

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

November 28, 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 Fredricka Sutherland

**Others Present:**

Byron Blumenfeld, Water Resource Manager	Troy McDuffie, Police Chief
TJ McLamb, Fire Chief	Ken Metcalf, Recreation Director
Tina West, HR Director	Rhonda Webb, Town Clerk
Mayor-Elect Chris Rey	Alderman-Elect Napoleon Hogans

Tommy Burns, Town Manager and John Jackson, Town Attorney were absent.

**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 closed session was deleted from the agenda and rescheduled for December 6, 2011 at 6:00 p.m.

**Action:** The Board approved a motion to delete the Closed Session from the agenda.

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

**Second by:** Alderman Higgins

**Vote:** Unanimous

**5. Approval of Agenda**

The Board approved the agenda as amended.

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

**Motion by:** Alderman Higgins

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

**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:

- a. Minutes of the November 14, 2011 Special Meeting
- b. Minutes of the November 14, 2011 Regular Meeting

**Action:** The Board approved a motion to approve the minutes of the November 14, 2011 Special and Regular meetings.

**Motion by:** Alderwoman Sutherland

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

**Vote:** Unanimous

## 7. Public Forum

Marvin and Janine Lackman of 125 Kristin Avenue spoke concerning dogs that are chained in her neighborhood that are not being taken care of. She also requested that the Town consider a leash law. Mayor Clark requested that they speak with Chief McDuffie.

Ms. Rose Chestnut of 1003 Karen Circle spoke concerning her trash not being picked up. She stated that a town employee told her that she would contact Waste Management via email but did not give the email address to Ms. Chestnut. The trash is still there and has not been picked up as of today.

## 8. Public Hearing

**a. Case No. 94-035. Consideration of the Sleep Inn – Addition, Request for Alternate Yard Setback Requirement**  
Mayor Clark opened the public hearing on this case. Mr. Scott provided an update concerning the section numbers of the Town's Code that was referenced in the advertisement. He advised that Section 156.153 was changed to Section 42-366. Mayor Clark then swore in Anthony Blanks and Billy Wellons who signed up to speak concerning this case. She then gave the Board of Aldermen members the opportunity to disclose any conflicts and there were none.

Mayor Clark opened the floor to Mr. Scott from the Planning Department. He advised that the applicant is requesting a setback of an additional 15 feet 6 inches to accommodate an elevator and shaft. Mr. Blanks provided a photograph of the area where the elevator will be installed. He stated that they want to update the hotel to better serve the aging population as well as wounded soldiers. Mr. Wellons stated that in today's industry there is a mandate to keep up with the competition and they plan to perform a major renovation of the property.

**Action:** The Board approved a motion to close the public hearing on Case No. 94-035.

**Motion by:** Alderwoman Sutherland

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

**Vote:** Unanimous

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

## 9. New Business

**a. Case No. 94-035, Sleep Inn**

The Board approved Case No. 94-035.

**Action:** The Board approved a motion to approve Case 94-035.

**Motion by:** Alderwoman Sutherland

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

**Vote:** Unanimous

(A copy of the agenda memo and Cumberland County Planning and Inspections Department Action Memorandum and Site Profile is hereby incorporated by reference and made a part of these minutes – see attachment three.)

**b. Ordinance (2011) 18, Amending Traffic and Parking Schedule**

Ms. Webb advised that the North Carolina Department of Transportation had requested that the Board approve the Certifications of Municipal Declarations as a housekeeping measure. She advised that changes would reflect the way the roadways were already marked. Additionally, enacting the municipal school zones will allow for an increased penalty around the schools.

**Action:** The Board approved a motion to adopt Ordinance (2011) 18.

**Motion by:** Alderwoman Sutherland

**Second by:** Alderman Higgins

**Vote:** Unanimous

(A copy of the agenda memo, NC DOT Municipal Certifications, the Traffic Schedule and Ordinance (2011) 18 is hereby incorporated by reference and made a part of these minutes – see attachment four.)

**c. Board's Consideration of 2012 Holiday Schedule**

Ms. West advised that the Board is required to approve the holiday schedule each year. She requested that the Board approve the 2012 Holiday Schedule. There was a short discussion about the State's Holiday Schedule and that the Town tries to follow as closely as possible the State's schedule as do some surrounding municipalities. However, in 2012, the State's schedule is allowing three days off for Christmas and Ms. West felt it would not be prudent to have Town Hall closed for that length of time. Therefore, she recommended only two days at Christmas and included President's Day for the Town's holiday schedule.

**Action:** The Board approved a motion to approve the 2012 Holiday Schedule.

**Motion by:** Alderman Christian

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

**Vote:** Unanimous

(A copy of the agenda memo and the 2012 Holiday Schedule is hereby incorporated by reference and made a part of these minutes – see attachment five.)

**d. Resolution (2011) 32, Amending Personnel Policy, Certification Pay**

Ms. West advised that the certification pay request was created in an effort to develop and retain qualified employees. The specifics are outlined in the policy and pay increases must be approved by the Town Manager.

Alderwoman Sutherland stated that she would like to table this item until the Board has more time to discuss this item with the Manager. She expressed concern about the policy not being equitable to all employees because some employees do not have to have certifications. Ms. West advised that this policy will not apply to people who obtain certifications that are required as part of their minimum job description. She stated that currently we do not have a provision to give pay increases based on certifications obtained. Alderwoman Sutherland clarified that all employees will be eligible for this and Ms. West stated that they would. She stated that unless otherwise outlined in the schedules of the policy, a job-related certification obtained would result in a 2% increase upon approval of the Town Manager.

Alderman Christian asked if the increases would be retroactive and Ms. West stated that they would not. He also inquired if the pay increases are allocated in the current budget. Ms. West advised that each Department Director would have to make sure their budget could support a requested increase. This will be something the Department Directors will have to plan for. He also inquired if the Town pays for the employee to obtain certifications and Ms. West stated we do. He also stated that he would feel more comfortable if we waited until the Town Manager returns to approve this item.

- Action:** The Board approved a motion to table any action on this item until we can discuss it further with the Town Manager.
- Motion by:** Alderman Christian
- Second by:** Alderwoman Sutherland
- Vote:** Unanimous

(A copy of the agenda memo, proposed section 16 of the Personnel Policy, Administrative Policy #13 and Resolution (2011) 32 is hereby incorporated by reference and made a part of these minutes – see attachment six.)

**e. Resolution (2011) 33, Acceptance of Bids for Financing on Mendoza Park**

Mr. Coats advised that few banks are interested in financing projects of this nature (improvements to property) and only received one bid from BB&T. They offered us a ten year rate of 2.43%. The annual debt payment would begin at \$45,798.34 and decline each year thereafter with a final payment of \$37,740.33. He advised that the Town is paying off loans on the Fire Department ladder truck and for the land across the street from the community center. These payoffs will provide the needed funds to pay the debt payment on this loan.

- Action:** The Board approved a motion to approve Resolution (2011) 33.
- Motion by:** Alderwoman Sutherland
- Second by:** Alderman Higgins
- Vote:** Unanimous

(A copy of the agenda memo, table of proposals and Resolution (2011) 33 is hereby incorporated by reference and made a part of these minutes – see attachment seven.)

**f. Budget Amendment 2012.3, Recreation Department**

Mr. Coats requested that the Board approve the Budget Amendment to budget fundraiser money that was received during the fall season.

**Action:** The Board approved a motion to adopt Budget Amendment 2012.8.

**Motion by:** Alderman Higgins

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

**Vote:** Unanimous

(A copy of the agenda memo, memo from Recreation Director and Budget Amendment 2012.8 is hereby incorporated by reference and made a part of these minutes – see attachment eight.)

**g. Budget Amendment 2012.9, Police Department**

Mr. Coats stated that this Budget Amendment will recognize local grant funds for use in the Shop-A-Cop program and to budget funds left over from last year's program.

Alderwoman Sutherland inquired how the children are chosen and what the deadline is. Chief McDuffie stated that the deadline is not set yet. Last year a school official helped the Police Department select the children and will most likely be the process that is used again this year. Alderman Christian asked if they accept donations and Chief McDuffie stated that donations are welcome.

**Action:** The Board approved a motion to approve Budget Amendment 2012.9.

**Motion by:** Alderman Christian

**Second by:** Alderwoman Sutherland

**Vote:** Unanimous

(A copy of the agenda memo, memo from Chief McDuffie and Budget Amendment 2012.9 is hereby incorporated by reference and made a part of these minutes – see attachment nine.)

**h. Board's Consideration of December 26, 2011 Regular Meeting**

Mayor Clark stated that the meeting scheduled for December 26, 2011 falls during the holiday season for employees and requested that the meeting be cancelled.

**Action:** The Board approved a motion to cancel the December 26, 2011 Board Meeting.

**Motion by:** Alderman Higgins

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

**Vote:** Unanimous

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

Mayor Clark advised that Mr. Burns is not here tonight because he is the proud father of a baby girl named Addison who was born last Wednesday and he is home taking care of Addison and Addison's mother.

The closed session that was scheduled for tonight will be rescheduled for December 6, 2011 at 6:00 p.m.

The December 12, 2011 Regular Board Meeting has been rescheduled to December 16, 2011 at 5:30 p.m. at the Spring Lake Multipurpose Community Center.

The Town's Annual Tree Lighting is scheduled for Monday, December 5, 2011 at 6:00 p.m.

The Town's employee luncheon is scheduled for December 14, 2011 at 12:00 p.m. and the Senior's luncheon is scheduled for December 5, 2011 at 12:00 p.m.

**10. Adjournment.**

**Action:** There being no further business to come before the Board, the meeting was adjourned at 7:48 p.m.

**Motion:** Alderwoman Sutherland

**Second by:** Alderman Christian

**Vote:** Unanimous

*Rhonda D. Webb*

Rhonda D. Webb, MMC  
Town Clerk



ATTEST:

*Ethel T. Clark*

Ethel T. Clark  
Mayor