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TOWN OF NORTH TOPSAIL BEACH
REGULAR BOARD MEETING
JANUARY 2, 1997

PRESENT: Mayor Marlow F. Bostic, Jr., Mayor Pro-Tem Peter Hillyer, Aldermen Bill Bass, Sue Tuman, Jack Royman, Barbara Haynes; Town Manager Ann Vause, Town Attorney Lynn Coleman and Town Clerk Leigh Etheridge.

CONVOCATION: Mayor Bostic called the meeting to order at 7:00 p.m. at the South End Fire Station and declared a full quorum present.

INVOCATION: A moment of silent prayer was observed.

APPROVAL OF THE AGENDA: A request was made to move items a. and b. under old business to items a. and b. under new business. Additions to the agenda were to include a resolution on the Onslow County task force and a discussion concerning environmental groups regarding State Road 1568. There was also an item added to the managers report for discussion. A motion was made by Mayor Pro-Tem Peter Hillyer and seconded by Alderman Sue Tuman to accept the agenda as amended. Passed unanimously.

INTRODUCTION/
RECOGNITION
OF OFFICERS: Mayor Bostic introduced Eric Toussaint, Marvin Edge and Charles Arthur as our three new police officers for the Town of North Topsail Beach and recognized Officer Ron Menke for five years of service. Officer Menke was presented with a five year service pin.

APPROVAL OF MINUTES:

- a. Special Board Meeting held November 23, 1996; A motion was made by Alderman Bill Bass and seconded by Alderman Jack Royman to approve minutes. Passed unanimously.
- b. Public Hearing held December 5, 1996; A motion was made by Alderman Sue Tuman and seconded by Alderman Barbara Haynes to approve minutes. Passed unanimously.
- c. Regular Board Meeting held December 5, 1996; with one correction noted for a date change from 1996 to 1997, a motion was made by Mayor Pro-Tem Peter Hillyer and seconded by Alderman Sue Tuman to approve minutes. Passed unanimously.

CONTRACT FOR
1997 LAND
USE PLAN: After consideration of the proposed contract with Holland Consultant Planners, Inc. for preparation of the Town's 1997 Land Use Plan, a request was made for Board approval authorizing the Mayor to sign the contract. A motion was made by Mayor Pro-Tem

Peter Hillyer and seconded by Alderman Sue Tuman to authorize the Mayor to sign the contract for the fiscal year 97-98. Passed unanimously.

DISCUSSION
WITH PLANNER
OF CITIZEN
PARTICIPATION
PLAN (LUP):

Mr. T. Dale Holland, Planner-In-Charge, reported that planning date for the Land Use Survey was originally scheduled for September 4, 1996; which was the date of Hurricane Fran. He mentioned important criteria in the Citizens Participation Plan such as Data Collection, Documents, and Public Informational Meetings which explain to the public how, why and what we are doing. Also, all meetings for Land Use Plan discussions are advertised and open to the public. Mr. Holland expects to have the final draft to planning, then to the division of Coastal Management for state approval before adopting the final plan. After this overview, a decision was made to table and schedule planning for February.

AMENDMENT
TO ORDINANCE/
RV TRAILER
PARKS:

A public hearing on the proposed amendment concerning Travel Trailer Parks was held December 5, 1996. A decision was made to table this ordinance amendment until the February Board Meeting.

ORDINANCE
AMENDING
SAND DUNE
DEFINITION:

To provide our law enforcement officers with a more defined, enforceable definition of a sand dune the Board requested the town attorney prepare a more detailed definition of a sand dune. Due to the fact that this is a portion of the Zoning Ordinance a public hearing must be scheduled to receive citizen's input. A decision was made to table the scheduled date until the February Board Meeting.

REQUEST FOR
EXTENSION/
ZONING
ORDINANCE:

A request was presented to the Board of Aldermen from Family Affair, Incorporated for an extension to the 120 day provision of Section 7-153 of the Zoning Ordinance concerning Nonconforming uses of Land. After a lengthy discussion a motion was made by Alderman Jack Royman and seconded by Alderman Sue Tuman to approve the extension to the Zoning Ordinance. Immediately following the previous motion, a discussion was held by Town Attorney Lynn Coleman regarding the extension on Nonconforming uses. A motion was made by Alderman Jack Royman and seconded by Alderman Bill Bass to rescind the previous motion. Passed unanimously. A directive was made for citizens to submit in writing to the Town Manager to delay enforcement on a case by case basis relating to the time frame on the island until such time as unusual circumstances do not exist.

AUTHORIZATION/
CONTRACT WITH
ENGINEER FOR
BERM WORK:

A request was presented to the Board Of Aldermen to authorize the Town Manager to discuss the scope of work for an Emergency Berm Project and sign a contract with Century Von/oesen for this work.

All projects costs will be reimbursed through state assistance. A motion was made by Jack Royman and seconded by Alderman Barbara Haynes to allow the Town Manager to sign the contract with the engineering firm for Emergency Berm work. Passed unanimously.

RESOLUTION-
REGIONAL
WASTEWATER
TASK FORCE:

A request was made for the Board of Aldermen to approve the contract for a Feasibility Study which evaluates options for long-term management of domestic wastewater in Carteret, Craven, Onslow, and Pamlico counties. A motion was made by Mayor Pro-Tem Peter Hillyer and seconded by Alderman Sue Tuman to authorize the Town Board to support the further evaluation of advancement by the wastewater task force of region. Passed unanimously.

DISCUSSION-
ENVIRONMENTAL
GROUPS:

A discussion was held regarding an Associated Press Story concerning an environmental group and its affiliation with the repair of the bridge on State Road 1568. An option suggested was to send an informative and educational letter to the Governor and representatives explaining the situation.

MANAGER'S
REPORT:

LISTED BELOW ARE SOME OF THE ACTIVITIES FOR THE MONTH OF DECEMBER 1996:

1. MR. TOM HAYES HAS BEEN EMPLOYED AS THE ONSLOW COUNTY PROJECT MANAGER. HE WILL COORDINATE REMOVAL OF ALL STRUCTURES AND STRUCTURAL DEBRIS WITH BELINDA AND GRUBBS CONSTRUCTION COMPANY.
2. MR. CHUCK WASSESLOOS, STATE EMERGENCY MANAGEMENT COORDINATOR, IS WORKING WITH US TO ENSURE ALL FUNDS ARE RECEIVED ON REQUESTED DSR FORMS. IN ADDITION, HE IS ASSISTING US WITH A REQUEST FOR ADDITIONAL FUNDS FOR REPAIR OF OUR SOUTH END FIRE STATION AND EMERGENCY BERM. BECAUSE THERE WAS MORE DAMAGE THAN ORIGINALLY VIEWED A SECOND DSR TEAM, FROM THE STATE, IS IN THE PROCESS OF REVIEWING ALL TOWN STREETS. THEY WILL ADVISE US IN THE NEAR FUTURE WHAT DOLLAR AMOUNT NEEDS TO BE ADDED TO A SUPPLEMENTAL DSR.
3. BECAUSE OF SITE DAMAGE IN THE BAY COURT AREA THE CONTRACT AND GRANT FOR CONSTRUCTION OF THE BAY COURT CROSSOVER HAS BEEN TERMINATED. THE CONTRACT/GRANT FOR OYSTER LANE IS STILL VALID. WE HAVE BEEN GIVEN AN EXTENSION FOR CONSTRUCTION - UNTIL JUNE 30, 1997.

4. PLANS ARE UNDERWAY FOR THE EMERGENCY BERM PROJECT. THE DSR FOR CONSTRUCTION OF THE BERM IN THE NON-CBRA AREA HAS BEEN APPROVED. WE ARE WAITING FOR APPROVAL OF THE DSR IN THE CBRA AREA. IT IS STILL BEING REVIEWED.
5. WE ARE TRYING TO COORDINATE ALL PAST INFORMATION REVIEWED BY THE BOARD ON THE PROPOSED AMENDMENTS TO THE ZONING ORDINANCE. RESPECTFULLY, REQUEST THE BOARD DELAY THEIR JANUARY 7TH WORKSHOP UNTIL THE LATTER PART OF JANUARY 1997.
6. THREE MITIGATION PROJECT REQUEST HAVE BEEN SENT TO THE STATE. 1) GRANT FOR MOVE BACK OF HOMES BY RESIDENTS; 2) HYDRO-SEEDING/FENCING OF DUNES; 3) POSSIBLE PURCHASE OF NON-BUILDABLE LOTS FOR CROSSOVERS. IT WILL TAKE APPROXIMATELY 12-18 MONTHS BEFORE WE KNOW WHETHER OR NOT THESE PROJECTS WILL BE APPROVED.
7. OUR PROJECT TO ASSIST FAMILIES DURING CHRISTMAS WAS VERY SUCCESSFUL. THROUGH THE GENEROSITY OF INDIVIDUALS, EMPLOYEES, BOARD OF ALDERMEN AND A CHURCH ORGANIZATION WE WERE ABLE TO PROVIDE ASSISTANCE TO 4 FAMILIES.
8. THE AUDITOR IS STILL REVIEWING THE FISCAL YEAR 1995-96 RECORDS. A REPORT SHOULD BE PROVIDED TO THE BOARD BY FEBRUARY 1997.

In addition to the above report, item #9 was included for discussion.

9. We would like to apply for a grant to hire three additional police officers. This Stafford grant includes costs for salaries and benefits of these officers for three years. At the end of this three year period the three officers must be hired onto our full time staff. The Town of North Topsail Beach is eligible for this grant opportunity because we were considered a National Disaster area. After a lengthy and informative discussion about the grant a motion was made by Sue Tuman and seconded by Mayor Pro-Tem Peter Hillyer to allow the Police Chief to proceed with the grant application. Ayes were Mayor Pro-Tem Hillyer and Sue Tuman. Nays were Aldermen Bill Bass, Jack Royman and Barbara Haynes. Motion did not pass.

ALDERMEN'S
REPORT:

Jack Royman:

Felt that the 4 town meeting held on December 12, 1996 was a most productive meeting.

Bill Bass:

Expressed his comments as to the vote for the grant for three extra police officers and the stipulation that these officers would have to be hired as part of our full time staff after the three year grant period.

MAYOR'S
REPORT:

Mayor Marlow F. Bostic, Jr.:

Indicated that some problems that occurred between the media and the issue of State Road 1568 Bridge are largely due to speculation on behalf of the media because they did not get the actual story or did not get the answers wanted. This has been a problem for us throughout the entire hurricane ordeal.

OPEN FORUM/
CITIZENS
REQUEST:

Linda Knowles:

Felt that there was a conflict of interest between board members and the Stafford grant, in conjunction with the ruling on the motion.

Joe McMillan:

Expressed his concerns on the following matters:

- 1997 Budget process
- past problems with the Budget
- local government/economic structure
- expenses of the town

Otis Sizemore:

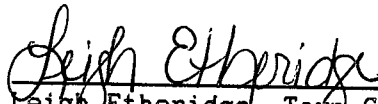
Requested the Board scrutinize the budget very carefully this year.

Robert Fox:

Commented that the Board carefully review all aspects presented in deciding on the RV Travel Trailer Ordinance.

ADJOURNMENT:

A motion was made by Alderman Bill Bass and seconded by Alderman Jack Royman to adjourn the meeting at 9:30 p.m. Passed unanimously.


Leigh Etheridge, Town Clerk

TOWN OF NORTH TOPSAIL BEACH
REGULAR BOARD MEETING
FEBRUARY 6, 1997

PRESENT: Mayor Marlow F. Bostic, Jr., Mayor Pro-Tem Peter Hillyer, Aldermen Bill Bass, Barbara Haynes, Sue Tuman; Town Manager Ann Vause, Town Attorney Lynn Coleman and Town Clerk Leigh Etheridge. Alderman Jack Royman was not present.

CONVOCATION: Mayor Bostic called the meeting to order at 7:00 p.m. at the South End Fire Station and declared a quorum present.

INVOCATION: A moment of silent prayer was observed.

APPROVAL OF THE AGENDA: A request was made to include a discussion on instituting a permanent moratorium on new travel trailer park locations in North Topsail Beach as item e. under old business.

A discussion on temporary measures to be used to maintain dunes while providing adequate crossovers was added as item f. under old business.

Another discussion was added requesting any permits required for North Topsail Beach to eliminate the two remaining inlet breaches in North Topsail Beach as item h. under new business. A motion was made by Alderman Bill Bass and seconded by Alderman Barbara Haynes to accept the agenda as amended. Passed unanimously.

APPROVAL OF MINUTES: a. Regular Board Meeting held January 2, 1997; with one correction noted for item #9 under the manager's report to consider the grant application, a motion was made by Mayor Pro-Tem Peter Hillyer and seconded by Alderman Bill Bass to approve minutes. Passed unanimously.

ORDINANCE AMENDMENT/ RV TRAILER PARKS: A public hearing was held on December 5, 1996, to discuss the proposed amendment concerning Travel Trailer Parks. After a lengthy discussion period, a motion was made by Mayor Pro-Tem Peter Hillyer and seconded by Alderman Sue Tuman to adopt this ordinance, as discussed at the December Regular Board meeting, with changes. Passed unanimously.

AN ORDINANCE AMENDING THE CODE OF THE ORDINANCES OF THE TOWN OF NORTH TOPSAIL BEACH

Be it ordained by the Board of Aldermen of the Town of North Topsail Beach that the Code of Ordinances be amended as follows:

Amendment 1. Amend Section 7-220 by amending the section to read as follows:

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Section 7-220. Travel Trailer Parks or Recreational Vehicle Parks.

It is the intent of the following sections to set minimum standards for areas that are to be developed for occupancy on a temporary basis. A travel trailer or recreational vehicle is not considered to be a residential structure, but is considered to be a vehicle in which people live temporarily. Throughout the following sections, use of either of the phrases "travel trailer" or "recreational vehicle" shall be deemed to include both as defined in Section 7-60.

Amendment 2. Delete current Section 7-221 and replace it with the following:

Section 7-221. Site Development and Requirements Prior to Park Plan Approval for New Travel Trailer Parks.

A. Development without approval prohibited. No person shall construct a travel trailer park or use any lot, tract or parcel of land located within the boundaries of the Town as such without prior written approval of such plans from the Board of Aldermen of the Town of North Topsail Beach, following the procedure outlined hereinbelow. All construction shall be in accordance with the plans and specifications submitted to and approved by the Town Board. No changes, alterations or additions in the park plan as approved will be permitted, except those approved by the Board of Aldermen following the procedure outlined herein.

B. Suitability of Land for Development. Land subject to improper drainage or excessive erosion, or that is for topographical or other reasons unsuitable for use as a travel trailer park, as determined by the Board of Aldermen, shall not be developed as a travel trailer park as long as such use would continue or increase the danger to the health or safety of any individual or might result in the destruction of property.

C. Application Process.

1. Application requirements. All applications for a recreational vehicle park must include the following when submitted:

a. A processing fee of \$75.00 or other amount that may be set from time to time by the Board of Aldermen.

b. Not less than ten (10) prints of the park plan drawn to scale by a registered engineer or land surveyor which plan must contain the following information:

- (1) proposed name of the park.
- (2) name and address of the owner and/or developer with appropriate signatures.
- (3) scale and north arrow.
- (4) date of plan.
- (5) engineer's or surveyor's certificate and seal.
- (6) sketch map showing the vicinity.
- (7) bearings and distances of exterior property lines.
- (8) map book and page number of the property as recorded in the Register of Deeds.
- (9) land contours with vertical intervals of not more than two (2) feet.
- (10) storm water drainage plan.
- (11) all proposed roads and streets and type of surfacing to be used.
- (12) recreational vehicle spaces identified with space numbers and indicating dimensions of each space, as well as the location, dimensions and indication of surface type of any RV parking sites.
- (13) location and dimensions of all other vehicular parking spaces within the park, as distinct from recreational vehicle spaces.
- (14) location and intensity of park lights.
- (15) source of water and water distribution system.
- (16) location and type of sanitary sewerage system. If a public sewer system is to be used, plans and specifications approved by the NC Department of Environmental Management must be submitted prior to local approval of the park. If individual septic tanks are proposed, the location of the tanks and drain fields should be shown for each individual system proposed.
- (17) all receptacles for solid waste storage and disposal.
- (18) impervious surface coverage calculations for the entire park.

3. Prior Approval. The application must be approved by the inspections department of the Town, the planning board, and the appropriate state or local agencies having the authority to approve water and sewage facilities in the proposed park prior to submission to the Board of Aldermen for approval.

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4. No Deviations From Plan as Approved. Variances or deviations from the approved park plans shall not be permitted. Changes made during the approval process and prior to final approval by the Board of Aldermen may be accepted as a part of the final approval by the Board.

5. Procedure. An application for a recreational vehicle park as defined hereinabove shall be submitted to the building inspector or zoning enforcement officer for the town of North Topsail Beach, who will forward the application to the planning board. In order for an application to be considered at the next regularly scheduled meeting of the planning board, the application must be submitted not less than fifteen (15) days prior to that meeting. Following consideration of the application by the planning board, the application, along with recommendations from the planning board will be presented to the Board of Aldermen at the next available regularly scheduled meeting of that board. If the application is approved by the Board of Aldermen, a recreational park permit fee of ten dollars (\$10.00) per space or other amount as set from time to time by the Board of Aldermen will be required to be paid prior to commencement of any development activities.

D. Minimum site requirements. The minimum requirements for a site to be approved for development as a travel trailer park shall include:

1. Each travel trailer park must contain fifteen (15) or more spaces.
2. Each travel trailer or structure must be a minimum of fifteen (15) feet from every other travel trailer or structure.
3. Travel trailer spaces shall be a minimum of one thousand five hundred (1500) square feet each.
4. All spaces adjacent to a public street must provide a mandatory minimum setback of not less than forty (40) feet from the street right of way.
5. No spaces shall be proposed on any site susceptible to flooding or within one hundred (100) feet of the mean high water mark of any water source. All spaces must be graded to prevent the accumulation of water within the park and each space must be graded to obtain a reasonable flat site as well as to provide drainage away from the travel trailer. All ditches within the park or adjacent to the park must be sloped and seeded to prevent erosion.

6. Each park shall have streets passable in all weather conditions, directly accessible from each space and not less than eighteen (18) feet wide for two way streets or twelve (12) feet for one way streets. Streets with anticipated heavy traffic, may be required to be in excess of eighteen (18) feet.

7. No park shall allow direct access from any space to a public roadway.

8. Any street designed to be permanently closed at one end shall have a turnaround with a minimum diameter of eighty (80) feet. Streets that end in cul-de-sacs or turnarounds shall not exceed one thousand (1,000) feet in length measured from the entrance to the center of the turnaround.

9. Park entrances or exits onto public roadways must be a minimum of three hundred (300) feet apart and a minimum of three hundred (300) feet from the intersection of any two public roadways. This requirement may be waived in unusual circumstances arising from the site location, at the sole discretion of the Board of Aldermen.

10. Separate toilet facilities shall be provided for each sex in one or more structures, easily accessible to all spaces within the park. Such a structure may house additional conveniences for the use of park customers only, such as coin-operated machines or vending machines, provided they are in an enclosed area and not advertised outside the park.

11. All swimming pools and bathing areas must be installed, used or improved in compliance with all applicable regulation, including, but not limited to the approval of the Onslow County Health Department.

12. Not more than one (1) sign identifying the park shall be erected at each entrance and each sign may not exceed thirty-six (36) square feet. All signs must be erected in accordance with other applicable ordinances.

13. Each travel trailer park shall provide and maintain recreation areas equal to not less than one half (1/2) acre for each fifteen (15) spaces within the park.

Amendment 3. Amend Section 7-222 to read as follows:

Section 7-222. Operating Standards for Existing Travel Trailer Parks and New Parks Following Park Plan Approval.

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A. Sanitation Facilities. All toilet, shower, lavatory and laundry facilities provided:

1. Shall be maintained in a clean and sanitary condition.
2. Shall be kept in good repair.
3. Shall be safely and adequately lighted.
4. Shall be easily accessible and conveniently located to all spaces.
5. Shall be constructed according to applicable building codes and maintained in compliance with all rules and regulations of the Onslow County Health Department.
6. Shall conform to any and all applicable laws of the Town of North Topsail Beach, Onslow County and the State of North Carolina.

B. Safe Water Supply Required. A safe, adequate and conveniently located water supply must be provided within each park. All water supply systems shall be installed, altered and operated pursuant to the State of North Carolina and Onslow County Health Department guidelines, rules and regulations.

C. Sewage Disposal. Each park shall provide and maintain at least one (1) sewage disposal station (dump station) within the park, operated and constructed pursuant to all statutes, rules and regulations of the State of North Carolina and the Onslow County Health Department. All sewage disposal systems shall be installed, altered and operated pursuant to all applicable state statutes, and state and/or county rules and regulations.

D. Garbage and Solid Waste. Each park shall provide solid waste storage, collection and disposal within the park in such a manner as to not create a health hazard, promote rodents or insect breeding, or cause accidents, a fire hazard or a nuisance from the odor. In addition, each park shall provide a minimum of one (1) leak-proof container with a tight fitting lid and a capacity of at least twenty (20) gallons for every two (2) spaces within the park. Such containers shall be no more than one hundred fifty (150) feet from any space and stored in such a manner as to prevent spillage. Alternate methods of solid waste collection may be approved on an individual park basis by the Director of Public Works. Approval of alternate systems will not be arbitrarily withheld provided that the collection systems would appear to the Director to comply with the spirit of this provision.

E. Electrical Services. Where electrical service is provided, the installation and use of such facilities shall conform to all applicable codes and be subject to inspection by the Town building inspector.

G. Road worthiness Required at All Times. Each park shall maintain a permanent record book, which shall be available during regular business hours of the park for inspection by the Town building inspector containing the following information:

1. Name and address of owners of each travel trailer or recreational vehicle located within the park at any point in time.
2. Date when the vehicle was parked in its current location.
3. License plate numbers for each vehicle. Every travel trailer or recreational vehicle located within the Town of North Topsail Beach shall maintain a current license plate issued by the State of North Carolina or the Department of Motor Vehicles or similar agency within the state where the vehicle is registered.
4. A notation as to the date of each inspection by park officials to verify that each vehicle is properly licensed and road worthy. Road worthy shall be defined as being fully intact so that the vehicle can be removed from the park within a reasonable time in the event that an emergency situation arises requiring evacuation of the island. A vehicle that has the tongue or other device needed to tow the vehicle removed, the axles removed, flat tires, missing tires or tires in extremely poor condition shall not be considered road worthy; except that vehicles designed with a quick release system relating to the tongue or other towing device, may detach the device and store it within close proximity of the vehicle. Additionally, vehicles that, for whatever reason, are neither capable of self-propulsion nor towable by a light duty truck as originally designed by the manufacturer shall not be considered road worthy. Any vehicle requiring a Department of Transportation permit or any other special permit for towing is specifically prohibited from placement within any travel trailer park. Additionally, any vehicle in excess of three hundred twenty (320) square feet, as measured in the towing mode, is prohibited within any travel trailer park.
5. In connection with this subsection G., each park in existence at the time of the adoption of this amendment shall submit a park design to the building inspector within thirty (30) days, indicating the number of spaces

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within the park, their relative positions and all streets within the park. All spaces should be appropriately numbered on the design and following approval of the numbering system by the building inspector, such numbers must be displayed within the park.

H. Structural Attachments to Travel Trailers Prohibited. All structural improvements or additions to a travel trailer or used in connection with a travel trailer which might contribute to a delay or the inability to readily remove that or any other trailer from its parking space are prohibited. In addition, all attachments or improvements to travel trailers or used in connection with travel trailers not herein specifically permitted are prohibited.

1. The following attachments or improvements are permitted:

a. Any addition built into the travel trailer by the manufacturer and designed to fold out or extend from the trailer which does not interfere with the immediate removal of the trailer or any other travel trailer.

b. Decks which are:

- (1) properly anchored
- (2) not in excess of ten feet (10') by twenty feet (20'), however, alternate configurations may be approved by the Building Inspector, on a case by case basis, provided that no deck may exceed 200 square feet. The approval of alternate configurations may not be arbitrarily withheld.
- (3) no more than ten feet (10') perpendicular to the travel trailer
- (4) no more than twenty feet (20') parallel with the travel trailer
- (5) one level, not more than sixteen feet (16') from grade
- (6) with or without rails
- (7) not enclosed with either walls or a roof, except as permitted in (8) and (9) below. Specifically, no solid or permanent wall or roof coverings will be permitted. Glazing of any kind shall be considered permanent. Any material other than screen shall be considered permanent.
- (8) covered by a canvas awning attached to the travel trailer, but not to the deck itself.

- (9) screened with temporary pre-manufactured aluminum screen panels, approved by the building inspector of the Town, designed to be readily removed. All screening materials allowed within this section must be contained within the perimeter of the allowable deck. Alternate equivalent screening materials may be approved on a case by case basis by the Building Inspector. Such approval shall not be arbitrarily withheld.
- (10) not placed in such a manner as to interfere with the removal of the travel trailer that it is used in connection with, or any other travel trailer.

c. Storage boxes or bins not in excess of three feet (3') by four feet (4') by three feet (3') or the equivalent Rubbermaid type storage bin which is properly anchored or attached to a deck. Specifically, no storage shed or building shall be used in connection with a travel trailer that does not conform to the requirements of this subsection.

d. Landscaping or vegetation which does not interfere with the immediate removal of the travel trailer.

I. Improvement Permits Required. Any improvements or repair activity within a travel trailer park or in connection with a travel trailer, whether within a park or not, may require permits. Any individual contemplating improvements or repair to or in connection with a travel trailer must consult the Building Inspector before commencing any action.

1. Decks to be used in connection with travel trailers require building permits. The application for the building permit must include a drawing of the proposed deck and its position relative to the travel trailer, the street and any other travel trailer nearby. Building permits will be issued jointly in the name of the travel trailer owner & the park and indicate the space number where the activity is approved.

2. All development activities shall comply with all state statutes and rules and regulations adopted pursuant to the Coastal Area Management Act.

3. All development activity located within the Town of North Topsail Beach shall conform to FEMA requirements as set out in the Flood Damage Prevention Ordinance and as amended from time to time by either FEMA or the Board of Aldermen of the Town of North Topsail Beach.

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J. Non-Conforming Uses. All uses not in conformity with this Section 7-222 as of the date this ordinance was adopted by the Board of Aldermen have been designated on the attached Schedule A. No further non-conformities will be permitted.

Passed by a vote of 4 to 0 at the regular meeting of the Board of Aldermen on the 6th day of February, 1997.

A public hearing was held pursuant to NCGS 160A-364 on the 5th day of December, 1996, after publication of public notice in Daily News and/or Topsail Voice, both newspapers having circulation in the area of the Town of North Topsail Beach.

This the 6th day of February, 1997.

ATTEST

TOWN OF NORTH TOPSAIL BEACH

Ligh Etheridge
CLERK

Marlow F. Bastie, Jr. (LC)
MAYOR

BEACH
ACCESS
STUDY:

The final beach access study report was presented to the Board of Aldermen. Mr. John Ryder from Century/von Oesen was in attendance and discussed the report in detail. He also reviewed alternatives and recommendations to improve recreational opportunities within the town. A motion was made by Alderman Bill Bass and seconded by Mayor Pro-Tem Peter Hillyer to approve the Beach Access Study final report. Passed unanimously.

CITIZEN'S
PARTICIPATION
PLAN:

The proposed Citizen's Participation Plan, which is a portion of the Land Use Plan, was presented to the Board of Aldermen. A motion was made by Mayor Pro-Tem Peter Hillyer and seconded by Alderman Bill Bass to adopt the Citizen's Participation Plan. Passed unanimously.

REQUEST FOR
PUBLIC
HEARING
DATE:

A request was made to schedule a Public Hearing date to receive citizens input on a sand dune definition. A decision was made to set the Public Hearing date for March 6, 1997, at 6:00 p.m.; prior to the next Regular Board Meeting.

MORATORIUM
DISCUSSION/
NEW RV
PARKS:

A brief discussion was held concerning the possibility of a moratorium to eliminate opening any new Travel Trailer Parks within the town. A decision was made to table the item and discuss further before the March 6th Regular Board Meeting.

TEMPORARY
MEASURES/
DUNE:

A brief discussion was held on temporary measures to be used to maintain dune integrity while providing adequate pedestrian crossover accesses to the beach and ocean. The dune project must be completed by April 30. The crossovers can not be built back until the sand dune process is completed. A directive was made to allow the town manager and the CAMA Officer to fill areas left for crossovers if necessary and utilize the Front-End loader to go into high traffic areas.

BUDGET
AMENDMENT
#2:

The Budget Amendment presented to the Board of Aldermen requests the incorporation of additional funds received for Hurricane Bertha, the LUP Grant and required local matching funds for LUP.

AN ORDINANCE AMENDING THE TOWN OF NORTH TOPSAIL BEACH BUDGET
ORDINANCE FOR FISCAL YEAR 1996-97

BE IT ORDAINED BY THE TOWN OF NORTH TOPSAIL BEACH BOARD OF ALDERMEN MEETING IN REGULAR SESSION THIS 6TH DAY OF FEBRUARY, 1997, THAT THE BUDGET ORDINANCE FOR FISCAL YEAR 1996-97 ADOPTED JUNE 6, 1996, AMENDED OCTOBER 24, 1996, IS HEREBY AMENDED AS FOLLOWS:

GENERAL FUND - EXPENDITURES:

Governing Body	59,532.00
Administration	179,717.00
Elections	-0-
Inspections	206,892.00
Public Facilities	758,305.00
Police Department	555,878.00
DWI Grant	5,641.00
Public Works	88,764.00
Utilities	18,000.00
Street Improvements	88,778.00
Sanitation	163,757.00
Mosquito Control	53,777.00
Special Projects Grants	28,445.00
Fire Department	234,534.00
Committees	1,950.00
Beach Renourishment - Dune	127,094.00
Hurricane Expenses - "Fran"	109,214.00
Contingency	<u>25,081.00</u>

TOTAL EXPENDITURES 2,705,359.00

POLICE ASSET MONEY MARKET:

Tres. Payroll Exp. - Serv	-0-
Police Asset Fund - Customs	<u>9,000.00</u>

TOTAL EXPENDITURES 9,000.00

TOTAL BUDGET 2,714,359.00

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<u>GENERAL FUND REVENUES:</u>	
Beach Renourishment/Dune	122,000.00
Taxes Budget Year	600,772.00
All Prior Year Taxes	55,000.00
Inventory Tax Reimbursement	25,000.00
Tax Penalties/Interest	15,000.00
Privilege License	4,000.00
Cable Franchise	7,000.00
Interest - Investments	60,000.00
Miscellaneous	7,000.00
Misc. Permits	250.00
Payment Lieu of Open Space	5,000.00
CAMA Grant - Oyster Lane	5,304.00
CAMA Grant - Bay Court	6,026.00
CAMA Grant - Access Study	1,515.00
CAMA - Land Use Plan	10,000.00
Utilities Franchise Tax	55,000.00
Intangibles Property Tax	21,000.00
Beer and Wine Tax	5,000.00
Powell Bill Allocation	33,000.00
Local Options Sales Tax	65,000.00
Local Options Sales Tax - County	60,000.00
DWI Grant	7,500.00
Mosquito Control Grant	5,000.00
Building Permits	25,000.00
Mechanical Permits	7,000.00
Electrical Permits	13,000.00
Plumbing Permits	7,500.00
Homeowner's Recovery Fund	300.00
Inspection Fees	400.00
CAMA Permits - Local	6,000.00
CAMA Permits - Reimbursement - State	4,000.00
Refuse Collection	153,000.00
Tax Refunds - Sales	5,500.00
Tax Refunds - Gasoline	5,500.00
Other State Revenues	1,500.00
Officers Fees and Violations	5,500.00
Appropriated Fund Balance	178,770.00
Town Hall Escrow Fund	560,386.00
Hurricane Reimbursement - "Bertha"	132,032.00
Hurricane Reimbursement - "Fran"	424,604.00
TOTAL EXPENDITURES	2,705,359.00
<u>POLICE ASSET MONEY:</u>	
Tres. Payroll Exp.	-0-
Police Asset Fund - Customs	9,000.00
TOTAL BUDGET	2,714,359.00

DULY ADOPTED THE 16th DAY OF February, 1997.

A motion was made by Alderman Sue Tuman and seconded by Alderman Barbara Haynes to approve Budget Amendment #2. Passed unanimously.

REQUEST
FOR MEETING
DATE/CHAMBER
OF COMMERCE:

A special meeting date was requested by the Chamber of Commerce Governmental Committee for discussion about cleaning up our waterways and beaches. A decision was made to delay setting the meeting date until early March.

HORSES ON
BEACH/SPRING
FLING:

A request was made for the Board of Aldermen to consider allowing horses on the beach for Spring Fling. A discussion was held concerning the condition of the beach in our town as a result of the hurricanes and the safety of having the horses on the beach. The board directed that they would allow horses on the beach subject to disclaimer to the condition of the beach with a limit of 100 horses. Availability of off-road parking was another concern. This item was tabled in order to allow for more clean-up before Spring Fling.

HAZARD
MITIGATION
PROJECTS:

Three mitigation project applications were prepared and presented to the Board of Aldermen for the following: Hydro-Seeding and Fencing of dunes, relocation of threatened structures and the acquisition of unbuildable lots. A motion was made by Sue Tuman and seconded by Mayor Pro-Tem Peter Hillyer to adopt the resolutions as presented to the Town Board on the acquisition of unbuildable lots, relocation of threatened structures and the Hydro-Seeding and Fencing of dunes. Ayes were Mayor Pro-Tem Peter Hillyer, Aldermen Barbara Haynes and Sue Tuman. Nays were Alderman Bill Bass. Motion passed three votes to one. A motion was made by Sue Tuman and seconded by Mayor Pro-Tem Peter Hillyer to rescind the previous motion. Passed unanimously. A motion was made by Alderman Sue Tuman and seconded by Alderman Barbara Haynes to adopt the resolution for the designation of the authorized agent for Hazard Mitigation Project Hydro-Seeding Fencing the dune line. Passed unanimously. A motion was made by Alderman Sue Tuman and seconded by Mayor Pro-Tem Peter Hillyer to resolve the designation of the authorized agent for Hazard Mitigation Projects acquisition of unbuildable lots. Ayes were Mayor Pro-Tem Peter Hillyer, Aldermen Barbara Haynes and Sue Tuman. Nays were Alderman Bill Bass. Motion passed three votes to one. A motion was made by Alderman Sue Tuman and seconded by Alderman Barbara Haynes to designate the authorized agent of North Topsail Beach for Hazard Mitigation Project relocation of threatened structures. Passed unanimously.

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RESIGNATION
BOARD OF
ADJUSTMENTS:

A resignation from the Board of Adjustments was submitted by Doris Naumann. Board of Adjustment alternate Marlyn Mallette was selected to fill Mrs. Naumann's position. A request was made for the board to appoint another alternate member to the Board of Adjustments. A motion was made by Mayor Pro-Tem Peter Hillyer and seconded by Alderman Bill Bass to appoint Bill Parr to the Board of Adjustments to replace alternate Marlyn Mallette. Passed unanimously.

ON SLOW
COUNTY
SOLID WASTE
TASK FORCE:

A request was made for the board to recommend a replacement for Mrs. Doris Naumann on the Onslow County Solid Waste Task Force. Mrs. Naumann has recently moved from Onslow County. A decision was made to table and bring this item back after further discussion on finding a replacement.

RESIGNATION/
TOURISM
ADVISORY
COMMITTEE:

A resignation from the Onslow County Tourism Advisory Committee was submitted by Ms. Peggy Friz. A motion was made by Alderman Sue Tuman and seconded by Alderman Barbara Haynes to recommend to the Board of Onslow County Commissioners that they respectfully accept David Riggs as Peggy Friz's replacement to the Onslow County Tourism Advisory Committee. Passed unanimously.

DISCUSSION
REQUESTING
PERMITS:

A brief discussion was held on requesting any permits required for North Topsail Beach to eliminate the two remaining inlet breaches in North Topsail Beach. This item focuses on the status of State Road 1568 wetlands, bridges and a possible broken dune line. Repairing these breaches are crucial to this part of the town and for those who live on State Road 1568. A decision was made to write an informative letter to the Governor in defense of our town requesting direction for the Town in executing the proper procedures to eliminate the breaches on State Road 1568.

ATTORNEY'S
REPORT:

Requests possibly entering into a closed session; time permitting.

ALDERMEN'S
REPORT:

Mayor Pro-Tem Peter Hillyer: Commented on the public accesses and the importance of restoring them for our safety.

Barbara Haynes: Reported that she will be attending a conference in Chapel Hill "Results of Working as a Governing Board", in February.

MAYOR'S
REPORT:

Mayor Marlow F. Bostic, Jr.: Mentioned the importance of expediting crossovers in the town.

CLOSED
SESSION:

A motion was made by Alderman Sue Tuman and seconded by Mayor Pro-Tem Peter Hillyer to go into a closed session to discuss possible litigation with attorney. Passed unanimously.

REGULAR
SESSION:

A motion was made by Alderman Bill Bass and seconded by Mayor Pro-Tem Peter Hillyer to go back into regular session. Passed unanimously.

Mayor Bostic stated discussion was held on possible litigation with attorney. No action was taken.

ADJOURNMENT:

A motion was made by Alderman Bill Bass and seconded by Mayor Pro-Tem Peter Hillyer to adjourn the meeting at 11:00 p.m.. Passed unanimously.

Leigh Etheridge
Leigh Etheridge - Town Clerk

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TOWN OF NORTH TOPSAIL BEACH
REGULAR BOARD MEETING
MARCH 6, 1997

PRESENT: Mayor Marlow F. Bostic, Jr., Mayor Pro-Tem Peter Hillyer, Aldermen Bill Bass, Barbara Haynes, Sue Tuman, Jack Royman; Town Manager Ann Vause, Town Attorney Lynn Coleman and Town Clerk Leigh Etheridge.

CONVOCAATION: Mayor Bostic called the meeting to order at 7:00 p.m. at the South End Fire Station and declared a full quorum present.

INVOCATION: A moment of silent prayer was observed.

APPROVAL
OF THE
AGENDA:

A request was made for Mrs. Linda Knowles to address the Board concerning Operation Topcat. This was included as old Business item a. A motion was made by Alderman Bill Bass and seconded by Alderman Jack Royman to approve the agenda as amended. Passed unanimously.

APPROVAL
OF MINUTES:

Regular Board Meeting held February 6, 1997; With three corrections noted a motion was made by Alderman Barbara Haynes and seconded by Mayor Pro-Tem Peter Hillyer to approve minutes. Passed unanimously.

REQUEST
TO ADDRESS
THE BOARD:

Linda Knowles:

Addressed the Board concerning Operation Topcat and reminded everyone of the upcoming free spay/neuter clinic to be held at the South End Fire Station. Last year's clinic was extremely successful resulting in 46 spayed/neutered cats and the adoption of 25 cats. Mrs. Knowles also requested that if anyone knew of any stray homeless cats to please call the topcat number and identify the colony if possible.

CONTRACT WITH
ONSLOW COUNTY/
FIRE DISASTER
ASSISTANCE:

After Hurricanes Bertha and Fran the county was advised they needed mutual aid agreements with fire departments to ensure the departments would be reimbursed by FEMA for services provided during an emergency or disaster. Attorney Lynn Coleman requested the following additions to the agreement:

- After paragraph three -
WHEREAS, the North Topsail Beach Volunteer Fire Department is manned primarily by volunteers.
- Now paragraph six, page 2, item 3. -
The Town agrees to allow the North Topsail Beach Volunteer Fire Department to provide the following services upon request, during times of

emergencies/disasters; 1) Debris removal; 2) Debris clearance; 3) Traffic Control; and 4) other life saving and property protection measures as necessary under the direction of County Officials.

- Now paragraph six, page 2, item 6. -
The Town shall carry insurance in amounts sufficient to cover the assets located in and typically used by the North Topsail Beach Volunteer Fire Department.
- Now paragraph six, page 2, item 7. -
Neither party shall be responsible in law or equity for the actions of the other, nor will either party seek reimbursement from the other for damages resulting from the reasonable actions of the other.

A motion was made by Alderman Sue Tuman and seconded by Mayor Pro-Tem Peter Hillyer to enter into the contract with the above changes. Ayes were Mayor Pro-Tem Peter Hillyer, Aldermen Sue Tuman, Barbara Haynes and Jack Royman. Voting nay was Alderman Bill Bass. Motion passed four votes to one.

PROPOSED
AMENDMENT/
SOLID WASTE
ORDINANCE:

Approximately 18 months ago the town adopted a Solid Waste Ordinance which required residents/property owners to either contract with the town for refuse collection, contract with another vendor or remove the refuse by taking it to the Onslow County site on Folkstone Road. After reviewing problems that have occurred it is requested the Board consider making refuse collection mandatory for all property owners in North Topsail Beach. A lengthy discussion followed concerning absentee owners, rental units and the overall sanitation in the town. A decision was made to table the proposed amendment.

PROPOSED
AMENDMENT/
WASTE
INDUSTRIES
CONTRACT:

Waste Industries, Incorporated currently has a contract with North Topsail Beach for the collection of refuse and bulk items. They are proposing a reduction in their monthly charge from \$9080.00 to \$6495.00. In exchange they are requesting the board consider extending their current contract which expires June 30, 1998. Also, the current contract calls for service to 1500 residential units before an additional fee per unit is charged to the town. The proposed amendment reduces this number to 1000 residential units. After a lengthy discussion a motion was made by Alderman Barbara Haynes and seconded by Sue Tuman to accept the cost reduction and contract extension from Waste Industries, Incorporated. Passed unanimously.

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RESOLUTION/
MOSQUITO
CONTROL
GRANT FUNDS:

A resolution was presented to the Board of Aldermen authorizing the town manager to file an application for Mosquito Control Grant Funds. Last Fiscal Year approximately \$5,000 was obtained from this grant program. A motion was made by Alderman Bill Bass and seconded by Alderman Jack Royman to adopt the resolution requesting Mosquito Control Grant Funds. Passed unanimously.

RESOLUTION
ADDITIONAL
SALES TAX
FROM STATE:

A resolution was presented to the Board of Aldermen from the Onslow County Board of Commissioners requesting the board support them in their efforts to obtain additional sales tax funds from the State of North Carolina. This would result in an additional \$44,278 for the town in sales tax if the general assembly favorably considers the resolution. A motion was made by Alderman Sue Tuman and seconded by Alderman Jack Royman to adopt the resolution in supporting Onslow county pursuing additional sales tax from the State of North Carolina. Passed unanimously.

JET SKI
PROCEDURES:

A discussion was held concerning the rules, regulations and problems encountered due to jet skis in the waterways. This was tabled until more information is obtained.

DISCUSSION/
DISASTER PLAN
REVISION:

A brief discussion was held by Mayor Pro-Tem Peter Hillyer concerning our two disasters and our disaster recovery plan. The goal of the Board is to create a new disaster plan. It was decided to address this item in April through possible workshops.

MANAGER'S
REPORT:

1. Efforts to clear debris and damaged units from North Topsail Beach are continuing. February 10th was the deadline for placing debris on the road right of way. However, we have experienced some problems since that date. Unknown individuals have been coming into North Topsail Beach and dumping debris on the roadsides. Every effort is being made to determine who they are. Once their identity is known they will be cited for littering.
2. The new town hall is nearing completion. The contractor and architect have advised we will be able to occupy the building March 14th. All inside work will be completed by that date. The contractor will be finishing the

outside painting. A pre-final inspection has been scheduled for March 7th. Quotes have been received on a telephone system, bids are being requested for blinds and the order of furniture is being reviewed. Quotes are also being received for a wooden logo sign, similar to the one you see when entering town, which will be displayed on the front of the building. In order to prevent a shut down of town office services and minimize the inconvenience to our citizens, we plan to move on Friday and Saturday (March 14th & 15th).

3. The construction of the emergency berm should begin within the next 2 weeks. FEMA has approved the berm for the non-CBRA area. We are appealing their decision not to provide a berm in the CBRA area and we feel we will be successful with our appeal. The project must be completed by April 30, 1997.
4. At your February meeting we discussed how to provide access to the beach. We decided to open a small section of the dunes where our crosswalks were located. However, we have been advised this would jeopardize the FEMA emergency berm project so we plan to ask FEMA and the state if we can place sandfence over a section of dune to provide a temporary path for individuals. Every effort will be made to provide access for residents and visitors. The county plans to have their regional access areas ready for parking by April 1st.
5. Now that the debris removal/demolition removal project is almost complete and FEMA has resurveyed our street damage we have requested a surveyor re-mark our street right of ways. Once this is done we plan to request bids from contractors to rock all of our streets. After the right of way has been established and rock has been placed on our streets we will evaluate our financial position and see how many streets we will be able to resurface during 1997. New street signs have been ordered and should be here shortly.
6. Governor Hunt has declared March 2-8 as "Severe Weather Awareness Week". The main focus of the week will be a statewide tornado drill on Wednesday, March 5th. In the event of inclement weather the drill will be held on Friday, March 7th.
7. Ms. Barbara Howell, Billing Clerk, resigned effective February 28th. Barbara has been a real asset to the town and we will miss her. In addition to billing & collecting refuse fees Barbara also handled our sandfence/beach grass program and assisted the finance officer and me. The position will remain vacant until we are established in the new town hall and re-evaluate

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What duties need to be assigned to this position. Hopefully, we will be back to full staff by the beginning of the next fiscal year.

Officer John Porterfield will be in Raleigh March 7th to receive his advanced certificate in law enforcement. Chief Matthews will attend the ceremony and present the certificate to Officer Porterfield.

All personnel are gearing up for the coming tourist season. We have a lot to accomplish before property owners and visitors return to town.

8. The department heads and I are diligently working on the budget for Fiscal Year 1997-98. A proposed budget will be presented to the board at their April meeting.
9. Approximately 8-9 months ago we experienced very sharp metal objects near and in the water across from Rogers Bay Campground. Because of the danger to individuals and the fact that they were in public trust waters we contacted the Governors office. After our discussion a representative was sent to investigate. Unfortunately by the time he arrived most of the objects had disappeared, except for the ones the public works department managed to pull from the sand. The governors representative requested we notify him again if the objects reappeared. The objects reappeared approximately 2 weeks ago. We have contacted the Governors representative and he will be here the first or second week of March to review and determine what the objects are and how they can be removed.
10. Debris is still washing in on the ocean side. Public works has removed bed springs, mattresses, windows, doors, etc. from the beach after high tide. We will continue to monitor this closely and remove as many objects as possible.

ATTORNEY'S
REPORT:

Attorney Lynn Coleman:

Announced that she would be attending a municipal attorney's conference in Chapel Hill on the 20th-21st of March. She indicated that this conference will allow her to receive excellent information concerning towns and municipalities.

MAYOR'S
REPORT:

Marlow F. Bostic, Jr.:

Reminded everyone of the upcoming special meeting on Saturday, March 15, 1997, at 10:00 a.m. with CAMA Administrators Preston Pate, Bob Stroud and Janet Russell.

OPEN FORUM/
CITIZEN'S
REQUEST:

Ann Penta:

Stressed the importance of making a decision on a dune definition because it is our first line of defense.

ADJOURNMENT:

A motion was made by Alderman Jack Royman and seconded by Bill Bass to adjourn the meeting at 9:35 p.m.. Passed unanimously.


Leigh Etheridge - Town Clerk

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TOWN OF NORTH TOPSAIL BEACH
SPECIAL BOARD MEETING
MARCH 13, 1997

PRESENT: Mayor Marlow F. Bostic, Jr., Mayor Pro-Tem Peter Hillyer, Aldermen Bill Bass, Barbara Haynes, Jack Royman and Sue Toman; Town Manager Ann Vause and Town Clerk Leigh Etheridge. Assistant Director of Coastal Management Preston Fate, District Manager Bob Stroud and Coastal Representative Janet Russell were also present. Approximately 70 citizens were in attendance.

CALL TO
ORDER:

Mayor Bostic called the special meeting to order at 10:00 a.m. at the South End Fire Station and declared a full quorum present then opened the floor to citizens' comments for the CAMA representatives.

A lengthy question and answer session followed concerning the following matters:

- Entire CAMA organization and the enforcement of rules and regulations for different municipalities.
- Communication between state and local officials.
- First Line of Vegetation
- Setback requirements
- Rebuilding/Relocation of structures
- Enclosing porches
- Rules affecting decks and sunrooms
- Assessed value of structures
- Requirements for pushing dunes
- Beach Crossovers
- Closing of breach in inlet on State Road 1568.

MOTION/
DECK

REQUIREMENTS:

Prior to adjournment, a motion was made by Mayor Pro-Tem Peter Hillyer and seconded by Alderman Barbara Haynes to prepare a resolution requesting the Coastal Resources Commission extend deck requirements from 6 feet to standard 8 feet limit. Passed unanimously.

ADJOURNMENT:

A motion was made by Alderman Bill Bass and seconded by Alderman Jack Royman to adjourn the meeting at 1:00 p.m. Passed unanimously.

Leigh Etheridge - Town Clerk

TOWN OF NORTH TOPSAIL BEACH
SPECIAL BOARD MEETING
MARCH 19, 1997

PRESENT:

Mayor Marlow F. Bostic, Jr., Aldermen Barbara Haynes, Bill Bass, Jack Royman and Sue Tuman; Town Manager Ann Vause, Town Attorney Lynn Coleman and Town Clerk Leigh Etheridge. Mayor Pro-Tem Peter Hillyer was not present.

CALL TO
ORDER:

Mayor Bostic called the meeting to order at 6:00 p.m. at the South End Fire Station and declared a quorum present.

The Special meeting was requested by members of the Planning Board to express their comments on a conditional use permit for a sewer lift station by North Topsail Water and Sewer and to request a public hearing on this subject for citizen's input. After a lengthy discussion a decision was made to hold a public hearing to discuss the special use permit for North Topsail Water and Sewer at 6:00 p.m. prior to the Regular Board Meeting, April 3, 1997.

ADJOURNMENT:

A motion was made by Alderman Bill Bass and seconded by Alderman Jack Royman to adjourn the meeting at 7:00 p.m.. Passed unanimously.

Leigh Etheridge - Town Clerk

TOWN OF NORTH TOPSAIL BEACH
PUBLIC HEARINGS
APRIL 3, 1997

PRESENT: Mayor Marlow F. Bostic, Jr., Mayor Pro-Tem Peter Hillyer, Aldermen Bill Bass, Sue Tuman, Jack Royman, Barbara Haynes; Town Manager Ann Vause, Town Attorney Lynn Coleman and Town Clerk Leigh Etheridge.

PUBLIC HEARING-
CONDITIONAL USE
PERMIT-NORTH
TOPSAIL WATER &
SEWER:

Mayor Bostic called the Public Hearing to order at 6:05 p.m. and declared a full quorum present. There were approximately fifty citizens present. Bennie Tripp, President of North Topsail Water & Sewer, Incorporated, and Tom Harwell, engineer from the North Carolina Utilities Commission were present to discuss North Topsail Water and Sewer's application for a conditional use permit for a sewer lift station. The station will be located on Highway 210, just east of the bridge over the Intercoastal Waterway. The land is owned by the State of North Carolina Department of Transportation. The facility will be an expansion of the existing facility and used as a Main Sewage Pumping System. Mr. Tom Harwell discussed at great length the specifications of the lift station and citizens discussed their concerns about the lift station relating to health and safety; the environment and other hazardous issues. The Planning Board convened to discuss their views on the conditional use permit for the lift station so that their input could be presented to the Board of Aldermen at the regular board meeting.

ADJOURNMENT: The Public Hearing on the Conditional Use Permit adjourned at 7:53 p.m.

PUBLIC HEARING-
SAND DUNE
DEFINITIONS:

A discussion was held concerning citizens views on four sand dune definitions that, when adopted, will serve as the legal device in the enforcement of protecting the sand dunes in North Topsail Beach.

Jerry Aiger: Stressed the importance of having a dune definition for law enforcement purposes.

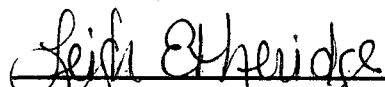
Ann Penta: Stressed the severity of adopting a definition as quickly as possible for law enforcement and ultimately because the dunes are our only protection from storms.

Linda Knowles: Stated that she had a problem with the phrase "any mound of sand landward of the high water mark" because it would legally prohibit her from entering her home without crossing the dune.

Sam McGinn: Questioned why all the great detail over a few footprints in the sand after everything people had been through from the hurricanes.

ADJOURNMENT:

The Public Hearing on Sand Dune Definitions adjourned at 8:25 p.m.


Leigh Etheridge - Town Clerk

TOWN OF NORTH TOPSAIL BEACH

REGULAR BOARD MEETING

APRIL 3, 1997

PRESENT: Mayor Marlow F. Bostic, Jr., Mayor Pro-Tem Peter Hillyer, Aldermen Bill Bass, Barbara Haynes, Sue Tuman and Jack Royman; Town Manager Ann Vause, Town Attorney Lynn Coleman and Town Clerk Leigh Etheridge.

CONVOCAATION: Mayor Bostic called the meeting to order at 8:30 p.m. at the North Topsail Beach town hall.

INVOCATION: A moment of silent prayer was observed.

APPROVAL OF THE AGENDA: A request was made to include a discussion and possible action on the Conditional Use Permit for North Topsail Water and Sewer. This was included as New Business item f. A motion was made by Alderman Bill Bass and seconded by Alderman Jack Royman to approve the agenda as amended. Passed unanimously.

APPROVAL OF MINUTES:

- a. Regular Board Meeting held March 6, 1997;
With two corrections noted, a motion was made by Alderman Bill Bass and seconded by Alderman Barbara Haynes to approve minutes. Passed unanimously.
- b. Special Board Meeting held March 15, 1997;
A motion was made by Alderman Jack Royman and seconded by Alderman Sue Tuman to approve minutes. Passed unanimously.
- c. Special Board Meeting held March 19, 1997;
A motion was made by Alderman Bill Bass and seconded by Alderman Sue Tuman to approve minutes. Passed unanimously.

ONSLow COUNTY RESOLUTION: A resolution from the Onslow County Board of Commissioners was presented to the Board of Aldermen requesting the support and endorsement of North Topsail Beach, along with the county, opposing the construction of any new additional units of housing aboard Camp Lejeune. After a discussion on the subject the board, by consensus, decided not to accept the resolution.

REQUEST FOR COMMITTEE REAPPOINTMENTS: A request was made to reappoint both Marlyn Mallette and Lee Haynes to the Board of Adjustment for a three year term-ending February 2, 1999. A motion was made by Alderman Bill Bass and seconded by Alderman Jack Royman to reappoint Marlyn Mallette and Lee Haynes to the Board of Adjustment. Passed unanimously.

PETITION TO
CLOSE CARVER
STREET:

A petition was submitted to the Board of Aldermen from home owners requesting the sound side of Carver Street be closed and a Resolution of Intent requesting a Public Hearing date on this matter. The Public Hearing date was set for May 1, 1997, at 6:30 p.m. prior to the regular board meeting.

BUDGET
AMENDMENT
#3-FY 96-97:

The following Budget Amendment was presented to the Board of Aldermen requesting the incorporation of additional funds received for Hurricane Fran.

AN ORDINANCE AMENDING THE TOWN OF NORTH TOPSAIL BEACH BUDGET
ORDINANCE FOR FISCAL YEAR 1996-97

BE IT ORDAINED BY THE TOWN OF NORTH TOPSAIL BEACH BOARD OF ALDERMEN MEETING IN REGULAR SESSION THIS 3RD DAY OF APRIL, 1997, THAT THE BUDGET ORDINANCE FOR FISCAL YEAR 1996-97 ADOPTED JUNE 6, 1996, AMENDED OCTOBER 24, 1996, AMENDED FEBRUARY 6, 1997 IS HEREBY AMENDED AS FOLLOWS:

GENERAL FUND - EXPENDITURES:

Governing Body	59,532.00
Administration	181,217.00
Elections	-0-
Inspections	206,892.00
Public Facilities	774,411.00
Police Department	562,598.00
DWI Grant	5,641.00
Public Works	93,953.00
Utilities	18,000.00
Street Improvements	88,778.00
Sanitation	163,757.00
Mosquito Control	53,777.00
Special Projects Grants	28,445.00
Fire Department	247,448.00
Committees	1,950.00
Beach Renourishment - Dune	236,520.00
Hurricane Expenses - "Fran"	109,214.00
Contingency	<u>25,081.00</u>

TOTAL EXPENDITURES 2,857,214.00

POLICE ASSET MONEY MARKET:

Tres. Payroll Exp. - Serv	-0-
Police Asset Fund - Customs	<u>9,000.00</u>

TOTAL EXPENDITURES 9,000.00

TOTAL BUDGET 2,866,214.00

GENERAL FUND REVENUES:

Beach Renourishment/Dune	122,000.00
Taxes Budget Year	600,772.00
All Prior Year Taxes	55,000.00
Inventory Tax Reimbursement	25,000.00
Tax Penalties/Interest	15,000.00
Privilege License	4,000.00
Cable Franchise	7,000.00
Interest - Investments	60,000.00
Miscellaneous	7,000.00
Misc. Permits	250.00
Payment Lieu of Open Space	5,000.00
CAMA Grant - Oyster Lane	5,304.00
CAMA Grant - Bay Court	6,026.00
CAMA Grant - Access Study	1,515.00
CAMA - Land Use Plan	10,000.00
Utilities Franchise Tax	55,000.00
Intangibles Property Tax	21,000.00
Beer and Wine Tax	5,000.00
Powell Bill Allocation	33,000.00
Local Options Sales Tax	65,000.00
Local Options Sales Tax - County	60,000.00
DWI Grant	7,500.00
Mosquito Control Grant	5,000.00
Building Permits	25,000.00
Mechanical Permits	7,000.00
Electrical Permits	13,000.00
Plumbing Permits	7,500.00
Homeowner's Recovery Fund	300.00
Inspection Fees	400.00
CAMA Permits - Local	6,000.00
CAMA Permits - Reimbursement - State	4,000.00
Refuse Collection	153,000.00
Tax Refunds - Sales	5,500.00
Tax Refunds - Gasoline	5,500.00
Other State Revenues	1,500.00
Officers Fees and Violations	5,500.00
Appropriated Fund Balance	178,770.00
Town Hall Escrow Fund	560,386.00
Hurricane Reimbursement - "Bertha"	132,032.00
Hurricane Reimbursement - "Fran"	576,459.00
TOTAL EXPENDITURES	2,857,214.00

POLICE ASSET MONEY:

Tres. Payroll Exp.	-0-
Police Asset Fund - Customs	9,000.00
TOTAL BUDGET	2,866,214.00

DULY ADOPTED THE 3RD DAY OF APRIL, 1997.

A motion was made by Alderman Sue Tuman and seconded by Alderman Barbara Haynes to adopt Budget Amendment #3. Passed unanimously.

PRESENTATION
OF PROPOSED
BUDGET -
FY 97-98:

The proposed budget for FY 97-98 was presented to the Board of Aldermen for their consideration. Town Manager Ann Vause requested the Board set the date of May 1, 1997 for the Public Hearing on the proposed budget and read the following budget message:

TOWN OF NORTH TOPSAIL BEACH, NORTH CAROLINA
BUDGET MESSAGE FOR FISCAL YEAR 1997-98

TO: THE HONORABLE MAYOR AND BOARD OF ALDERMEN
TOWN OF NORTH TOPSAIL BEACH, NORTH CAROLINA

The proposed annual budget for the period beginning July 1, 1997 and ending June 30, 1998, is herewith presented. The total requirements being assessed against the General Fund and Police Asset Fund Accounts are \$1,354,511.

The budget, including revenues and expenditures for each department has been proposed in accordance with the Local Government Budget and Fiscal Control Act. The requirement that all obligations be encumbered on the appropriate record will be realized. A monthly report will be rendered to the Board of Aldermen which will indicate the cumulative status of revenue and departmental expenditures for each fund.

We hereby request the Board set a budget public hearing for Thursday, May 1, 1997 at 6:00 p.m. in the North Topsail Beach Town Hall meeting room to receive citizens input. This date will be published as required by law.

Property Tax Rate:

The General Fund Property Tax rate recommended for fiscal Year 1997-1998 is \$.29 per \$100 assessed valuation. Three cents (\$.03) of this recommended twenty-nine cents (\$.29) will be set aside in the Dune Renourishment/Dune Stabilization Fund as requested by the Board of Aldermen. The remaining twenty-six cents (\$.26) will be used for town operations. This recommendation is made after giving due consideration to the many complex facets comprising this proposed budget. Revenue anticipated from ad valorem taxes is based on property valuations of \$186,661,499 and a collection rate of 97%.

Revenue Highlights:

The dollar amount shown in the current year taxes reflects a loss of 72,000,000 in tax base. It also reflects an

anticipated increase in building permit revenues due to reconstruction.

General Fund Undesignated Fund balance is estimated to be approximately \$1,400,000 after approximately \$180,200 for the purchase of a chassis for a fire truck to be purchased in the Fiscal Year 1998-99 budget and a portion of refuse collection cost.

Expenditure Highlights:

The general fund budget provides for the operation of the town, the maintenance and operation of equipment and buildings, the payment of debts incurred by the town, salaries and fringe benefits for employees, acquisition of limited equipment items to ensure the effective operation of town government.

Expenditures for all departments have been estimated to provide funds for all required expenditures such as personnel cost, committee expenditures, vehicle maintenance, needed supplies and materials, employee training, minimal capital outlay, equipment and payment of the Town Hall construction loan obligation.

Capital Outlay Expenditures:

The minimal capital outlay expenditures (fire hose and purchase of a chassis for a fire truck) are important to maintain the safety, health and welfare of our citizens and to provide additional equipment to maintain our "6" fire rating. Purchase/financing of fire truck will be requested in the 1998-99 budget.

Personnel:

North Topsail Beach is fortunate to have a dedicated, qualified professional staff that often repairs/maintains equipment and works to provide exceptional service to citizens and save the town funds, often on their own time. Without this dedication and caliber of employee the town would experience much higher operating cost.

As a service oriented entity, functions of the town will continue to be extremely labor intensive. Therefore, to ensure a successful, progressive future, a motivated, qualified and stable work force will continue to be the most valuable asset for the town.

Proposed salaries include a one step increase for employees (2 1/2%), plus and additional 2 1/2% of 1/2 of the proposed salaries for possible use during the annual evaluation process on employees. Group insurance, longevity, 401 (K) and retirement benefits will continue to be provided on the same

level as this current year. I believe the benefits provided by the town enable us to obtain and keep qualified, professional employees. Competent, motivated long-term employees provide better service to the town and its citizens. In addition, it saves the town in unemployment and training cost.

The proposed salary increase does not include the Town Manager. The Town Manager's salary and benefits should be established by the Board of Aldermen and any increases or changes should be initiated and authorized by the Board.

Refuse Collection:

Over the past two years there has been discussion over refuse collection. Some want to charge everyone, others want to let them choose whether or not they want the service. One thing everyone agrees on is that they want the town clean and attractive. After reviewing all options, recommendations and consideration for what our residents have endured this past year, I propose that the refuse collection fee currently paid by residents be eliminated and all cost incurred for refuse collection be paid with tax revenues. Of course, this would not include individuals or Home Owners Associations that prefer to use a vendor other than the town's.

Summary:

The proposed budget provides for the cost of operating your town government and does not request an increase in the current tax rate.

1996 was an unkind year to North Topsail Beach and its citizens. In addition to being struck with 2 hurricanes we had a tropical storm as well as high water and wind from 2 additional hurricanes that passed off the coast. It was a trying year for the Board, citizens and employees. Recovery is occurring but it will take at least 12-18 more months to reconstruct the infrastructure and homes.

The Public Hearing on the proposed budget FY 97-98 was scheduled for May 1, 1997 at 6:00 p.m. prior to the regular board meeting.

Mayor Pro-Tem Peter Hillyer:

Stated how extraordinary it was to be presented with a budget this year that did not contain a tax increase after everything that the town had encountered in 1996.

ACTION/
CONDITIONAL
USE PERMIT:

After a previous discussion on the Conditional Use Permit for North Topsail Water and Sewer, the Planning Board presented the following conditions to the Board of Aldermen:

APPROVAL OF THE PLANNING BOARD IS GIVEN TO THE REQUEST BY NORTH TOPSAIL WATER AND SEWER FOR A CONDITIONAL USE PERMIT, WITH THE FOLLOWING CONDITIONS TO BE IMPOSED:

1. MONTHLY MONITORING OF AREA ADJACENT TO THE SITE AND NEARBY WATERS FOR BACTERIAL CONTAMINATION TO BE PERFORMED BY AN INDEPENDENT TESTING SERVICE OR LABORATORY; TO BE PAID BY NORTH TOPSAIL WATER AND SEWER, WITH A COPY OF THE REPORT TO BE SUBMITTED TO NORTH TOPSAIL BEACH TOWN MANAGER ON A MONTHLY BASIS.

REASONS FOR THIS REQUEST:

- SITE IS WITHIN FRAGILE CON-D.
- SITE IS ADJACENT TO OUTSTANDING RESOURCE WATERS
- SITE NOT IN CONFORMITY TO LAND USE PLAN

2. SITE MUST BE KEPT CLEAN AND WELL-MAINTAINED AT ALL TIMES; NOT TO BE USED AS A STORAGE AREA OUTSIDE OF THE ENCLOSED STRUCTURE.

3. SCREENING BY VEGETATION PLANTINGS AS ALLOWED BY DEPARTMENT OF TRANSPORTATION.

4. REQUEST THE UTILITIES COMMISSION TO RESERVE \$100,000 IN THE NORTH TOPSAIL WATER AND SEWER ESCROW ACCOUNT TO BE USED IN THE EVENT OF A SPILL REQUIRING CLEAN UP AT THE CONDITIONAL USE SITE OR THAT A BOND IN THE AMOUNT OF \$100,000 BE PROVIDED FOR THE SAME PURPOSE.

MOTION APPROVED APRIL 3, 1997 - J. OTIS SIZEMORE, JR.

VICE CHAIRMAN

NORTH TOPSAIL BEACH
PLANNING BOARD

A MOTION WAS MADE BY ALDERMAN BILL BASS AND SECONDED BY ALDERMAN SUE TUMAN TO ISSUE THE CONDITIONAL USE PERMIT AS REQUESTED BY NORTH TOPSAIL WATER AND SEWER ALONG WITH THE FOLLOWING CONDITIONS AS PRESENTED TO US BY THE PLANNING BOARD AND WITH THE ADDITION OF A \$100,000 PENALTY TO BE IMPOSED IF THE NORTH END PUMP STATION IS NOT CLEANED UP WITHIN A PERIOD OF 60 DAYS AFTER APPROVAL OF THE PUMP STATION AT THE FOOT OF THE BRIDGE; AND THE TELEMETERING SYSTEM PROPOSAL WILL BE SUBMITTED TO THE NORTH TOPSAIL BEACH BUILDING INSPECTOR FOR APPROVAL. PASSED UNANIMOUSLY.

MANAGER'S
REPORT:

1. Susan Daughtry, who has been our CAMA/Zoning Administrator for the past seven years, resigned effective April 2, 1997. We will miss her.
2. With Susan's resignation, the board needs to advise who will co-sign the town's checks. I have spoken with Mr. Hemby at First Citizen's Bank and he has no problem with the addition of the Town Manager to the list of

authorized signatures for checks. The only stipulation will be that the Town Manager can not reconcile the bank statements. This will be done by the Finance Officer.

The Board agreed, by consensus, to approve the addition of Town Manager Ann Vause to the list of authorized signatures for town checks.

3. I will be attending the National Hurricane Conference in Houston April 17-29 and speaking about the Town and the events of this past summer.
4. The right-of-way work is almost done and we will be preparing bids for street repair.
5. We will be working on crossover sites next week.
6. Work will begin on the county accesses as soon as the permits are acquired and the work must be completed by July 4th.
7. I have applied to the Employment Security Commission for seasonal workers to help our Public Works Department.

**ALDERMEN'S
REPORTS:**

Alderman Sue Tuman:

Reminded everyone of the upcoming free spay/neuter clinic for cats on May 14, 15 and 16. She also commented on how amazing it was for the Town Manager to create and present such a wonderful budget after the events of the past year. Mrs. Tuman commended the Town Manager and all of the town employees for all of their hard work in recovering from the destruction this past summer.

**MAYOR'S
REPORT:**

Marlow F. Bostic, Jr.:

Inquired and reported that the Town does reimburse half of the cost of sandfence for property owners.

ADJOURNMENT:

A motion was made by Alderman Bill Bass and seconded by Alderman Jack Royman to adjourn the meeting at 10:15 p.m. Passed unanimously.


Leigh Etheridge - Town Clerk

TOWN OF NORTH TOPSAIL BEACH
PUBLIC HEARING
MAY 1, 1997

PRESENT: Mayor Marlow F. Bostic, Jr., Mayor Pro-Tem Peter Hillyer, Aldermen Bill Bass, Sue Tuman, Jack Royman and Barbara Haynes; Town Manager Ann Vause, Town Attorney Lynn Coleman and Terri Potts acting as Town Clerk. Absent was Town Clerk Leigh Etheridge.

CALL TO ORDER: Mayor Bostic called the Public Hearing to order at 6:07 p.m. and declared a full quorum present. There were approximately forty citizens present.

PUBLIC HEARING

**PROPOSED BUDGET/
 FISCAL YEAR**

1997-98: There was a 20 minute question and answer session among the citizens and board members. There were no objections from the citizens to the proposed budget. Notice was given by the Board of Aldermen that there will be three workshops held on May 8th, 15th and 22nd.

ADJOURNMENT: The Public Hearing on the Proposed Budget Fiscal Year 1997-98 adjourned at 6:20 p.m..

PUBLIC HEARING

CLOSING OF

CARVER STREET: Mayor Bostic called the meeting to order at 6:21 p.m. Mr. Wade Chestnut, representing the Diocese of East Carolina, presented the facts on which this request is based. This area was platted in 1946 and the street has never been utilized as a thoroughfare. There is also a home that was built in the middle of the platted street. Mr. Chestnut presented to the Board for consideration adjacent property owners statements of no objection. Attorney Lynn Coleman requested passing this down in a draft form when considering as an agenda item. Citizen Mr. William Parr, of 210 Sea Shore Drive, expressed concern of "giving away property to these property owners". A short, clarifying discussion was held on that subject. Mayor Bostic asked if any further comments were pending. There was no response.

ADJOURNMENT: The Public Hearing on the Closing of Carver Street adjourned at 6:30 p.m..

Terri Potts - Acting Town Clerk

Terri Potts - Acting Town Clerk

TOWN OF NORTH TOPSAIL BEACH
BOARD OF ALDERMEN
REGULAR MEETING
MAY 1, 1997

PRESENT: Mayor Marlow F. Bostic, Jr., Mayor Pro-Tem Peter Hillyer, Aldermen Bill Bass, Sue Tuman, Jack Royman and Barbara Haynes; Town Manager Ann Vause, Town Attorney Lynn Coleman and Terri Potts acting as Town Clerk. Town Clerk Leigh Etheridge was absent.

CONVOCATION: Mayor Bostic called the meeting to order at 7:00 p.m. at the North Topsail Beach Town Hall and declared a full quorum present.

INVOCATION: A moment of silent prayer was observed.

**APPROVAL
OF THE
AGENDA:**

A request was made to add as Old Business as B: discussion to fill inlet located at the second bridge on New River Inlet Road. Alderman Bass requested to add as C: discussion of immediate replacement of Town and County Crossovers. Motion was made by Mayor Pro-Tem Peter Hillyer and seconded by Alderman Bill Bass to approve the agenda as amended. Passed unanimously.

**APPROVAL OF
THE MINUTES:**

- a. Motion was made by Alderman Sue Tuman and seconded by Alderman Bill Bass to approve minutes. Passed unanimously.
- b. Motion was made by Alderman Sue Tuman and seconded by Alderman Bill Bass to approve minutes with one correction noted. Passed unanimously.
- c. Motion was made by Mayor Pro-Tem Peter Hillyer and seconded by Alderman Sue Tuman to approve minutes. Passed unanimously.

**PLANNING
BOARD REPORT:**

Mr. Otis Sizemore, Vice-Chairman of the Planning Board, had nothing noteworthy to report. He did request and notify the Board of Aldermen that on the agenda for the next meeting contained a sketch plan that will be of great interest to the members and requested that all members of the Board that could attend, please do.

**LAND USE
PLAN REPORT:**

Ginny Hillyer presented her report to the board. The last meeting was held on April 15, 1997 and 10 of 12 members were present. The main topics covered were the reviewing of Phase I that has been presented by Holland Consulting, the tax base, unbuildable lots, etc. Mrs. Hillyer also informed the Board that copies will be available at the Town Hall upon completion. The next meeting is May 29, 1997 at Town Hall at 7:00 p.m. A document was presented to the members to this effect. It is enclosed in this package.

SAND DUNE**DEFINITION:**

Town Manager Ann Vause requests that the Board vote on this tonight due to the urgency of the issue.

Alderman Sue Tuman had two additional definitions to add for consideration. After a lengthy discussion from citizens and Board of Aldermen members and Town Attorney Lynn Coleman, motion was made by Alderman Jack Royman and seconded by Alderman Bill Bass to pass amendment with changes. Passed unanimously.

The Board recommends that the Police Department use discretion in utilizing this Amendment when issuing citations.

FILLING INLET**AT SECOND****BRIDGE/STATE****ROAD 1568:**

Mayor Bostic presented a correspondence from DEHNR concerning this matter. All board members were in agreement that this needs to be done, with the selection of an engineer design along with the actual cost and other relevant issues outlined before any action can be taken. Board consensus was for Town Manager to act on Town's behalf and pursue the issue.

REPLACEMENT**OF CROSSOVERS:**

The County has let the contract and given a date of July 4, 1997, as a completion date. Several citizens comments were made concerning this issue. Board recommended contacting Ron Lewis about earthen crossovers until wooden structures are finished.

PLANNING BOARD**APPOINTMENT:**

Decision was made to advertise for members through Public Notice and bring back to the Board for discussion at the next Regular Board of Aldermen meeting to be held in June.

FINAL PLAT/**CAPE ISLAND****SUBDIVISION:**

John Parker was introduced to the Board of Aldermen. A lengthy question and answer session concerning the subdivision was held. All questions were answered to the satisfaction of everyone. Motion was made by Alderman Bill Bass and seconded by Alderman Sue Tuman to approve the final plat with the condition that all loose ends be taken care of before recording of Final Plat. (Letter of monetary guarantee being received, etc.) Passed unanimously.

MANAGER'S**REPORT:**

Town Manager Ann Vause stated that she had been in Houston attending a conference for the past two weeks and did not have much to report at this time.

ATTORNEY'S**REPORT:**

Attorney Lynn Coleman requested that she be allowed to "aggressively" continue to pursue the Falcon Cable issue of Franchise Renewal Contract.

**ALDERMEN'S
REPORT:**

Alderman Bill Bass: Was concerned about the crossovers but stated his concerns had been addressed previously during the meeting.

Alderman Jack Royman: Expressed concern about the need for volunteers for the opening positions on the Boards.

**MAYOR'S
REPORT:**

Mayor Bostic reported that on May 17, 1997 the Town will hold its official Open House. On May 29, 1997, the Four Town Meeting will be held at the Topsail Beach Assembly Building. He expressed his displeasure and the unprofessional appearance of cat food being left on the porch of the new Town Hall. He also expressed concerns about cleaning supplies being left on the porch. He made a request that the Board of Aldermen approve the Town Manager be allowed to draft a tactful letter to the Home Owner's Association of Topsail Reef Condominiums, regarding the condition of town hall after their meeting on Saturday. A recommendation was made to charge the Home Owner's Association of Topsail Reef for the cleaning of the meeting room, carpets and any other damage that was done to the building during this time.

ADJOURNMENT:

A motion was made by Alderman Barbara Haynes and seconded by Alderman Jack Royman to adjourn the meeting at 9:25 p.m. Passed unanimously.

Terri Potts - Acting Town Clerk

TOWN OF NORTH TOPSAIL BEACH

BOARD OF ALDERMEN
BUDGET WORKSHOP

MAY 8, 1997

PRESENT: Mayor Marlow F. Bostic, Jr., Mayor Pro-Tem Peter Hillyer, Aldermen Bill Bass, Sue Tuman, Jack Royman and Barbara Haynes; Town Manager Ann Vause and Town Clerk Leigh Etheridge. Town Attorney Lynn Coleman was absent.

CONVOCATION: Mayor Bostic called the meeting to order at 6:00 p.m. at the North Topsail Beach Town Hall and declared a full quorum present.

WORK SESSION- Town Manager Ann Vause reviewed facts concerning the Fiscal Year 1997-98 Budget.

A general discussion was held on the following items:

1. Departmental Salaries
2. Tax collection Rate
3. FEMA allocations
4. Sales Tax
5. Permits
6. CAMA Zoning/Inspections
7. Police Asset Fund
8. DWI Grant
9. Cleaning of the Town Hall

After the discussion Mayor Bostic recommended the meeting be recessed until May 15, 1997.

RECESS: The meeting recessed at 7:00 p.m.

Leigh Etheridge
Leigh Etheridge - Town Clerk

TOWN OF NORTH TOPSAIL BEACH
BOARD OF ALDERMEN
BUDGET WORKSHOP
MAY 15, 1997

PRESENT: Mayor Marlow F. Bostic, Jr., Mayor Pro-Tem Peter Hillyer, Aldermen Bill Bass, Sue Tuman, Jack Royman and Barbara Haynes; Town Manager Ann Vause and Town Clerk Leigh Etheridge. Town Attorney Lynn Coleman was absent.

CONVOCATION: Mayor Bostic called the meeting to order at 6:00 p.m. at the North Topsail Beach Town Hall and declared a full quorum present.

WORK SESSION-
BUDGET FOR
FISCAL YEAR
1997-98:

Town Manager Ann Vause reviewed facts concerning the Fiscal Year 1997-98 Budget.

A general discussion was held on the following items:

1. Cleaning Services
2. Public Facilities
3. Repairs / Maintenance
4. Street Repairs / Improvements
5. Police Department - supplies, vehicles
6. Public Works - vehicles
7. Sanitation
8. Fire Department - cascade system, ladder / pumper truck, vehicles.

After a lengthy discussion on the preceding items the board, by consensus, decided to transfer \$18,000 from the contingency fund from FY 96-97 Budget for a cascade system and to allocate an additional \$72,000 to the FY 97-98 Budget from the appropriated fund balance for the purchase of two police vehicles and a replacement vehicle for the fire department.

RECESS: The meeting recessed at 7:00 p.m.


Leigh Etheridge - Town Clerk

TOWN OF NORTH TOPSAIL BEACH
BOARD OF ALDERMEN
BUDGET WORKSHOP
MAY 22, 1997

PRESENT: Mayor Marlow F. Bostic, Jr., Mayor Pro-Tem Peter Hillyer, Aldermen Bill Bass, Sue Tuman, Jack Royman and Barbara Haynes; Town Manager Ann Vause and Town Clerk Leigh Etheridge. Town Attorney Lynn Coleman was absent.

CONVOCAATION: Mayor Bostic called the meeting to order at 6:00 p.m. at the North Topsail Beach Town Hall and declared a full quorum present.

**WORK SESSION-
BUDGET FOR
FISCAL YEAR
1997-98:**


Town Manager Ann Vause reviewed facts concerning the Fiscal Year 1997-98 Budget.

A general discussion was held on the following items:

1. Cleaning Services
2. Tax Collection Rates
3. Surplus Property
4. Insurance
5. Crossovers
6. Debris clean-up
7. Division of Town Clerk / Finance Officer Position
8. Town Manager's Salary

After a lengthy discussion the Board, by consensus, decided to award the Town Manager a 3-1/2 percent raise for FY 97-98 and to give all town employees a Bertha-Fran bonus, amounting to a week's salary, from the FY 97-98 Budget.

ADJOURNMENT: A motion was made by Mayor Pro-Tem Peter Hillyer and seconded by Alderman Jack Royman to adjourn the Budget workshop. Passed unanimously.


Leigh Etheridge - Town Clerk

TOWN OF NORTH TOPSAIL BEACH
BOARD OF ALDERMEN
REGULAR MEETING
JUNE 5, 1997

PRESENT: Mayor Marlow F. Bostic, Jr., Mayor Pro-Tem Peter Hillyer, Aldermen Bill Bass, Sue Tuman, Jack Royman and Barbara Haynes; Town Manager Ann Vause, Town Attorney Lynn Coleman and Town Clerk Leigh Etheridge.

CONVOCATION: Mayor Bostic called the meeting to order at 7:10 p.m. at the North Topsail Beach Town Hall and declared a full quorum present.

INVOCATION: A moment of prayer was led by Reverend Collins from North Topsail Beach Baptist Church.

APPROVAL
OF THE
AGENDA:

A request was made to add the following items to Old Business:

- d. Procedures on the use of the town hall meeting room.
- e. North Topsail Water and Sewer's upcoming Public Hearing.
- f. Discussion of White Oak River Basin - Committee representative for North Topsail Beach.

In addition, the following items were added as New Business:

- f. Debris Removal Contract
- g. Condemnation procedures on damaged structures.

A motion was made by Aldermen Bill Bass and seconded by Alderman Jack Royman to approve the agenda as amended. Passed unanimously.

APPROVAL OF
THE MINUTES:

- a. Public Hearings held May 1, 1997;
A motion was made by Alderman Sue Tuman and seconded by Alderman Barbara Haynes to approve minutes. Passed unanimously.
- b. Regular Board Meeting held May 1, 1997;
The following corrections were noted:
 - Discussion on filling the inlet at the second bridge on State Road 1568. (Agenda Item 7-b under Old Business). A request was made to replace the word solicitation with Board Consensus in the beginning of line three.
 - Also, the 4-Town meeting date and location in the Mayor's report was incorrect. The date was changed from May 22, 1997 to May 29, 1997, and the location to the Assembly Building in Topsail Beach instead of the South End Fire Station. (Line 2).

A motion was made by Mayor Pro-Tem Peter Hillyer and seconded by Alderman Bill Bass to approve minutes, with corrections. Passed unanimously.

c. Budget Workshop held May 8, 1997;
A motion was made by Alderman Bill Bass and seconded by Alderman Sue Tuman to approve minutes as written. Passed unanimously.

d. Budget Workshop held May 15, 1997;
A request was made to change Bronco to a replacement vehicle in the last line under Work Session - Budget for Fiscal Year 1997-98.

A motion was made by Alderman Barbara Haynes and seconded by Alderman Jack Royman to approve minutes, with correction. Passed unanimously.

e. Budget Workshop held May 22, 1997;
A motion was made by Alderman Sue Tuman and seconded by Alderman Barbara Haynes to approve minutes. Passed unanimously.

ORDER CLOSING

CARVER STREET: - Following a very brief discussion, a motion was made by Sue Tuman and seconded by Alderman Barbara Haynes to accept the order closing Carver Street from Island Drive to the Northern Terminus.

PLANNING BOARD

APPOINTMENTS: A motion was made by Alderman Bill Bass and seconded by Alderman Barbara Haynes to accept the two applicants we have to the Planning Board.

A motion was made by Alderman Bill Bass and seconded by Alderman Barbara Haynes to rescind the previous motion.

A motion was made by Mayor Pro-Tem Peter Hillyer and seconded by Alderman Bill Bass to appoint Gerry Ager to the Planning Board with a term from June 5, 1997 through May 7, 1999; filling the unexpired position vacated by Bill White. Passed unanimously.

A motion was made by Alderman Bill Bass and seconded by Alderman Barbara Haynes to appoint Bill O'Donnell to the Planning Board filling the term previously handled by Bill Rogers; (June 5, 1997 through May 7, 2000). Passed unanimously.

3-TOWN RADIO COMMUNICATIONS SYSTEM:

After a brief discussion concerning the cost estimate, frequency and air time of a 3-Town radio communication system, a motion was made by Alderman Bill Bass and seconded by Alderman Sue Tuman to accept the 3-Town system. Passed unanimously.

TOWN HALL
MEETING ROOM
PROCEDURES:

A list of rules and regulations for the use of the town hall meeting facilities was presented to the Board of Aldermen as follows:

- 1) USE LIMITED TO BUSINESS MEETINGS ONLY.
- 2) TOWN BOARDS AND COMMITTEES AND FUNCTIONS HAVE FIRST PRIORITY.
- 3) MEETINGS TO BE HELD ON WEEKDAYS DURING BUSINESS HOURS, UNLESS IT IS A TOWN FUNCTION.
- 4) SMOKING IS NOT PERMITTED IN THE BUILDING. WHEN SMOKING OUTSIDE, PLEASE USE ASH CANS THAT ARE PROVIDED.
- 5) KITCHEN FACILITIES ARE NOT AVAILABLE WITHOUT PRIOR APPROVAL.
- 6) BATHROOM FACILITIES ARE AVAILABLE ON THE FIRST FLOOR.
- 7) IT IS THE RESPONSIBILITY OF THE PARTY USING THE FACILITY TO:
 - A) CLEAN THE MEETING ROOM
 - B) REMOVE TRASH
 - C) RESTORE ROOM TO ORIGINAL CONDITION - PUTTING CHAIRS AND TABLES BACK, ETC.
 - D) CLEANING UP ANY MESS MADE IN THE BATHROOMS
- 8) ARRANGEMENTS WILL BE MADE FOR THE MEETING ROOM TO BE OPENED AND CLOSED.
- 9) IT IS THE RESPONSIBILITY OF THE PARTY USING THE FACILITY TO PAY FOR ANY DAMAGES INCURRED DURING USAGE.
- 10) RESERVATIONS TO BE MADE THROUGH (ONE SPECIFIC POINT OF CONTACT AT TOWN HALL), PROVIDING NAME OF THE ORGANIZATION; NAME, ADDRESS AND TELEPHONE NUMBER OF RESPONSIBLE PARTY; AND INTENDED LENGTH OF TIME NEEDED FOR FUNCTION.
- 11) DESIGNATE WHO WILL INSPECT THE FACILITY FOR DAMAGES BEFORE/AFTER EACH FUNCTION.
- 12) REQUIRE RESPONSIBLE PARTY'S SIGNATURE AT BOTTOM OF GUIDELINE SHEET. GIVE THEM COPY, KEEP ORIGINAL ON FILE, AS PROOF THAT THEY WERE INFORMED OF RULES AND RESPONSIBILITIES.

A copy of these rules and regulations are given to the party reserving the room. In return, the town maintains a signed copy, stating name of organization, signature of responsible party and their mailing address and phone number.

After discussion, a motion was made by Alderman Sue Tuman and seconded by Alderman Barbara Haynes to adopt the guidelines, as presented. Passed unanimously.

NORTH TOPSAIL
WATER & SEWER
PUBLIC HEARING:

Many concerns were presented to the Board of Aldermen in reference to North Topsail Water and Sewer Company, Inc.'s lift station and a proposed increase in sewer fees, which the Utility commission will discuss with the public at a public hearing scheduled for 7 p.m., June 26th.

After a discussion, a motion was made by Alderman Bill Bass and seconded by Alderman Sue Tuman to allow Mayor Pro-Tem Peter Hillyer to draft a letter stating the concerns of the Board be sent to the North Carolina Utilities Commission. Passed unanimously.

It was the consensus of the Board to hold a Special Meeting on this subject Thursday, June 26, 1997, at 5:30 pm, prior to the North Carolina Utility Commission's public hearing.

**WATER QUALITY
MANAGEMENT
POSITION:**

A discussion was held on the need for someone to represent North Topsail Beach on the White Oak River Basin advisory committee or to drive our current representative, Jane Andrus, to the monthly meeting. The meetings are held on the second Thursday each month at 6:00 p.m. in Jacksonville. A request for volunteer drivers was made. The Board decided to try to continue with the use of volunteer drivers.

**RESOLUTION/
STAFFING LEVELS
FOR THE NATIONAL**

HURRICANE CENTER: A resolution was presented to the Board to support the restoration of staffing levels for the National Hurricane Center. Without the restoration of the staffing levels the center will lose 22% of its meteorologists and support staff.

A motion was made by Mayor Pro-Tem Peter Hillyer and seconded by Alderman Bill Bass to adopt the following resolution supporting the restoration of staffing levels for the National Hurricane Center. Passed unanimously. Duly adopted the 5th of June, 1997.

**REQUEST TO
REPRODUCE
TOWN LOGO/
KIWANIS CLUB:**

The Town Manager presented the Board with a request from the Kiwanis Club to use the town logo on an afghan bearing landmarks of Onslow County. All proceeds will benefit underprivileged children in Onslow County.

A motion was made by Mayor Pro-Tem Peter Hillyer and seconded by Alderman Barbara Haynes to allow the Kiwanis Club of Jacksonville to use our logo on the afghan as requested. Passed unanimously.

**BUDGET
AMENDMENT #4/
FISCAL YEAR
1996-97:**

Budget Amendment #4, Fiscal Year 1996-97 transfers \$18,000 from the contingency fund to the Fire Department for the purchase of a cascade system.

**AN ORDINANCE AMENDING THE TOWN OF NORTH TOPSAIL BEACH
BUDGET ORDINANCE FOR FISCAL YEAR 1996-97**

BE IT ORDAINED BY THE TOWN OF NORTH TOPSAIL BEACH BOARD OF ALDERMEN MEETING IN REGULAR SESSION THIS 3RD DAY OF APRIL, 1997, THAT THE BUDGET ORDINANCE FOR FISCAL YEAR 1996-97 ADOPTED JUNE 6, 1996, AMENDED OCTOBER 24, 1996, AMENDED FEBRUARY 6, 1997, AMENDED APRIL 3, 1997, IS HEREBY AMENDED AS FOLLOWS:

GENERAL FUND - EXPENDITURES:

Governing Body	59,532.00
Administration	184,767.00
Elections	-0-
Inspections	206,892.00
Public Facilities	774,411.00
Police Department	562,598.00
DWI Grant	5,641.00
Public Works	93,953.00
Utilities	18,000.00
Street Improvements	88,778.00
Sanitation	163,757.00
Mosquito Control	53,777.00
Special Projects Grants	28,445.00
Fire Department	265,448.00
Committees	1,950.00
Beach Renourishment - Dune	236,520.00
Hurricane Expenses - "Fran"	109,214.00
Contingency	<u>3,531.00</u>
TOTAL EXPENDITURES	2,857,214.00

POLICE ASSET MONEY MARKET:

Tres. Payroll Exp. - Serv	-0-
Police Asset Fund - Customs	<u>9,000.00</u>
TOTAL EXPENDITURES	9,000.00

TOTAL BUDGET	2,866,214.00
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GENERAL FUND REVENUES:

Beach Renourishment/Dune	122,000.00
Taxes Budget Year	600,772.00
All Prior Year Taxes	55,000.00
Inventory Tax Reimbursement	25,000.00
Tax Penalties/Interest	15,000.00
Privilege License	4,000.00
Cable Franchise	7,000.00
Interest - Investments	60,000.00
Miscellaneous	7,000.00
Misc. Permits	250.00
Payment Lieu of Open Space	5,000.00
CAMA Grant - Oyster Lane	5,304.00
CAMA Grant - Bay Court	6,026.00
CAMA Grant - Access Study	1,515.00
CAMA - Land Use Plan	10,000.00
Utilities Franchise Tax	55,000.00
Intangibles Property Tax	21,000.00
Beer and Wine Tax	5,000.00

Powell Bill Allocation	33,000.00
Local Options Sales Tax	65,000.00
Local Options Sales Tax - County	60,000.00
DWI Grant	7,500.00
Mosquito Control Grant	5,000.00
Building Permits	25,000.00
Mechanical Permits	7,000.00
Electrical Permits	13,000.00
Plumbing Permits	7,500.00
Homeowner's Recovery Fund	300.00
Inspection Fees	400.00
CAMA Permits - Local	6,000.00
CAMA Permits - Reimbursement - State	4,000.00
Refuse Collection	153,000.00
Tax Refunds - Sales	5,500.00
Tax Refunds - Gasoline	5,500.00
Other State Revenues	1,500.00
Officers Fees and Violations	5,500.00
Appropriated Fund Balance	178,770.00
Town Hall Escrow Fund	560,386.00
Hurricane Reimbursement - "Bertha"	132,032.00
Hurricane Reimbursement - "Fran"	576,459.00
TOTAL EXPENDITURES	2,857,214.00
POLICE ASSET MONEY:	
Tres. Payroll Exp.	-0-
Police Asset Fund - Customs	9,000.00
TOTAL BUDGET	2,866,214.00

A motion was made by Alderman Barbara Haynes and seconded by Alderman Sue Tuman to approve budget amendment #4. Passed unanimously.

**REZONING
OCEAN CITY
SUB-DIVISION:**

A request was presented to the Board of Aldermen from the Board of Adjustment in reference to rezoning the subdivision of Ocean City from R-10 to R-5, because of the large number of lots in the sub-division that are less than 10,000 square feet which is required in R-10 Zoning. After a brief discussion the Board decided to hold a Public Hearing on this matter July 3, 1997 at 6:00 p.m. prior to the regular board meeting.

**FINAL DRAFT-
FISCAL YEAR
1997-98
BUDGET:**

**TOWN OF NORTH TOPSAIL BEACH
BUDGET ORDINANCE FOR FISCAL YEAR 1997-1998.**

BE IT ORDAINED by the Board of Aldermen of the Town of North Topsail Beach, North Carolina:

Section 1. The following amounts are hereby appropriated in the General Fund for the operation of the Town government and its activities for the Fiscal Year beginning July 1, 1997, and ending June 30, 1998 in accordance with the chart of accounts heretofore established for this Town:

GENERAL FUND:

Governing Body	49,890.00
Administration	164,671.00
Elections	2,500.00
Inspections/Zoning	126,761.00
Public Buildings	154,900.00
Police Department	409,634.00
Public Works	74,810.00
Utilities	16,300.00
Street Improvements (Powell Bill)	37,000.00
Sanitation	101,200.00
Recreation	12,100.00
Fire Department	264,194.00
Committees	1,500.00
DABSTEC	52,638.00
Contingency	<u>15,500.00</u>

TOTAL OVERALL BUDGET

1,483,598.00

Section 2. It is estimated that the following revenues will be available in the General Fund beginning July 1, 1997, and ending June 30, 1998:

GENERAL FUND:

Beach Renrsh/Dune Stabilization	52,638.00
Taxes Budget Year 1997	456,201.00
Prior Years Taxes 1995/1996	61,222.00
Inventory Tax Reimbursement	35,000.00
Tax Penalties/Interest	22,000.00
Privilege License	3,500.00
Cable Franchise	9,000.00
Interest - Investments	70,000.00
Miscellaneous	10,000.00
Miscellaneous Permits	250.00
Payment Lieu Open Space	3,000.00
Utilities Franchise Tax	63,000.00
Intangible Property Tax	26,000.00
Beer & Wine Tax	6,000.00
Powell Bill Allocation	37,000.00
Local Option Sales Tax - <i>NO STATE</i>	76,000.00
Local Option Sales Tax - Onslow County	66,000.00
Mosquito Control Grant	11,500.00
Building Permits	45,000.00
LUP Grant	10,000.00
Mechanical Permits	20,000.00
Electrical Permits	20,000.00
Plumbing Permits	15,000.00
Homeowners Recovery Fund	200.00
Inspection Fees	300.00
CAMA Permits Local	7,000.00

CAMA Permits Reimb. - State	19,000.00
Tax Refunds - Sales	15,000.00
Tax Refunds - Gasoline	7,000.00
Other State Revenues	2,500.00
Officer Fees & Violations	5,000.00
Fund Bal Appropriated	<u>309,287.00</u> *

TOTAL OVERALL BUDGET	<u>1,483,598.00</u>
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Section 3. There is hereby levied a tax at the rate of twenty-nine cents (.29) per one hundred (\$100) valuation of property as listed for taxes as of January 1, 1997 for the purpose of raising the revenues as "Current Year's Property Taxes". Three cents of the .29 cent tax rate is to be set aside for "Beach Renourishment/Dune Stabalization".

This rate is based on an estimated total valuation of property for the purposes of taxation of 186,661,449 and an estimated rate of collection of 94%. The estimated rate of collection is based on the Fiscal Year 1996-1997 collection rate of 94%.

Section 4. The Budget Officer is hereby authorized to transfer appropriations as contained herein under the following conditions:

- a. He may transfer amounts between objects of expenditure within a department without limitation and without a report being required.
- b. He may transfer amounts up to \$1,000.00 between departments, including contingency appropriations, within the same fund. He must make an official report on such transfers at the next regular meeting of the Board of Aldermen.
- c. He may not transfer any amounts between funds, except as approved by the Budget Ordinance as amended.

Section 5. The Budget Officer may make cash advances between funds for period not to exceed 60 days without reporting to the Governing Board. Any advances that extend beyond 60 days must be approved by the Board. Any advances extending beyond June 30 must also be approved by the Board regardless of the number of days the advance is outstanding.

Section 6. Copies of this Budget Ordinance shall be furnished to the Clerk, to the Governing Board, and to the Budget Officer of this Town to be kept on file by them for their direction in the disbursement of funds.

DEBRIS REMOVAL CONTRACT:

A debris removal contract for a final three passes was discussed. FEMA recommended that the town choose the lowest bidder. A motion was made by Mayor Pro-Tem Peter Hillyer and seconded by Alderman Barbara Haynes to award the contract to Grubbs Construction Company, Inc., and authorize the town manager to sign the contract. Passed unanimously.

CONDEMNATION
PROCEDURES:

Building Inspector Jeff Holland presented a list of damaged homes to the Board of Aldermen that have not successfully repaired or removed the structures according to code. The following structures were presented by Inspector Holland:

- * 1109 Flounder Street
- * 482 Ocean Drive
- * 572 Ocean Drive
- * Ocean City Motel/ 2620 Island Drive
- * 2685 Island Drive
- * "Salty Miller" #7798-75I
- * 6705 13th Avenue

It was the consensus of the Board to allow each of the owners of the above listed structures an additional 30 days to remove and/or repair these damaged structures. The Building Inspector will report on the owners progress at the next regular board meeting.

ATTORNEY'S
REPORT:

Attorney Lynn Coleman reported that she was still performing follow-up work on the Falcon Cable Franchise agreement and the North Topsail Water and Sewer Company, Inc.'s Conditional Use Permit.

ALDERMEN'S
REPORT:

Jack Royman discussed the possible vacancy on the Water Basin Wide Quality Management position and encouraged volunteer drivers to sign up if possible.

MAYOR'S
REPORT:

Mayor Marty Bostic reported on the events of the special 4-Town meeting which had several Onslow and Pender County Commissioners in attendance, held May 29, 1997. He asked the Board to let him represent the town at a meeting with the Lieutenant Governor concerning the resurfacing of North Carolina Highways 50, 210 and 1568. The board agreed, by consensus, to have the Mayor represent the Town at the proposed meeting.

OPEN FORUM/
CITIZEN'S
REQUEST:

Andy Webb: Suggested the town consider hosting an anniversary celebration to recognize the heroes and workers after last year's storms.

ADJOURNMENT:

A motion was made by Alderman Jack Royman and seconded by Alderman Barbara Haynes to adjourn the meeting at 9:35 p.m. Passed unanimously.

Leigh Etheridge - Town Clerk

TOWN OF NORTH TOPSAIL BEACH
BOARD OF ALDERMEN
SPECIAL MEETING
JUNE 26, 1997

PRESENT: Mayor Marlow F. Bostic, Jr., Mayor Pro-Tem Peter Hillyer, Aldermen Bill Bass, Sue Tuman, Jack Royman and Barbara Haynes; Town Manager Ann Vause, Town Attorney Lynn Coleman and Town Clerk Leigh Etheridge.

CALL TO ORDER: Mayor Bostic called the Special Meeting to order at 5:35 p.m. and declared a full quorum present.

ADDITIONS TO
AGENDA:

This special meeting was called for the Board of Aldermen to discuss issues concerning the North Topsail Water and Sewer customer rate increases due to a conditional use permit imposed for a sewer lift station. In addition, Mayor Bostic requested the Board discuss three additional items:

1. Discussion of possible action on the purchase of a generator.
2. Letter to County Commissioners for beach accesses.
3. Letter concerning Handicapped accesses.

The Board agreed by consensus to discuss the requested items.

PURCHASE OF
GENERATOR:

A very brief discussion was held on a generator that would be used at town hall building. A motion was made by Mayor Pro-Tem Peter Hillyer and seconded by Alderman Barbara Haynes to allow the Town Manager to purchase the generator. Passed unanimously.

LETTER
CONCERNING
BEACH ACCESSES:

With Onslow County's decision not to repair bathhouses on the island, Mayor Bostic recommended that the town send a letter to the County Commissioners because of many complaints on this subject. A motion was made by Alderman Bill Bass and seconded by Mayor Pro-Tem Peter Hillyer to send a letter to the Onslow County Commissioners concerning county bathhouses in our town. Passed unanimously.

HANDICAPPED
ACCESSES:

Many questions have been asked concerning handicapped accesses on the beach. There is land donated to the town. However, it is not wide enough for a handicapped access ramp. It was under Board consensus to allow the Town Manager to pursue this issue with further research.

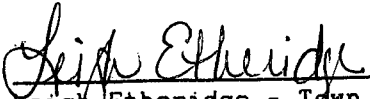
CONDITIONAL
USE PERMIT:

A lengthy question and answer session was held to discuss the implications of a conditional use permit imposed by the Town of North Topsail Beach on North Topsail Water and Sewer for a sewer lift station. Items of concern were additional charges and rate increases passed through to the customers of the

North Topsail Water and Sewer Company. No action was taken at this meeting.

ADJOURNMENT:

A motion was made by Alderman Bill Bass and seconded by Alderman Barbara Haynes to adjourn the meeting at 6:45 p.m. Passed unanimously.


Leigh Etheridge - Town Clerk

TOWN OF NORTH TOPSAIL BEACH
PUBLIC HEARING
JULY 3, 1997

PRESENT: Mayor Marlow F. Bostic, Jr., Mayor Pro-Tem Peter Hillyer, Aldermen Bill Bass, Sue Tuman, Jack Royman and Barbara Haynes; Town Manager Ann Vause, Town Attorney Lynn Coleman and Town Clerk Leigh Etheridge.

CALL TO ORDER: Mayor Bostic called the Public Hearing to order at 6:20 p.m. at the Town Hall meeting room and declared a quorum present.

PUBLIC HEARING/
REZONING:

Mayor Bostic advised the 25 citizens present that the hearing was being held to receive citizens input on the proposed rezoning of Ocean City Subdivision lots from R-10 to R-5. He stated the rezoning request was initially suggested by the Board of Adjustment because typical lot sizes in the subdivision are insufficient for an R-10 designation. In addition the Board of Adjustment has requested the board consider placing a condition on the rezoning which would limit the area to single family dwellings only, no manufactured (mobile) homes.

Bill Parr:

He stated it was unfair to continue to zone the subdivision R-10 and that he was in favor of changing the zoning.

Mayor Pro-Tem Peter Hillyer:

He commented that he did not see a problem with changing the zoning in this subdivision.

Lafayette Parker:

Mr. Parker advised he sent letters to everyone in Ocean City who has a vacant lot advising them of the proposed change.

Linda Knowles:

She advised she was concerned about the property around the Ocean City Pier that is currently zoned B-1 and B-2.

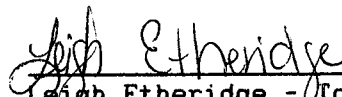
Wade Chestnut:

He advised the home owners association only has home owners as members.

No further comments were received. Mayor Bostic advised the board would consider the rezoning request at their August 7th meeting.

ADJOURNMENT:

A motion was made by Alderman Jack Royman and seconded by Alderman Bill Bass to close the public hearing at 6:40 p.m. Passed unanimously.


Leigh Etheridge - Town Clerk

TOWN OF NORTH TOPSAIL BEACH
BOARD OF ALDERMEN
REGULAR MEETING
JULY 3, 1997

PRESENT: Mayor Marlow F. Bostic, Jr., Mayor Pro-Tem Peter Hillyer, Aldermen Bill Bass, Sue Tuman, Jack Royman and Barbara Haynes; Town Manager Ann Vause, Town Attorney Lynn Coleman and Town Clerk Leigh Etheridge.

CONVOCATION: Mayor Bostic called the meeting to order at 7:05 p.m. at the North Topsail Beach Town Hall and declared a full quorum present.

INVOCATION: Mayor Pro-Tem Peter Hillyer led the Pledge of Allegiance to the Flag in honor of the Fourth of July.

**APPROVAL
OF THE
AGENDA:**

The following amendments were requested to the agenda:

- Item - 5b Addition of the discussion/possible action on the Onslow County 10-Year Solid Waste Plan - Dave Clark.
- Item - 6b Addition of plans for response to North Topsail Water & Sewer Company, Inc.'s request for a Rate Increase.
- Item - 7g Delete the Final Budget Amendment requested for Fiscal Year 1996-97 and replace it with a discussion concerning Onslow County's Tax Collection Fee.

A motion was made by Alderman Barbara Haynes and seconded by Alderman Jack Royman to approve the agenda as amended. Passed unanimously.

**APPROVAL OF
MINUTES:**

- a. Regular Board Meeting held June 5, 1997; The following corrections were noted:
 - Item 6a Old Business - Condemnation Procedures. Corrected Address is 2620 Island Drive.
 - Final Draft of the Fiscal Year 1997-98 Budget. Section should read: There is hereby levied a tax at the rate of twenty-nine cents (.29) per one hundred (\$100) valuation of property as listed for taxes as of January 1, 1997 for the purpose of raising the revenues as "Current Year's Property Taxes". Three cents of the .29 cent tax rate is to be set aside for "Beach Renourishment/Dune Stabilization".

A motion was made by Alderman Barbara Haynes and seconded by Alderman Sue Tuman to approve minutes of the Regular Board meeting held June 5, 1997 as amended. Passed unanimously.

- b. Special Board Meeting held June 26, 1997; A motion was made by Alderman Bill Bass and seconded by Alderman Barbara Haynes to approve minutes as written. Passed unanimously.

PRESENTATION
OF FISCAL YEAR
1995-96 AUDIT:

Mr. John Carraway presented the Fiscal Year 1995-96 audit to the Board of Aldermen. He discussed at length all sections of the audit and reported that the town was in excellent financial condition even after weathering the two hurricanes of 1996. Town Manager Ann Vause recommended the board retain Mr. Carraway to conduct the Fiscal Year 1996-97 audit.

A motion was made by Alderman Bill Bass and seconded by Alderman Sue Tuman to recommend to the Local Government Commission that Mr. Carraway be approved to perform the Fiscal Year 1996-97 Audit for the Town of North Topsail Beach. Passed unanimously.

ONslow COUNTY
10-YEAR SOLID
WASTE PLAN:

Dave Clark, Onslow County Public Works Director, gave a brief presentation on the Onslow County 10-Year Solid Waste Plan. He stated that this plan is required by the state for every municipality and explained the necessary goals included in the plan. A motion was made by Alderman Sue Tuman and seconded by Alderman Jack Royman to accept Onslow County's 10-Year Solid Waste Plan. Passed unanimously.

CONDEMNATION
PROCEDURES/
DAMAGED HOMES:

Building Inspector Jeff Holland reviewed condemnation procedures on homes at 572 Ocean Drive; 2685 Island Drive; 482 Ocean Drive; 8603 Fourth Avenue; 8400 Fourth Avenue; 1534 New River Inlet Road; 523 Ocean Drive. He advised the owners were requesting extensions to repair or move their homes. After a brief discussion the following action was taken on remaining condemned structures and damaged homes:

- 572 Ocean Drive - A motion was made by Alderman Bill Bass and seconded by Alderman Barbara Haynes to grant a 60-day extension. Passed unanimously.

- 2685 Island Drive - A motion was made by Alderman Bill Bass and seconded by Alderman Barbara Haynes to grant a 30-day extension. Passed unanimously.

- 482 Ocean Drive - A motion was made by Alderman Jack Royman and seconded by Sue Tuman to grant a 30-day extension. Passed unanimously.

- 8603 Fourth Avenue - Inspector Holland reported as being removed.

- 8400 Fourth Avenue - A motion was made by Alderman Bill Bass and seconded by Mayor Pro-Tem Peter Hillyer to grant a 30-day extension. Passed unanimously.

- 1534 New River Inlet Road - A motion was made by Alderman Sue Tuman and seconded by Alderman Barbara Haynes to grant a final 30-day extension. Passed unanimously.

- 523 Ocean Drive - A motion was made by Alderman Jack Royman and seconded by Alderman Sue Tuman to grant a 90-day extension. Passed unanimously.

The extensions on these homes and ones granted by the Board at their June 5, 1997 meeting will expire in August and September. At that time further action by the board will be requested.

Town Manager Ann Vause advised she was still working with FEMA on a DSR for demolition funds.

RESPONSE TO
NORTH TOPSAIL
WATER & SEWER'S
RATE INCREASE:

After a brief discussion the board decided to discuss this subject at a Special Board Meeting to be held July 10, 1997 at 6:30 p.m.

REQUEST FOR
SPECIAL MEETING
DATE/EMERGENCY
MANAGEMENT
SERVICES:

Town Manager Ann Vause requested a Special Meeting to discuss a possible contract for Emergency Management Services. After a brief discussion, the board decided to set the Special Meeting Date for July 10, 1997 following the discussion on North Topsail Water & Sewer Company, Inc.'s conditional use permit.

REQUEST FOR
APPROVAL OF
FINAL PLAT:

John Parker, Parker & Associates, requested approval of the final plat for Ocean Club Village II. A motion was made by Alderman Jack Royman and seconded by Mayor Pro-Tem Peter Hillyer to approve the Final Plat for Ocean Club Village II. Passed unanimously.

REVISED COPY-
ONslow COUNTY
HURRICANE PLAN:

A motion was made by Mayor Pro-Tem Peter Hillyer and seconded by Alderman Barbara Haynes to accept the revised copy of the Onslow County Hurricane Plan. Passed unanimously.

FIREWORKS
DONATION:

A request was presented to the Board of Aldermen from the Town of Holly Ridge for a \$500.00 donation for the annual Fourth of July fireworks display. The board was advised that the Fiscal Year 1997-98 budget contained funds for special events. A motion was made by Alderman Sue Tuman and seconded by Alderman Bill Bass to donate \$500.00 to the Town of Holly Ridge for this year's display. Passed unanimously.

RECYCLING
CONTRACT/
WASTE
INDUSTRIES,
INCORPORATED:

A contract for recycling with Waste Industries was presented to the board for their consideration. After a discussion on the town and county cost and cost for additional pick-ups, the board requested this item be brought back to the Board at the July 10, 1997 Special Meeting when more information would be provided.

POSSIBLE
PURCHASE OF
ITEMS WITH
TOWN LOGO:

A discussion was held concerning the purchase of sweatshirts and automobile plates bearing the Town Logo. Town Manager Ann Vause advised this was authorized in the past by purchasing the items with funds from the Dune Renourishment Fund Account. Likewise, all proceeds from the sale of the items was placed back into this same fund. After a brief discussion and citizen's comments the board decided to take no action on this issue.

DISCUSSION/
ON SLOW COUNTY
TAX COLLECTION
FEE:

Town Manager Ann Vause reported that the Town had received correspondence from the County Tax Department notifying the Town of North Topsail Beach that the collection rate would increase from 1% to 1.5% for the county to collect taxes starting July 1, 1997. She also stated that no formal request or amendment had come before the Board of Aldermen for approval of this increase. After a discussion, the board delayed action on this request until the Town Manager could get further information on this subject. A decision was made to further discuss this issue when more information was available.

ALDERMEN'S
REPORT:

Mayor Pro-Tem Peter Hillyer: Commended Assistant Fire-Marshall Bill Poe for his ocean rescue on the North End of the Island this past weekend.

MAYOR'S
REPORT:

Mayor Marty Bostic: Stated that he received good information concerning Hazard Mitigation Grants during his meeting in Wilmington with Glenn Woodard, State Coordinator with FEMA.

ADJOURNMENT:

No further business was discussed. A motion was made by Alderman Barbara Haynes and seconded by Alderman Bill Bass to adjourn the meeting at 10:00 p.m. Passed unanimously.


Leigh Etheridge Town Clerk

TOWN OF NORTH TOPSAIL BEACH
BOARD OF ALDERMEN
SPECIAL MEETING
JULY 10, 1997

PRESENT: Mayor Marlow F. Bostic, Jr., Mayor Pro-Tem Peter Hillyer, Aldermen Bill Bass, Sue Tuman, Jack Royman and Barbara Haynes; Town Manager Ann Vause, Town Attorney Lynn Coleman and Town Clerk Leigh Etheridge.

CONVOCATION: Mayor Bostic called the Special Meeting to order at 6:35 p.m. and declared a full quorum present.

APPROVAL OF THE AGENDA: By consensus the Board agreed to replace item d - Recycling Agreement - Waste Industries, Incorporated, with a resolution designating Chief Matthews to represent the town for a change of address on ABC permits.

RESOLUTION/
CHANGE OF
ADDRESS: A motion was made by Alderman Barbara Haynes and seconded by Alderman Jack Royman to adopt the following resolution designating Chief Matthews as authorized official to sign ABC resolution for change of address. Passed unanimously.

WHEREAS G.S.18B-904 (f) authorizes a governing body to designate an official, by name or by position, to make recommendations concerning the suitability of persons or locations for ABC permits; and

WHEREAS the Town of North Topsail Beach, County of Onslow, wishes to notify the NC ABC Commission of its designation as required by G.S.18B-904 (f);

BE IT THEREFORE RESOLVED that Gunnar Matthews, Chief of Police, is hereby designated to notify the North Carolina Alcoholic Beverage Control Commission of the recommendations of the Town of North Topsail Beach, County of Onslow, regarding the suitability of persons and locations for ABC permits within its jurisdiction.

BE IT FURTHER RESOLVED THAT notices to the Town of North Topsail Beach, County of Onslow, should be mailed or delivered to the official designated above at the following address:

Mailing address: 2008 Loggerhead Court
Office location: SAME
City: North Topsail Beach, NC
Zip: 28460

REQUEST TO
USE TOWN LOGO: A request was made by the Rescue Squad to use the North Topsail Beach Town Logo on items for an upcoming fund raiser. After a brief discussion a motion was made by Alderman Sue Tuman and seconded by Alderman Barbara Haynes to allow the Rescue Squad to use the Town Logo. Passed unanimously.

RESOLUTION/
ONslow COUNTY
SOLID WASTE:

At the July 3, 1997 Regular Board Meeting a presentation was given by Dave Clark, Onslow County Public Works Director, on the Onslow County Solid Waste Plan. The Board agreed to the county plan at this regular meeting. Onslow County requesting the board adopt the following resolution on the Solid Waste Plan.

A motion was made by Alderman Sue Tuman and seconded by Alderman Barbara Haynes to adopt the following resolution on the Onslow County 10-Year Solid Waste Plan. Passed unanimously.

TOWN OF NORTH TOPSAIL BEACH
RESOLUTION TO APPROVE THE ONSLOW COUNTY SOLID WASTE PLAN.

WHEREAS, better planning for solid waste will help protect public health and the environment, provide for an improved solid waste management system, better utilize our natural resources, control the cost of solid waste management; and,

WHEREAS, NC General Statute 130A-309.09A(b) requires each unit of local government, either individually or in cooperation with other units of local government, to develop a 10-year comprehensive solid waste management plan; and,

WHEREAS, the Town of North-Topsail Beach was represented on the Onslow County Planning Advisory Committee and has been actively involved in the planning process;

NOW, THEREFORE, BE IT RESOLVED that the Board of Aldermen of the Town of North Topsail Beach hereby approves the Onslow County comprehensive solid waste management plan.

ONslow COUNTY
TAX DEPARTMENT/
COLLECTION RATE
INCREASE:

At the July 3, 1997 Regular Board Meeting a discussion was held concerning an increase in tax collection fees from 1% to 1.5% by the Onslow County Tax Department. Town Manager Ann Vause stated that no contract had been submitted to our Board or any other municipalities for approval of this rate increase. Without a proposed amendment the collection rate will not change. She advised she was requesting the county present a proposed contract amendment for the board's consideration. When received, the amendment will be presented to the board for their consideration.

NORTH TOPSAIL
WATER & SEWER
COMPANY, INC.'S
PROPOSED RATE
INCREASE:

A review session was held by the Board of Aldermen to comment on the conditions of the Conditional Use Permit as evaluated by the North Carolina Public Staff Utilities Commission. The following Board recommendations were made:

- 3a. Request additional information from Jack Floyd concerning the Public Staff's recommendation.
- 3e. The Board recommended wording of the penalty statement be changed to make it stronger and include pump station and site area clean-up.


PROPOSED
CONTRACT/
EMERGENCY
MANAGEMENT
SERVICES:

An informative presentation was given by Mr. Tom Credle of Grubbs Construction Company on emergency services provided by the company. He explained many facets of the emergency services division which included emergency response service agreements in three varying commitment levels:

- 1) Option one is a contract for services. This contract will guarantee the response and commitment of Grubbs Construction Company to your government in the event of a disaster. This commitment by Grubbs Construction Company is reciprocal to a commitment of your government in the form of a retainer. The amount of retainer is \$12,000.00 per contracted year. If an incident requiring response to a notice to proceed with the contracted work were to occur during the twelve months of a contracted year, the retainer would be applied to the costs incurred pertaining to the technical services provided. This application of the retainer would be for the current contract year only. If a disaster does not occur during the twelve months of a contracted year, the retainer funds will remain with Grubbs Construction Company as fee for response commitment. This contract would be renewable, revisable and amendable at the conclusion of each contract year.
- 2) Option two is technical services agreement with the right of first refusal. This agreement will provide a pre-disaster concurrence of both Grubbs Construction Company and your government. The agreement would provide a listing of agreed upon work items/tasks to be performed in the event of an acceptance of a notice to proceed by Grubbs Construction Company. The right of first refusal is to ensure those government entities with prior commitments from Grubbs Construction Company, such as the aforementioned contract with retainer, will receive their guaranteed services.
- 3) Option three is for Grubbs Construction Company to issue a letter of interest to your government requesting that Grubbs Construction Company be considered in request for proposals in future disasters. After a brief discussion, the Board requested this item be placed on their August 7th meeting agenda for further discussion and possible action. No action was taken by the Board. Proposal will be held for action at the Regular Board of Aldermen Meeting to be held August 7, 1997.

ADJOURNMENT:

No further business was conducted. A motion was made by Alderman Barbara Haynes and seconded by Alderman Jack Royman to adjourn the meeting at 9:05 p.m. Passed unanimously.


Leigh Etheridge Town Clerk

TOWN OF NORTH TOPSAIL BEACH
BOARD OF ALDERMEN
REGULAR MEETING
AUGUST 7, 1997

PRESENT: Mayor Marlow F. Bostic, Jr., Mayor Pro-Tem Peter Hillyer, Aldermen Bill Bass, Sue Tuman, Jack Royman and Barbara Haynes; Town Manager Ann Vause, Town Attorney Lynn Coleman and Town Clerk Leigh Etheridge.

CONVOCAATION: Mayor Bostic called the meeting to order at 7:15 p.m. at the North Topsail Beach Town Hall and declared a full quorum present.

INVOCATION: Mayor Pro-Tem Peter Hillyer led the Pledge of Allegiance to the Flag.

APPROVAL
OF THE

AGENDA: A motion was made by Alderman Bill Bass and seconded by Alderman Sue Tuman to approve the agenda as presented. Passed unanimously.

APPROVAL
OF MINUTES:

a. Public Hearing held July 3, 1997;

A motion was made by Alderman Sue Tuman and seconded by Alderman Bill Bass to approve minutes as written. Passed unanimously.

b. Regular Board Meeting held July 3, 1997;

A motion was made by Alderman Jack Royman and seconded by Alderman Barbara Haynes to approve minutes as written. Passed unanimously.

c. Special Board Meeting held July 10, 1997;

A motion was made by Alderman Bill Bass and seconded by Alderman Sue Tuman to approve minutes as written. Passed unanimously.

REZONING OF
OCEAN CITY
SUBDIVISION:

Town Manager Ann Vause advised a public hearing was held on July 3, 1997 to discuss the rezoning of Ocean City Subdivision from the current R-10 to a Conditional Use R-5, with the conditions being single family dwellings only, no mobile homes and no lot less than 4000 square feet.

After a brief discussion, a motion was made by Alderman Bill Bass and seconded by Alderman Sue Tuman to rezone Ocean City Subdivision to a Conditional Use R-5 District with conditions being as follows: a) single family dwellings only b) no mobile homes. c) any lots less than 4000 square feet must go before the Board of Adjustment for approval. Passed unanimously.

2

CONTRACT FOR
DEMOLITION AND
REMOVAL OF
CONDEMNED
STRUCTURES:

At the last two regular meetings, the Board of Aldermen granted various extensions for the cleanup and/or removal of condemned structures as a result of last year's hurricanes. Building Inspector Jeff Holland reviewed the five properties which have taken no action for removal or repair. These properties are:

- 1) Tammy Rigley 6705 13th Avenue
- 2) Paula Ball 1109 Flounder Street
- 3) Louise Rogers 482 Ocean Drive
- 4) Harvey Beech
Marlyn Mallette & Son 2620 Ocean Drive
- 5) Nelson B. "Salty" Miller Tax Parcel #77B-75.1

The lowest bid received on the removal of the above five public nuisance structures was submitted by Grubbs Construction Company, Incorporated, with the following amounts for demolition:

1) 6705 13th Avenue	\$ 1,440.00
2) 1109 Flounder Street	\$ 1,440.00
3) 482 Ocean Drive	\$ 3,000.00
4) 2620 Ocean Drive	\$ 12,000.00
5) Tax Parcel #77B-75.1	\$ 4,320.00
TOTAL	\$ 22,200.00

A motion was made by Alderman Sue Tuman and seconded by Mayor Pro-Tem Peter Hillyer to enter into a contract for the demolition/removal of condemned structures with the low bidder, Grubbs Construction Company Incorporated, for the above listed dwellings. Passed unanimously.

In conjunction with the previous motion, a motion was made by Alderman Sue Tuman and seconded by Alderman Bill Bass to request a performance and payment bond in the amount of \$25,000.00 on the demolition contract. Passed unanimously.

Inspector Holland reviewed other units that were scheduled for demolition or re-location. He advised the following action has been taken by the owner:

- 1) Earnest Miller - 572 Ocean Drive;
Mr. Miller has contracted with a moving company to relocate the house on an inland lot.
- 2) Patrick Ahern - 1534 New River Inlet Road;
The Aherns have sold the house to Pam Jones of, Wilmington, and the structure is scheduled to be moved.
- 3) Debra Beech-Burrell - 523 Ocean Drive;

Mrs. Burrell is in the process of obtaining permits for repair at this time.

- 4) Dr. Anna Williams & Others - 2685 Island Drive;
Dr. Williams has applied for a permit to repair.

CONTRACT FOR
DISASTER
MANAGEMENT
SERVICES:

At the Special Meeting held July 3, 1997, Mr. Tom Credle (Vice President of the Emergency Services Division) from Grubbs Construction Company, Incorporated, gave a presentation on emergency services provided by the company. At this time, Mr. Credle explained many components of the emergency services division which included emergency response services agreements in three varying commitment levels.

After a discussion, the Board decided by consensus their intent to approve the Guaranteed/Contracted Services contract with a \$12,000 retainer for services with the details to be worked out concerning the scope of the contract on Wednesday, September 3, 1997 at a Special Meeting at 6:30 p.m..

INTRODUCTION
OF NEW POLICE
OFFICER:

Mayor Bostic took this opportunity to introduce Adam Kemp, new police officer with the town.

DISCUSSION/
NORTH TOPSAIL
WATER & SEWER'S
CONDITIONAL
USE PERMIT:

A discussion was held concerning the preventive maintenance and testing of the sewer lift station site area. The need for this preventive maintenance testing was stressed in order to prevent any possible future spill, or damage to the environment.

Board consensus was given to allow the Town Manager to research and handle testing requirements with a ceiling of \$1000 to be used for any necessary testing coming from the contingency fund. In addition, the Board requested a workshop be scheduled Wednesday, September 3, 1997 at 6:30 p.m. with North Topsail Water & Sewer Company, Inc., and the North Carolina Utilities Commission, to discuss aspects of the Conditional Use Permit. Town Attorney Coleman will contact North Topsail Water

and Sewer and North Carolina Utilities Commission about the meeting.

RECOGNITION
OF SERVICE:

Mayor Bostic recognized Assistant Chief of Police, Daniel R. Salese III, for five years of service with the town and presented him with a North Topsail Beach Five-Year Pin.

RECYCLING
CONTRACT/
WASTE
INDUSTRIES:

The Waste Industries, Incorporated recycling contract was presented to the Board for review and consideration.

After a brief discussion on hauling and landfill cost, a motion was made by Alderman Sue Tuman and seconded by Alderman Jack Royman to sign the recycling contract with Waste Industries, Incorporated. Passed unanimously.

DONATION
REQUEST:

Town Manager Ann Vause presented the Board with a request from the Topsail Island Historical Society for an annual donation of \$100.00.

After a brief discussion, a motion was made by Mayor Pro-Tem Peter Hillyer and seconded by Alderman Jack Royman to budget an annual donation of \$100.00 to the Historical Society of Topsail Island for the growth and maintenance of their facilities. Passed unanimously.

REVISED
CITIZEN'S
PARTICIPATION
PLAN:

Town Manager Ann Vause advised a revised Citizen Participation Plan was required because the Land Use Plan would take 2 years to complete instead of one. She submitted a revised Citizen Participation Plan for their consideration.

After a brief discussion, a motion was made by Alderman Sue Tuman and seconded by Alderman Barbara Haynes to approve the revised Citizen Participation Plan, which is a part of the Land Use Plan. Passed unanimously.

REQUEST FOR
ACCEPTANCE
OF STREETS:

Two streets in the Crystal Shores II Subdivision were presented to the Board for acceptance into the town system. (Osprey Drive and Osprey Circle).

After a brief discussion, a motion was made by Alderman Sue Tuman and seconded by Mayor Pro-Tem

Peter Hillyer to accept Osprey Drive and Osprey Circle into the town street system. Passed unanimously.

REQUEST TO
PERFORM

CORE SAMPLES: Town Manager Ann Vause presented a request from the UNCW Environmental Services to perform core samples of soil in the town for a study of geological factors on the island. This study will be published in a report regarding the history of the island, the depth of the land mass, the availability of sand in the future and the effects of storms to the geological structure on the island. The environmental team will bore down approximately 20 feet with an 8" drill and replace any land that is disturbed.

After a discussion, the Board consensus was to allow UNCW Environmental Services to perform core samples of soil at the town hall site for a geological study.

REQUEST FOR
FEASIBILITY
STUDY:

Town Manager Ann Vause presented a request to the Board from Councilman Todd Thomas, Town of Suri City, for all municipalities affected by Falcon Cable to consider having a

"feasibility study" done on acquiring or building their own regional cable service.

After a brief discussion, the Board decided that more information was needed in order to further discuss this issue. The information requested would include who would be involved and the costs associated with the acquisition, or building of a new system.

DISCUSSION OF
BIDS/STORM
SECURITY
SHUTTERS:

Town Manager Ann Vause advised two bids were received for security shutters on the town hall building, from Wilmington Awning, Inc. and Kollaway of the Mid-Atlantic. Citizen Otis Sizemore advised that he now would like to put together an information package on storm security shutters for the Board's review.

After a brief discussion, no action was taken by the board on the bids received for storm security shutters.

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PERMITS:

The annual contract with DEHNR concerning minor CAMA permits was submitted to the Board of Aldermen. Revenue for the town from these permits amounts to approximately \$10,000 to \$16,000 per year. A motion was made by Alderman Bill Bass and seconded by Mayor Pro-Tem Peter Hillyer to authorize the Mayor to sign contract to receive funds from DEHNR for minor CAMA permits. Passed unanimously.

DISCUSSION OF
PROPOSED STREET

WORK:

The town solicited bids for the repair/resurfacing of town streets. These bids received on August 1, 1997, were extremely high and exceeded the town's available FEMA and Powell Bill funds at this time. Therefore, the cost of the work will require the town to use the formal bid procedure. The assistance of an engineer has been requested in preparing specifications for street work so that the town can later request additional funds from FEMA for the work. Parker and Associates has advised they would consider preparing required specifications. Undesignated funds may also be needed to cover any additional cost over FEMA and Powell Bill Funds for the street repairs.

After a brief discussion, a motion was made by Mayor Pro-Tem Peter Hillyer and seconded by Alderman Jack Royman to authorize the Town Manager to contract services with John Parker and Associates for engineering work to repair town streets and prepare bid specifications with a cap not to exceed \$25,000. Passed unanimously.

In addition, a motion was made by Mayor Pro-Tem Peter Hillyer and seconded by Alderman Sue Tuman to authorize the use of undesignated funds, if necessary, to cover the cost of street repairs. Passed unanimously.

GREEN STREET
EASEMENT:

Town Manager Ann Vause advised the property owners in Ocean City requested the Town replace a crossover on Green Street, destroyed by the hurricanes. After reviewing the issue it was discovered that a crossover on Green Street prior to the hurricane did not belong to the Town or Onslow County, but to the Ocean City Homeowners Association. She presented a petition from the Ocean City Homeowners Association for the donation of a 10' easement on Green Street in exchange that the Town constructs a crossover.

After a discussion, a motion was made by Alderman Sue Tuman and seconded by Alderman Barbara Haynes to accept easement offered by Ocean City Homeowners Association at Green Street for a crossover.

subject to clarification of the parties with the understanding the crossover might not be wooden. Passed unanimously.

MANAGER'S
REPORT:

1. JULY 5TH I MET WITH THE OCEAN CITY HOMEOWNERS ASSOCIATION TO DISCUSS THEIR CONCERNS ABOUT STREETS, CROSSOVERS, DEBRIS REMOVAL, ETC.
2. ONSLOW COUNTY HAS ADVISED THAT THE INCREASE IN TAX COLLECTION FEES WILL NOT AFFECT ANY MUNICIPALITY THIS YEAR. THIS ISSUE WILL NEED TO BE ADDRESSED IN THE FISCAL YEAR 1998-1999 BUDGET.
3. THE ANNUAL NC LEAGUE OF MUNICIPALITIES CONVENTION INFORMATION HAS BEEN RECEIVED. THE CONVENTION WILL BE HELD IN RALEIGH. I WILL NEED TO KNOW IMMEDIATELY IF ANYONE PLANS TO ATTEND AS ROOM RESERVATIONS MUST BE MADE BY AUGUST 12TH. THE CONVENTION DATES ARE OCTOBER 19-21, 1997.
4. MAC SLIGH, ONSLOW COUNTY RECREATION, HAS ADVISED THAT THE COUNTY WILL INSTALL SAND FENCE AT THE ACCESSES WITHIN THE NEXT 2-3 WEEKS.
5. PROCEDURES TO OBTAIN A PERMIT TO CLOSE THE LAST INLET ON NEW RIVER INLET ROAD ARE STILL BEING PROCESSED. WE HAVE JUST RECEIVED THE GREEN CARDS BACK FROM PROPERTY OWNERS WHICH INDICATES THEY DID RECEIVE THEIR CERTIFIED LETTER. OUR NEXT STEP WILL BE TO MEET WITH BOB STROUD AND COORDINATE OUR REQUEST WITH DOT, ARMY CORPS OF ENGINEERS AND THE STATE.
6. REVISIONS ARE BEING MADE TO THE TOWN'S DISASTER PLAN. PHOTO ID ARE BEING MADE FOR ALL EMPLOYEE ID TAGS WHICH WILL BE KEPT BY THE TOWN CLERK. BOARD MEMBERS WILL BE REQUESTED TO MEET WITH THOMAS TO HAVE PHOTO TAKEN IN THE NEAR FUTURE.
7. OUR AUDITOR HAS BEGUN HIS REVIEW OF THE FISCAL YEAR 1996-1997 RECORDS IN PREPARATION FOR THE AUDIT. THE AUDIT IS TO BE COMPLETED AND SENT TO LOCAL GOVERNMENT COMMISSION NO LATER THAN OCTOBER 31ST.
8. THE DEBRIS CONTRACTOR HAS MADE 2 PASSES TO DATE. THE FUNDS ALLOTTED BY FEMA ARE FAR BELOW THE AMOUNT REQUIRED. WE ARE IN THE PROCESS OF REQUESTING ADDITIONAL FUNDS. THE FINAL DEBRIS PICK-UP WILL BE DONE AUGUST 11TH. AFTER THAT DATE ANY DEBRIS REMOVAL WILL BE THE RESPONSIBILITY OF THE PROPERTY OWNER.

9. NORTH TOPSAIL BEACH HOSTED THE MANAGERS LUNCHEON HELD JULY 25TH. THE MANAGERS PLAN TO MEET IN VARIOUS MUNICIPALITIES ACROSS THE COUNTY RATHER THAN ALWAYS MEET IN JACKSONVILLE.
10. DON HENRY, OUR COORDINATOR FROM STATE EMERGENCY MANAGEMENT, IS CONTINUING TO WORK WITH US TO ENSURE WE RECEIVE THE NECESSARY FUNDS FOR HURRICANE CLEAN-UP.

ATTORNEY'S
REPORT:

Attorney Lynn Coleman announced that she would not be attending the NC Municipal Attorney Conference because it conflicted with the Town's regular board meeting this evening.

ALDERMEN'S
REPORT:

Alderman Royman presented a letter tho the board advising he would be resigning August 15, 1997. He advised he and Priscilla would be returning to New Jersey to be closer to their family.

A motion was made by Mayor Pro-Tem Peter Hillyer and seconded by Alderman Bill Bass to regretfully accept Alderman Jack Royman's resignation as of August 15th, 1997. Passed unanimously.

MAYOR'S
REPORT:

Mayor Bostic reported that Mac Sligh would be on the beach Tuesday, August 12th, and was in favor of repairing beach access #3. However, without appropriate funds, he would need one of our employees to assist with the use of the Front End Loader.

ADJOURNMENT:

No further business was discussed. A motion was made by Alderman Jack Royman and seconded by Alderman Bill Bass to adjourn the meeting at 10:30 p.m.. Passed unanimously.

Leigh Etheridge

Leigh Etheridge - Town Clerk

Town of North Topsail Beach
Special Board Meeting
September 3, 1997

PRESENT: Mayor Marlow F. Bostic, Jr., Mayor Pro-Tem Peter Hillyer, Aldermen Bill Bass, Barbara Haynes and Sue Tuman; Town Manager Ann Vause and Town Clerk Leigh Etheridge. Mr. Tom Credle and Mr. Tom Rankin from Grubbs Construction Company, Inc. were also present.

CONVOCATION: Mayor Bostic called the special meeting to order at 6:35 p.m. at the North Topsail Beach Town Hall.

CONTRACT/
EMERGENCY
SERVICES
DIVISION:

Mr. Tom Credle and Mr. Tom Rankin from the Emergency Services Division of Grubbs Construction Company, Inc., hosted an informative question and answer session in which they explained the many facets of the company's disaster services. The three following options offered in the contract for emergency services were the main scope of the discussion.

(1) The first option is a contract for services. This contract will guarantee the response and commitment of Grubbs Construction Company to your government in the event of a disaster. This commitment by Grubbs Construction Company is reciprocal to a commitment of your government in the form of a retainer. The amount of retainer is \$12,000.00 per contracted year. If an incident requiring response to a notice to proceed with the contracted work were to occur during the twelve months of a contracted year, the retainer would be applied to the costs incurred pertaining to the technical services provided. This application of the retainer would be for the current contract year only. If a disaster does not occur during the twelve months of a contracted year, the retainer funds will remain with Grubbs Construction Company as fee for response commitment. This contract would be renewable, revisable and amendable at the conclusion of each contract year. This retainer of \$12,000.00 can also be applied to other technical services requested by the town during the one year contract.

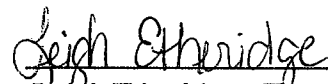
(2) The second option is technical services agreement with the right of first refusal. This agreement will provide a pre-disaster concurrence of both Grubbs Construction Company and your government. The agreement would

provide a listing of agreed upon work items/tasks to be performed in the event of an acceptance of a notice to proceed by Grubbs Construction Company, such as the aforementioned contract with retainer, will receive their guaranteed services.

(3) The third option is for Grubbs Construction Company to issue a letter of interest to your government requesting that Grubbs Construction Company be considered in request for proposals in future disasters.

No board action was taken on the contract at this time.

ADJOURNMENT: A motion was made by Mayor Pro-Tem Peter Hillyer and seconded by Alderman Bill Bass to adjourn the special meeting at 8:45 p.m. Passed unanimously.


Leigh Etheridge - Town Clerk

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Town of North Topsail Beach
Regular Board Meeting
September 4, 1997

PRESENT: Mayor Marlow F. Bostic Jr., Mayor Pro-Tem Peter Hillyer, Aldermen Bill Bass, Sue Tuman and Barbara Haynes; Town Manager Ann Vause, Town Attorney Lynn Coleman and Town Clerk Leigh Etheridge.

CONVOCATION: Mayor Bostic called the meeting to order at 7:05 p.m. at the North Topsail Beach Town Hall and noted that the board was short one member, Alderman Jack Royman. Mr. Royman resigned August 15, 1997.

INVOCATION: Mayor Pro-Tem Peter Hillyer led the Pledge of Allegiance to the Flag.

**APPROVAL
OF THE
AGENDA:**

The following additions were added to the agenda:

- Old Business Item a - Discussion and possible action of a Contract for Emergency Disaster Services with Grubbs Construction Company, Inc.
- New Business Item g - Mutual Aid Contract with the State of North Carolina
- New Business Item h - Discussion of replacing vacant Board of Aldermen position.

The following item was deleted from the agenda:

- Minutes from Special Board Meeting held September 3, 1997.

A motion was made by Alderman Barbara Haynes and seconded by Alderman Sue Tuman to approve the agenda as amended. Passed unanimously.

**APPROVAL
OF MINUTES:**

a. Regular Board Meeting held August 7, 1997:

The following corrections were noted:

- Remove (the board held) for the rezoning of Ocean City Subdivision and correct item a) to read: single family dwellings only.
- The final line in the discussion of North Topsail Water & Sewer's Conditional Use Permit should read: The need for this preventive maintenance and testing was stressed in order to prevent any possible future spill or damage to the environment.

- The final line in the request to perform core samples should read: After a discussion, the Board consensus was to allow UNCW Environmental Services to perform core samples of soil at the town hall site for a geological study.
- The final line of the request for a feasibility study should read: The information requested would include who would be involved and the costs associated with the acquisition or building of a new system.
- The motion for the Green Street Easement should also state that the crossover might not be wooden.

A motion was made by Alderman Bill Bass and seconded by Mayor Pro-Tem Peter Hillyer to approve the minutes as corrected. Passed unanimously.

PLANNING
BOARD
REPORT:

Vice Chairman, Otis Sizemore:

The purpose of this meeting held on August 28, 1997 was to discuss several matters of concern to the Planning Board, although no formal action was required on any of the issues, and to welcome new members Bill O'Donnell and Jerry Ager to the Planning Board.

Of primary concern was the matter of a tract of land, owned by Testamentary Tigers, which had been rezoned in 1994 from R-20 to R-10. Since the re-zoning, this piece of property has been brought before the planning board on several occasions without a formal request for action by the owners, and each time the owners have withdrawn their proposals. In the most recent issue, Mark Padgett represented the owners and asked for comment on a subdivision request. Of concern to the Planning Board were the owners' intentions regarding the maritime forest, the primary dune system, the possible further division of the five lots on either side of S.R. 1568, wetlands, and the impact on water and sewer service in the area. Mr. Padgett had drawn a map of the property, showing a house to be built on one of the lots, encroaching onto the primary dune, with decks also encroaching into space occupied by an abandoned roadway, the ownership of which is still in contention, a line which he had established seaward of the primary dune system to designate the set back, and another line which

divided that particular lot with the designation "for future development." Mr. Padgett was informed of these concerns and questioned about designating required open spaces, which were not shown on his map. After that meeting, the owners did not pursue further request for action by the Planning Board.

At the July meeting, it was brought to the attention of the Planning Board that the lot mentioned above has been sold to a couple from Minnesota who intend to build a house on that lot. However, the subdivision has not been approved or recorded, and property cannot legally be sold in an unrecorded subdivision. In addition, the wetlands are said to have been sold to a real estate agent representing the Testamentary Tigers for the sum of \$1.00 for re-combination with the remaining property. It was also brought to the attention of the Planning Board that, through an attorney, Marshall Dotson, the Testamentary Tigers were asking the Clerk of Court in Onslow County to allow the division of property through Heir Partition. This property was passed to the present owners through an estate settlement in 1992, and the Planning Board was concerned that Heir Partition now represented an attempt by the Testamentary Tigers to circumvent the zoning and subdivision ordinances of the Town of North Topsail Beach. A motion was passed to have the Town contact the Clerk of Court and present the concerns of the Town prior to any possible action by the Clerk allowing the property to be divided by Heir Partition.

The matter of the Department of Transportation's interest in the matter of the inlet now open under the road and bridge on S.R. 1568 was discussed. It was the opinion of the Planning Board that the Town not spend money in an attempt to close the inlet.

CONDEMNATION
PROCEDURES
FOR OCEAN
CITY MOTEL:

Building Inspector Jeff Holland informed the board that after numerous attempts to contact Mr. Harvey Beech, owner of the Ocean City Motel, for demolition procedures of the motel; Mr. Beech appealed his decision for demolition because of surgery. The consensus of the board was to send a very strong letter to Mr. Beech and his legal counsel advising them that this is the last extension to repair or remove the motel before the town takes action for demolition.

CONTRACT FOR
EMERGENCY
SERVICES/
GRUBBS
CONSTRUCTION
COMPANY:

A special board meeting was held on July 10, 1997 with Mr. Tom Credle from the Emergency Services Division of Grubbs Construction Company to introduce and discuss the company's emergency response service agreements. At this time, Mr. Credle presented the following options for disaster services to the board:

- (1) The first option is a contract for services. This contract will guarantee the response and commitment of Grubbs Construction Company to your government in the event of a disaster. This commitment by Grubbs Construction Company is reciprocal to a commitment of your government in the form of a retainer. The amount of retainer is \$12,000.00 per contracted year. If an incident requiring response to a notice to proceed with the contracted work were to occur during the twelve months of a contracted year, the retainer would be applied to the costs incurred pertaining to the technical services provided. This application of the retainer would be for the current contract year only. If a disaster does not occur during the twelve months of a contracted year, the retainer funds will remain with Grubbs Construction Company as fee for response commitment. This contract would be renewable, revisable and amendable at the conclusion of each contract year. This retainer of \$12,000.00 can also be applied to other technical services requested by the town during the one year contract.
- (2) The second option is technical services agreement with the right of first refusal. This agreement will provide a pre-disaster concurrence of both Grubbs Construction Company and your government. The agreement would provide a listing of agreed upon work items/tasks to be performed in the event of an acceptance of a notice to proceed by Grubbs Construction Company. The right of first refusal is to ensure those government entities with prior commitments from Grubbs Construction Company, such as the aforementioned contract with

retainer, will receive their guaranteed services.

- (3) The third option is for Grubbs Construction Company to issue a letter of interest to your government requesting that Grubbs Construction Company be considered in request for proposals in future disasters.

A second special meeting was held September 3, 1997 again with Mr. Tom Credle and Mr. Tom Rankin to further discuss the three varying commitment levels and scope of the emergency services contract.

Several citizens and board members expressed comments concerning the cost and need of having the retainer with the right of first refusal. Others felt that at least for now, the retainer for guaranteed emergency services would be like an insurance policy in the event of an emergency, and the retainer would only commit the town for one year from the date of acceptance - not many years thereafter.

A motion was made by Alderman Sue Tuman and seconded by Mayor Pro-Tem Peter Hillyer to authorize the mayor to sign the Technical Services Contract with the Emergency Services Division of Grubbs Construction Company for one year in the sum of \$12,000.00 to be appropriated from the undesignated fund balance. Motion passed three votes to one. Ayes were Mayor Pro-Tem Peter Hillyer, Aldermen Barbara Haynes and Sue Tuman. Voting nay was Alderman Bill Bass.

REQUEST FOR DONATION:

A donation request was submitted to the board from Dixon High School for Project Graduation 1998. After a very brief discussion, a motion was made by Alderman Sue Tuman and seconded by Mayor Pro-Tem Peter Hillyer to donate \$100.00 to Dixon High School for Project Graduation - class of 1998. Passed unanimously.

REPLACEMENT/ REAPPOINTMENT TO COMMITTEE:

A resignation from the Onslow County Solid Waste Task Force was submitted to the board from Ms. Doris Naumann. Ms. Naumann was the town's representative on this committee but had to resign because she is no longer a property owner in Onslow County. Citizen Charlotte Wilmer volunteered to replace Ms. Naumann on the Solid Waste Task Force. After a brief discussion, a motion was made by Alderman Sue Tuman and

seconded by Alderman Bill Bass to submit Charlotte Wilmer to represent the Town of North Topsail Beach on the Onslow County Solid Waste Task Force. Passed unanimously.

**REQUEST FOR
DONATION:**

A donation request was presented to the board from the Kiwanis Club of Topsail Island to help sponsor the Loggerhead Gold Classic at North Shore Country Club on Saturday, October 18, 1997. Citizen Bill Parr advised the board that these service projects help with the club's scholarship funding. A motion was made by Mayor Pro-Tem Peter Hillyer and seconded by Alderman Sue Tuman to sponsor a hole in the 11th annual Loggerhead Gold Classic in the amount of a \$75.00 donation. Passed unanimously.

**NOMINEE/
COASTAL
RESOURCES
COMMISSION:**

The board was presented with a letter from Governor Hunt advising the town of the opportunity to submit a nomination for appointment to the Coastal Resources Commission. The nominee must meet one of the composition field criteria (GS 113A-104(b)) and does not have to be a resident of Onslow County. After a discussion concerning the criteria for possible nominees, the board advised that they did not have a qualified nominee to offer for appointment to the Coastal Resources Commission. The board took no action on this subject.

**PROCLAMATION
REQUEST/LITTER
SWEEP:**

A proclamation was presented to the board requesting the Mayor proclaim September 8th - 22nd as "LITTER SWEEP" in the Town of North Topsail Beach to help with the statewide effort. A motion was made by Alderman Sue Tuman and seconded by Alderman Barbara Haynes to authorize the Mayor to proclaim September 8th - 22nd as "LITTER SWEEP" in the Town of North Topsail Beach and to sign the proclamation. Passed unanimously.

**DISCUSSION OF
LOST COLONY:**

Mayor Pro-Tem Peter Hillyer led a discussion concerning the Town of

North Topsail Beach and raised questions as to why the town is constantly being overlooked by other local, state and federal agencies. It was noted that the town still has a Sneads Ferry, NC zip code and many of the maps that agencies such as the Army Corps of Engineers use still label the area as unincorporated West Onslow Beach instead of North Topsail Beach. On the state and federal level, Mr. Hillyer felt that this was one of the reasons why the town has been overlooked by the NC Department of Commerce, US Department of Housing and Urban Development for grant funding and FEMA. Citizen Mike Ruppert suggested the town form a public relations committee to research this problem and make it known to local, state and federal agencies that the Town of North Topsail Beach does indeed exist. Board consensus was given requesting the town establish this committee not to exceed six people. Mayor Pro-Tem Peter Hillyer announced that he would meet with any potential volunteers after the meeting.

MUTUAL AID
AGREEMENT/
STATE OF NC:

A mutual aid agreement was presented to the board from the North Carolina Division of Emergency Management. The document was designed to coordinate emergency management efforts among local governments and the State in the event of future disasters. The purpose of the agreement is to make providing and receiving assistance among governments more efficient and effective, provide for faster reimbursement from the Federal Emergency Management Agency, and cover questions of insurance and liability that have previously been a concern without an agreement. Following a brief discussion, a motion was made by Alderman Bill Bass and seconded by Alderman Sue Tuman to authorize the Mayor to sign the mutual aid agreement with the NC Division of Emergency Management. Passed unanimously.

FILLING
OF VACANT
BOARD OF
ALDERMEN
POSITION:

A discussion was held on nominating a replacement to the Board of Aldermen to fill the unexpired term previously held by Mr. Jack Royman. With no further discussion, Mayor Pro-Tem Peter Hillyer nominated Mr. Joe Vecchione to fill the position. Mayor Pro-Tem Peter Hillyer noted that Joe Vecchione was a local businessman, volunteer fireman, and an excellent replacement for Jack Royman. Alderman Bill Bass nominated

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Mr. Bill O'Donnell to fill the vacancy. With no other nominations, a motion was made by Alderman Sue Tuman and seconded by Mayor Pro-Tem Peter Hillyer to close the nominations to fill the vacancy on the board. Passed unanimously. At this time, the board members voted on the position by ballot.

RECESS: The meeting went into recess at 9:35 p.m.

RECONVENE: Mayor Bostic called the meeting back to order at 9:45 p.m.

Mayor Bostic announced that with a vote of 3 to 1, Mr. Joe Vecchione was the new board member for the Board of Aldermen. He also thanked Mr. Bill O'Donnell for accepting the nomination to the board. Joe Vecchione will serve the unexpired term of Mr. Jack Royman and will be officially sworn after the Board of Elections is notified and the Clerk of Court arrangements are made to administer the oath of office.

MANAGER'S
REPORT:

1. THE BOARD HAS RECEIVED AN INVITATION TO ATTEND PINWOOD HARBOR ASSISTED LIVING CENTER RIBBON CUTTING/OPEN HOUSE SUNDAY, SEPTEMBER 7TH AT 2:00 P.M. . THE FACILITY IS LOCATED AT 325 SOUND ROAD, HOLLY RIDGE. THERE WILL BE TOURS OF THE FACILITY AND LIGHT REFRESHMENTS UNTIL 4:00 P.M. PLEASE ADVISE IF YOU PLAN TO ATTEND.
2. CAROLINA BAG & SUPPLY, INC., IS PLANNING TO DO A PILOT PROGRAM IN NORTH TOPSAIL BEACH. THIS FIRM WILL PLANT SEA OATS, BEACH GRASS, ETC. IN THE AREA OF 2ND AVENUE. THE PLANT WILL BE CONTAINED IN BURLAP BAGS WHICH IS A NATURAL BIODEGRADABLE PRODUCT. CAROLINA BAG & SUPPLY, INC. WILL PAY ALL EXPENSES ASSOCIATED WITH THE PROJECT. THEY WILL BEGIN THEIR PROJECT SEPTEMBER 15TH.
3. AS YOU ARE AWARE, A TROPICAL DEPRESSION HAS DEVELOPED. THERE IS NO DANGER TO OUR AREA AT THIS TIME HOWEVER ONSLOW COUNTY EMERGENCY

MANAGEMENT HAS BEEN IN TOUCH WITH US AND WE ARE WATCHING THE STORM DEVELOPMENT CLOSELY.

4. THE N.C. DEPARTMENT OF TRANSPORTATION IS PLANNING THEIR 1999-2005 TRANSPORTATION IMPROVEMENT PROGRAM AND WILL BE HOLDING PUBLIC MEETINGS DURING OCTOBER AND NOVEMBER TO RECEIVE INFORMATION ON PRIORITY PROJECTS. THE CLOSEST MEETING TO OUR LOCATION WILL BE HELD NOVEMBER 13TH IN WILMINGTON. PLEASE ADVISE IF YOU WISH TO ATTEND THIS PUBLIC HEARING.
5. WE HAVE RECEIVED A LETTER FROM THE NEW HANOVER BOARD OF COMMISSIONERS REQUESTING NORTH CAROLINA COASTAL COMMUNITIES CONSIDER FORMING AN ASSOCIATION THAT CAN PROVIDE A COMMON VOICE AND FOCUS FOR THE PRESERVATION OF OUR SHORELINES AND BEACHES. THEY ARE CONTACTING ALL COASTAL AREAS TO SEE IF SUPPORT FOR THIS TYPE OF ASSOCIATION IS EVIDENT. WOULD YOU BE INTERESTED IN JOINING THIS TYPE OF ASSOCIATION?
6. I HAVE SPOKEN WITH MR. JACK FLOYD, UTILITIES COMMISSION. HE ADVISED THAT HE WOULD BE AVAILABLE TO MEET WITH THE BOARD BETWEEN SEPTEMBER 23RD - 25TH. HE WILL NOT BE ABLE TO CONFIRM MR. LITTLE'S CALENDAR UNTIL HE RETURNS ON THE 15TH BUT HE FEELS THE TIME FRAME INDICATED SHOULD PROVIDE AN OPPORTUNITY FOR BOTH OF THEM TO MEET WITH THE BOARD. PLEASE ADVISE WHAT DATE & TIME YOU WOULD LIKE TO SET FOR THE SPECIAL MEETING.
7. OUR LAST STORM DEBRIS PICK-UP IS BEING DONE THIS WEEK. ONCE THIS IS COMPLETED IT WILL BE THE RESPONSIBILITY OF THE PROPERTY OWNER TO REMOVE ANY ADDITIONAL STORM DEBRIS FROM

THEIR PROPERTY.

8. GRUBBS CONSTRUCTION COMPANY, INC. HAS REMOVED THE FOLLOWING STRUCTURES: UNIT ON 13TH AVENUE, UNIT ON FLOUNDER STREET, UNIT ON OCEAN DRIVE AND UNIT ON NEW RIVER INLET ROAD ACROSS FROM SALTY'S PIER.
9. DORIS NAUMANN HAS RESIGNED AS SECRETARY TO THE PLANNING BOARD. BELINDA HAS AGREED TO SERVE IN THIS CAPACITY AND MET WITH THE BOARD LAST THURSDAY.

From item 6. in the manager's report, the special meeting date to meet with Mr. Jack Floyd from the Utilities Commission was scheduled for September 23rd at 6:30 p.m.. From item 5. in the manager's report, the board expressed interest in joining NC Coastal Commission.

ATTORNEY'S
REPORT:

Attorney Lynn Coleman reported that the cable franchise needed more work and that she had a few more concerns to address with Mr. David Harris from Custom Communications before she discussed this matter with the Board. She also advised the Board that the Town of North Topsail Beach has no legal right to intervene in the Stacy Grant Heirs Partition pending or to be filed before the clerk, but that she would continue to monitor the situation.

ALDERMEN'S
REPORT:

Mayor Pro-Tem Peter Hillyer:

Took this opportunity to thank Joe Vecchione, Bill O'Donnell and Charlotte Wilmer for their willingness to work with the town.

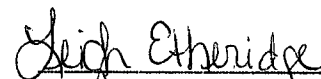
OPEN FORUM/
CITIZENS
REQUEST:

Holly Lorenzo:

Addressed the board about safety issues. She requested the board consider lifeguards and designated fishing areas.

ADJOURNMENT:

A motion was made by Alderman Bill Bass and seconded by Alderman Sue Turan to adjourn the meeting at 10:30 p.m.. Passed unanimously.


Leigh Etheridge - Town Clerk

TOWN OF NORTH TOPSAIL BEACH
BOARD OF ALDERMEN
SPECIAL MEETING
SEPTEMBER 29, 1997

PRESENT: Mayor Marlow F. Bostic, Jr., Mayor Pro-Tem Peter Hillyer, Aldermen Barbara Haynes, Sue Tuman, Bill Bass and Joe Vecchione; Town Manager Ann Vause, Town Attorney Lynn Coleman and Acting Town Clerk Belinda Picklesimer.

CONVOCATION: Mayor Bostic called the meeting to order at 6:40 p.m. at the North Topsail Beach Town Hall and declared a quorum present.

SWEARING IN
OF NEW
ALDERMAN:

Mayor Bostic introduced Onslow County Clerk of Court Ed Cole, who had been invited to officiate the Oath of Office to Joe Vecchione. Joe's wife, Jen, held the Holy Bible while he was sworn in as the Board's newest Alderman. Mayor Bostic welcomed Joe to the board.

NORTH TOPSAIL
WATER & SEWER
CONDITIONAL
USE PERMIT:

Town Attorney Lynn Coleman provided the board with an outline to identify issues which remained to be discussed on the Conditional Use Permit.

Jimmy Little and Jack Floyd of the North Carolina Utilities Commission, Bennie Tripp of North Topsail Water and Sewer Company, Incorporated, and Tom Harwell engineer for North Topsail Water and Sewer Company, Incorporated were present to answer questions raised by the board and the dozen citizens present.

Mayor Bostic opened the discussion by inviting input from the board about the monthly monitoring of the pump station.

Mayor Pro-Tem Peter Hillyer: Stated that he preferred the option of training a town employee to take samples and have testing done quarterly with the town paying for the employee portion and the sewer company paying for the testing.

Tom Harwell - Engineer for North Topsail Water and Sewer: Stated that there was a remote chance that a spill could occur without visual observation. For instance, a rupture in the bottom of the tank caused by an earthquake. He further stated that spillage caused by a broken pipe would be rapidly visible in the ground surrounding the tank.

Alderman Bill Bass: Asked if the tank contained pressure relief stems.

Mr. Harwell: Explained that there were two, one at each end of the tank. He added that the pump station consisted of two chambers, the principal chamber having a capacity of 6,000 gallons and the emergency chamber with a capacity of 18,000 gallons.

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There are two low-level floats within the principal chamber, which when reaching a certain level, activates the pump.

There is also a high-level float within the principal chamber. If overflow occurs, from the principal chamber to the emergency chamber, the alarm system will be activated. The alarm system activates a red light on top of the tank, the sounding of a horn and triggers the enunciator panels, which places emergency phone calls to six pre-designated numbers.

It was stated that North Topsail Beach would be assigned two of the six phone numbers. However, the Police Department requested not to be on the list, as their calls are often forwarded to the Onslow County Sheriff's Office. The Town will provide two telephone numbers.

Dan Tuman: Asked what would happen to the alarm system during a power failure.

Mr. Harwell: Stated that the enunciator panels have battery back-up, which when tested lasted 27 hours. The emergency generator operates the pump station at a rate of 1,000 gallons per minute. Mr. Harwell recommended monthly "drills" to test the emergency mode of the pump station.

Otis Sizemore: Stated that the pump station was located in a conservation district and that the presence of North Topsail Water and Sewer would allow further development. The town should monitor the site to protect that which they are charged with protecting. Mr. Sizemore explained that his concerns were not meant to hinder or delay the progress of the pump station, but to ensure that it conformed to the Land Use Plan and existing town ordinances.

Jack Floyd - North Carolina Utilities Commission: Reminded the Board of Aldermen that North Topsail Water and Sewer performs visual inspections of the lift station twice a day.

Alderman Sue Tuman: Asked how a leak would be detected if it occurred along the wall.

Jack Floyd: Reviewed what would be visually noticeable and stated that the tank is 6-7 feet in the ground.

Bennie Tripp - North Topsail Water and Sewer Company, Inc.: Stated that the tank was built above water level.

Jack Floyd: Stated the tank was built to reservoir standards. He also recommended base line testing, in a number of areas, before the pump comes on line, since it is in an Outstanding Resource Water area.

Alderman Sue Tuman: Suggested that the board go with the wording of Jack Floyd's July 3, 1997 letter, to include the previously stated recommendation for base line testing.

Board consensus was given to accept the wording in the letter from Jack Floyd dated July 3, 1997, as follows:

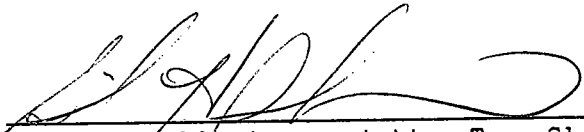
- 3a. "In the event of any spillage, leakage, or malfunction of the sewage pumping station that results in spillage or leakage, North Topsail Water and Sewer, Inc. shall notify the Town Manager and institute a monitoring program of the adjacent surface waters. The monitoring program, sample locations, frequency of sampling, and types of tests to be required, shall be undertaken in accordance with the requirements of the Division of Water Quality. Testing shall be performed by an independent testing service, and the results shall be reported to the Town Manager within 5 days of receipt of the results."

Jimmy Little: Stated that with the elimination of monitoring expenses and the cost of a \$10,000 bond (purchasing insurance instead, for \$2800), along with the provision that the town would work with the company on moving the old facility and with him if any problems occurred, he recommended that the cost could be amortized over a 3-5 year period without any sur-charges. Additionally, he stated there would not be any change in rates until the company requested a rate increase.

Board consensus was given to concur with Mr. Little's statement.

ADJOURNMENT:

A motion was made by Alderman Barbara Haynes and seconded by Alderman Joe Vecchione to adjourn the meeting a 7:50 p.m. Passed unanimously.


Belinda Picklesimer - Acting Town Clerk

Town of North Topsail Beach
Regular Board Meeting
October 2, 1997

PRESENT: Mayor Marlow F. Bostic, Jr., Mayor Pro-Tem Peter Hillyer, Aldermen Bill Bass, Barbara Haynes, Joe Vecchione and Sue Tuman; Town Manager Ann Vause, Town Attorney Lynn Coleman and Town Clerk Leigh Etheridge.

INVOCATION: Mayor Bostic called the meeting to order at 7:05 p.m. at the North Topsail Beach Town Hall and declared a full quorum present.

CONVOCATION: Mayor Pro-Tem Peter Hillyer led the pledge of allegiance.

APPROVAL OF THE AGENDA: The following changes were made to the agenda:
- Item e. under new business was deleted - Request authorization to solicit bids for financing of proposed fire truck.
- Added to the agenda was item b. under old business - Street Bids.
A motion was made by Alderman Bill Bass and seconded by Alderman Joe Vecchione to approve the agenda as amended. Passed unanimously.

APPROVAL OF MINUTES: The following corrections were made to the minutes:
- Special Meeting held September 3, 1997:
An additional sentence was added to the end of option #1 under the emergency services contract which read: This retainer of \$12,000.00 can also be applied to other technical services requested by the town during the one year contract. No other corrections were made.

A motion was made by Alderman Bill Bass and seconded by Alderman Barbara Haynes to approve corrected minutes. Passed unanimously.

- Regular Board Meeting held September 4, 1997.
- An additional sentence was added to the end of option #1 under the emergency services contract which read: This retainer of \$12,000.00 can also be applied to other technical services requested by the town during the one year contract.
- A correction to the corrections was made from the August 7, 1997 regular meeting: The need for this preventive maintenance and testing was stressed in order to prevent any possible future spill or damage to the

environment

- When the board recessed, it was requested to delete the section reading: in order for the board to vote on the new position.
- In the manager's report, it was requested to be included with item #5 that the board expressed interest in joining the NC Coastal Commission.
- Attorney Lynn Coleman requested that the following information be included in the attorney's report: She also advised the Board that the Town of North Topsail Beach has no legal right to intervene in the Stacy Grant Heirs Partition pending or to be filed before the clerk, but that she would continue to monitor the situation.

A motion was made by Alderman Sue Tuman and seconded by Alderman Bill Bass to approve corrected minutes. Passed unanimously.

DEMOLITION/
OCEAN CITY
MOTEL:

At the regular board meeting held September 4, 1997, the board requested a strong letter be sent to Mr. Harvey Beech and his representatives seeking final correspondence concerning the repair or demolition of the Ocean City Motel. On October 1, 1997, a hand delivered letter was received by the town from Mr. Beech requesting an extension on the appeal for the proposed demolition of 2620 Island Drive -Ocean City Motel. Mr. Wade Chestnut fielded questions and comments for Mr. Beech in his absence due to surgery. A motion was made by Alderman Bill Bass and seconded by Alderman Barbara Haynes to direct the building inspector to indicate in a strong worded letter that Mr. Beech must secure permits for repair by October 31st or demolition will occur. Passed unanimously. Mr. Wade Chestnut will report to the Town Manager in two weeks by October 17th, with the status on this subject.

STREET
REPAIR:

Mr. John Parker - Project Engineer from Parker & Associates, Inc.

Bids were opened at 3:00 p.m. on September 29, 1997, at Town Hall for the 1997 Street Improvements. A total of three were received, with the low bid being submitted by T.B. Powell of Ocean Isle, North Carolina in the amount of \$267,091.46. It was noted that T.B. Powell is not a licensed contractor. However, as provided under NCGS 87-9 and as verified with the North Carolina Licensing Board for General Contractors, a license is not required for this work. Parker & Associates, Inc., recommend that the contract be awarded to T.B. Powell in the low bid amount of \$267,091.46.

Mr. Parker reminded the board that this is a unit cost contract, based on estimated quantities of work, and the actual payments will be based on the volume of work performed under each line item task.

A motion was made by Mayor Pro-Tem Peter Hillyer and seconded by Alderman Bill Bass to enter into contract with T.B. Powell of Ocean Isle, North Carolina to repair town streets for the contracted sum of \$267,091.46 with funds to come from Powell Bill funds, uncollected FEMA funds, and the remainder to come from the undesignated fund balance. Passed unanimously.

MUNICIPAL
RECORDS
RETENTION &
DISPOSITION
SCHEDULE:

The town recently received an update of the Municipal Records Retention & Disposition Schedule from the NC Department of Cultural Resources which supersedes the schedule issued in 1984. A signed schedule for the town will allow every department to dispose of records listed in the schedule without further approval from the municipality or the Department of Cultural Resources. A motion was made by Alderman Sue Tuman and seconded by Mayor Pro-Tem Peter Hillyer to allow the Mayor to sign the Records Retention & Disposition Schedule. Passed unanimously.

Municipal Records Retention and Disposition Schedule

The records retention and disposition schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the *General Statutes of North Carolina*, it is agreed that the records do not and will not have further use or value for official business, research, or reference purposes after the respective retention periods specified herein and are authorized to be destroyed or otherwise disposed of by the agency or

official having custody of them without further reference to or approval of either party to this agreement. It is further agreed that these records may not be destroyed prior to the time periods stated; however, for sufficient reason they may be retained for longer periods. This schedule is to remain in effect from the date of approval until it is reviewed and updated.

APPROVAL RECOMMENDED

City/Town Clerk

Chief Administrative Officer/
City Manager

Jeffrey J. Crow, Director
Division of Archives and History

APPROVED

Mayor

Betty Ray McCain, Secretary
Department of Cultural Resources

STORM PREPAREDNESS PLAN:

A revised copy of the town's storm preparedness plan was presented to the board. A brief discussion was held on the possibility of implementing two cellular phones as the town's emergency numbers in the event of a disaster. No action was taken on the storm preparedness plan. It was decided to hold a workshop to review the plan with the date to be scheduled at a later time.

RECOMMENDED
ITEMS FOR
SURPLUS:

The following items were presented to the board for surplus:

1. Posedon Air System -Town ID Number 0421
2. Lanier Copier 6315 - Town ID Number 0009
Paper Sorter- Town ID Number 0011
3. 1992 Ford Bronco 4X4-Town ID Number 0316

A motion was made by Alderman Sue Tuman and seconded by Mayor Pro-Tem Peter Hillyer to donate the posedon air system to the Bethany Volunteer Fire Department. Passed unanimously.

A motion was made by Mayor Pro-Tem Peter Hillyer and seconded by Alderman Barbara Haynes to declare the Lanier Copier, Paper Sorter and 1992 Ford Bronco as surplus. Passed unanimously.

REQUEST
FOR PURCHASE
OF NORTH TOPSAIL
WATER & SEWER
COMPANY, INC.:

A letter was presented to the board from John Henson Realty informing the board that the North Topsail Water & Sewer Plant is for sale. Due to a possible conflict of interests, Mayor Bostic requested Mayor Pro-Tem Peter Hillyer conduct this portion of the meeting. Mayor Pro-Tem Peter Hillyer commented that the offer was not appealing to him and that the end result of such a purchase would mean more employees, debt financing, and risk factors. Citizen Otis Sizemore commented that this proposal should be taken seriously, researched, and would be welcomed as a planning board issue. Board consensus was given to allow the Town Manager to further investigate the issue by contacting the Institute of Government, NC League of Municipalities, and the Council of Governments to receive input from these agencies regarding similar proposals in other towns.

MANAGER'S
REPORT:

1. BUSINESS AFTER HOURS FOR THIS MONTH WILL BE HELD OCTOBER 7TH AT 6:30 P.M. AT THE CRAB POT.
2. ANYONE WHO IS A CUSTOMER WITH 360 COMMUNICATIONS WILL BE ABLE TO ACCESS THE

NTB POUND (#) NUMBER.

3. A DONATION REQUEST HAS BEEN MADE FOR ONE OF THE HIGHWAY PATROL OFFICERS KILLED IN CUMBERLAND COUNTY.
4. I WILL BE GOING TO GREENVILLE ON OCTOBER 16TH TO GIVE A PRESENTATION ON THE PRESERVATION OF TOWN RECORDS.
5. OUR AUDITOR IS REVIEWING THE FY 1996-97 RECORDS. THE AUDIT IS TO BE COMPLETED AND PRESENTED TO THE LGC BY 10/31/97.
6. INMATES HAVE BEEN HERE CLEANING ROADSIDES. THEY SHOULD BE HERE FOR SIX MORE DAYS.
7. OUR BUILDING INSPECTOR JEFF HOLLAND IS RESIGNING. THE ADVERTISEMENT FOR A REPLACEMENT IS BEING PREPARED.
8. A LETTER WILL BE SENT REQUESTING \$600,000.00 GRANT FUNDS FROM THE FEDERAL GOVERNMENT.
9. GREG WALKER, CAPE FEAR RESOURCE AND DEVELOPMENT, INC., IS WORKING TO OBTAIN SEA OATS FOR TOPSAIL ISLAND. IF SUCCESSFUL HE WILL PLANT THEM NEXT APRIL. HE IS COORDINATING A COASTAL PLANTS WORKSHOP FOR NOVEMBER. WE WILL ADVISE YOU WHEN A DATE IS FINALIZED.
10. THE PLANNING BOARD MEETING WILL BE HELD OCTOBER 9TH. JACK ROYMAN WAS SUPPOSED TO ATTEND THIS MEETING AND WE REQUEST JOE VECCHIONE TAKE MR. ROYMAN'S PLANNING BOARD SCHEDULE.
11. WE ARE STILL WORKING ON THE PERMIT TO CLOSE THE INLET ON SR 1568.
12. WE KNOW THE ROADSIDES ARE NOT AS ATTRACTIVE AS THEY SHOULD BE. PUBLIC WORKS IS PREPARING A SCHEDULE TO PROPERLY CLEAN, PRUNE, ETC.; ALL ROADWAYS. THIS WILL REQUIRE EXTENSIVE WORK BUT, WILL BE COMPLETED AS SOON AS POSSIBLE.

The board authorized a donation of \$50.00 to the Memorial Scholarship Fund in the name of Lloyd E. Lowry, NC Highway Patrolman.

ATTORNEY'S
REPORT:

Attorney Lynn Coleman provided the board with an amended copy of the Conditional Use Permit. She advised the board that she amended items 3a, 3d, and 3e; and faxed the amended permit to Mr. Jimmy Little and Mr. Jack Floyd at the NC Utilities Commission. She commented that the cable TV information was still on hold, but being researched. In addition, Attorney Coleman noted that she thought the Stacy Grant Heirs Partition matter was handled appropriately.

ALDERMEN'S
REPORT:

Alderman Sue Tuman:

Announced that the Mature Citizen's Breakfast will be held at Betty's this Saturday at 9:30 A.M. and reminded everyone that Operation Topcat will hold a spaying and neutering clinic on October 16th and 17th.

Mayor Pro-Tem Peter Hillyer:

Welcomed Mr. Joe Vecchione to the Board of Aldermen.

MAYOR'S
REPORT:

Mayor Marty Bostic:

Reported on the task force issues that were discussed at the Topsail Island meeting held with the Department of Transportation, Water Resources, CAMA and others. The issues centered around possible Beach Renourishment Projects through the Army Corps of Engineers as discussed with Mr. Tom Jarett for the Topsail Island area. Mr. Bostic commented that information reported to him indicated that the Corps of Engineers do an adequate job and the cost of such a project would be \$35 million for Topsail Island. The cost for North Topsail Beach only would range from \$20 to \$25 million. It was decided that research into this subject matter would give the board more information concerning such a project.

OPEN FORUM/
CITIZENS
REQUEST:

Ann Penta: Commented on the status of the permit to allow the closing of the inlet on SR1568 and the adverse condition this inlet has to her property on New River Inlet Road (SR1568).

Lois Ruppert: Discussed her concerns about the dredging of the waterway and the impact it could possibly have on beach erosion.

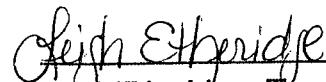
Mike Ruppert: Reported that the town must begin beach renourishment

efforts now and implement a plan for action.

Wade Chestnut: Commented that the town must start the beach renourishment process now.

Otis Sizemore: Requested that a representative from the Corps of Engineers meet with the town.

ADJOURNMENT: A motion was made by Alderman Barbara Haynes and seconded by Alderman Joe Vecchione to adjourn the meeting at 10:00 p.m. Passed unanimously.


Leigh Etheridge - Town Clerk

Town of North Topsail Beach
Special Board Meeting
October 29, 1997

PRESENT: Mayor Marlow F. Bostic, Jr., Mayor Pro-Tem Peter Hillyer, Aldermen Bill Bass, Sue Tuman, Joe Vecchione and Barbara Haynes; Town Manager Ann Vause and Town Clerk Leigh Etheridge. Tom Jarrett from the Army Corps of Engineers was also in attendance to discuss Beach Renourishment Programs. There were approximately thirty citizens present.

CALL TO ORDER: Mayor Bostic called the meeting to order at 6:45 p.m. at the North Topsail Beach Town Hall and declared a full quorum present.

At this time, Mayor Bostic reversed agenda items A. and B. so that the Beach Renourishment Plan would be discussed first and then the Hurricane Preparedness Plan second.

**BEACH
RENOURISHMENT
PROGRAMS:**

Mr. Tom Jarrett from the Army Corps of Engineers was present to discuss Beach Renourishment Programs and to answer questions from the Board of Aldermen and citizens present. Mr. Jarrett opened by thanking the Board for inviting him to speak to the town and explained that the main concern for all coastal areas facing renourishment projects is the lack of a dune system for protection. The following six steps were presented in the planning, designing and implementation of renourishment projects:

Step 1 - Problem Perception

Local Community (i.e. people, businesses) and/or local government perceive or experience water and related resource problems (i.e., flooding, shore erosion, navigation restrictions, etc.). Problems are beyond local community's/government's capabilities (e.g., jurisdictional boundaries, financial resources, technical expertise, etc.) to alleviate or solve.

Step 2 - Request for Federal Action

Local officials talk to Corps about available federal programs. Technical assistance and some small projects can be accomplished without congressional authorization. Local officials contact congressional delegation if study authorization required. Member of Congress requests

study authorization through Public Works Committees. Committee resolution adopted if report was previously prepared on water problems in area. Legislation, which may be proposed by the President, is normally required if no Corps report exists.

Step - 3 Study Problem and Report Preparation

Study is assigned to Corps district office. Funds to complete a 12-18 month reconnaissance study are included in President's budget. Appropriations for reconnaissance provided in annual Energy and Water Development Appropriations Act. District conducts reconnaissance study, leading to a reconnaissance report. Because most Corps projects involve cost sharing and environmental issues, local proponents should seek an early consensus for or against a Corps project among the public and private sectors and among diverse interest groups.

If study continues beyond reconnaissance phase, local sponsor must agree to share cost of feasibility phase.

A Life Cycle Project Manager (LCPM) or management team is appointed to coordinate the project through the feasibility study, design and eventual construction. The LCPM serves as the point of contact with the project sponsor and other concerned parties, tracks all commitments made during the process, and develops a Project Management Plan.

Public involvement is an integral part of planning process, including review of draft report and draft environmental impact statement (EIS)

Study is conducted under the U.S. Water Resources Council's Economic and Environmental Principles and Guidelines for Water and Related Land Resources Implementation Studies, dated March 10, 1983.

Funds are included annually in President's budget; annual appropriations and non-federal monies are needed to continue study.

Study results in Feasibility Report and EIS which are submitted to Corps division (regional office).

Step 4 - Report Review and Approval

Division engineer submits report to Washington Level Review Center (WLRC) and issues public notice inviting comments. WLRC conducts

Washington review.

Final EIS is filed with Environmental Protection Agency (EPA) and made available to public.

Proposed report of Chief of Engineers and final EIS are sent to heads of federal agencies and governors of affected states for comment.

Board of Engineers for Rivers and Harbors (BERH) or Mississippi River Commission (MRC) submits views and recommendations to Chief of Engineers.

Comments from public are fully considered in BERH or MRC action.

Chief of Engineers considers comments on proposed report and EIS, prepares final report, and submits it to Secretary of the Army.

Chief of Engineers' report is reviewed by Assistant Secretary of the Army (Civil Works).

Office of Management and Budget (OMB) comments on report as it relates to President's programs.

Assistant Secretary of the Army (Civil Works) transmits Chief of Engineers' report to Congress.

In most cases, Corps continues preconstruction engineering and design following issuance of Division Engineer's Notice. Funds are included in President's budget and Congress acts on each item in appropriations bill.

Step 5 - Congressional Authorization

Chief of Engineers' reports are referred to Committee on Public Works and Transportation in House and Committee on Environment and Public Works in Senate.

Civil Works projects are normally authorized by Water Resources Development Act (Omnibus Bill) following committee hearings.

Occasionally, Corps proposal is authorized by separate legislation or as part of another bill.

Step 6 - Project Implementation

New projects are included in President's budget based on national priorities and anticipated completion of design and plans and specifications so that construction contract can be awarded.

Budget recommendations are based on evidence of support by state and ability and willingness of non-federal sponsors to provide their share of project cost.

Congress appropriates federal share of funds for new starts; normally, this occurs in annual Energy and Water Development Appropriations Act.

Secretary of the Army and appropriate Non-federal sponsors sign formal Local Cooperation Agreement (LCA) once Congress has appropriated funds for project implementation to begin.

The LCA obligates non-federal sponsors and the Corps to participate in implementing, operating and maintaining project according to requirements established by Congress and administration. The LCA embodies the specific cost sharing responsibilities for the Corps and the project sponsor.

District completes enough engineering and design for developing plans and specifications for initial project implementation.

Engineering and design continue during implementation process; plans and specifications are reviewed by division offices and sometimes by Headquarters, U.S. Army Corps of Engineers.

No action was taken at this meeting. It was decided to postpone the discussion on the Hurricane Preparedness Plan with a date to be scheduled at a later time.

ADJOURNMENT: A motion was made by Mayor Pro-Tem Peter Hillyer and seconded by Alderman Barbara Haynes at 9:15 p.m. Passed unanimously.


Leigh Etheridge - Town Clerk

Town of North Topsail Beach
Regular Board Meeting
November 6, 1997

PRESENT: Mayor Marlow F. Bostic, Jr., Mayor Pro-Tem Peter Hillyer, Aldermen Bill Bass, Barbara Haynes, Joe Vecchione and Sue Tuman; Town Manager Ann Vause, Town Attorney Lynn Coleman and Town Clerk Leigh Etheridge.

INVOCATION: Mayor Bostic called the meeting to order at 7:00 p.m. at the North Topsail Beach Town Hall and declared a full quorum present.

CONVOCATION: Mayor Pro-Tem Peter Hillyer led the pledge of allegiance.

APPROVAL OF THE AGENDA: The following changes were made to the agenda:

- Item a - Storm Preparedness Plan was deleted from Old Business.
- Added as new item a. under Old Business was a discussion and possible action on the demolition of Ocean City Motel.

A motion was made by Alderman Barbara Haynes and seconded by Alderman Sue Tuman to approve the agenda as amended. Passed unanimously.

APPROVAL OF MINUTES: The following corrections were made to the minutes:

- Special Meeting held September 29, 1997;
- The only language needed to be included for consensus was item 3a. from Mr. Jack Floyd's letter dated July 3, 1997. Items 3c., 3d., 3e., and 3f. to be deleted from minutes.

A motion was made by Alderman Bill Bass and seconded by Alderman Joe Vecchione to approve corrected minutes. Passed unanimously.

- Regular Board Meeting held October 2, 1997.
- Correction was made stating that Mayor Pro-Tem Peter Hillyer led the pledge of allegiance in the convocation.

A motion was made by Alderman Bill Bass and seconded by Alderman Sue Tuman to approve corrected minutes. Passed unanimously.

DEMOLITION/
OCEAN CITY
MOTEL:

At the regular board meeting held September 4, 1997, the board requested a strong letter be sent to Mr. Harvey Beech and his representatives seeking a final decision concerning the repair or demolition of the Ocean City Motel. On October 1, 1997, a hand delivered letter was received by the town from Mr. Beech requesting an extension on the appeal for the proposed demolition of 2620 Island Drive -Ocean City Motel. Mr. Beech was advised in a strong worded letter that he must secure permits for repair by October 31, 1997, or demolition of the motel will occur. Currently, Mr. Beech has not obtained any building/repair permits from North Topsail Beach. The Flood Damage Prevention Ordinance requires the building either be elevated before repair permits are issued or removal of the structure. Building Inspector Jeff Holland reported that negotiations on the status of the motel began February 6, 1997. A motion was made by Alderman Sue Tuman and seconded by Mayor Pro-Tem Peter Hillyer to proceed with the demolition of the Ocean City Motel. Passed unanimously.

REFUSE
COLLECTION/
MULTI-PLEX
UNITS:

Mr. Bill Bento, representative for the Villa Capriani, requested that the town consider twice weekly dumpster service for the residents at the Villa to replace the cost of 116 carts per household at \$8.50 per household (or \$986.00/month) since people in these multi-plex units are property owners. Mr. Bento and other representatives for multi-plex units feel the dumpster service would be a benefit to the property owners at these multi-plex units and the town as well. Currently, the Villa Capriani is contracted with Waste Management, Inc. for their own dumpster service. It was decided that more information was needed at this time. Mr. Bento was asked to contact the Home Owner's Association to see if there would be a reduction of dues if the town decided to provide this service. Also, dumpster cost figures will be needed when this subject is discussed further. The board decided to table this discussion until January 1998, when more information is available.

STATUS OF
MYRTLE
DRIVE:

The status of Myrtle Drive in the town street system has been a concern since the storms last year. A brief discussion was held on whether the

street needs to be opened or closed. This item was tabled for further discussion until all property owners are notified concerning access to their property and a map of the street is available for the Board of Aldermen.

CONTRIBUTION
OF LAND/SEA
RANCHES:

A letter was presented to the Board of Aldermen from Mr. M.H. Askew, Jr., with an offer to contribute land at Sea Ranches to the town. At this time, more information was needed concerning the lot at Sea Ranches. This item was tabled for further discussion in January 1998.

NO SMOKING/
PUBLIC
FACILITIES:

A discussion was held by Mayor Bostic concerning the new town hall facility and complaints from citizens about the building smelling of tobacco. Currently, the town hall break room is designated as the only smoking area within the facility. There are designated smoking areas inside the town's public works building and both fire department buildings. A motion was made by Mayor Pro-Tem Peter Hillyer and seconded by Alderman Barbara Haynes to ban smoking altogether in the town hall facility and make reasonable speed to construct adequate facilities where smokers can smoke outside for the remaining town facilities. Passed unanimously.

MANAGER'S
REPORT:

1. THE NORTH CAROLINA COOPERATIVE EXTENSION SERVICE WILL BE HOLDING A COASTAL PLANTS WORKSHOP NOVEMBER 12, 1997. THEY WILL BE AT THE NORTH TOPSAIL BEACH TOWN HALL FROM 1:00 P.M. TO 4:00 P.M. SEVERAL ITEMS SUCH AS USING FENCING WISELY, FRONTAL DUNE ESTABLISHMENT, PLANT SELECTION, ETC. WILL BE DISCUSSED. EVERYONE IS ENCOURAGED TO ATTEND THIS MEETING. THE COOPERATIVE EXTENSION SERVICE PLANS TO SCHEDULE ANOTHER WORKSHOP AT NIGHT FOR INDIVIDUALS WHO ARE UNABLE TO ATTEND DURING THE DAY. HOWEVER, A DATE HAS NOT BEEN SET FOR THIS AT THIS TIME.
2. FENDER COUNTY EXTENSION SERVICE HAS MAILED NOTICES TO ALL OCEAN FRONT PROPERTY OWNERS

THAT BEACH GRASS WILL BE AVAILABLE BEGINNING IN NOVEMBER. THEY HAVE SET NOVEMBER 22ND AND DECEMBER 6TH AS DISTRIBUTION DATES. PROPERTY OWNERS WHO WISH TO PURCHASE BEACH GRASS ARE REQUESTED TO CONTACT BELINDA AT THE TOWN HALL. SHE WILL TAKE THEIR ORDERS. A BUNDLE OF BEACH GRASS COST \$50.00, EACH BUNDLE CONTAINS 1,000 SPRINGS. THE TOWN WILL PURCHASE THE BEACH GRASS. PER BOARD OF ALDERMEN POLICY, THE TOWN WILL PAY 1/2 OF THE COST OF THE BEACH GRASS AND THE RESIDENT WILL PAY 1/2 THE COST. PROPERTY OWNERS WILL BE ASKED TO PAY THEIR PORTION WHEN THE GRASS IS PICKED UP AT PUBLIC WORKS BETWEEN THE HOURS OF 9:00 A.M. AND NOON.

3. BASED ON THE FIELD VERIFICATION OF OUR 5 YEAR CYCLE FEDERAL EMERGENCY MANAGEMENT HAS DETERMINED THAT OUR COMMUNITY HAS INCREASED TO A CLASS 8 IN THE NATIONAL FLOOD INSURANCE PROGRAM COMMUNITY RATING SYSTEM WHICH MEANS THAT POLICIES ISSUED OR RENEWED FOR PROPERTIES IN THE FEDERAL FLOOD ZONE, BEGINNING OCTOBER 1, 1997, WILL RECEIVE A 10% PREMIUM DISCOUNT. PREVIOUSLY WE WERE RATED AS A CLASS 9 WHICH REPRESENTS A 5% DISCOUNT.
4. OSHA (OCCUPATIONAL, SAFETY, HEALTH ASSOCIATION) INSPECTED THE TOWN 2 WEEKS AGO. OVERALL WE ARE FINE. THEY NOTED SOME MINOR VIOLATIONS THAT WE ARE IN THE PROCESS OF CORRECTING. ALL CORRECTIONS SHOULD BE MADE WITHIN THE NEXT 2-3 WEEKS.
5. WE ARE CURRENTLY RECEIVING APPLICATIONS FOR BUILDING INSPECTOR. UNTIL ONE IS ABOARD JEFF WILL CONTINUE TO WORK WITH US AS HIS SCHEDULE PERMITS. IN ADDITION, WE WILL BE ASSISTED BY JON BRIGGS, FLOYD STEWART.
6. J.B. POWELL, INCORPORATED IS SCHEDULED TO BEGIN STREET REPAIRS NOVEMBER 10TH.
7. THE TOWN HALL CONSTRUCTION PROJECT HAS BEEN COMPLETED. THE TOTAL COST FOR BUILDING CONSTRUCTION, TELEPHONE SYSTEM, FUTURE

COMPUTER NETWORK WIRING, ARCHITECT AND ENGINEER WAS \$750,335.77. NOT INCLUDED IN THE TOTAL IS THE \$5,491.25 SPENT BY THE TOWN IN 1994 FOR LOT SURVEY, PILING DEPTH TEST, LOT CLEARING AND FLOOD INSURANCE PAYMENTS IN 1996 AND 1997 - TOTAL \$32,512.50. FURNISHINGS FOR THE TOWN HALL WERE PURCHASED FROM INSURANCE REIMBURSEMENT FOR ITEMS LOST DURING HURRICANE FRAN. INSURANCE REIMBURSEMENT WAS \$88,478.00. THE AMOUNT SPENT FOR FURNISHING (POLICE, INSPECTIONS, MEETING ROOM AND ADMINISTRATION) WAS \$68,921.18. SOME ITEMS NEEDED AT THE TOWN HALL SITE ARE: LANDSCAPING, A NEW COMPUTER SYSTEM AND A TELEPHONE FOR THE MEETING ROOM. THESE ITEMS WILL BE INCLUDED IN THE FISCAL YEAR 1998-99 BUDGET IF REVENUES PERMIT. THE TOWN CURRENTLY HAS 5 REMAINING PAYMENTS ON THIS BUILDING (ESTIMATED TOTAL OF DEBT REMAINING \$652,911.75).

8. THE NATIONAL HURRICANE CONFERENCE WILL BE HELD APRIL 6-10, 1998 IN NORFOLK, VIRGINIA. IF ANY BOARD MEMBER IS INTERESTED IN ATTENDING THIS CONFERENCE THEY NEED TO NOTIFY LEIGH BY DECEMBER 20TH.

ATTORNEY'S
REPORT:

Attorney Lynn Coleman advised the board that Mr. Jack Floyd from the NC Utilities Commission had no problem amending the Conditional Use Permit and that the permit is ready for signatures from the town and North Topsail Water & Sewer Company, Inc. She also provided the board with a memo she received from the Institute of Government concerning changes to the open meetings and public records law.

ALDERMEN'S
REPORT:

Mayor Pro-Tem Peter Hillyer:

Welcomed Otis Sizemore and Steve Smith to the board and expressed how much he will miss working with Sue Turman and Bill Bass.

Alderman Bill Bass:

Thanked Mayor Pro-Tem Peter Hillyer for thinking of him.

Alderman Sue Tuman:

Announced that on CNN for the next few weeks 1/2 hour study experiments that have taken place in Duck, NC will be shown concerning how sand travels in conjunction with the erosion process. Another item she mentioned is that the town needs better ways to publicize meetings; possibly different ways from our usual media networking. Alderman Tuman expressed her satisfaction with being an Alderman for the past four years. She felt the experience was very rewarding and worthwhile and extends her sincere wishes to the new board.

Alderman Joe Vecchione:

Reported that the OSHA inspectors were very impressed with the town's Fire and Police Departments and also felt that they were run very efficiently.

Alderman Barbara Haynes:

Welcomed Otis Sizemore and Steve Smith to the board and extended best wishes to Sue Tuman and Bill Bass.

MAYOR'S
REPORT:

Mayor Marty Bostic:

Welcomed Otis Sizemore and Steve Smith to the board and congratulated Bill Bass and Sue Tuman on a job well done over the last four years. He challenged the new board to be aggressive and progressive. Mayor Bostic concluded by mentioning the Beach Renourishment Project as presented by Mr. Tom Jarrett. He stated that it is a very expensive project but definitely something to think about.

OPEN FORUM/
CITIZENS
REQUEST:

Mike Ruppert:

Inquired about plans for pushing of the dunes.

Sam McGinn:

Commented that Sue Tuman and Bill Bass both did wonderful jobs for the town. He also commended the Police Department for an exemplary job that was done for a call on a possible missing lady.

ADJOURNMENT: A motion was made by Alderman Barbara Haynes and seconded by Alderman Joe Vecchione to adjourn the meeting at 9:00 p.m. Passed unanimously.

Leigh Etheridge

Leigh Etheridge - Town Clerk

Town of North Topsail Beach
Special Board Meeting
November 14, 1997

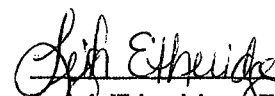
PRESENT: Mayor Marlow F. Bostic, Jr., Mayor Pro-Tem Peter Hillyer, Aldermen Bill Bass, Sue Tuman, Joe Vecchione and Barbara Haynes; Town Manager Ann Vause, Town Attorney Lynn Coleman and Town Clerk Leigh Etheridge. Representatives from the Division of Coastal Management, NC Division of Emergency Management, Topsail Turtle Project and Coastal Construction Specialist (NC Sea Grant) were in attendance to address all areas of concern regarding the reconstruction of the town's emergency berm system.

CALL TO ORDER: Mayor Bostic called the meeting to order at 6:40 p.m. at the North Topsail Beach Town Hall and declared a full quorum present.

At this time, Mayor Bostic expressed his disappointment that Mr. Kevin Moody, representative from U.S. Fish and Wildlife notified the town of his absence from this meeting at 4:18 p.m. He informed the board and citizens present that this meeting was scheduled around Mr. Moody's schedule and that Mr. Moody's presence was an integral part and main reason for scheduling this meeting to address the issue of receiving funding for berm reconstruction in CBRA areas of North Topsail Beach. Mayor Bostic concluded by informing those present that the appropriate agencies would be contacted to discuss Mr. Moody's absence and to resolve the questions that needed Mr. Moody's expertise so the town can effectively implement a plan for the reconstruction of the dune systems in both CBRA and Non-CBRA areas.

Citizen comments were welcomed inquiring about how to get the reconstruction process started.

ADJOURNMENT: A motion was made by Alderman Bill Bass and seconded by Alderman Joe Vecchione to adjourn the meeting at 8:25 p.m. Passed unanimously.


Leigh Etheridge - Town Clerk

Town of North Topsail Beach
Regular Board Meeting
December 4, 1997

PRESENT: Mayor Marlow F. Bostic, Jr., Mayor Pro-Tem Peter Hillyer, Aldermen Bill Bass, Joe Vecchione and Barbara Haynes; Town Attorney Lynn Coleman and Town Clerk Leigh Etheridge. Alderman Sue Tuman and Town Manager Ann Vause were not present.

CALL TO ORDER: Mayor Bostic called the meeting to order at 7:10 at the North Topsail Beach Town Hall and declared a quorum present.

INVOCATION: Mayor Pro-Tem Peter Hillyer led the Pledge of Allegiance.

APPROVAL
OF MINUTES:

The following corrections were made to the minutes:

-Special Meeting held October 29, 1997:

Under the section of beach renourishment programs, remove the word easy from the last sentence of the first paragraph.

A motion was made by Mayor Pro-Tem Peter Hillyer and seconded by Alderman Bill Bass to approve corrected minutes. Passed unanimously.

-Regular Meeting held November 6, 1997:

Two corrections were made in the section concerning the Ocean City Motel. The first sentence should read: At the regular board meeting held September 4, 1997, the board requested a strong letter be sent to Mr. Harvey Beech and his representatives seeking a final decision concerning the repair or demolition of the Ocean City Motel. In addition, the next to the last sentence should read: Building Inspector Jeff Holland reported that negotiations on the status of the motel began February 6, 1997.

A motion was made by Alderman Barbara Haynes and seconded by Alderman Joe Vecchione to approve corrected minutes. Passed unanimously.

-Special Meeting held November 14, 1997:

A motion was made by Alderman Barbara Haynes and seconded by Alderman Joe Vecchione to approve minutes. Passed unanimously.

Alderman Bill Bass took this opportunity to congratulate the winners of the election and stated that he enjoyed working with the Board of Aldermen for the past four years.

ADJOURNMENT: A motion was made by Mayor Pro-Tem Peter Hillyer and seconded by Alderman Bill Bass to adjourn the meeting at 7:15 p.m. Passed unanimously.

Leigh Etheridge
Leigh Etheridge - Town Clerk

Town of North Topsail Beach
Regular Board Meeting
December 4, 1997

PRESENT: Mayor Marlow F. Bostic, Jr., Mayor Pro-Tem Peter Hillyer, Aldermen Joe Vecchione and Barbara Haynes; Aldermen-elect Otis Sizemore and Steve Smith; Town Attorney Lynn Coleman and Town Clerk Leigh Etheridge. Town Manager Ann Vause was not present.

SWEARING IN
OF NEW BOARD
MEMBERS:

Ms. Beth Watson, Deputy Clerk for Onslow County, was in attendance to administer the oath of office to Mayor Marlow F. Bostic, Jr., Mayor Pro-Tem Peter Hillyer, Alderman Steve Smith and Alderman Otis Sizemore.

CALL TO
ORDER:

Mayor Bostic called the meeting to order at 7:20 p.m. at the North Topsail Beach Town Hall and declared a full quorum present.

ADDITION
TO THE
AGENDA:

At this time, Mayor Bostic added a discussion to be addressed by Ms. Charlotte Wilmer concerning donated Christmas trees for the beach.

SELECTION
OF MAYOR
PRO-TEM:

Alderman Barbara Haynes nominated Alderman Steve Smith for Mayor Pro-Tem. Alderman Joe Vecchione nominated Mayor Pro-Tem Peter Hillyer for Mayor Pro-Tem. No other nominations were submitted. Mayor Bostic asked each board member to vote on the selection of Mayor Pro-Tem. At this time, the votes were given to Mayor Bostic and Town Clerk Leigh Etheridge witnessed as the votes were counted. With a vote of 3 to 2, Alderman Steve Smith was selected as Mayor Pro-Tem.

SELECTION OF
MEETING DATE
AND TIME:

A motion was made by Alderman Peter Hillyer and seconded by Mayor Pro-Tem Steve Smith to keep the scheduled meeting date and time as is (1st Thursday of each month: 7:00 p.m.). Passed unanimously. It was also noted that due to the holiday season, the regular board meeting for January

was changed to Tuesday, January 6th at 7:00 pm..

BANK ACCOUNT

SIGNATURE

AUTHORIZATION: A motion was made by Alderman Otis Sizemore and seconded by Mayor Pro-Tem Steve Smith to authorize Mayor Marty Bostic, Alderman Peter Hillyer and Alderman Joe Vecchione on the town's bank signature card and to sign checks in addition to the Town Manager. Passed unanimously.

CHRISTMAS

TREES:

Citizen Charlotte Wilmer addressed the board about discarded Christmas trees that can be donated to the town and put on the back side of the dunes. Placing these trees on the beach is a good way to collect sand and this project will be of no cost to the town. Board consensus was given to allow the Town Manager to further research this project.

EMERGENCY

VEHICLE:

Alderman Joe Vecchione:

Addressed the board concerning the immediate need for an emergency vehicle for the Fire Marshal. Mayor Bostic advised that the Town Manager was working on this situation and had available information. He advised that she would be returning Monday and that her absence was unexpected. A special meeting was scheduled for Tuesday, December 9, 1997, at 6:30 p.m. to discuss this issue further.

CLOSED

SESSION:

A motion was made by Alderman Joe Vecchione and seconded by Alderman Barbara Haynes to enter into closed session as directed by the Town Attorney to discuss pending litigation. Passed unanimously.

REGULAR

SESSION:

The meeting returned to regular session at 8:07 p.m. No action was taken concerning pending litigation.

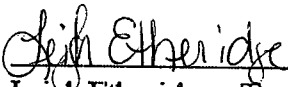
Alderman Otis Sizemore:

Announced that he could no longer sit as Vice-Chairman of the Planning Board as he was sworn in as an Alderman this evening. Attorney Lynn Coleman advised that a verbal resignation would be sufficient and that no motion was necessary. Nominations to replace the vacancy on the Planning Board will be reviewed by the Board of Aldermen in January 1998.

Alderman Otis Sizemore:

I hereby resign from the Planning Board effective December 4, 1997.

ADJOURNMENT: A motion was made by Alderman Barbara Haynes and seconded by Alderman Joe Vecchione to adjourn the meeting at 8:11 p.m.. Passed unanimously.



Leigh Etheridge - Town Clerk

Town of North Topsail Beach
Special Meeting
December 9, 1997

PRESENT: Mayor Marlow F. Bostic, Jr., Mayor Pro-Tem Steve Smith, Aldermen Peter Hillyer, Otis Sizemore, Joe Vecchione and Barbara Haynes; Town Manager Ann Vause and Town Clerk Leigh Etheridge. Town Attorney Lynn Coleman was not present.

CALL TO
ORDER:

Mayor Bostic called the meeting to order at 6:35 p.m. at the North Topsail Beach Town Hall and declared a full quorum present.

EMERGENCY
VEHICLE/FIRE:

The following information was provided to the Board of Aldermen from Town Manager Ann Vause regarding a replacement vehicle for the Fire Marshal:

The 1992 Ford Bronco driven by Thomas Best, Fire Marshal, is no longer usable. The repair cost is estimated to be approximately \$3000-4000. I believe this type of expenditure on a 1992 vehicle that has already had extensive repair since the hurricanes is impractical.

Classic South has a 1998 Ford Expedition 4X4 for \$30,446.71.
Safeway Chevrolet has a 1997 Tahoe LS for \$29,252.00.

We basically have 2 options - to purchase outright or finance for 3 years. Given the financial situation at this time I recommend financing the vehicle.

Classic South will finance the vehicle with an interest rate of 6 ½%, 1st payment \$10,052.97, 2nd and 3rd payments \$9,752.97 each. FCB will finance either vehicle at 4.85%. If we finance and are in a position during the FY1998-99 budget the vehicle can be paid off early, thereby saving the interest cost.

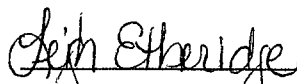
We recommend the vehicle be purchased from Classic South and financed by FCB.

A discussion took place on the types of repairs that have been done since the hurricanes, the condition of the vehicle and possible repair costs, the financial responsibility of purchasing a new vehicle and the extreme need for a reliable vehicle for the fire department.

A motion was made by Alderman Otis Sizemore and seconded by Mayor Pro-Tem Steve Smith to have the vehicle towed to a competent garage to be inspected for total repair costs and have the results sent back to the board before any decision is made about the vehicle here tonight. Ayes were Alderman Otis Sizemore and Mayor Pro-Tem Steve Smith. Nays were Aldermen Peter Hillyer, Joe Vecchione and Barbara Haynes. Motion failed 3 to 2.

A motion was made by Alderman Barbara Haynes and seconded by Alderman Joe Vecchione to proceed with Classic South and finance a 1998 Ford Expedition with First Citizens Bank. Ayes were Aldermen Barbara Haynes, Joe Vecchione and Peter Hillyer. Nays were Alderman Otis Sizemore and Mayor Pro-Tem Steve Smith. Motion passed 3 to 2.

ADJOURNMENT: A motion was made by Alderman Peter Hillyer and seconded by Alderman Barbara Haynes to adjourn the meeting at 7:30 p.m.. Passed unanimously.


Leigh Etheridge - Town Clerk