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3 **MINUTES OF THE FEBURARY 14, 2023 MEETING**  
4 **OF THE EMERALD ISLE BOARD OF COMMISSIONERS**  
5 **TUESDAY, FEBRUARY 14, 2023 – 6:00 P.M.**  
6 **TOWN BOARD MEETING ROOM**  
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9 **1. Call to Order**

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11 The regular monthly meeting of the Emerald Isle Board of Commissioners was called to order by  
12 Mayor Jason Holland at 6:00 p.m. in the Town Board Meeting Room.  
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14 **2. Roll Call**

15  
16 Present for the meeting: Mayor Jason Holland, Mayor Pro-Tem Floyd Messer, Commissioners  
17 Mark Taylor, Steve Finch and Jim Normile.  
18

19 Commissioner Jamie Vogel was absent.  
20

21 Also, present during the regular meeting: Town Manager Matt Zapp, Town Attorney Brian Edes,  
22 Town Clerk/PIO Anna Smith, Finance Director Laura Rotchford, Chief of Police Michael  
23 Panzarella, Deputy Fire Chief William Matthias, and Planning Director Michelle Eitner.  
24

25 Mayor Holland asked for prayers for the family of Wayne “Pickle” Parker, husband of Gayle  
26 Parker, a former Town employee. Mr. Parker passed away.  
27

28 **3. Opening Prayer**

29  
30 Chief of Police Michael Panzarella gave the opening prayer.  
31

32 Mayor Pro Tem Messer said they needed a motion to excuse Commissioner Vogel from the  
33 meeting.  
34

35 *Motion was made by Mayor Pro-Tem Messer to excuse Commissioner Vogel from the meeting.*  
36 *The Board voted unanimously 4-0 in favor. Motion carried.*  
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39 **4. Pledge of Allegiance**

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41 Mayor Holland led the Pledge of Allegiance.  
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43 **5. Adoption of Agenda**

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45 *Motion was made by Mayor Pro-Tem Messer to adopt the agenda. The Board voted*  
46 *unanimously 4-0 in favor. Motion carried.*

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**6. Public Announcements**

Mayor Holland read a list of upcoming Town events, which includes scholarships being open for the Emerald Isle Fishing Tournament, the golf cart raffle and the return of the Emerald Isle St. Patrick's Festival.

**7. Public Comment**

The public will have the opportunity to address the Board about any items of concern not on the agenda. The Mayor and Board welcome and appreciate all comments from the public, and will take these comments into consideration as they make decisions on Town issues and provide direction to Town staff. Public comment is a time for the Board to listen to the public's concerns and ideas, and is not intended for a lengthy dialogue or question and answer session.

The Mayor, Board, and Town staff are happy to meet with any citizen during normal business hours or at any other mutually agreeable time to discuss Town issues and answer any questions.

Nobody signed up for public comment.

**8. Consent Agenda**

1. January 10, 2023 Regular Meeting Minutes
2. January 4 – 5 Board Retreat Meeting Minutes
3. December 13, 2022 Regular Meeting Minutes
4. General Fund Budget Amendment

*Motion was made by Commissioner Finch to approve the items on the Consent Agenda. The Board voted unanimously 4-0 in favor. Motion carried.*

**Clerks Note:** Consent agenda items as noted above are incorporated herein by reference and hereby made a part of these minutes.

**9. Employee Recognitions: Emerald Isle Police Department**

1. Jordan Goodrum – Promotion to Police Officer 1
2. Brian Vadell – Moved from Permit Technician to Beach Patrol Officer
3. Mark Vesely – Moved from Custer Service Representative to Permit Technician

Police Chief Michael Panzarella briefly reviewed each of these employees and explained their journey within the department. He congratulated them on their hard work and recent position changes.

1 **10. Progressive Goals List for the Town of Emerald Isle (2023-2025)**

2 Town Manager Matt Zapp reviewed the draft list of Progressive Goals that was created through  
3 the Board’s retreat in January 2023. The packet also included his past goals list of  
4 accomplishments for the past three years.

5 After the list was reviewed by each item, Mayor Holland asked the Board if any questions,  
6 concerns or deletions. Mayor Pro-Tem Messer said it was a job well done.

7 *Motion was made by Commissioner Finch to approve the Progressive Goals List for 2023-*  
8 *2025. The Board voted unanimously 4-0 in favor. Motion carried.*

9  
10 *The approved Progressive Goals List for 2023-2025 is attached and incorporated into these*  
11 *minutes.*

12  
13 **11. Public Comment – Early Citizen Input on FY 2023-24 Budget – Limited to Three**  
14 **Minutes Per Person**

15  
16 Lori Ahuna, of 320 Loblolly St., said she was speaking on behalf of nearly 20 people to voice  
17 support for budget requests for improvements to the Community Center. Her suggestions  
18 included acoustics if a new wooden floor is placed in the gymnasium; new paint and other  
19 improvements to the walls; a solution to the roofing issues that leak; updates to the restrooms;  
20 additional fitness classes and more money for the instructors; a weight room with updated  
21 equipment; and 24 hour access. She asked the Board to prioritize these items in the coming  
22 fiscal year.

23  
24 **12. Satellite Merchant and Business Registration Ordinance Updates**

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26 Town Planner Michelle Eitner gave a presentation on updates to the Satellite Merchant and  
27 Business Registration ordinances. The proposed update would allow a greater option of food  
28 trucks throughout town, which would also mean a greater range of food services.

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30 She cited information that shows approximately 1,330 seats at brick and mortar establishments,  
31 and said Commissioner Normile has previously mentioned the standard three table top rotations  
32 during a meal service. All together, it is about ten percent of peak summer population.

33  
34 The staff recommendation is “Option A,” which would allow food trucks and satellite merchants  
35 in the Business, Camp, Village West, Village East zoning districts, plus hotels, motels,  
36 recreational vehicle parks, or condominium complexes in other zoning districts.

37  
38 The setbacks would include all associated equipment and signage within 3 feet of the operation.  
39

1 Season and permit would be annual by calendar year, with a permit cost of \$250. Number of  
2 permits issued would be as requested, with no limit.

3  
4 Eitner said this would allow greater flexibility and would allow for more options. She said the  
5 Board would come back the following month for public hearing and possible adoption.

6  
7 ***Motion was made by Mayor Pro-Tem Messer to hold a Public Hearing on the Satellite***  
8 ***Merchant and Business Registration Ordinance Updates on March 14. The Board voted***  
9 ***unanimously 4-0 in favor. Motion carried.***

10  
11 **13. Planning Board Vacancy Appointment**

12  
13 Mayor Holland said the Planning Board vacancy isn't for an extended term, but is available for  
14 re-appointment in April. This is to fill the unexpired term of a past board member.

15  
16 Commissioner Taylor said a large group of qualified people applied for the role.

17  
18 ***Motion was made by Commissioner Taylor to appoint Jay Wootten to fill an unexpired term***  
19 ***that expires in March 2023. The Board voted unanimously 4-0 in favor. Motion carried.***

20  
21 Mayor Holland said he had the chance to review every application and he was impressed by all  
22 of them. He said to those who weren't appointed, they are appreciated and they can apply next  
23 time it is available.

24  
25 **14. Comments from Town Clerk, Town Attorney and Town Manager**

26  
27 No comments from Town Clerk/Public Information Officer Anna Smith.

28  
29 Attorney Brian Edes said it is good to be in Emerald Isle and he is happy to be here.

30  
31 Town Manager Zapp said it was recently the anniversary of Paul Cheshire, town employee,  
32 passing away and in the Administrative Offices staff shared good memories of him. HE  
33 encouraged others to share good memories of him and how he embodied a community police  
34 officer.

35  
36 **15. Comments from Board of Commissioners and Mayor**

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38 Commissioner Taylor said it was a great meeting and congratulated Jay Wootten on his  
39 appointment to the Planning Board. He said it was nice to have the new Town Attorney and  
40 welcomed him to the team.

1  
2 Commissioner Finch said he remembered all the time when Paul Cheshire helped in the past and  
3 how he is missed. He thanked all for attending tonight, and said if his wife was watching online,  
4 he would like to wish her a happy anniversary, a day ahead of their 31<sup>st</sup> anniversary.

5  
6 Mayor Pro-Tem Messer welcomed Town Attorney Edes and shared some memories of Paul  
7 Cheshire. He also wished a happy Valentine's Day to the ladies in the room.

8  
9 Commissioner Normile said he knows Commissioner Vogel is sick and thanked her for not  
10 coming in while sick. He said he got some positive emails about budget data in the agenda  
11 packet and he highlighted some aspects of that.

12  
13 He also discussed the Emerald Isle Hospitality Meeting held that morning for Realtors and  
14 vacation rental agents. He highlighted some of the beach safety information presented at that  
15 meeting and said staff is working with them to ensure everyone can have a safe summer.

16  
17 Mayor Holland thanked everyone for attending. He also congratulated the Police Department  
18 employees who were highlighted and reminded all to remember the Parker family. He concluded  
19 by encouraging everyone to go hug someone they love this Valentine's Day.  
20 Stanley for 21 years on the Board and most importantly, he's been his friend for 34 years. He  
21 wished congratulations to him on his retirement.

22  
23 **16. Adjourn**

24  
25 *Motion was made by Mayor Pro-Tem Messer to adjourn the meeting. The Board voted*  
26 *unanimously 4-0 in favor. Motion carried.*

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28 The meeting adjourned at 6:44 p.m.

29  
30 Respectfully Submitted:

31  
32 Anna Smith  
33 Town Clerk

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