

TOWN OF ST. JAMES SPECIAL MEETING MINUTES, DECEMBER 19, 2013

The St. James Town Council met at 9:00 a.m. in the Town Hall council chamber.

Council Members Present: Mayor Becky Dus, Mayor Pro Tem Bruce Maxwell, Councilors Jim Donnelly, John Lewis and Wayne Deutscher.

Staff Present: Town Clerk/Administrator Josann Campanello.

Others: Ed Harper with the State Port Pilot;

Call to Order: Mayor Dus called the meeting to order.

Agenda – Mayor Dus added two items to the agenda: re-assignment of programs as item #9 and closed session for a personnel discussion. Mayor Pro Tem Maxwell made a motion to approve the amended agenda.

Motion: Bruce Maxwell

Vote: 5/0, motion carried

1.) Street Lights – Mayor Pro Tem Maxwell suggested that a council member should take on the street light program and form an ad hoc committee with a representative from the Developer's office and the POA office to review lighting needs. After a thorough council discussion Councilor Lewis agreed to take this on and Councilor Donnelly will also be on the committee.

Councilor Donnelly is currently looking into the possibility of changing the lights over to LED. At the January meeting Councilor Donnelly would like to have a representative present information regarding the cost savings when utilizing LED lights. The approximate cost per light head would be \$600 but the savings could be approximately 30% of the current cost per light. Brunswick Electric Membership Corporation owns the lights and would have to be in agreement with any changes made. Councilor Donnelly suggested that if everyone was in agreement, a test regarding the savings could be done using the town hall community center parking lot lights.

2.) Renew Terms on Planning Board for Stephanie Macaluso & Betty Russell – Planning Board Chairman Ron Johnson has recommended to Mayor Pro Tem Maxwell that Stephanie Macaluso and Betty Russell have their terms renewed for the three year term. Councilor Lewis asked how the members are vetted. Mayor Pro Tem Maxwell explained the resume submittal and interview process. Mayor Pro Tem Maxwell made a motion to extend Stephanie Macaluso's term for three years.

Motion: Bruce Maxwell

Vote: 5/0, motion carried

Mayor Pro Tem Maxwell made a motion to extend Betty Russell's term for three years.

Motion: Bruce Maxwell

Vote: 5/0, motion carried

3.) Appointment of Chair and Vice Chair of the Planning Board – Councilor Maxwell made a motion to re-appoint Chairman Johnson and Vice Chair Sullivan for one year terms.

Motion: Bruce Maxwell

Vote: 5/0, motion carried

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Councilor Donnelly suggested that these terms be at least two years. Mayor Pro Tem Maxwell will look at the by-laws for future consideration.

4.) Renew Terms on Stormwater Committee for Gary Eberling and Al Solano – Councilor Deutscher made a motion to re-appoint Gary Eberling for a three year term.

Motion: Wayne Deutscher

Vote: 5/0, motion carried

Councilor Deutscher made a motion to re-appoint Al Solano for a three year term.

Motion: Wayne Deutscher

Vote: 5/0, motion carried

5.) Appoint Michael Ruth as Chair of the Stormwater Committee – Councilor Deutscher reported that Terry Stimmel has elected to not be re-appointed as chairman of the Stormwater Committee. The Stormwater Committee elected Michael Ruth chairman of the Stormwater Committee. Councilor Deutscher made a motion to appoint Michael Ruth as chair of the Stormwater Committee for the two year term.

Motion: Wayne Deutscher

Vote: 5/0, motion carried

6.) BB &T Bank Resolution for Authorizing Account Access – Councilor Donnelly explained that the town checks have to be signed by two people. The mayor, mayor pro tem and finance officer are typically the ones designated for check signing. This resolution for BB&T Bank is necessary because we have a new mayor and new mayor pro tem. Councilor Donnelly made a motion to adopt this resolution.

Motion: Jim Donnelly

Vote: 5/0, motion carried

8.) Report from Finance Conference – Councilor Donnelly reviewed information discussed at the NC Capital Management Trust seminar held in December. Councilor Donnelly explained the regulations with regard to fund balances and fund balance policies. Other topics discussed were the Affordable Care Act and Cloud Computing as well as an Economic Update. Councilor Donnelly would like to pursue the cloud concept in detail and asked council for their approval to do so. Unanimously, council agreed. Councilor Donnelly distributed copies of information relative to the economic indicators and the U.S. economy.

7.) Consideration of a Second Part Time Employee for Community Center – The Town Administrator explained that Robin works forty hours per week and Paul works 25 hours. There is a need for a part time employee to cover an additional ten to fifteen hours per week. Monday and Thursday evenings as well as an occasional Wednesday need coverage. There are volunteers but they are not always available when needed. Also, safety and properly securing the building and setting the alarm has been a concern. Councilor Lewis volunteered to look into methods of properly securing the building.

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Councilor Deutscher made a motion to proceed to hire a part time employee for ten to fifteen hours per week.

Motion: Wayne Deutscher

Vote: 5/0, motion carried

9.) Reassignment of Programs – Councilor Donnelly and Mayor Pro Tem will remain liaison for their current committees. Councilor Lewis will be the liaison for the Deer Committee, Storm water Committee and Lighting. Councilor Deutscher will add Emergency Management (and EOC) to his current duties with recycle, trash and yard waste.

Mayor Dus asked the council members if they were interested in attending the Essentials of Municipal Government to be held in New Bern in January. The entire council and the Town Administrator will all attend this two day course.

At 10:20 a.m., Mayor Dus made a motion to into closed session to discuss a personnel matter.

Motion: Becky Dus

Vote: 5/0, motion carried

At 10:40 a.m. council returned to open session. It was stated that no action was taken in closed session.

At 10:41 a.m., Mayor Pro Tem Maxwell made a motion to adjourn this meeting.

Motion: Bruce Maxwell

Vote: 5/0, motion carried

Respectfully Submitted,

Approved,

Josann A. Campanello
Town Clerk/Administrator

Becky Dus, Mayor