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3 **MINUTES OF THE REGULAR SCHEDULED MEETING**
4 **OF THE EMERALD ISLE BOARD OF COMMISSIONERS**
5 **TUESDAY, AUGUST 10, 2021 – 6:00 P.M.**
6 **TOWN BOARD MEETING ROOM**
7
8

9 **1. Call to Order**

10
11 The regular monthly meeting of the Emerald Isle Board of Commissioners was called to order by
12 Mayor Eddie Barber at 6:00 p.m. in the Town Board Meeting Room.
13

14 **2. Roll Call**

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

19 Also, present during the regular meeting: Town Manager Matt Zapp, Town Attorney Richard
20 Stanley, Town Clerk Anna Smith, and Finance Director Laura Rotchford, Interim Chief of Police
21 Michael Panzarella, Fire Chief Bill Walker, and HR Specialist Sarah Diehl.
22

23 **3. Opening Prayer**

24
25 Mayor Barber offered the Opening Prayer.
26

27 **4. Pledge of Allegiance**

28
29 Mayor Barber led the Pledge of Allegiance.
30

31 **5. Adoption of Agenda**

32
33 *Motion was made by Commissioner Messer to adopt the Agenda. The Board voted*
34 *unanimously 5-0 in favor. Motion carried.*
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36 **6. Proclamations / Public Announcements**

37
38 Mayor Barber read a list of upcoming events and noted the Town Administrative Offices and
39 Community Center would be closed on Monday, September 6, for Labor Day.
40

41 New full-time employees were introduced virtually, including: Corey Jones and Chris Keiser
42 with Emerald Isle Fire Department; Clayton Webster in EMS; Josef Himes in Public Works; and
43 Matthew Myer and Adam Halstead in the Police Department.
44

45 Fire Chief Bill Walker and Ocean Rescue Lifeguard Supervisor Mackenzie McClarney gave a
46 brief recognition of the 20 certified lifeguards who worked for the Town in 2021.
47

1 **7. Public Comment**

2
3 **Brief Summary:**

4
5 The public will have the opportunity to address the Board about any items of concern not on the agenda. The Mayor
6 and Board welcome and appreciate all comments from the public, and will take these comments into consideration
7 as they make decisions on Town issues and provide direction to Town staff. Public comment is a time for the Board
8 to listen to the public's concerns and ideas, and is not intended for a lengthy dialogue or question and answer
9 session.
10

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

13 There was no public comment.

14 **8. Consent Agenda**

- 15 1. Minutes from the July 13, 2021 Regular Meeting
16

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

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

21 **9. Kelly Lane Boat Ramp Project**

22 Town Manager Zapp informed the Board that swift action was taken following the July Board
23 meeting, and bids were advertised for the Kelly Lane Boat Ramp dredging project. Three bids
24 were opened and Coastal Dredging, LLC of Sneads Ferry was the low bidder at \$54,155.50. He
25 noted the construction grant bid was worth \$82,125, so since the project came in under budget,
26 there would be extra funding available in the event the project goes over the bid amount.

27 *Motion was made by Commissioner Finch to authorize Town Manager Zapp to approve the*
28 *bid from Coastal Dredging, LLC, in the amount of \$54,155.50 and sign the contract. The*
29 *Board voted unanimously 5-0 in favor. Motion carried.*
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31
32 **10. Beach Driving Presentation**
33

34 Interim Chief of Police Michael Panzarella updated the board on the 2021-22 beach driving
35 season that begins in September. His presentation included the “end to end” beach survey
36 conducted by staff on August 4, and the recommendation to restrict beach driving from 6th Street
37 east, due to the narrowness of the beach strand. Study was conducted by Alesia Sanderson, Josh
38 Edmondson, Artie Dunn and Michael Panzarella.
39

1 Interim Chief Panzarella also highlighted the new beach driving educational video and short quiz
2 applicants must watch and complete as part of the permit application process.

3
4 He highlighted permits are available online only for the month of August, and starting in
5 September would be available online or in person.

6
7 He also did a breakdown of the dates associated with the upcoming beach driving season. He
8 said 190 permits had already been issued in the first ten days of the month.

9

10 **11. Website Redesign**

11

12 Town Clerk/Public Information Officer Anna Smith presented her recommendation for a new
13 website through CivicPlus to replace the existing Town website.

14

15 She stated the cost associated with the creation of the website and the first year fees should be
16 eligible for ARPA funds. The cost is \$32,983 for the first year, and \$9,750 annually after that.
17 The initial cost will not come from the General Fund.

18

19 She gave a PowerPoint presentation outlining why she recommended CivicPlus after several
20 months of research, and noted an improved website should help with staff productivity and
21 decrease the amount of walk-in traffic and phone calls to Town departments.

22

23 *Motion was made by Commissioner Taylor to authorize Town Manager Zapp to approve the*
24 *contract with CivicPlus for a new website in the amount of \$32,983. The Board voted*
25 *unanimously 5-0 in favor. Motion carried.*

26

27 **12. Parks and Recreation Association, Inc. Board of Directors Appointment**

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29 Mayor Eddie Barber said there is one vacancy on the Parks and Recreation Association, Inc.
30 Board of Directors, and that Jay Thomas expressed interest in serving again.

31

32 *Motion was made by Commissioner Dooley to reappoint Jay Thomas. The Board voted*
33 *unanimously 5-0 in favor. Motion carried.*

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35

36 **13. Comments from Town Clerk, Town Attorney and Town Manager**

37

38 Town Manager Zapp asked the board to discuss the opportunity presented to the Town base don
39 the distribution of ARPA, or Covid-19 funds, of approximately \$1.7 Million. He asked the board
40 to consider a number of projects using this funding, including:

- 41 • Bid and installation of contactless drinking fountains along the bike and walking trail.
- 42 • Enhancement of the website, which was already approved.

- 1 • Researching the opportunity for additional contactless website modules for the Planning
- 2 Department's website enhancements.
- 3 • Enhance HR software at a cost of \$5,000.
- 4 • Engage its public match for the dog park, using \$26,000 of federal monies as the match.
- 5 • Installation of two tire repair stations along the walking and bicycle path.
- 6 • A \$100,000 repair to the Cape Emerald stormwater pipe.
- 7 • Installation of five bicycle racks at the cost of approximately \$25,000.

8
9 *Motion was made by Commissioner Messer to approve the list of items presented by Town*
10 *Manager Matt Zapp. The Board voted unanimously 5-0 in favor. Motion carried.*

11
12 No Comments from Town Clerk or Town Attorney.

13
14 Town Manager Zapp thanked the staff who helped with the list of grant projects, and recognized
15 the local, county, state and federal partners who made this possible.

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18 **12. Comments from Board of Commissioners and Mayor**

19 Commissioner Taylor wished everyone a Merry Christmas and said that the Fishing Tournament
20 meetings would be starting in January.

21
22 Commissioner Taylor said it is an exciting day for the Town of Emerald Isle, and great things are
23 coming for the citizens in the upcoming months that he is excited to watch unfold.

24
25 Commissioner Finch noted the weekend started the Little Pink House of Hope initiative, and
26 thanked area individuals and businesses who are hosting six families in Emerald Isle this year.

27
28 Commissioner Messer thanked the staff and Town Manager Zapp for putting together all the data
29 that was discussed during the special planning meeting and at the regular meeting. He said it
30 made the decision very easy, because of the hard work that was put into it.

31
32 Commissioner Dooley said it was an exceptional day and amazing things are coming to the
33 Town that aren't from the General Fund and that is important. She added the town is fortunate to
34 have hardworking staff that stays late to make things work.

35
36 Commissioner Normile said there is good stormwater engineering in the works. He also
37 reminded the public listening that there are departmental reports and statistics in each agenda
38 packet, and encouraged them to check them out.

39
40 Mayor Eddie Barber said it was a great day and a lot was accomplished in the special planning
41 meeting and in the regular meeting.

42
43

1 **13. Adjourn**

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

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5 *The meeting was adjourned at 6:33 pm.*

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7 Respectfully Submitted:

8

9 Anna Smith

10 Town Clerk

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