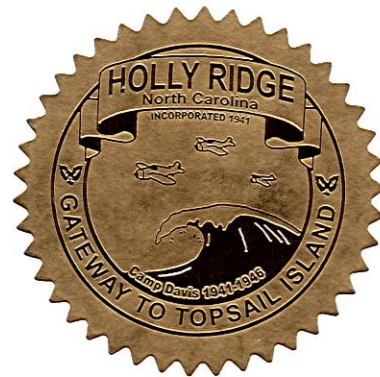
Mayor Dingler gave the following Announcements:

- Parks and Recreation Committee Special Meeting – Thursday, September 15th, 2016 Beginning at 3:30 p.m. at the Town Hall.
- Four Town Meeting hosted by Holly Ridge – Thursday, September 15th, 2016 beginning at 6:30 p.m. in the Community Center.
- Holly Ridge Sampler hosted by the Holly Ridge Fire Department – Saturday, September 17th, 2016 at the Holly Ridge Fire Department.
- Liberty Fountain Committee Meeting – Thursday, October 6th, 2016 Beginning at 6:00 p.m. in the Community Center.
- Parks and Recreation Committee Meeting – Thursday, October 6th, 2016 Beginning at 3:30 p.m. in the Council Chambers.
- Parks and Recreation Committee Fall Festival – Sunday, October 9th, 2016 in the Town Park.

Adjournment

A motion was made by *Councilwoman Stanley* and seconded by *Councilman Lang* to adjourn at 7:40 p.m. *All Agreed.*

Attest:



Anita Dingler
Anita Dingler, Mayor

Heather Reynolds
Heather Reynolds, CMC, Town Clerk

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