

Town of Spring Lake  
Regular Meeting of the Board of Aldermen  
Municipal Building  
300 Ruth Street  
Spring Lake, NC 28390

May 23, 2011

**MINUTES**

7:00 p.m.

The Spring Lake Board of Aldermen held a regular scheduled meeting in the Grady Howard Conference Room of the Spring Lake Municipal Building with Mayor Ethel T. Clark presiding.

**Board Members Present:** Mayor Pro Tem James O'Garra  
Alderman James Christian  
Alderman Richard Higgins  
Alderwoman Debora Hudson  
Alderwoman Fredricka Sutherland

**Others Present:**

Leonard Barefoot, Interim Town Manager  
Byron Blumenfeld, Water Resource Manager  
Troy McDuffie, Police Chief  
Tina West, HR Director  
John Jackson, Town Attorney  
Paul Hoover, Public Works Director  
Ken Metcalf, Recreation Director  
Rhonda Webb, Town Clerk

**2. Invocation.**

Alderwoman Sutherland gave the invocation.

**3. Pledge of Allegiance.**

Mayor Clark led the meeting in the pledge of allegiance.

**4. Additions or Deletions to Agenda**

The Clerk presented the Board with an amended agenda. The changes were corrected page numbers. There were no additions or deletions to the amended agenda.

**5. Approval of Agenda.**

The Board approved the agenda as presented.

**Action:** The Board approved a motion to approve the agenda.

**Motion by:** Alderwoman Sutherland

**Second by:** Alderman Higgins

**Vote:** Unanimous

(A copy of the agenda is hereby incorporated by reference and made a part of these minutes – see attachment one.)

**6. Approval of Consent Items.**

The Board approved the consent items: Minutes of the May 9, 2011 Workshop, Minutes of the May 9, 2011 Regular Board Meeting, and Minutes of the May 16, 2011 Workshop.

**Action:** The Board approved a motion to approve the consent items.

**Motion by:** Alderman Higgins

**Second by:** Alderwoman Sutherland

**Vote:** Unanimous

## 7. Public Forum

Mrs. Tammy Stephens spoke, complimenting the Town on the Spring Fling. She stated that it was the best Spring Fling that we have had.

## 8. Presentation

### a. Proposed FY 2011-2012 Budget

Mr. Barefoot presented the proposed budget for Fiscal Year 2011-2012. He reminded the Board that the information contained in the proposed budget is the same information that has been discussed during the past several workshops. He offered highlights including a decrease in the overall budget amount by \$62,426. Capital requests and new personnel requests are minimal. There is proposed a \$0.13 per 1,000 gallon water rate increase due to the suppliers' rates increasing. \$1M was cut from the street paving line but Mr. Barefoot suggested that the Board and new Manager discuss the possibility of paving using a debt service program. A request for an Economic Development Director was cut due to lack of revenues to fund the position. There is no cost of living increase for employees proposed. He encouraged the Board and interested citizens to review the proposed budget.

Alderwoman Sutherland thanked Mr. Barefoot and staff for all the work that was done on the budget and for the opportunity to participate in the process. Alderman Christian echoed Alderwoman Sutherland's comments.

**Action:** The Board approved a motion to approve the proposed budget and set June 7, 2011 for the public hearing at 7:00 p.m.

**Motion by:** Alderman Higgins

**Second by:** Alderwoman Sutherland

**Vote:** Unanimous

## 9. New Business

### a. Case 06-146. Consideration of Cliffs at Waterford Apartments – Change of Use Request, Group Development Review; Zoned: R5A; Total Acreage: 21.45 +/-; Located at 830-920 Cliffs Circle

Mr. Scott presented Case 06-146 and requested that the Board approve the Case. The developer is requesting to convert the existing condo buildings and all future buildings to meet the building code requirements for apartments.

**Action:** The Board approved a motion to approve Case 06-146 with the recommended conditions.

**Motion by:** Mayor Pro Tem O'Garra

**Second by:** Alderman Higgins

**Vote:** Unanimous

(A copy of the agenda memo, Cumberland County Memo, Draft Conditions of Approval and Site Maps is hereby incorporated by reference and made a part of these minutes – see attachment two.)

### b. Case 11-046. Consideration of RLM Communications, Inc., Zero Lot Line Subdivision Review; Zoned M(P); Total Acreage: 10.00 +/-; Located at 1027 & 1033 Marvin Lucas Parkway

Mr. Scott presented Case 11-046 and requested that the Board approve the Case.

**Action:** The Board approved a motion to approve Case 11-046 with the recommended conditions.

**Motion by:** Mayor Pro Tem O'Garra

**Second by:** Alderwoman Sutherland

**Vote:** Unanimous

(A copy of the agenda memo, Cumberland County Memo, Draft Conditions of Approval and Site Maps is hereby incorporated by reference and made a part of these minutes – see attachment three.)

**c. Town Hall Hours**

Mr. Barefoot advised that in an effort to improve our customer service, particularly as it applies to the water utility collection area it was proposed to open Town Hall on Fridays. He advised that Town Hall will be open 40 and ½ hours per week (Monday through Thursday from 7:30 a.m. until 5:30 p.m. and on Friday from 7:30 a.m. until 12 noon). There will be no lag time in the Water Department opening later than Town Hall or closing earlier than Town Hall as they previously did. He also advised that there is a new drop box in the parking lot across the street from Town Hall to help alleviate the line at the drive through.

Mayor Pro Tem O'Garra inquired about the 5 hours that citizens will lose and Mr. Barefoot advised that technically Mayor Pro Tem O'Garra is correct about the 45 hours but it is only for the drive up window. He stated that citizens will be able to conduct business the minute Town Hall opens until the time Town Hall closes. They will not sit in the drive through line to fill out applications and hold up others who only want to pay a bill. They will also have access to other departments in Town Hall. The time on Friday could be extended but it would be very difficult to do so and not extend Town Hall hours as well. He reiterated that previously the water department opened 30 minutes after Town Hall and closed 30 minutes before Town Hall closed and this will not be the case in the proposed schedule.

Alderman Christian applauded this effort and stated "I have pushed this initiative for a long time". The employees still get quite a bit of time off and even though the drive up window will lose some time, citizens will gain time in being able to come in the building. This will keep the traffic from backing up on the street. The drop box being restored in the parking lot will make a big difference and this effort really does increase service to the customers. I am really happy that this is taking place and I appreciate all the work that went into it. Alderwoman Sutherland echoed what Alderman Christian said and thanked Alderman Higgins as well for the support.

**Action:** The Board approved a motion to approve Resolution (2011) 6 to change the Town Hall hours of operation.

**Motion by:** Alderwoman Sutherland

**Second by:** Alderman Higgins

**Vote:** Unanimous

(A copy of the memo and Resolution (2011) 6 is hereby incorporated by reference and made a part of these minutes – see attachment four.)

**d. Ordinance Amendment, Chapter 50, Solid Waste**

Ms. West presented Ordinance (2011) 5 to enhance the operations for collections and billing for the solid waste service. She requested that the Board approve an Ordinance amendment to enhance the operations for collections and billing. Cumberland County will continue to bill sanitation availability fees on the tax bill for residential customers. The Town billed commercial accounts are not billed on the tax bill which does not allow us the same collection measures. The proposed Ordinance has several changes that should help the Town collect money that is owed. They include: commercial accounts will be billed mid June, accounts are due and payable by July 10<sup>th</sup>,

a second notice will go out if bill is not paid by July 11<sup>th</sup> and cans will be removed if payment is not made by July 20<sup>th</sup>. Commercial customers will be given the option of paying quarterly. The same rules will apply during the first month of each quarter for customers who decide to pay quarterly. Quarterly payments are made in advance. The effective date of this Ordinance is July 1, 2011.

**Action:** The Board approved a motion to adopt Ordinance (2011) 5.

**Motion by:** Alderman Higgins

**Second by:** Mayor Pro Tem O'Garra

**Vote:** Unanimous

(A copy of the agenda memo, proposed changes and Ordinance (2011) 5 is hereby incorporated by reference and made a part of these minutes – see attachment five.)

**e. Ordinance Amendment, Chapter 51, Water Billing**

Ms. West presented Ordinance (2011) 6 to amend Chapter 51. The changes include a due date for payment of water bills by the 10<sup>th</sup> of the month, accounts will remain without penalty until the 18<sup>th</sup> day of the month, a fee of \$25 will be assessed for all accounts that are not paid in full by the close of business on the 18<sup>th</sup> of the month, and disconnection of water service will begin no earlier than the 21<sup>st</sup> of the month for accounts that are not paid in full by the close of business on the 20<sup>th</sup> of the month. Customers will be granted a one-time courtesy letter when the account is delinquent for the first time. The second time an account is delinquent the customer will be required to raise their deposit level to the next highest tier of the deposit structure. Another proposed change is to discontinue after hours reconnection of water service. The effective date of this Ordinance is July 1, 2011.

Mayor Pro Tem O'Garra requested clarification regarding a situation where the wrong customer's meter is cut off. Ms. West advised that the water operations personnel will be provided with a list of customers who were disconnected. Should they receive a call from someone after hours who is not on the list, they will go out and restore that customer's service.

Board members requested that the Town blanket citizens with notices of the changes.

**Action:** The Board approved a motion to approve Ordinance (2011) 6.

**Motion by:** Alderman Christian

**Second by:** Mayor Pro Tem O'Garra

**Vote:** Unanimous

(A copy of the agenda memo, proposed changes and Ordinance (2011) 6 is hereby incorporated by reference and made a part of these minutes – see attachment six.)

**f. Budget Amendment #14, Sanitation**

Ms. West presented Budget Amendment #14 to appropriate funds to cover the residential collection hauling contract for an additional two and one-half months.

**Action:** The Board approved a motion to approve Budget Amendment #14.

**Motion by:** Alderman Christian

**Second by:** Alderwoman Hudson

**Vote:** Unanimous

(A copy of the memo and Budget Amendment #2011.14 is hereby incorporated by reference and

made a part of these minutes – see attachment seven.)

**g. Budget Amendment #15, Recreation**

Ms. West presented Budget Amendment #15 to recognize Spring sponsorship money and fundraising money.

**Action:** The Board approved a motion to approve Budget Amendment #15.

**Motion by:** Alderwoman Sutherland

**Second by:** Alderwoman Hudson

**Vote:** Unanimous

(A copy of the memo and Budget Amendment #2011.15 is hereby incorporated by reference and made a part of these minutes – see attachment eight.)

**h. Consideration of Rescheduling the June 13, 2011 Regular Board Meeting**

Mr. Barefoot suggested that the Board reschedule the June 13, 2011 Regular Board Meeting to June 7, 2011.

**Action:** The Board approved a motion to reschedule the June 13, 2011 Board Meeting to June 7, 2011 and hold a Public Hearing on the budget.

**Motion by:** Alderwoman Sutherland

**Second by:** Alderwoman Hudson

**Vote:** Unanimous

**10. Board and Staff Comments:**

**Alderwoman Hudson**

- Glad to be here.
- Kudos to Spring Fling, it was an awesome event.
- Thanked Mr. Barefoot, the Board Members and staff for the work on the proposed budget.

**Alderman Christian**

- Echoed Ms. Hudson's comments about the Spring Fling. It was fun to see Rhonda dressed like a cavewoman.
- Glad that the parking lot drop box is back. It is more accessible now and will help with the traffic.
- Memorial Day Ceremony is scheduled for Thursday, May 26, 2011 at 10 a.m.
- People who grew up in Holly Hills had a cookout last Sunday and it was a fun time of fellowship.
- Thanked everyone for coming out.
- Call me if you need anything and I will be happy to assist you if I can.

**Alderwoman Sutherland**

- Spring Fling was great. We are requesting Mayor Clark's rendition of Stagger Lee again.
- There are flower pots around Town that have not been tended to in a long time. She requested that Rhonda relay the message to the Appearance Commission.
- Thanked everyone for being here.

**Alderman Higgins**

- Spring Fling was fabulous, the best we have had. Mr. Barefoot's ideas really made it something special.
- Kudos to the Police Department for police patrol in the neighborhoods. I have been caught in several road blocks so I know they are out working.

- One of the houses in Holly Hills recently sold and the people who moved in came from South Carolina and they stated that the neighborhood is looking so much better. This is due to the Police Department Code Enforcement out working to get the grass cut. We must do all we can do to maintain our single family dwellings. I really appreciate the Police Department's efforts.

**Mayor Pro Tem O'Garra**

- Our Fire Department pulled a young lady out of a burning apartment last week and they are to be commended. If this call had been 30 minutes later we would not have had enough people on the fire truck. This is something we need to keep in mind.
- Optimist Club check for Spring Fling for \$1500 has not been cashed yet. We made \$2,700 that day, it was a good day. The Optimist Club is a volunteer operation.
- Thanked the Spring Lake Kiwanis for their work at the Spring Fling and for giving the Optimist Club some supplies when they were finished at the Spring Fling.
- Officer Bronson has done a wonderful job so far.
- I still feel a little something about the Police Department having to pay to drive their vehicles.

**Mr. Barefoot**

- Thanked the Board Members for their help and support.
- I enjoyed Spring Fling and got a little education. A young boy advised me after my and Mayor Clark's rendition of "Unforgettable" that the kids do not care much for the "classical music".

**Mr. Jackson**

- Complimented the Board for their hard work on the budget and the leadership of Leonard, Tina and the staff during the budget process.

**Mayor Clark**

- Thanked staff for making the Spring Fling happen. Donations really came in and it was a great family day and a day of celebration for Spring Lake.

**11. Adjournment.**

**Action:** There being no further business to come before the Board, the meeting was adjourned at 8:09 p.m.

**Motion:** Alderman Christian

**Second by:** Mayor Pro Tem O'Garra

**Vote:** Unanimous

*Rhonda D. Webb*

Rhonda D. Webb, MMC  
Town Clerk

ATTEST:

*Ethel T. Clark*

Ethel T. Clark  
Mayor

