



Town of Southern Shores

5375 N. Virginia Dare Trail, Southern Shores, NC 27949

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Council Meeting
September 20, 2011
8:00 a.m.-Pitts Center

Town Council convened the regularly scheduled meeting at the Town's cemetery at 8:00 a.m. The following Council Members were present: Mayor Hal Denny, Mayor pro tem Jodi Hess, Council Members Jim Pfizenmayer, Kevin Stroud and George Kowalski. Also present: Town Manager Peter Rascoe, Town Clerk Carrie Gordin and Jason Sawyer, Public Works Supervisor.

The Town Manager discussed the proposed landscaping needs in order to open the south end of the cemetery to allow for additional cemetery lot sales.

Mayor Denny moved to recess the meeting at 8:15 a.m. Mayor pro tem Hess seconded. The motion passed with Mayor Denny and Council Members Hess, Pfizenmayer, Stroud and Kowalski voting aye.

Mayor Denny re-convened the meeting at 8:30 a.m. in the Pitts Center with the following Council Members: Mayor Hal Denny, Mayor pro tem Jodi Hess, Council Members Jim Pfizenmayer, Kevin Stroud and George Kowalski. Also present: Town Manager Peter Rascoe and Town Clerk Carrie Gordin.

Mayor Denny led the Pledge of Allegiance and held a Moment of Silence for the families of Terri Jameson, resident and Paul Rothman, a long time resident and for our Armed Forces serving around the world.

APPROVAL OF AGENDA

Mayor Denny moved to amend the agenda to continue the discussion on the cemetery issues already placed on the agenda as Items V.A. ii and VI. B. ii following the approval of the minutes. Mayor pro tem Hess seconded. The motion passed with Mayor Denny and Council Members Hess, Pfizenmayer, Stroud and Kowalski voting aye.

APPROVAL OF MINUTES – September 6, 2011

Mayor pro tem Hess moved to approve the September 6, 2011 minutes as presented. Council Member Kowalski seconded. The motion passed with Mayor Denny and Council Members Hess, Pfizenmayer, Stroud and Kowalski voting aye.

Town Cemetery Matters

The Town Manager stated Public Works had marked a selective number of trees proposed to be removed at the south end of the cemetery to allow for future vehicular lane development and additional lot sales. He, as Budget Officer, recommended Council approve proposed Budget Amendment #3 appropriating funds from the Town's Cemetery Fund for engineering costs designating paths at the south end of the cemetery as shown on plat map. He also recommended Council amend the Town fee schedule by increasing the cemetery lot cost for Town property owners from \$200 to \$500. He, as Budget Officer, also recommended Council adopt budget amendment #4 authorizing an expenditure of \$10,000 from the Town's cemetery Fund for the removal of trees. Following Council discussion Mayor Denny moved to increase the property owner cemetery lot fee from \$200 to \$500. Mayor pro tem Hess seconded. The motion passed with Mayor Denny and Council Members Hess, Pfizenmayer, Stroud and Kowalski voting aye.

Mayor pro tem Hess moved to approve Budget Amendment #3 as presented. Mayor Denny seconded. The motion passed with Mayor Denny and Council Members Hess, Pfizenmayer, Stroud and Kowalski voting aye.

[Clerk's Note: A copy of Budget Amendment #3 is hereby attached as Exhibit A].

Mayor Denny moved to authorize expenditures of up to \$15,000 from the Town's Cemetery Fund as Budget Amendment #4 to pursue the clearing and grading of the south end of the cemetery, as well as engineering costs for relocation of the road from the property owned by the Ducks Woods Country Club. Mayor pro tem Hess seconded. The motion passed with Mayor Denny and Council Members Hess, Pfizenmayer, Stroud and Kowalski voting aye.

The Town Manager also recommended Council authorize the conveyance of cemetery plots from the newly opened section of the cemetery.

Mayor Denny moved to authorize the Town Manager to convey rights to cemetery plots in the southern portion of the Town's cemetery. Council Member Stroud seconded. The motion passed with Mayor Denny and Council Members Hess, Pfizenmayer, Stroud and Kowalski voting aye.

[Clerk's Note: A copy of Budget Amendment #4 is hereby attached as Exhibit B].

CONSENT AGENDA

Dare County Solid Waste Contract

Mayor Denny moved to approve the Dare County Solid Waste contract as presented. Mayor pro tem Hess seconded. The motion passed with Mayor Denny and Council Members Hess, Pfizenmayer, Stroud and Kowalski voting aye.

PUBLIC COMMENT -None

OLD BUSINESS

Town's Fee Schedule

The Town Manager stated staff no longer has the equipment needed to make copies of maps as shown on the Town's fee schedule and he recommended Council amend the fee schedule by deleting those costs. He stated copies, as needed, would be paid by the consumer directly to copy providers.

Mayor pro tem Hess moved to delete the map copying costs from the Town's Fee Schedule. Council Member Kowalski seconded. The motion passed with Mayor Denny and Council Members Hess, Pfizenmayer, Stroud and Kowalski voting aye.

NEW BUSINESS

Amend FY2011-2012 Budget Ordinance 2011-06-01

The Town Manager, as Budget Officer, stated the Town's auditor is recommending an amendment to the adopted FY2011-2012 Budget Ordinance. He recommends Council approve FY 2011-2012 Budget Ordinance Amendment 2011-09-01 as presented for clarification of delineating budget appropriations for current year's authorized capital projects and capital reserve funds held for future projects.

Mayor pro tem Hess moved to approve FY 2011-2012 Budget Ordinance Amendment 2011-09-01 as presented. Council Member Kowalski seconded. The motion passed with Mayor Denny and Council Members Hess, Pfizenmayer, Stroud and Kowalski voting aye.

[Clerk's Note: A copy of FY 2011-2012 Budget Ordinance Amendment 2011-09-01 is hereby attached as Exhibit C].

FY 2011-2012 Budget Amendments

Budget Amendment #2-Salaries

The Town Manager, as Budget Officer, recommended BA#2 for Council's adoption.

Mayor pro tem Hess moved to approve BA#2 as presented. Council Member Kowalski seconded. The motion passed with Mayor Denny and Council Members Hess, Pfizenmayer, Stroud and Kowalski voting aye.

[Clerk's Note: A copy of Budget Amendment #2 is hereby attached as Exhibit D].

The Town Manager

Planning Board Terms-No action taken

OTHER ITEMS

Town Manager

The Town Manager gave reports on several issues:

- Hurricane Irene debris pickup is on-going. September 23 is last day residents can put out storm debris for pickup.
- Regular chipping service will begin October 1.
- Most tree debris has been removed from the canals.
- Staff is meeting with FEMA Friday, September 23, to discuss storm reimbursement. Two police vehicles were flooded. Waiting to hear if FEMA will pay for debris pick up from the right of ways of Private streets in Town.
- Town Hall and the Pitts Center received some roof damage.
- Permit application for Phase 2 of the canal maintenance dredging project has been submitted to the Division of Coastal Management and certified letters have been sent to the two property owners adjacent to the proposed transfer site. Notice of the permit application submittal will be posted on the Town's public media sites. Also a grant application has been submitted to the NC Division of Water Resources for 80% of the projected cost of two million dollars to fund dredging of the Town's remaining un-dredged canals.
- Surf Rescue is providing roving lifeguards on the beach until October 15.
- A CAMA minor permit application will be submitted for the Chicahawk Trail Rebuild project for the development necessary sub-surface drainage pipe proposed at the canal bank. Necessary easements will also be requested from the CPOA and SSCA before specifications can be prepared.

Mayor-None

Council

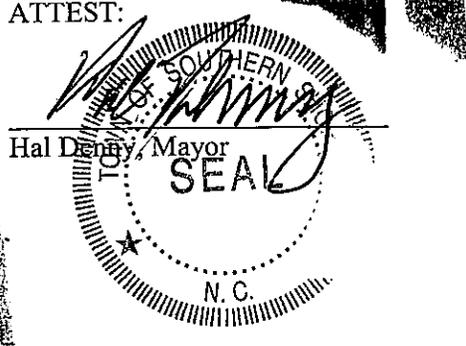
Council Member Kowalski suggested information regarding the Town's cemetery be placed on the Town's website.

Council Member Stroud remarked that people are not cleaning after their dogs especially at the East Dogwood Trail beach accessway.

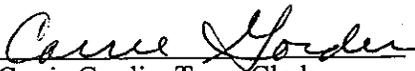
Mayor Denny moved to go into closed session pursuant to NCGS 143-318.11(a)(1) to review and consider closed session minutes. Council Member Kowalski seconded. The motion passed with Mayor Denny and Council Members Hess, Pfizenmayer, Stroud and Kowalski voting aye.

Upon returning to open session and hearing no other business Mayor Denny moved to adjourn the meeting at 9:30 a.m. Mayor pro tem Hess seconded. The motion passed with Mayor Denny and Council Members Hess, Pfizenmayer, Stroud and Kowalski voting aye.

ATTEST:



Respectfully submitted:


Carrie Gordin, Town Clerk

**Town of Southern Shores
Budget Amendment Number #3**

**Cemetery Fund (30)
Increases**

<u>Account Number</u>	<u>Description</u>	<u>Amount</u>
06-36100	<u>Revenues</u> Cemetery Revenues	\$2,400
06-50904	<u>Expenditures</u> Engineering Services	\$2,400
TOTAL		

**Cemetery Fund (30)
Decreases**

<u>Account Number</u>	<u>Description</u>	<u>Amount</u>
TOTAL		\$ -

Explanation: Charge for Quible to do a boundary survey on Town cemetery

Recommended By:

J. Peter Rascoe, III Town Manager

Approved By: Town Coucil

Hal Denny , Mayor

Date

**Town of Southern Shores
Budget Amendment Number # 4**

**Cemetery (30)
Increases**

Account Number	Description	Amount
	Revenues	
40-39909	Undesignated FB	\$15,000
	Expenditures	
06-50915	Cemetery Brush Cutting	\$10,000
06-50904	Engineering	5,000

**Cemetery (30)
Decreases**

Account Number	Description	Amount

Explanation: To cover the costs of clearing and grading of the south end of the cemetery and the engineering costs of the cemetery road.

Recommended By:

J. Peter Rascoe, III, Town Manager

Approved By:

Hal Denny, Mayor

Date

**An Ordinance of the Southern Shores Town Council
Amending the Budget Ordinance for Fiscal Year 2011-2012, No. 2011-06-01**

WHEREAS on the advice of the Town’s Auditor the Budget Officer has recommended a clarifying technical amendment to the previously adopted Budget Ordinance, No. 2011-06-01;

BE IT ORDAINED by the Town Council of the Town of Southern Shores, North Carolina that the following Sections of the previously adopted Budget Ordinance for FY 2011-12 are amended to state as follows:

SECTION II, CAPITAL RESERVE FUND

Appropriations Authorized:

Future Capital Projects \$ 10,071

Revenues Anticipated:

Transfer from General Fund for Future Capital Projects \$ 10,071

TOTAL CAPITAL RESERVE FUND REVENUES **\$ 10,071**

SECTION IV, AMENDMENT TO CAPITAL RESERVE FUND RESOLUTION

The resolution adopted March 6, 2007 creating the Capital Reserve Fund is hereby amended to include as its purpose the funding of the projects identified in the Capital Improvement Plan attached hereto. \$10,071 of the total General Fund revenues is designated for transfer to the Capital Reserve Fund for future capital projects to be identified in the overall Capital Improvement Plan of the Town of Southern Shores.

These sections are amended for clarification purposes only. All other Sections of the previously adopted Budget Ordinance remain un-amended and effective.

ADOPTED this _____ day of September, 2011

ATTEST:

Mayor Hal Denny

SEAL

Carrie Gordin, Town Clerk

**Town of Southern Shores
Budget Amendment Number # 2**

Administration Increases			Administration Decreases		
<u>Account Number</u>	<u>Description</u>	<u>Amount</u>	<u>Account Number</u>	<u>Description</u>	<u>Amount</u>
40-39909	- Revenues Undesignated FB	\$9,400			
42-50010	Expenditures Salaries	\$7,800			
42-50050	FICA Expense	\$600			
42-50070	Retirement Expense	\$1,000			
	TOTAL			TOTAL	\$ -

Explanation: To cover the increase in salary for the Town Manager as approved by Council on 6/21/11

Recommended By:

Approved By: Town Council

J. Peter Rascoe, III, Town Manager

Hal Denny, Mayor

Date