**CAROLINA BEACH**

Town Council Special Meeting Minutes

Wednesday, March 18, 2020 @ 4:00 PM

Council Chambers

1121 N. Lake Park Boulevard

Carolina Beach, NC 28428

**ASSEMBLY**

A Special Meeting of the Town of Carolina Beach Town Council was held on Wednesday, March 18, 2020, at 4:00 PM at Council Chambers.

PRESENT: Mayor LeAnn Pierce, Mayor Pro Tem Jay Healy, Council Member Lynn Barbee, Council Member Steve Shuttleworth, Council Member JoDan Garza

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ALSO PRESENT: Town Manager Bruce Oakley, Town Clerk Kim Ward, and Town Attorney Noel Fox

**1. MAYOR PIERCE CALLED THE MEETING TO ORDER**

**2. UPDATE ON COVID-19**

Mr. Oakley said staff has been meeting regularly and Fire Chief Alan Griffin has been setting up an incident action plan in case further steps are necessary. He said Town staff hours have been staggered so everyone is not at Town Hall all at once, with some core working hours implemented for department heads. He is also encouraging virtual meetings or having meetings outside with social distancing.

Mr. Oakley said he would like Council to consider closing the billing office, extending the early purchase date for resident parking passes, and suspending camping at Freeman Park. He also asked Council to expand on their action at a previous meeting to suspend disconnection of water utility accounts by passing a formal ordinance.

**ACTION:** Motion to approve the ordinance regarding water cutoffs

Motion: Council Member Garza

Vote: UNANIMOUS

Mr. Oakley said the Federal Emergency Management Agency (FEMA) will consider reimbursing the Town for money spent involving the emergency pandemic situation, including cleaning and disinfecting supplies. He asked Council to approve a line item of $25,000 out of the general fund to fund these items with plans to put back what they don’t spend and anticipation that FEMA may provide reimbursement.

**ACTION:** Motion to approve the budget ordinance that establishes a line item for coronavirus expenditures in the amount of $25,000

Motion: Council Member Garza

Vote: UNANIMOUS

Council Member Garza said he is OK with suspending camping at Freeman Park until further notice.

Council Member Shuttleworth said he is also in favor of suspending camping at Freeman Park but not closing it off to day visitors.

Council Member Barbee said he agreed with Council Member Shuttleworth.

Assistant Town Manager Ed Parvin suggested starting the camping suspension on Friday to give some notice to those with reservations.

**ACTION:** Motion to suspend all camping in Freeman Park effective Friday and encourage staff to reach out to those who have reservations ahead of time in conjunction with the State’s action to suspend camping at all State Parks

Motion: Council Member Shuttleworth

Vote: UNANIMOUS

Mr. Oakley said Council should consider closing Town Hall to the public and educating people about ways to conduct business online or via phone. He said phone lines have been added to help people trying to get through for payment or technical assistance.

**ACTION:** Motion to allow Town staff to close the billing office and work on having multiple rollover lines to assist people with online registration and payment for parking and re-entry passes and utility billing

Motion: Council Member Shuttleworth

Vote: UNANIMOUS

Council Member Garza said he would like to extend the early purchase deadline for resident parking passes from April 1 to coincide with when everything goes back to business as usual.

Council Member Barbee said the goal is to take the pressure off and keep crowds of people from rushing in by April 1 to save $20.

**ACTION:** Motion to stop the pricing increase on resident passes from starting on April 1 to extend to May 1

Motion: Mayor Pierce

Vote: 4-1 (Council Member Shuttleworth opposed)

Mayor Pierce said she and Mr. Oakley had discussed bagging some parking meters in the Boardwalk area and putting up signs that would reserve those spots for people picking up food from nearby restaurants. It was the consensus of Council to move forward with this.

**3. NON-AGENDA ITEMS**

Council Member Garza asked if there was a contingency plan in case the COVID-19 situation gets much worse than anticipated. Fire Chief Alan Griffin said there is an incident action plan but that there are some gray areas for emergency management due to the unprecedented nature of the pandemic. He said the buildout of this plan will serve as a model for how we will deal with these situations in our communities in the future.

**4. ADJOURNMENT**

Mayor Pierce made a motion at 4:20 PM to recess until March 20 at 4:00 PM. Motion passed unanimously.