



MINUTES
Town of Atlantic Beach, North Carolina
Town Council Meeting
125 W Fort Macon Road and
Electronically via Zoom
Monday, March 28, 2022



The regularly scheduled meeting of the Atlantic Beach Town Council was held Monday, March 28, 2022 at 6:00 p.m. in the Council Meeting Room, 125 West Fort Macon Road, Atlantic Beach, North Carolina.

Members Present: Mayor A. B. Cooper, III; Mayor Pro Tem Austin Waters; Councilmembers: Renea Baker, Joey Dean, Danny Navey, Joseph Starling

Members Absent: None

Others Present: David Walker, Town Manager; Katrina Tyer, Town Clerk; Derek Taylor, Town Attorney; Michael Simpson, Fire Chief; Sabrina Simpson, Admin Services Director; Jeff Harvey, Police Chief; Michelle Eitner, Planning Director; Marc Schulze, Public Services Director; Mike Shutak, Carteret News Times

CALL TO ORDER and PLEDGE OF ALLEGIANCE

Mayor Cooper called the meeting to order at 6:00 p.m. Councilmember Navey led the Pledge of Allegiance.

APPROVAL OF AGENDA

Councilmember Baker made a motion *to approve* the agenda as prepared. Seconded by Councilmember Dean. Vote was unanimous, 5-0. Motion carried.

CONSENT AGENDA

- a) Finance Report
- b) Tax Collection Report
- c) Tax Releases and Refunds Report
- d) GovDeals Sale Report – Surplus Equipment
- e) Call for Public Hearing on April 25, 2022 regarding MSP-22-2: West Terminal Boulevard Construction of a townhouse-style quadraplex
- f) 2022 Parking Program Approval
- g) Guidelines for Memorial Tree Program at Public Safety and Administrative Complex
- h) Approval of project costs from S.F. Ballou for Stormwater Construction at East Atlantic Blvd./Wilson Ave. and East Boardwalk
- i) **Resolution 22-03-01:** Resolution of Intent to Lease Space on a Water Tower within the Town of Atlantic Beach to New Cingular Wireless PCS, LLC (dba AT&T)
- j) **Resolution 22-03-02:** Resolution Approving NCDEQ Water Infrastructure Application for Funding for Ammonia Injection Facilities at the Water Treatment Plant
- k) Minutes: 2/28/2022

Councilmember Navey made a motion *to approve* the Consent Agenda as prepared. Seconded by Mayor Pro Tem Waters. Vote was unanimous, 5-0. Motion carried.

CITIZEN REQUESTS/COMMENTS

Michelle Eitner, Planning Director opened a discussion on behalf of a property owner at 218 Old Causeway Road requesting an Encroachment Agreement for a septic system to be in the right of way for a new house, the old house was recently torn down. The Health Department is requiring the agreement if they want to replace the system. She meant for this item to be on the agenda, but she missed it during the relocation of Town Hall. The owners brought a copy of the survey.

By consensus, Attorney Taylor is to prepare the encroachment agreement and schedule before Council at the April 25, 2022 meeting for formal approval, then submitted for signature of owner. Mayor Pro Tem Waters reminded the builders to have a contingency plan for this new house in the case that the agreement is rescinded in the future.

REVIEW AND APPROVAL OF AGREEMENT FOR MEDICAL BILLING SERVICES WITH TARHEEL MEDICAL BILLING INC DBA COLLETON SOFTWARE

Fire Chief Mike Simpson reviewed the proposal for an Agreement with Tarheel Medical Billing and explained need for changing medical billing services. The current collection agency collects around 40%, Tarheel expects to collect around 70%.

Councilmember Navey made a motion *to approve* the Agreement for Medical Billing Services with Tarheel Medical Billing Inc dba Colleton Software. Seconded by Mayor Pro Tem Waters. Vote was unanimous, 5-0. Motion carried.

REVIEW AND APPROVAL OF CONTRACT WITH ECI COMMUNICATIONS TO UPDATE THE VIPER RADIO SYSTEM AS MANDATED

Police Chief Harvey reviewed the request to enter contract with ECI Communications to upgrade the VIPER Radio system before the July 1 mandate, the entire program must be completed by 2025.

Councilmember Starling made a motion *to approve* the contract, effective in the current fiscal year, with ECI Communications to update the VIPER radio system. Seconded by Councilmember Dean. Vote was unanimous, 5-0. Motion carried.

APPOINTMENT OF MEMBERS TO THE PLANNING BOARD

In March 2021, staff received applications to fill the vacant seat left by Doug McCullough. Through that process Renea Baker was appointed. In November 2021, Joey Dean was elected to Council and in February 2022, Renea Baker was appointed to Council to fill Harry Archer's vacant seat. During the process to fill the vacant Council seat, applications were also received with interest in the Planning Board vacancies. On March 16, 2022, Mark Ferrell resigned from the Planning Board to relocate.

Councilmember Baker made a motion *to appoint* Phil Jones to fill Baker's seat expiring December 31, 2022, Phillip Hursey to fill Ferrell's seat expiring December 31, 2023 and David Johnson to fill Dean's seat expiring December 31, 2023. Seconded by Councilmember Navey. Vote was unanimous, 5-0, Motion carried.

APPOINTMENT OF MEMBERS TO THE BOARD OF ADJUSTMENT

Council met with Bradley Jones during their Planning Board interviews and due to his law background found him a good fit for the Board of Adjustment. They requested additional time to meet with the applicants before filling the Alternate vacancies.

Mayor Pro Tem Waters made a motion *to appoint* Bradley Jones to the Board of Adjustment (Livengood's seat) with a term expiring June 30, 2022. Seconded by Councilmember Baker. Vote was unanimous, 5-0. Motion carried.

ANNOUNCEMENT OF SMALL AREA PLAN (CAUSEWAY) CONSULTANTS

We began working on a development plan for the Causeway over a year ago, which was delayed due to the possibility of wastewater for the area. We started with seven firms and have narrowed it down to the three that presented at the retreat. There was discussion on using two firms, Yard and Co for visionary planning and Stewart for utilities and engineering. Councilmember Starling prefers Stewart and does not feel the project should be split between two firms. There was additional discussion on how the firms would handle community input if the project is split.

Councilman Navey made a motion *to approve* offering the project to Stewart, at a cost not to exceed \$10,000, to develop a utility allocation plan and offer Yard and Co., at a cost not to exceed \$30,000, to develop a small area plan. Seconded by Mayor Pro Tem Waters. Vote was, 4-1, with Councilmember Starling opposing. Motion carried.

TOWN MANAGER REPORT

Mr. Walker welcomed everyone to the new facility and the first meeting in the new boardroom. We are so pleased to have a functional building to serve the public. He thanked the citizens and Council for making this a reality.

MAYOR/COUNCIL COMMENTS

Mayor Pro Tem Waters thanked Mr. Walker for his words. He wanted to reiterate how often he hears how great the staff is, hopefully this building will make work easier and even more pleasurable. We hope staff enjoys the facility as much as we enjoyed putting it together.

Mayor Cooper thinks this is a great looking facility designed from the inside out based on the needs of our departments.

ADJOURN


There being no further action taken or business before Council the meeting stood adjourned. The time was 7:08pm.


These minutes were approved at the April 25, 2022 meeting of the Atlantic Beach Town Council.

TOWN OF ATLANTIC BEACH

ATTEST:

(seal)


Katrina Tyer - Town Clerk


A. B. Cooper, III - Mayor

