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3 **MINUTES OF THE JUNE 14, 2022 REGULAR MEETING**
4 **OF THE EMERALD ISLE BOARD OF COMMISSIONERS**
5 **TUESDAY, JUNE 14, 2022 – 6:00 P.M.**
6 **TOWN BOARD MEETING ROOM**
7

8
9 **1. Call to Order**

10
11 The regular meeting of the Emerald Isle Board of Commissioners was called to order by Mayor
12 Jason Holland at 6:02 p.m. in the Town Board Meeting Room.
13

14 **2. Roll Call**

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

19 Also, present during the meeting: Town Manager Matt Zapp, Town Clerk/Public Information
20 Officer Anna Smith, Attorney Richard Stanley, Finance Director Laura Rotchford, Chief of
21 Police Michael Panzarella, Assistant Chief of Police Chad Edwards, Ocean Rescue
22 Coordinator/Fire Marshal William Matthias, EMS Chief David Jones and several police officers.
23

24 **3. Opening Prayer**

25
26 Commissioner Normile gave the opening prayer, related to Flag Day.
27

28 **4. Pledge of Allegiance**

29
30 Mayor Holland led the Pledge of Allegiance.
31

32 **5. Adoption of Agenda**

33
34 *Motion was made by Mayor Pro-Tem Messer to adopt the agenda. The Board voted*
35 *unanimously 5-0 in favor. Motion carried.*
36

37 **6. Proclamations / Public Announcements**

38
39 Mayor Holland reviewed the list of upcoming Town events, including an American Red Cross
40 Blood Drive, Golf Cart Advisory Committee Meeting, Police Educating the Public, Emerald Fest
41 and the Town's Administrative Offices and Community Center being closed for Fourth of July.
42

43 He read a proclamation recognizing the Emerald Isle Golf Cart Advisory Committee and several
44 area businesses for their participation in the Spring 2022 golf cart raffle.
45

1 He then read a proclamation in honor of the Alzheimer’s Association’s Longest Day fundraiser.
2 This is recognized annually on June 21, and in Emerald Isle the “sea turtle crawl” will be held on
3 June 18th.

4
5 **7. Public Comment**

6
7 The public will have the opportunity to address the Board about any items of concern not on the agenda. The Mayor
8 and Board welcome and appreciate all comments from the public, and will take these comments into consideration
9 as they make decisions on Town issues and provide direction to Town staff. Public comment is a time for the Board
10 to listen to the public's concerns and ideas, and is not intended for a lengthy dialogue or question and answer
11 session.
12

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

15 There were no public comments.

16
17 **8. Consent Agenda**

18
19 The Consent Agenda included:

- 20 a. General Fund Budget Amendments
 - 21 b. GF Budget Amendment – GASB 87 Accounting Change (Leases)
 - 22 c. Capital Project Amendments
 - 23 d. Minutes from the May 10, 2022 Board of Commissioners Meeting
 - 24 e. NCDOT Resolution of Support
- 25

26 *Motion was made by Commissioner Finch to approve the Consent Agenda. The Board voted*
27 *unanimously 5-0 in favor. Motion carried.*

28
29
30 **9. Presentation of Emerald Isle Fishing Tournament Scholarships**

31
32 Commissioner Mark Taylor and the Fishing Tournament Committee distributed six scholarships,
33 worth \$3,000 each, as a result of the September 2021 tournament. These scholarships were
34 awarded to students from Swansboro, Croatan, West Carteret and East Carteret high schools who
35 plan to major in Marine Sciences or Technology.

36
37 The students were Tyler Gillette, Brice Fry, Hunter Wood, Al Morris, Samantha Lewis and
38 James Lawrence. Miss Lewis and Mr. Morris were unable to attend the presentation in person.
39

40 **10. Employee Recognitions and Introductions**

41
42
43 Parks and Recreation employee Jerry Talton was recognized by Director Candace Dooley for his
44 20 years of service to the Town.

1 Next, Assistant Chief of Police Chad Edwards was introduced by Chief of Police Michael
2 Panzarella. He began his role with the Town on June 1.

3
4 Then, EMS Chief David Jones virtually introduced two new fulltime Paramedics: Robin Juarez
5 and Teia Marshall.

6
7 Finally, Town Manager Matt Zapp officially introduced Candace Dooley as the new Parks and
8 Recreation Director.

9
10 **11. FY 2022-2023 Budget**

11
12 Town Manager Zapp gave a recap of the proposed FY 2022-23 budget that was originally
13 presented at the May 10 meeting.

14
15 The recommended budget is \$12,712,457; a \$816,337 or 6.69 percent increase from the
16 originally adopted FY 21-22 adopted budget total of \$11,896,120.

17
18 The proposal included a one-cent tax increase, to 16.5 cents, as well as a \$10 increase in the
19 annual solid waste fee, to bring it to \$275.

20
21 ***Motion was made by Mayor Pro-Tem Messer to open the public hearing on the FY 2022-23***
22 ***Budget. The Board voted unanimously 5-0 in favor. Motion carried.***

23
24 Peter Carey, on Coquina Drive, asked if the new Carteret County Tax Evaluation would double
25 his taxes. Finance Director Laura Rotchford said she did not believe that would take effect until
26 2024, and when it happens, the Town will calculate and usually goes to a revenue-neutral
27 number.

28
29 There were no further comments from the public regarding the budget proposal.

30
31 ***Motion was made by Mayor Pro-Tem Messer to close the public hearing on the FY 2022-23***
32 ***Budget. The Board voted unanimously 5-0 in favor. Motion carried.***

33
34 ***Motion was made by Commissioner Normile to adopt the FY 2022-23 Budget Ordinance. The***
35 ***Board voted unanimously 5-0 in favor. Motion carried.***

36
37 ***Motion was made by Commissioner Finch to adopt the FY 2022-23 Fee Schedule. The Board***
38 ***voted unanimously 5-0 in favor. Motion carried.***

39
40 ***Motion was made by Commissioner Vogel to adopt the 5-Year Capital***
41 ***Replacement/Improvement Program. The Board voted unanimously 5-0 in favor. Motion***
42 ***carried.***

43

1 ***Motion was made by Commissioner Taylor to adopt the FY 2022-23 Pay Plans. The Board***
2 ***voted unanimously 5-0 in favor. Motion carried.***
3

4
5 **12. McLean-Spell Park Master Plan Process Update**
6

7 Parks and Recreation Director Candace Dooley gave an update on the McLean-Spell Park
8 Master Plan process, and passed out a copy of the draft public survey related to the land. She said
9 this survey will be available to the public this week, via online presence, QR codes and paper
10 copies. The survey will close July 4, 2022, and by July 20, Summit Engineering will report the
11 results back to her.
12

13
14 **13. Beach Safety Messaging Update**
15

16 Ocean Rescue Coordinator William Matthias and Town Manager Matt Zapp presented a
17 comprehensive overview of the Town's current Beach Safety Messaging, including: lifeguard
18 discussions, online communication, joint beach safety message with the three other Bogue Banks
19 towns, table toppers in area restaurants and stores and QR code stickers placed on take out
20 containers.

21 Zapp encouraged area businesses to help present the Town's beach safety table toppers and QR
22 code stickers.

23 Zapp requested two commissioners be appointed to the re-established beach safety committee.

24 ***Motion was made by Commissioner Messer to nominate Commissioners Normile and Finch to***
25 ***the committee. The Board voted unanimously 5-0 in favor. Motion carried.***
26

27 **14. Comments from Town Clerk, Town Attorney and Town Manager**
28

29 Town Clerk/Public Information Officer Anna Smith said we continue to promote beach safety
30 and other PSAs across the Town's website and official social media outlets.
31

32 Town Attorney Richard Stanley had no comments.
33

34 Town Manager Zapp highlighted that Town staff is working diligently and oftentimes outside in
35 the heat. Some things we are trying to do for employee retention and satisfaction, including
36 cooling towels. Also trying to identify other ways to say thanks and give thanks to these team
37 members.
38

39 **15. Comments from Board of Commissioners and Mayor**
40

1 Commissioner Taylor thanked the mayor, board and previous board for their support of the
2 Emerald Isle Fishing Tournament, and thanks to Parks and Rec for their help in getting it set up.
3 He also thanked Laura Rotchford and Matt Zapp for their hard work on the budget.
4

5 Commissioner Finch thanked Commissioner Taylor for his efforts in the fishing tournament. He
6 also recognized Laura, Matt and the other employees for their hard work put in on the budget. He
7 extended a warm welcome to all of the new employees, and a big thank you to the existing
8 employees.
9

10 Mayor Pro-Tem Messer reiterated what was said so far, plus to be very complimentary of the
11 staff with the completion of the budget in a very trying year.
12

13 Commissioner Vogel thanked Matt and Laura for the budget process and for educating her
14 through it. To the Town employees, and especially Public Works, she noted 2 tons of trash was
15 carried off the beach on Memorial Day Weekend alone.
16

17 She encouraged non-Town events that take place here to alert Town staff, like the Police
18 Department, so they are aware.
19

20 Commissioner Normile said it is great to serve in a Town where it is so easy to compliment staff.
21 He said in addition to Public Works working stormwater issues constantly, they do all the trash
22 pickup. He encouraged “carry in, carry out,” but thanked Artie Dunn and his team for their hard
23 work. Noted a few other large projects they have accomplished recently.
24

25 He added, “thanks for having me back.”
26

27 Mayor Holland thanked staff for the budget, as well as Commissioner Taylor for his work on the
28 fishing tournament.
29

30 **16. Closed session**

31
32 *Motion was made by Commissioner Taylor to go into Closed Session pursuant to NCGS 143-*
33 *318.11.(3) to consult with an attorney. The Board voted unanimously 5-0 in favor. Motion*
34 *carried.*
35

36 **The Board went into Closed Session at 7:07 p.m.**

37
38 Motion was made by Mayor Pro-Tem Messer to close the Closed Session at 7:15 p.m.. The
39 Board voted unanimously 5-0 in favor. Motion carried.
40

41 No additional action was taken.
42

43 **16. Adjourn**

1
2 ***Motion was made by Mayor Pro-Tem Messer to adjourn the meeting. The Board voted***
3 ***unanimously 5-0 in favor. Motion carried.***

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5 The meeting adjourned at 7:16 p.m.

6
7 Respectfully Submitted:

8
9 Anna Smith
10 Town Clerk

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