



1 **6. Installation of New Town Commissioners**

- 2
- 3 a. Oath of Office to Commissioners Steve Finch, Floyd Messer, and Jim Normile
- 4 b. Election of Mayor Pro-Tem
- 5 c. Oath of Office to Mayor Pro-Tem
- 6

7 Town Clerk Rhonda Ferebee administered the oath of office for newly re-elected

8 Commissioners Steve Finch, Floyd Messer, and Jim Normile.

9

10 Mayor Barber congratulated each of the Commissioners.

11

12 ***Motion was made by Commissioner Taylor to elect Floyd Messer as Mayor Pro-Tem. The***

13 ***Board voted unanimously 5-0 in favor. Motion carried.***

14

15 Town Clerk Rhonda Ferebee administered the oath of office for Mayor Pro-Tem to

16 Commissioner Floyd Messer.

17

18 Mayor Barber commented that they appreciated Commissioner Messer’s service to Emerald

19 Isle for the past 18 years. The Board and public applauded his service.

20

21 **7. Employment Retirement Recognition – Bill Bailey, Retiring Assistant Police Chief**

22

- 23 a. Resolution to Award Service Weapon / Badge (19-12-10/R1)
- 24

25 Chief Tony Reese and Mayor Eddie Barber formally recognized retiring Assistant Police Chief Bill

26 Bailey. Chief Reese praised the reliable and dedicated service of Assistant Chief Bailey for the

27 past 28 years, rising through the ranks from a young patrol officer to his current role as

28 Assistant Chief of Police. Chief Reese noted that Bill had been an invaluable asset to the

29 department and community for almost three decades and while they were all elated to see him

30 achieve this remarkable milestone they also recognized that his retirement was a loss to the

31 department, the law enforcement community and the Town of Emerald Isle. Chief Reese also

32 recognized Bill’s wife Missy and daughter Sara for their support and sacrifices. Chief Reese

33 noted that a Retirement Reception for Bill would take place on Thursday, December 12 at 6pm.

34

35 Mayor Barber recognized Asst. Chief Bailey with a retirement plaque and gift. Mayor Barber

36 spoke of Bill’s dedication to the Town and how much he would be missed. Mayor Barber

37 thanked Bill for all he had done for the Town of Emerald Isle.

38

39 Retiring Assistant Chief Bill Bailey stated that he appreciated everything the Town had done.

40 Bill said he had enjoying working for the Town and meeting so many people in this wonderful

41 community. Bill thought the Emerald Isle Police Department was the best department in the

42 county and he would miss everyone too.

43

44 The Board and public applauded Bill for his service.

1 Clerks Note: A copy of Resolution 19-12-10/R1 as noted above is incorporated herein by reference and hereby made a part  
2 of these minutes.

3  
4 ***Motion was made by Commissioner Finch to adopt Resolution Awarding Service Sidearm and***  
5 ***Badge to Retiring Assistant Police Chief William H. Bailey, Jr. The Board voted unanimously***  
6 ***5-0 in favor. Motion carried.***  
7

8 **8. Presentation to Carteret Health Care Foundation “No Shave November” Cancer Awareness**  
9 **Fundraising**

10  
11 Police Chief Tony Reese presented a donation to the Carteret Healthcare Foundation. Chief  
12 Reese stated that the Police Department had again participated in the “No Shave November”  
13 campaign to bring awareness to those battling cancer. Chief Reese recognized the efforts of  
14 Sgt. Tyler Biskup who for the second year in a row had been able to raise the most money with  
15 donations totaling \$3,145, and he wanted to extend his gratitude and admiration to all of the  
16 officers who participated and the citizens who donated to this worthy cause. Chief Reese said  
17 he set a goal this year of \$7,000 and in true Emerald Isle Police Department fashion they not  
18 only met that goal but with the generous help of the public the department was able to raise  
19 \$9,509. Accepting on behalf of Carteret Healthcare Foundation was Executive Director Susan  
20 Collins. Ms. Collins thanked the Police Department and the Town and community for the  
21 generous donation and the hard work and efforts to benefit the local community.  
22

23 **9. Recognition – Don Wells, Emerald Isle Christmas Parade Chairman**  
24

25 Mayor Barber formally recognized the hard work and leadership efforts of Emerald Isle  
26 Christmas Parade Chairman Don Wells for the past six years. Mayor Barber said he had done an  
27 outstanding job and he thought the parade this year was fantastic. Mayor Barber said Don  
28 worked probably 11 months of the year getting this lined up for the Town and he was pleased  
29 to recognize him.  
30

31 Don Wells, Parade Chair stated that it was a team effort with Police, Fire, EMS, Public Works,  
32 Parks and Recreation and all town staff. Mr. Wells said the Superintendent of Schools  
33 coordinated county-wide getting a band at every parade and they started working in January  
34 and February, and Don also recognized a couple key volunteers– thanking Jay Thomas who was  
35 in the audience for his efforts, and Mary Woodard for her work with Cookies with Santa.  
36

37 **10. Proclamation / Public Announcements**  
38

39 Mayor Barber noted the following public announcements:  
40

- 41 • **Retirement Reception for EIPD Asst. Police Chief Bill Bailey – Thur. Dec. 12 – 6-8pm –**  
42 **Town Board Meeting Room**
- 43 • **6<sup>th</sup> Annual Santa and a Movie – Fri. Dec. 13 – 6 pm – Emerald Isle Community Center**

- 1 • **Planning Board Regular Meeting – Monday, Dec. 16 – 6 pm – Town Board Meeting Room**
- 2
- 3 • **Police Educating the Public (PEP) – Tuesday, Dec. 17 – 10 am – Town Board Mtg Rm**
- 4 • **Dog Park Development Committee – Wednesday, Dec. 18 – 3 pm – El Comm Center**
- 5 • **Coffee with a Cop – Thursday, Dec. 19 – 9 am – Ben & Jerry’s**
- 6 • **American Red Cross Blood Drive, Friday, Dec. 20 – 2-7pm – Emerald Isle Comm Ctr**
- 7 • **Christmas Town Holiday – Tues. Dec. 24, Wed. Dec. 25, and Thurs. Dec. 26 – Town Offices Closed**
- 8
- 9 • **Community Center Closed Christmas Day Dec. 25 but open Tues. Dec. 24 and Thurs. Dec. 26**
- 10
- 11 • **No Trash / Recycling collected on Christmas Eve, Dec. 24 or Christmas Day Dec. 25**
- 12 • **New Year’s Day Town Holiday – Wednesday, January 1 – Town Offices / Community Center Closed**
- 13
- 14 • **Golf Cart Safety, Rules & Regulation Class – Monday, Jan 6 at 6pm – Town Board Meeting Room**
- 15
- 16 • **Neighborhood Watch Board Meeting – Tues. Jan 7 – 5:30 pm – Police Conference Rm**
- 17 • **Golf Cart Safety, Rules & Regulation Class – Saturday, Jan 11 at 10 am – Town Board Meeting Room**
- 18

19

20 **11. Public Comment**

21

22 **Brief Summary:**

23

24 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.

25

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30 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.

31

32 There was no public comment.

33 **12. Consent Agenda**

- 34
- 35 a. **Minutes – October 8, 2019 Regular Meeting**
  - 36 b. **Minutes – November 12, 2019 Regular Meeting**
  - 37 c. **Minutes – November 12, 2019 Closed Session**
  - 38 d. **2020 Board of Commissioners & Planning Board Meeting Schedules**
  - 39 e. **Ordinance Amending Chapter 8 – Dogs – Service Animals (19-12-10/01)**
  - 40 f. **Resolution Authorizing Sale of Two Police Vehicles to the Town of Cape Carteret, NC**
  - 41 g. **Final Approval of Bid Awards for FEMA Related Repairs**

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

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1 Clerks Note: A copy of Ordinance Amendment 19-12-10/O1, Resolution 19-12-10/R2 and all other consent agenda items as  
2 noted above are incorporated herein by reference and hereby made a part of these minutes.  
3

4 **13. Presentation – Carteret County Tax Revaluation**

5 Sarah Davis, Carteret County Tax Administrator presented an informative PowerPoint for the  
6 Board and public that outlined the upcoming 2020 Real Property re-evaluation process. Ms.  
7 Davis noted that property owners would receive value letters around the first or second week  
8 of February. Ms. Davis stated that the last reappraisal was January 1, 2015. Ms. Davis said the  
9 State of North Carolina required that reappraisals be done every eight years but Carteret  
10 County's goal was to do a reappraisal every four years however they had pushed that off one  
11 year due to Hurricane Florence which was why they were at January 1, 2020. Ms. Davis  
12 answered questions from the Board and public.

13 **14. Consider Option to Subcontract Tax Collection with Carteret County for Tax Year 2020**

14 Town Manager Matt Zapp and Finance Director Laura Rotchford provided a PowerPoint  
15 presentation outlining the option for the Board to consider subcontracting tax collection with  
16 Carteret County for tax year 2020. Town Manager Zapp noted that currently the Town of  
17 Emerald Isle did all in-house tax collections with internal team and they had an option to  
18 consider Carteret County. Town Manager Zapp also provided the financial review cost  
19 comparison of the services in-house versus subcontracting with the County. Town Manager  
20 Zapp noted like many other communities across Carteret County they had the choice before  
21 them and the reason to bring forward at this time was that the Board had authorized Town  
22 staff to begin financial software transition and it was rather costly to purchase the tax module  
23 and the annual cost to keep that software updated. Town Manager Zapp said they were at a  
24 crossroads where they could avert major cost today or continue to go down that path of  
25 converting back data and continue to bill in-house. Town Manager Zapp said when they  
26 researched this option with the entire team in Carteret County and found that they had the  
27 capacity to collect Emerald Isle's taxes including solid waste and they would just see the  
28 Carteret County bill rate, the Emerald Isle bill rate, and if applicable the solid waste fee all on a  
29 singular bill in one envelope. Town Manager Zapp noted the other Carteret County  
30 municipalities utilizing were Beaufort, Bogue, Cape Carteret, Cedar Point, and Peletier and they  
31 had cross checked with those other municipalities to gauge their collection rate, customer  
32 satisfaction and had found zero issues with those communities.

33 Town Manager Zapp concluded with the conservative cost comparison that at this point it was  
34 the same exact costs to allow the county to do it but it would actually save the Town  
35 approximately \$18,000-20,000 a year. Town Manager Zapp stated that the staff at this time  
36 would recommend that the Town of Emerald Isle subcontract its official municipal tax collection  
37 process with Carteret County Tax Office effective 2020.

38 Jim Hackett, 6410 Ocean Drive said when the Town did this ourselves the Town obviously had  
39 control of the cost and if Carteret County did it they controlled the cost and he assumed they  
40 had looked at the history of those charges and was comfortable that the Town's cost would be  
41 generally the same. Town Manager Zapp said the initial cost today looking at past history was  
42 2% versus our in-house cost, projecting going forward they would look at the other

1 communities that had maintained a 2% collection and the only increase in that would be an  
2 increase in total collections. Town Manager Zapp said they would anticipate with benefit costs,  
3 raises, and CIP they would outpace the 2% so from forward leaning conversations he felt we  
4 were in a better position.

5 ***Motion was made by Commissioner Messer to approve the Memorandum of Agreement***  
6 ***between the Town of Emerald Isle and Carteret County for the collection of the Town of***  
7 ***Emerald Isle ad valorem taxes. The Board voted unanimously 5-0 in favor. Motion carried.***

8 Clerks Note: A copy of the approved Memorandum of Agreement as noted above is incorporated herein by reference and  
9 hereby made a part of these minutes.

10  
11 **15. Ordinance Amending Chapter 5 – Density, Intensity, and Dimensional Table – Minimum**  
12 **Dwelling Unit Size (Heated Square Feet)**

13 a. Public Hearing

14 b. Consideration of Ordinance Amendment

15 ***Motion was made by Commissioner Normile to table this item until Town Planner Josh***  
16 ***Edmondson returns to present. The Board voted unanimously 5-0 in favor. Motion carried.***

17 Town Attorney Richard Stanley directed staff to re-advertise the public hearing at the  
18 appropriate time.

19 **16. Islander Drive Status Update**

20 Town Manager Matt Zapp referred to a large format drawing with the proposed improvements  
21 of the Islander Drive project. Town Manager Zapp recapped the project was a near \$700,000  
22 improvement on Islander Drive which would begin at NC 58 carry out Islander past Reed all the  
23 way to Louise and into the Western Ocean Regional Access area. Manager Zapp noted the  
24 important changes pertaining to Islander Drive were the improvements of the Village West  
25 economic development parcel build out. Manager Zapp there was a need there to take power  
26 lines underground which would help with aesthetics and future storm preparedness. Manager  
27 Zapp the Board at their meeting in November approved the opportunity to work with Carteret  
28 Craven Electric Cooperative to take those power lines down. Manager Zapp noted they were in  
29 the final stages of conversation to sign the easement agreements and once they had those in  
30 hand Carteret Craven Electric could begin the work which would take 3-4 weeks. Town  
31 Manager Zapp said there was one minor change to the plan set drawings as Ronnie Watson had  
32 offered to close one of his driveway entrances on Islander Drive which would allow them to  
33 invest in the improvement of 2-3 additional parking spaces, and because of that change their  
34 engineers were redesigning that section of Islander. Town Manager Zapp said they were  
35 prepared to go out for bid with the Board's permission regarding roadway / hardscape  
36 improvements. Manager Zapp said this would allow staff to bring the pricing figures back to  
37 the Board at the next available opportunity.

38 The consensus of the Board was to move forward in this manner.

39

1 **17. Contract Amendment with Waste Industries**

2 **a. Resolution Authorizing 2-Year Extension (19-12-10/R3)**

3 Town Manager Matt Zapp recognized Norma Yanez, Government Contract Manager with Waste  
4 Industries, LLC/GFL (a rebranded name for Waste Industries) who was in attendance. Manager  
5 Zapp stated that the Town’s contract would sunset on December 31 and what was presented to  
6 the Board tonight was a 2-year extension which would provide an opportunity for our front-  
7 loaded municipal contract for waste volume as well as the ability to move our recycling from  
8 the storage site where Simmons & Simmons takes it to the final destination of the processing  
9 center. Town Manager Zapp said the extension presented tonight would allow the Town to  
10 hold the pricing position through the budget cycle July 1, 2020 and then they would have  
11 additional conversations thereafter for 2021.

12 ***Motion was made by Commissioner Taylor to approve the Resolution Authorizing Contract***  
13 ***Extension – Waste Industries, LLC (Dumpster Service). The Board voted unanimously 5-0 in***  
14 ***favor. Motion carried.***

15 Clerks Note: A copy of Resolution 19-12-10/R3 as noted above is incorporated herein by reference and hereby made a part  
16 of these minutes.

17 **18. Appointments**

18 **a. Bicycle and Pedestrian Advisory Committee – 5 Vacancies**

19 **b. Carteret County Beach Commission (Recommendation) – 1 Vacancy**

20 **Brief Summary**

21 The Board of Commissioners will consider filling vacant seats on one appointed advisory committee at the  
22 December 10 meeting. The Board will also recommend one appointment to the Carteret County Beach  
23 Commission.

24  
25 **Bicycle and Pedestrian Advisory Committee – 5 Vacancies**

26 The terms of members Wanda Collins, Ken Stone, Anne Schrott, Erin Starcke, and Chris Vandiford all expire in  
27 December 2019, and the Board should appoint 5 individuals to serve new 2-year terms that will expire in  
28 December 2021. All 5 individuals have expressed interest in being reappointed to the Bicycle and Pedestrian  
29 Advisory Committee.

30 **Carteret County Beach Commission (1 Vacancy, Recommendation Only)**

31 The Board of Commissioners is scheduled to make a recommendation for a new appointment to the Beach  
32 Commission to represent Emerald Isle. Former Commissioner John Wootten’s term on the Beach Commission  
33 expires in January 2020, and he will no longer serve.

34 Town Commissioner Jim Normile also currently serves on the Carteret County Beach Commission representing  
35 Emerald Isle with a term that expires in January 2022. The Board should recommend a replacement for John  
36 Wootten. Emerald Isle resident Tom Rule has indicated his willingness to serve on the Carteret County Beach  
37 Commission representing Emerald Isle that would have a 3-year term expiring January 2023 if the Board approves.

38 Following the Board’s recommendation, staff will notify Carteret County of the Emerald Isle Board of  
39 Commissioner’s recommendation for the appointment to replace former Commissioner John Wootten on the  
40 Beach Commission.

1 ***Motion was made by Commissioner Dooley to appoint Wanda Collins, Ken Stone, Anne***  
2 ***Schrott, Erin Starcke, and Chris Vandiford to new terms on the Bicycle and Pedestrian***  
3 ***Advisory Committee that expire in December 2021. The Board voted unanimously 5-0 in***  
4 ***favor. Motion carried.***

5 Commissioner Normile spoke about the beach commission role involving millions of dollars,  
6 with a lot of coordination with the legislature in Raleigh, and Washington, DC and other  
7 government agencies and it was a lot of responsibility. Commissioner Normile said when he  
8 first talked to Tom about it they had good conversation and he wanted to brag on how Tom  
9 made time to speak with Rudi Rudolph, Shore Protection Officer about the program and with  
10 his corporate background he felt it would be a good fit. Commissioner Normile felt with John  
11 Wootten retiring that Tom Rule was at the right place at the right time for the right need.

12 ***Motion was made by Commissioner Normile to recommend that Tom Rule be appointed to***  
13 ***the Carteret County Beach Commission to represent Emerald Isle with a 3 year term that will***  
14 ***expire in January 2023. The Board voted unanimously 5-0 in favor. Motion carried.***

15 **19. Comments from Town Clerk, Town Attorney and Town Manager**

16 There were no comments from the Town Clerk or Town Attorney.

17 Town Manager Matt Zapp encouraged the Board to consider Closed Session tonight for land  
18 negotiations.

19 **20. Comments from Board of Commissioners and Mayor**

20 Commissioner Taylor wished everyone Merry Christmas and looked forward to all the great  
21 things in the future for Emerald Isle next year.

22 Commissioner Finch wished everyone Merry Christmas and thanked everyone responsible for  
23 his being back on the Board tonight serving as Commissioner for another 4 years.

24 Commissioner Finch said he was appreciative and thanked his wife Robin for putting up with  
25 him and helping him get to where he was today.

26 Commissioner Messer wished everyone a Merry Christmas and echoed Steve's remarks  
27 thanking everyone for letting them sit on the Board one more time.

28 Commissioner Dooley congratulated her colleagues yet again, and wished everyone Merry  
29 Christmas.

30 Commissioner Normile wished everyone Merry Christmas, and thanked the Board for a good  
31 goal setting meeting earlier. Commissioner Normile commented that Pat Lister was in  
32 attendance tonight and he told Pat that he was proud of him because he was a young man who  
33 stepped up to the plate and took a formal swing at it. Commissioner Normile said bragging on  
34 the people serving who had done this before he came onboard that after the election when the  
35 numbers are read outside the gymnasium they know informally and they form a circle with  
36 those elected and those not elected and they prayed and they meant it. He appreciated the



1 opportunity to serve, the opportunity to pray, and he appreciated Pat Lister and trusted he  
2 would run again.

3 Mayor Barber thanked everyone for their support the past year. Mayor Barber congratulated  
4 those who won election and for those who didn't they ran a good race and it was good to see  
5 competitive races here in Emerald Isle. Mayor Barber said they were also blessed with great  
6 citizen participating here. Mayor Barber said they were blessed to call Emerald Isle home and  
7 as Mayor he saw how hard our town staff worked and since Matt has been here he used the  
8 term team a lot and they were a great team. Mayor Barber said when people around the State  
9 learn he is Mayor of Emerald Isle they tell him that he lives in paradise and their government is  
10 so well run and it made him proud, not in a boastful way, to say that he is the Mayor of Emerald  
11 Isle and has the opportunity to represent the great people in Emerald Isle, great commissioners,  
12 and town staff. Mayor Barber wished everyone a Merry Christmas and the joy, love, and peace  
13 of this holy season.

14 **21. Closed Session Pursuant to §NCGS 143-318.11(5) to discuss land negotiations.**

15 ***Motion was made by Commissioner Messer to go into Closed Session, pursuant to NCGS 143-***  
16 ***318.11(5), for the purpose of discussing land negotiations. The Board voted unanimously 5-0***  
17 ***in favor. Motion carried.***

18 ***Motion was made by Commissioner Finch to return to Open Session. The Board voted***  
19 ***unanimously 5-0 in favor. Motion carried.***

20 There was no action taken as a result of closed session.

21 **22. Adjourn**

22 ***Motion was made by Commissioner Messer to adjourn the meeting. The Board voted***  
23 ***unanimously 5-0 in favor. Motion carried.***

24 ***The meeting was adjourned at 8:00 pm.***

25 Respectfully submitted:

26

27 Rhonda C. Ferebee, CMC, NCCMC

28 Town Clerk

29