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3 **MINUTES OF THE MARCH 30 BUDGET WORKSHOP MEETING**
4 **OF THE EMERALD ISLE BOARD OF COMMISSIONERS**
5 **WEDNESDAY, MARCH 30, 2022 – 5:00 P.M.**
6 **TOWN BOARD MEETING ROOM**
7

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9 **1. Call to Order**

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11 The budget workshop of the Emerald Isle Board of Commissioners was called to order by Mayor
12 Jason Holland at 5:00 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 and Candace Dooley.
18

19 Commissioner Jamie Vogel was absent.
20

21 Also, present during the meeting: Town Manager Matt Zapp, Town Clerk/Public Information
22 Officer Anna Smith, Attorney Richard Stanley, Finance Director Laura Rotchford, EMS Director
23 David Jones, Fire Chief Bill Walker and Fire Marshal/Ocean Rescue Coordinator Billy Matthias
24 were also in attendance.
25

26 **3. Opening Prayer**

27
28 Commissioner Taylor offered the opening prayer.
29

30 **4. Pledge of Allegiance**

31
32 Mayor Holland led the Pledge of Allegiance.
33

34 **5. Adoption of Agenda**

35
36 *Motion was made by Mayor Pro-Tem Messer to adopt the agenda. The Board voted*
37 *unanimously 4-0 in favor. Motion carried.*
38

39 **6. Public Comment**

40
41 The public will have the opportunity to address the Board about any items of concern not on the agenda. The Mayor
42 and Board welcome and appreciate all comments from the public, and will take these comments into consideration
43 as they make decisions on Town issues and provide direction to Town staff. Public comment is a time for the Board
44 to listen to the public's concerns and ideas, and is not intended for a lengthy dialogue or question and answer
45 session.
46

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

3
4 There were no public comments.

5
6 **7. Moffatt & Nichol Agreement: Bogue Sound Alternate Boat Channel Alignment Study -**
7 **Surveys**

8
9 Town Manager Zapp said the Moffat & Nichol contract was revised into smaller phases, while
10 still meeting the rules of the NC General Statutes and all milestones. The staff suggestion is to
11 approve the agreement with Moffatt & Nichol to align with the fiduciary guidelines.

12
13 Finance Director Rotchford said the provided budget amendment is for \$130,000, and the first
14 \$5,000 is for the grant application process. The remaining \$125,000 would be survey work,
15 analysis, meetings and reporting.

16
17 Zapp reminded the Board it would be approximately \$1.9 million to do the entire Bogue Sound
18 Boat Channel Alignment, and the Town would be responsible for up to one-third of the cost.

19
20 *Motion was made by Commissioner Finch to approve the agreement with Moffatt & Nichol to*
21 *perform alignment studies and surveys for the Bogue Sound Alternate Boat Channel in the*
22 *amount of \$130,000. The Board voted unanimously 4-0 in favor. Motion carried.*

23
24 *Motion was made by Commissioner Dooley to approve a General Fund Budget Amendment in*
25 *the amount of \$130,000. The Board voted unanimously 4-0 in favor. Motion carried.*

26
27 **8. Consider the appointments to the audit committee**

28
29 Rotchford said the audit committee meets at least once per year, potentially up to twice a year. In
30 the past, former Mayor Eddie Barber, Mayor Pro-Tem Messer and Commissioner Taylor served
31 on the committee.

32
33 Mayor Jason Holland, Commissioner Taylor and Commissioner Vogel were recommended by
34 staff to serve on the audit committee.

35
36 *Motion was made by Mayor Pro-Tem Messer to appoint Mayor Holland, Commissioner Taylor*
37 *and Commissioner Vogel to the audit committee. The Board voted unanimously 4-0 in favor.*
38 *Motion carried.*

39
40 **9. Discussion of ARPA Grant Funds**

41
42 Rotchford said when the Town was awarded the American Rescue Plan Act (ARPA) Grant
43 Funds last year for approximately \$1.2 Million, there were interim rules on how to spend the
44

1 money. In January, the National Treasury opened up the guidelines son how it could be used for
2 standard election.

3 She explained the three motions suggested to the Board.

4 *Motion was made by Commissioner Taylor to authorize the election of the standard allowance*
5 *for revenue replacement to spend on general government services for the Town’s American*
6 *Rescue Plan Act (ARPA) Grant Funding. The Board voted unanimously 4-0 in favor. Motion*
7 *carried.*

8

9 *Motion was made by Mayor Pro-Tem Messer to approve the attached General Fund Budget*
10 *Amendment and Grant Project Ordinance Amendment. The Board voted unanimously 4-0 in*
11 *favor. Motion carried.*

12

13 *Motion was made by Commissioner Finch to approve the attached ARPA Expenditure*
14 *Schedule and simplified reporting method of American Rescue Plan Act (ARPA) grant*
15 *expenditures to include departmental payroll and related benefits. The Board voted*
16 *unanimously 4-0 in favor. Motion carried.*

17 **10. Discuss the enforcement of replacement trash cans**

18 Zapp said Simmons and Simmons does the best job at trash and recycling collect he’s ever seen,
19 and the Town’s model indicates each property owner is responsible for buying, maintaining, or
20 replacing their trash can. He added that Simmons and Simmons and the Town have always gone
21 above and beyond. The property owner’s only responsibility is to replace their trash can roughly
22 every ten years of service.

23 The recommendation is to enforce the tagging of unserviceable cans to note they must be
24 replaced, or the contents will not be picked up.

25 There was some discussion among the Board concerning where people can purchase new trash
26 cans, and to confirm that house numbers are required on the trash cans.

27 *Motion was made by Commissioner Taylor allow staff to enforce the requirement of*
28 *replacement trash or recycling containers. The Board voted unanimously 4-0 in favor. Motion*
29 *carried.*

30

31 **11. Consider a recommendation to adjust retiree health benefits for those with greater than**
32 **35 years of service**

33

34 Zapp said Emerald Isle has been fortunate to visionary boards, and because of that and the
35 treatment of staff, they have many long-term team members with more than 30 years of service.

36 In return, they’d like to see the return on investment in longevity for employees with those of 35

1 or more years of service to the Town. He added the Board has previously implemented a
2 longevity bonus for those with 20 years of service or more, in which for each year you worked
3 for Emerald Isle, you get \$10 extra a month.

4
5 Zapp said staff looked into providing health insurance for those with 35 years of service or more,
6 but it was extremely expensive and was not feasible. The recommendation is once you trigger 35
7 years of service or greater, rather than receiving \$10 a month toward health insurance, it would
8 go to \$20.

9
10 It was recommended the Board vote on this topic at the regular April 12, 2022 Board meeting
11 and have it go into effect on July 1, to coincide with the new fiscal year.

12
13 *No formal action was taken by the board.*

14
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16 **12. Closed Session Pursuant to § NCGS 143-318.11(5) and (6) to discuss the qualifications**
17 **and conditions of employment of certain personnel and terms of**
18 **acquisition of real property.**

19
20 *Motion was made by Commissioner Taylor at 5:33 p.m. to go into closed session. The Board*
21 *voted unanimously 4-0 in favor. Motion carried.*

22
23 The board discussed the qualifications and conditions of employment and acquisition of real
24 property.

25
26 *Motion was made by Mayor Pro-Tem Messer at 7:55 p.m. to come out of closed session. The*
27 *Board voted unanimously 4-0 in favor. Motion carried.*

28
29 **17. Adjourn**

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

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34 The meeting adjourned at 7:55 p.m.

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36 Respectfully Submitted:

37
38 Anna Smith
39 Town Clerk