Shallotte Board of Aldermen Work Session Agenda

November 17, 2026 at 5:15 PM

Meeting Chambers – 110 Cheers Street

I. CALL TO ORDER

II. CONFLICT OF INTEREST

Prior to consideration of agenda items, Board members shall disclose any potential conflicts of interest that may affect their ability to participate in the discussion or voting on matters before the Board, in accordance with N.C.G.S. § 160D-109, as detailed in the attached statement.

1. Statement

III. AGENDA AMENDMENTS & APPROVAL OF AGENDA

IV. PUBLIC SERVICES

1. Sewer Discussion

V. BOARD APPOINTMENTS EXPIRING JANUARY 2027

1. ABC Board

Bobby Ray Russ

Fireman's Relief Fund

Paul Dunwell (appointed by Fire Dept.)

David Moore

COG Delegate

Bobby Williamson (Delegate)

Gene Vasile (Alternate)

STDA

Susan Barnes

Ben Sachdeva

James Lane

VI. ADMINISTRATION

1. 2027 Cape Fear Council of Governments Annual Meeting and Awards Banquet.
- Date: Thursday, February 25, 2027
- Time: 6:00 PM
- Location: The Terraces on Sir Tyler (1826 Sir Tyler Dr., Wilmington, NC)

2. Publication Available: Second Edition Handbook for NC Mayors and Council Members

3. Price Landing Grand Opening

VII. PROCLAMATIONS AND RECOGNITION POLICY

A. Proposed Policy

VIII. DISCUSSION

IX. ADJOURN

Taking into consideration the general statute below and the items described on this month's agenda, does any member of the Board of Aldermen or staff have any potential conflicts of interest that should be addressed by the Board at this time? If so, please make those concerns known now.

§ 160D-109. Conflicts of interest.

(a) Governing Board. – A governing board member shall not vote on any legislative decision regarding a development regulation adopted pursuant to this Chapter where the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member. A governing board member shall not vote on any zoning amendment if the landowner of the property subject to a rezoning petition or the applicant for a text amendment is a person with whom the member has a close familial, business, or other associational relationship.

(b) Appointed Boards. – Members of appointed boards shall not vote on any advisory or legislative decision regarding a development regulation adopted pursuant to this Chapter where the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member. An appointed board member shall not vote on any zoning amendment if the landowner of the property subject to a rezoning petition or the applicant for a text amendment is a person with whom the member has a close familial, business, or other associational relationship.

(c) Administrative Staff. – No staff member shall make a final decision on an administrative decision required by this Chapter if the outcome of that decision would have a direct, substantial, and readily identifiable financial impact on the staff member or if the applicant or other person subject to that decision is a person with whom the staff member has a close familial, business, or other associational relationship. If a staff member has a conflict of interest under this section, the decision shall be assigned to the supervisor of the staff person or such other staff person as may be designated by the development regulation or other ordinance.

No staff member shall be financially interested or employed by a business that is financially interested in a development subject to regulation under this Chapter unless the staff member is the owner of the land or building involved. No staff member or other individual or an employee of a company contracting with a local government to provide staff support shall engage in any work that is inconsistent with his or her duties or with the interest of the local government, as determined by the local government.

(d) Quasi-Judicial Decisions. – A member of any board exercising quasi-judicial functions pursuant to this Chapter shall not participate in or vote on any quasi-judicial matter in a manner that would violate affected persons' constitutional rights to an impartial decision maker. Impermissible violations of due process include, but are not limited to, a member having a fixed opinion prior to hearing the matter that is not susceptible to change, undisclosed ex parte communications, a close familial, business, or other associational relationship with an affected person, or a financial interest in the outcome of the matter.

(e) Resolution of Objection. – If an objection is raised to a board member's participation at or prior to the hearing or vote on a particular matter and that member does not recuse himself or herself, the remaining members of the board shall by majority vote rule on the objection.

(f) Familial Relationship. – For purposes of this section, a "close familial relationship" means a spouse, parent, child, brother, sister, grandparent, or grandchild. The term includes the step, half, and in-law relationships. (2019-111, s. 2.4; 2020-3, s. 4.33(a); 2020-25, s. 51(a), (b), (d).)

TOWN OF SHALLOTTE
BOARD APPOINTMENTS

TERM EXPIRES	ALDERMAN		
(4 YEAR TERMS)			
12/29	Art Dornfeld		
12/27	Bobby Williamson		
12/27	Larry Harrelson		
12/29	Gene Vasile		
12/29	Jimmy Bellamy		
12/27	Karmen Custer	Mayor Pro Tem 12/25	
PLANNING BOARD/BOARD OF ADJUSTMENT	**POST NO.**	**NAME**	**TERM EXPIRATION**
	#1	Maria Paslick	1/30
(3 YEAR TERMS)	#2	Edward Springer	1/30
	#3	Michael Gorman (Ron Johnson term)	1/28
	#4	Amy Causey	1/30
	#5	Amanda Dunn (ETJ)	1/28
	#6	Melodie Bryant - Vice-Chairman (1/25)	1/28
	#7	Richard Gannaway - Chairman (1/25)	1/28
ABC BOARD			
		Gordy Lewis (Roy Mintz term)	1/29
(3 YEAR TERMS)		Chris Lane - Chair	1/28
		Bobby Ray Russ	1/27
FIREMAN'S RELIEF FUND			
		Paul Dunwell (appointed by Fire Dept.)	1/27
(2 YEAR TERMS)		David Moore	1/27
		Tony Hewett	1/28
		Isaac Norris (replaced Mimi)	1/28
		Arthur B. "Artie" Duncan	State Appointment
COG REPRESENTATIVE			
		Bobby Williamson	1/27
		Gene Vasile (Alternate)	1/27
SHALLOTTE TOURISM DEVELOPMENT AUTHORITY	**POST NO.**		
		(2 MEMBERS MUST BE ASSOCIATED WITH ENTITIES THAT COLLECT OCCUPANCY TAX, 2 MEMBERS MUST BE ASSOCIATED WITH TOURISM IN TOWN, 1 MEMBER AT LARGE)	
(3 YEAR TERMS)	#1	Brian McCall - Chairman	1/29
(2 YEAR TERMS)	#2	Susan Barnes (4/16/26)	1/27
(2 YEAR TERMS)	#3	VACANT	
(2 YEAR TERMS)	#4	Ben Sachdeva	1/27
(3 YEAR TERMS)	#5	James Lane	1/27


PRICE LANDING PARK
GRAND OPENING
Friday, November 20 • 10:00 AM
120 Mulberry Street • Shallotte, NC
Join us as we celebrate the newest addition to Mulberry Park!
Kayak Launch • Outdoor Classroom • Bathrooms • Tot Lot & More
TOWN OF SHALLOTTE
Created from AI con

Town of Shallotte

ACTION AGENDA ITEM

2026

TO: Board of Aldermen

FROM: Natalie Goins

EXT. #

ACTION ITEM #:

MEETING DATE: 11/17/26

DATE SUBMITTED:

ISSUE/ACTION REQUESTED:
Review proposed Proclamations and Recognition Policy and provide direction to staff regarding recognition requests.

PUBLIC HEARING: ☐ YES ☒ NO

BACKGROUND/PURPOSE OF REQUEST:
The Town recently received a request to issue a proclamation designating a specific day in honor of an individual. The Town does not currently have an adopted policy establishing guidelines or criteria for issuing proclamations, including requests recognizing individuals or designating a day in someone's honor.

FISCAL IMPACT:

BUDGET AMENDMENT REQUIRED:	☐ YES	☒ NO
CAPITAL PROJECT ORDINANCE REQUIRED:	☐ YES	☒ NO
PRE-AUDIT CERTIFICATION REQUIRED:	☐ YES	☒ NO
REVIEWED BY DIRECTOR OF FISCAL OPERATIONS	☐ YES	☒ NO

CONTRACTS/AGREEMENTS:

REVIEWED BY TOWN ATTORNEY:	☐ YES	☒ NO	☐ N/A

ADVISORY BOARD RECOMMENDATION: N/A

TOWN MANAGER'S RECOMMENDATION:

FINANCE RECOMMENDATION: N/A

ATTACHMENTS:

1. Proposed Proclamations and Recognition policy
2.
3.

ACTION OF THE BOARD OF ALDERMEN

APPROVED: ☐ **ATTEST:** **CLERK TO THE BOARD**
DENIED: ☐

DEFERRED UNTIL: _____ _____

SIGNATURE

OTHER:

BP-11

PROCLAMATIONS AND RECOGNITION

Policy No.: BP-11	Responsible Office: Town Clerk
Approved By: Board of Aldermen	Effective Date: Upon adoption
Revision Date: As amended	Supersedes: New policy

1. PURPOSE

To establish consistent guidelines for receiving, reviewing, approving, issuing, and presenting proclamations and other forms of ceremonial recognition on behalf of the Town of Shallotte.

Proclamations are official ceremonial announcements issued by the Mayor and Board of Aldermen. They are intended to recognize individuals, organizations, events, causes, and observances of significance to the community. Proclamations are ceremonial in nature and have no legislative value or legal effect.

2. SCOPE

This policy applies to requests for proclamations or formal recognition issued in the name of the Town by the Mayor or Board of Aldermen. It does not govern routine certificates, internal employee recognition, or other acknowledgments handled through separate Town programs or administrative practices unless specifically authorized.

3. TYPES OF RECOGNITION

The Town may consider different forms of recognition depending on the nature and significance of the request:

A. Recognition proclamation. A proclamation recognizing an individual, organization, group, or business for notable service, accomplishments, leadership, volunteerism, or contributions to the community.

B. Commemorative or observance proclamation. A proclamation recognizing a day, week, month, event, cause, or observance for educational, commemorative, or community-awareness purposes.

C. Ceremonial Letters or Certificates. For requests that do not meet the guidelines for a proclamation, the Board of Aldermen may choose to provide a ceremonial letter of recognition or congratulations in lieu of a proclamation. Such letters may acknowledge accomplishments, milestones, contributions, or other occasions that merit recognition but do not warrant a formal proclamation.

The Town retains discretion to determine the appropriate form of recognition.

4. ELIGIBILITY AND CONSIDERATIONS

Requests should demonstrate a meaningful connection to the Town of Shallotte, its residents, or the surrounding community. In considering a request, the Town may consider:

A. The individual's, organization's, or event's connection to Shallotte or its residents;

B. The nature and significance of the service, accomplishment, contribution, or observance;

C. Whether the request serves a legitimate public, educational, commemorative, or community purpose;

D. Whether the request is consistent with the Town's governmental role, values, and public responsibilities; and

E. Whether similar requests have been handled consistently.

The Town may decline requests that are primarily commercial or promotional, partisan political, or that would place the Town in the position of endorsing a religious or other private viewpoint. Requests will be considered individually and in a viewpoint-neutral manner consistent with applicable law. Recognition of an individual should be based on documented contributions or service, rather than solely on a personal relationship or the fact that recognition has been requested.

5. SUBMISSION OF REQUESTS

Requests should be submitted in writing to the Town Clerk and should include, when applicable:

A. The name of the individual, organization, group, or event to be recognized;

B. The reason recognition is requested, including relevant accomplishments, service, or background information;

C. The requested date or time period, if applicable;

D. The name and contact information of the person submitting the request; and

E. Any supporting information or proposed proclamation language.

Requests should generally be submitted at least thirty (30) days prior to the requested meeting date for presentation or effective date to allow adequate time for review. Submission of a request does not guarantee that a proclamation or other recognition will be issued.

6. RECOGNITION OF INDIVIDUALS

An individual may be considered for recognition when the person's service, leadership, accomplishments, or contributions have had a significant positive impact on the Town or surrounding community. Recognition may be appropriate for sustained community service, exceptional volunteer efforts, notable achievements, or other contributions that merit public acknowledgment.

A proclamation recognizing an individual's contributions does not automatically establish or designate a day in that individual's honor. The Town may recognize the person's service through a proclamation without designating a specific day, week, or month.

7. DESIGNATION OF DAYS, WEEKS, OR MONTHS

A request to designate a day, week, or month receives separate consideration from a request for general recognition. Such requests should demonstrate exceptional circumstances or substantial community significance and a clear public purpose, such as education, commemoration, or community awareness.

In evaluating a requested designation, the Town may consider the significance of the subject, its connection to Shallotte, the appropriateness of municipal recognition, and whether the designation is consistent with the Town's governmental role.

The Town does not establish a designated day, week, or month solely because one has been requested. A proclamation designating an observance does not create an official Town holiday, provide employees with paid time off, or require Town offices or services to close.

8. SPONSORSHIP, REVIEW, AND APPROVAL

Proclamations shall be issued by the Mayor in the name of the Town of Shallotte, consistent with the guidelines established by the Board of Aldermen. The Mayor shall review and approve proposed proclamations before issuance. The Board of Aldermen may consider individual requests and may direct that a proclamation be issued when it determines that Board consideration is appropriate.

The Town Clerk shall receive and review requests for completeness, coordinate any necessary staff review, prepare proposed proclamation language, and forward drafts to the Mayor for consideration. The Town Manager may review requests and provide recommendations as appropriate.

9. PRESENTATION AND ATTENDANCE

An approved proclamation may be presented at a regular or special meeting of the Board of Aldermen, or through another method determined by the Town. The recipient or requester may be invited to attend a meeting for presentation; however, attendance is not required for the Town to issue an approved proclamation.

Proclamations from outside the organization that have someone in the audience to receive the proclamation will be read aloud and presented in the meeting.

Proclamations from outside the organization that do not have someone in the audience to receive the proclamation will be acknowledged by title but will not be read aloud in the meeting.

Requests for the Mayor, a Board member, or Town staff to attend an outside ceremony or event for presentation of a proclamation will be considered separately and are subject to availability, scheduling, and other Town responsibilities. The Town cannot guarantee attendance, including at weekend or after-hours events.

10. LIMITATIONS AND DISCRETION

The issuance of a proclamation or other recognition is discretionary. The Town may approve, decline, revise, or modify a request; determine the form, wording, timing, and manner of presentation; or limit the number of proclamations issued.

A proclamation is an expression of recognition by the Town and does not constitute an endorsement, sponsorship, financial commitment, or promise of Town services. Prior issuance of a similar proclamation, or issuance by another municipality, does not require the Town to issue one.

11. ADMINISTRATION AND RECORDKEEPING

The Town Clerk is responsible for receiving and coordinating proclamation requests, preparing drafts as directed, coordinating review and presentation, and maintaining copies of proclamations issued by the Town. Records may include the request, final proclamation, recipient, date of issuance, and presentation information. Proclamation records are subject to applicable public records requirements.

12. REVIEW AND AMENDMENT

This policy may be reviewed periodically and amended by the Board of Aldermen. The Board retains discretion to address circumstances not specifically covered by this policy, consistent with applicable law and the Town's governing documents.

REVISION HISTORY

Revision	Date	Description
0	[Adoption date]	Initial adoption

ADOPTION RECORD

Adopted by the Board of Aldermen on [insert date] by [resolution / motion / other action, as applicable].