

# CAROLINA BEACH

Town Council Workshop Minutes  
Tuesday, July 28, 2020 @ 4:00 PM  
Council Chambers  
1121 N. Lake Park Boulevard  
Carolina Beach, NC 28428

## ASSEMBLY

The Town of Carolina Beach Town Council Workshop was held on Tuesday, July 28, 2020, at 4:00 PM in Council Chambers.

PRESENT: Mayor LeAnn Pierce, Mayor Pro Tem Jay Healy, Council Member Lynn Barbee, Council Member Steve Shuttleworth, Council Member JoDan Garza

ALSO PRESENT: Town Manager Bruce Oakley, Town Clerk Kim Ward, and Town Attorney Noel Fox

## MAYOR PIERCE CALLED THE MEETING TO ORDER

### DISCUSSION ITEMS

#### 1. Employee Recognition

Mr. Oakley recognized the following employees for their time with the Town:

- Debbie Hall, Finance - 10 years of service
- Ed Parvin, Executive - 15 years of service
- Chris Spivey, Police Department - 20 years of service

Chief Spivey announced he would be retiring on December 1.

#### 2. Approval of Financing Terms for Purchase of Knuckleboom and Can Machine

Finance Director Debbie Hall requested bid proposals from five banks for financing of a new Broyhill can machine at \$205,000 and a new Brush Hawg knuckleboom at \$135,000 for five annual payments. The following proposal was received: \$340,000 from BB&T at 1.56% interest for 5 years. This has no budgetary impact; the debt service payment was included in the approved annual budget.

**ACTION:** Motion to approve Resolution #20-2230 in the amount of \$340,000 for the purchase of a can machine and knuckleboom truck

Motion: Mayor Pierce

Vote: UNANIMOUS

#### 3. Stormwater Update by Brian Stanberry

Public Works Director Brian Stanberry gave an update on current and future stormwater projects.

### **Stormwater Daily Operation**

6 Full Time Staff Members, 1 Permit Review, Director

- Quarterly maintenance and inspection of Canal Drive outfall valves
- Pre/During/Post Rain Event Inspection of all Stormwater Infrastructure
- Quarterly cleaning of 7 sedimentation vaults and trash racks
- Vactor cleaning of 9,348 LF of Stormwater Pipe and 272 basins, 1,380 CY of debris removed
- M&O of 5 primary pump stations and 3 auxiliary Stormwater Pumps (10+ during Hurricanes/Storms)
- Street Sweeper
- Lake/Pond oversight

### **Problem Resolution**

- Flooding concerns are fielded through Director and staff.
- If actions are appropriate and achievable, they are undertaken directly.
- Lists are created of the reported and observed issues.
- Staff determines if a solution for each issue is budgetarily feasible.
- Immediately fundable projects are moved forward.
- If solution is not permissible in the existing budget, it is factored into the upcoming budget proposal.

### **Stormwater Accomplishments of 2019/2020**

- 600 Block of Charlotte/Henniker's Pipe Replacement
- Purchase of New Stormwater Vactor
- 3rd and Spartanburg Drainage Improvements
- Extension of Lake Pump Intake
- 600 Block of Columbia Drainage Improvement
- Tennessee/Bowfin Drainage Improvements
- South Third Street/Lake Ditch Cleaning and Armoring
- Texas/Snapper Pump Station Modifications and Improvements
- Clarendon/8th Drainage Extension

### **2020/2021 Stormwater Improvements**

- Ocean Heights Stormwater Installation Completion (Rollover from 2019)
- Henniker's Ditch Cleaning/Maintenance (Rollover from 2019)
- 1214/1216 Mackerel Drainage Improvement (Rollover from 2019)
- 1306 Snapper Drainage Improvement (Rollover from 2019)
- 1317 Pinfish Drainage Improvement (Rollover from 2019)
- S. Sixth/Atlanta Drainage Improvement
- 700 Block of Columbia Drainage Extension and Repair
- CBA-North Paving
- Installation of Bypass Pump Connection at Greenville Lift Station

Known Deficiencies:

- Phase C – Old Infrastructure – Engineered-Unfunded

- Phase D (Stormwater Priority 5)- Preliminary Engineering-Unfunded
- Canal Drive / North End

Council Member Barbee asked how critical finishing the lake dredge is to managing stormwater. Mr. Stanberry said it is absolutely critical because each day more impervious soil goes away.

Council Member Barbee asked Mr. Stanberry to encourage his staff to engage with the public more because there has been positive feedback about Public Works' communication with residents.

#### 4. Review the Minimum Housing and Abandoned Structure Process

At the June workshop, Council requested that staff give an overview of the abandoned structures located in the downtown area. Council gave staff direction to start the enforcement process. Planning Director Jeremy Hardison said staff has notified the property owners and started the inspection process at the following properties:

- 7 Pavilion Avenue
- 3 Pavilion Avenue
- 12 Pavilion Avenue
- 101 Cape Fear Boulevard
- 109 Cape Fear Boulevard
- 308 Carolina Beach Avenue North
- 1800 Canal Drive

Below is an outline of the enforcement process:

- A petition is filed with the Inspector
- Inspector serves the complaint and starts to investigate (2 weeks)
- Inspector schedules a hearing to review findings (within 30 days)
- Inspector issues order of findings to repair or remove structure (within a week)
- The order will give owner specific time to comply with order (30-90 days)
- Owner has option to appeal Inspector's order to the BOA (10 days)
- Owner has option to appeal BOA decision to Superior Court (30 days)
- If owner fails to comply with the order, the Inspector request Council to adopt an ordinance to proceed with repair or removal of the structure (within 90 days)
- File a lien on the property for the cost of removal or repair

Mr. Hardison reviewed the checklist for minimum housing:

Minimum standards for structural condition

- Walls or partitions or supporting members
- Floors or roofs
- Foundation
- Steps, stairs, landings, porches, chimneys shall not be rotted, deteriorated or damaged
- Adequate facilities for egress in case for fire
- Interior shall be maintained and promote sanitation and cleanliness
- The roof, walls, floors, doors and windows to be weathertight and watertight
- There shall be no use of the ground for floors, or wood floors on the ground

Minimum standards for basic equipment and facilities

- Plumbing system
- Heating system
- Electrical systems
- Ventilation
- Proper ceiling heights
- Minimum sq. ft. of floor area per occupant

Minimum standards for control of insects, rodents, and infestations

- Rodent control
- Infestation
- Rubbish and garbage storage and disposal
- Public areas shall be clean and sanitary condition

Mr. Hardison also reviewed the criteria for an abandoned structure:

- Deterioration of foundation, floors, walls, ceilings, roof
- Violations of State Building Code and Fire Code Violations
- Collection of debris, garbage, rubbish, or other combustible materials
- Conditions that may attract or become breeding places for rodents and insects
- The grounds or facilities by children as play area or other use that threatens or endangers health and safety
- Use of structure by transients, vagrants, or other similar persons in the absence of sanitary facilities

**CLOSED SESSION**

Closed Session to Discuss an Attorney/Client Matter and Personnel Matter

**ACTION:** Motion to go into closed session to discuss an attorney/client matter in accordance with NCGS 143-318.11(a)(3) and a personnel matter in accordance with NCGS 143-318.11(a)(6). The attorney/client matter will include 20 CVS 1444 in regard to a request by Carolina Beach Yacht Club, LLC.

Motion: Mayor Pierce

Vote: UNANIMOUS

Council returned to open session at 5:40 PM. No action was taken during closed session.

**NON-AGENDA ITEMS**

Assistant Town Manager Ed Parvin said Council skipped non-agenda items earlier but wanted to mention that there will be a public meeting to discuss the Land Use Plan on August 20 at 6:00 PM at the lake.

**ADJOURNMENT**

Mayor Pierce made a motion to adjourn at 5:45 PM. Motion passed unanimously.