



**Town of Holden Beach
Board of Commissioners
Public Hearing/Regular Meeting**

**Tuesday, May 18, 2021
5:00 PM**

**Holden Beach Town Hall
Public Assembly**



**TOWN OF HOLDEN BEACH
BOARD OF COMMISSIONERS' PUBLIC HEARING/REGULAR MEETING
HOLDEN BEACH TOWN HALL – PUBLIC ASSEMBLY
TUESDAY, MAY 18, 2021 - 5:00 P.M.**

PUBLIC HEARING: Draft System Development Fees Report (Separate Packet)

REGULAR MEETING:

1. Invocation
2. Call to Order/ Welcome
3. Pledge of Allegiance
4. Agenda Approval
5. Approval of Minutes
 - a. Minutes of the Special Meeting of April 20, 2021 (Page 1)
 - b. Minutes of the Regular Meeting of April 20, 2021 (Pages 2 – 11)
6. Public Comments on Agenda/General Items
7. Discussion and Possible Action on the Draft System Development Fees Report (Cannot Adopt until 24 hours after Public Hearing) – Town Clerk Finnell (Pages 12 – 13, Separate)
8. Police Report – Chief Dixon (Page 14)
9. Discussion and Possible Selection of Members for the Parking Committee – Town Clerk Finnell (Pages 15 – 30)
10. Discussion and Possible Action on Ordinance 21-10, An Ordinance Amending the Holden Beach Code of Ordinances to Comply with Requirements of Chapter 160D of the North Carolina General Statutes – Inspections Director Evans (Pages 31 – 32, Separate)
 - a. Scheduling of a Date to Hold a Public Hearing
11. Discussion and Possible Selection of Engineering Firm for Engineering Design and Construction Management Services of the Vacuum Sewer System Station #2 Upgrade – Public Works Director Clemmons (Pages 33 – 62)

12. Discussion and Possible Approval of Resolution 21-09, Resolution Directing the Application to the Local Government Commission for Approval of a Special Obligation Bond, Requesting Local Government Approval of the Town's Special Obligation Bond and Certain Related Matters – Assistant Town Manager Ferguson (Pages 63 – 66)
 13. Discussion and Possible Approval of Ordinance 21-11, An Ordinance Amending Ordinance 20-10, The Revenues and Appropriations Ordinance for Fiscal Year 2020 – 2021 (Amendment No. 12, Isaias) – Assistant Town Manager Ferguson (Pages 67 – 68)
 14. Discussion and Possible Action on Post Disaster FEMA Debris Pickup in Gated Communities – Commissioner Kwiatkowski (Pages 69 – 71)
 15. Discussion and Possible Action on What Comprises a Citizen Complaint Based on Holden Beach Code of Ordinances Chapters 50 (Solid Waste), 72 (Parking Regulations), 92 (Nuisances), 94 (Beach Regulations) and Sections 95.05 (Street Rights-of-Way), 157.081 (Visibility at Intersections) and 130.30 – 130.31 (Littering Provisions)
 16. Discussion and Possible Scheduling of a Date to Hold a Public Hearing on the Proposed Budget for Fiscal Year 2021 – 2022 – Town Clerk Finnell (Page 72)
 17. Town Manager's Report
 18. Mayor's Comments
 19. Board of Commissioners' Comments
 20. Executive Session Pursuant to North Carolina General Statute 143-318.11(A)(5), To Instruct the Staff or Agent Concerning the Negotiation of the Price and Terms of a Contract Concerning the Acquisition of Real Property – Mayor Pro Tem Brown & Commissioner Kwiatkowski and North Carolina General Statute 143-318.11(A)(3), To Consult with the Attorney (Attorney Madon)
 21. Adjournment
- * Due to current COVID-19 restrictions, there will be limited seating in the Public Assembly. The meeting will be livestreamed on the Town's Facebook page. Visit <https://www.facebook.com/holdenbeachtownhall/> to listen to the livestream. Public comments can be submitted to heather@hbtownhall.com or deposited in the Town's drop box at Town Hall prior to 3:00 p.m. on May 18, 2021. Comments for the public hearing will be accepted until May 19, 2021 at 5:00 p.m. If you would like the comments to be heard at the public hearing, they must be submitted by May 18, 2021 at 3:00 p.m.**



**TOWN OF HOLDEN BEACH
BOARD OF COMMISSIONERS
SPECIAL MEETING
TUESDAY, APRIL 20, 2021 – 4:00 P.M.**

The Board of Commissioners of the Town of Holden Beach, North Carolina met for a Special Meeting on Tuesday, April 20, 2021 at 4:00 p.m. in the Town Hall Public Assembly. Present were J. Alan Holden, Mayor Pro Tem Gerald Brown; Commissioners Brian Murdock, Mike Sullivan and Pat Kwiatkowski; Town Manager David W. Hewett; Town Clerk Heather Finnell; Assistant Town Manager Christy Ferguson; and Inspections Director Tim Evans.

Mayor Holden called the meeting to order.

PER SECTION 160A-63 OF THE NORTH CAROLINA GENERAL STATUTES, THE HOLDEN BEACH BOARD OF COMMISSIONERS WILL SELECT A PERSON TO FILL THE VACANCY CREATED BY THE RESIGNATION OF COMMISSIONER TYNER

The Board interviewed Page Dyer, Michael Keaney, Mike Kelly, Regina Martin, Pete Pallas and Rick Smith for the vacancy.

The Board voted by ballot and unanimously chose Rick Smith to fill the vacancy.

Town Clerk Finnell administered the oath of office to Rick Smith.

ADJOURNMENT

Motion by Commissioner Kwiatkowski to adjourn at 5:18 p.m.; second by Mayor Pro Tem Brown; approved by unanimous vote.

J. Alan Holden, Mayor

ATTEST:

Heather Finnell, Town Clerk



**TOWN OF HOLDEN BEACH
BOARD OF COMMISSIONERS
PUBLIC HEARING/REGULAR MEETING
TUESDAY, APRIL 20, 2021 – 5:00 P.M.**

The Board of Commissioners of the Town of Holden Beach, North Carolina met for a Public Hearing/Regular Meeting on Tuesday, April 20, 2021 at 5:25 p.m. in the Town Hall Public Assembly. Present were J. Alan Holden, Mayor Pro Tem Gerald Brown; Commissioners Brian Murdock, Mike Sullivan, Pat Kwiatkowski and Rick Smith; Town Manager David W. Hewett; Town Clerk Heather Finnell; Assistant Town Manager Christy Ferguson; Public Works Director Chris Clemmons; Lieutenant Frank Dilworth; and Town Attorney Katie Madon.

Mayor Holden asked for a moment of silence and then called the meeting to order.

PLEDGE OF ALLEGIANCE

PUBLIC HEARING: RESOLUTION 21-04, PRELIMINARY ASSESSMENT RESOLUTION TO IMPROVE THE EXISTING SOIL ROADWAY OF SEAGULL DRIVE

Town Clerk Finnell explained five comments were received (hereby incorporated into the minutes). They were provided to the Board and posted on the Town's website. Shane Lippard from Right Angle Engineering is in attendance.

The public hearing was closed at 5:27 p.m.

REGULAR MEETING

Mayor Holden welcomed Rick Smith to the Board as the new commissioner.

AGENDA APPROVAL

Mayor Holden said Town Manager Hewett would like to add Consult with Attorney in Executive Session to the agenda.

Motion by Mayor Pro Tem Brown to approve the agenda as amended; second by Commissioner Murdock; approved by unanimous vote.

APPROVAL OF MINUTES

Motion by Commissioner Kwiatkowski to approve the minutes of the Regular Meeting of March 16, 2021, the Special Meeting of April 2, 2021 and the Special Meeting of April 5, 2021; second by Commissioner Smith; approved by unanimous vote.

PUBLIC COMMENTS ON AGENDA/GENERAL ITEMS

One comment was submitted. It has been provided to the Board and it has been posted on the Town's website.

PRESENTATION AND POSSIBLE ACTION ON HOLDEN BEACH COASTAL STORM RISK MANAGEMENT STUDY FEDERAL COST SHARE AGREEMENT (FCSA)

Assistant Town Manager Ferguson went over the slideshow in the packets (hereby incorporated into the minutes). She provided project history. The study is three years, with three levels of review at approximately \$3 million, with \$1.5 million being federal and \$1.5 million being the Town's responsibility. She went over the cost breakdown for the Town. Assistant Town Manager Ferguson went over the benefits of a nourished beach, strategies and what is in the Town's playbook. She explained FEMA is not an insurance policy, the rulebook is changing and we need to consider risks. She used Tropical Storm Michael as an example. Beach strand losses cannot be considered as part of calculating losses until a threshold is met. This means, we would not have received the funds for Michael if that rule had been in place. She went over PAPPG (Public Assistance Program and Policy Guide). She mentioned other changes including the NC Department of Public Safety having internal conversations about the state's 25% match for FEMA events and repetitive losses. Assistant Town Manager Ferguson said the study with the Corps would be another play in our playbook.

Assistant Town Manager Ferguson explained the proposed agreement with the Corps is included in the packets. If the Board decides to move forward, it will require the proposed budget amendment. Town Manager Hewett introduced Bob Keistler and Steve Gager from the Corps.

Mr. Keistler explained all projects have to be authorized and appropriated and it is a three-phase process (planning, design and construction). They used the authorization from the study done in the 60s that was never finished. They received appropriations to do a feasibility study to look at alternatives to minimize storm impacts to the island for the life of the project. He said they will look at alternatives on how they can minimize impacts, do modeling and look at costs and benefits. He went over the process for the study. To get the sand on the beach it is all based on funding. He explained the ways they get funding. Funding driven, he could see sand being put on the beach in the five – 10-year range. Mr. Keistler said once it is constructed it is cost shared at 65/35 for initial construction, 50/50 for projects renourishments afterwards. If a named storm comes through and there is a federal declaration, they can get storm supplemental money to restore the beach, without state or local money. He talked about different projects they have worked on. They have been successful in combining projects over the years to cut costs, such a mobilization. Mr. Keistler talked about funding. It is not guaranteed that the second and third year would be approved, but the fact that the Town has

been picked for a three-year study would put it ahead of things it would compete with. They already put earmarks in for the next years.

Mr. Keistler answered questions. He talked about different projects that were authorized. He said funding is not guaranteed for authorized projects. He doesn't know of a study in his years that was done and then a project wasn't found to be necessary. He talked about determining the best sand sources for the project. First, they need to find what model would work for the project and how much sand it needs. There are parking and access requirements. One of the first things they would do is look at what the Town has. Mr. Keistler talked about the process for the study. He said if a project is authorized and the nourishment schedule is every five years after construction, if the beach eroded faster, they would budget for it sooner. For named storms, they would try to request funds if necessary. Mr. Keistler reviewed FEMA's funding versus Corps' funding. Once it is time for the project with the Corps, they would use federal dollars for the design. They would ask for the non-federal match for construction before the project is opened for bids. For construction it is 65 federal/35 non-federal. For renourishments it is 50/50. It doesn't matter where the non-federal money comes from, with the exception you can't use FEMA (other federal dollars). If the state agreed to pay for part of the Town's percentage, it is okay. The footprint of the project will be part of the study. He explained the process and schedule for moving forward. It is possible to complete the study before the three-year timeframe. The Lockwood Folly Inlet is a federal navigation inlet. It can be looked at as a borrow source. It would be one of the first places they would look. It is close and it recharges. They are looking at ways to negotiate broader dredging windows.

Motion by Commissioner Kwiatkowski that we go ahead on the contract and self-certification of financial capability; second by Mayor Pro Tem Brown.

Commissioner Sullivan said he is willing to vote for this, but it wasn't a simple decision for him. He said if we were in this position a couple of years ago and wanted to do the Central Reach Project, it would have cost the Town \$5 million, instead of \$15 million. He is pretty confident that each of the storms would have met the criteria and the Corps would have needed to replace the beach as it was and it would have cost the Town nothing. Although we will get \$48 million from FEMA, we need to spend that money and then we will be reimbursed. He thinks all things considered, \$1.5 million is not an enormous outlay for the potential benefits.

The motion passed by unanimous vote.

Town Manager Hewett explained he could change the amendment to fund it from the BPART Fund if the Board desires. The reason he presented it from the Capital Reserve Fund was because it is a large capital project and he thought it fit with the definition of what the fund is for. Commissioner Kwiatkowski stated she views the study as an investigation. Town Manager Hewett stated with his recent exposure to FEMA they include engineering and items like that as the total project. The Capital Reserve Fund and BPART are pushing \$7 million in total. Commissioner Kwiatkowski said the Town took a lot out of the sand fund last year. She would prefer to pay out of BPART this year.

Motion by Commissioner Kwiatkowski that we approve the attached budget amendment with the administrative change to propose it is funded from the BPART Fund proper; second by Mayor Pro Tem Brown; approved by unanimous vote.

POLICE REPORT – LIEUTENANT DILWORTH

Mayor Holden said the Town appreciates the Police Department.

- Had a saw stolen that was left under a house.
- Getting into the season. Remember to start making sure your cars and houses are locked.

DISCUSSION AND POSSIBLE ACTION ON EMERGENCY RESTRICTIONS PERTAINING TO TOWN HALL/BOARD OF COMMISSIONERS' MEETINGS

Commissioner Sullivan said the governor loosened restrictions on gatherings inside. He knows it is up to the mayor, as the emergency management director, but he was gracious last year in making COVID decisions. He thinks it is time to open the meetings to the amount of people we can safely and under the law permit. He added we should also open the Town Hall.

Motion by Commissioner Sullivan that we open all the Board meetings to the permissible number of public that is allowable under the current or present restrictions imposed by the governor of this state and we open the town for business and give the employees of the Town the proper equipment they need to conduct business; second by Mayor Pro Tem Brown.

Town Manager Hewett stated the landscape is changing every day. It seems like things are loosening up. He asked if we are talking about all meetings. Commissioner Sullivan said he is talking about Town business meetings.

The motion passed by unanimous vote.

Motion by Commissioner Sullivan that effective May 1st all Town Board and advisory board meetings will be open to the public to the allowable amount according to the ordinance in effect at that time from the governor and the town will be open for business to the public as of May 1st; second by Commissioner Smith. Commissioner Sullivan added and subsequent amendments of the governor; the motion passed by unanimous vote.

REPORT ON PARKING COMMITTEE FINDS ON PAID PARKING

Commissioner Murdock provided background on the committee. Two vendors attended a committee meeting. They each had a different approach. He asked the first one if we had 300 paid parking spots, how much revenue can we expect to generate during the three months of summer. He believes the answer was \$250,000. The second vendor was Premium Parking. They don't take any revenue from the parking. They make their money from a transaction fee which is paid by the person parking. He asked the same question and his answer was \$750,000. Since then, the vendor sent a proposal to the Town. He reviewed an example of what the Town could generate. He said we don't need parking lots; we

could use existing rights-of-way parking. Commissioner Murdock said he is not for the residents incurring any additional expenses for parking. He would like to get it out for public comment. It would be a way to pay for some of the expenses we incur. He urged the Board to look at it closely to see if it is something the Town should explore. He worries about the boat ramp. There are 15 spots. People on the island use and depend on the ramp.

Commissioner Sullivan said he is fine with paid parking. He has a series of questions on how the program would work; we need to come up with a plan. Commissioner Murdock stated these companies listen to what towns want and tailor a plan to what they want. Commissioner Kwiatkowski said it is a balance as to making people content against earning revenue to offset costs. Commissioner Murdock suggested maybe having them at a regular meeting, instead of a committee meeting. He would like to get the committee meetings back on schedule.

DISCUSSION AND POSSIBLE ACTION ON RECRUITING A MEMBER TO FILL COMMISSIONER TYNER'S POSITION ON THE PARKING COMMITTEE

Commissioner Murdock stated we need to fill Woody Tyner's seat. He would also like to add a couple additional people to the committee.

Motion by Commissioner Murdock to put Commissioner Smith in Woody's vacant seat and solicit two vacancies to be filled by residents of the Town as approved by the Board; second by Mayor Pro Tem Brown; approved by unanimous vote.

The Board will select two members based on resumes, no interviews.

DISCUSSION AND POSSIBLE ACTION ON RESOLUTION 21-06, ASSESSMENT RESOLUTION TO IMPROVE THE EXISTING SOIL ROADWAY OF SEAGULL DRIVE

Town Clerk Finnell explained at the last meeting the Board adopted the preliminary resolution, which we held the public hearing on today. Mr. Lippard from Right Angle Engineering is here to address any of the comments and answer any questions. Mr. Lippard said the information he provided outlines preliminary information for the project. Town Clerk Finnell said the report information is online.

The consensus of the Board is to add the resolution to the next budget workshop meeting.

FINAL AGREEMENT AND ACTION ON PROPOSED ORDINANCE 21-04, AN ORDINANCE AMENDING THE HOLDEN BEACH CODE OF ORDINANCES, CHAPTER 50: SOLID WASTE

Commissioner Kwiatkowski went over the changes in the proposed ordinance. The first one is that we will have island wide rollback of all containers. The other is for rental homes, we are removing the ability to substitute a recycling can for a waste container at rental homes.

Motion by Commissioner Kwiatkowski that the Board adopts the Town of Holden Beach Ordinance 21-04, Amending Chapter 50: Solid Waste as presented in this package; second by Mayor Pro Tem Brown; approved by unanimous vote.

DISCUSSION AND POSSIBLE APPROVAL OF BUDGET AMENDMENTS

Assistant Town Manager Ferguson explained the size and scope of FEMA projects Florence, Michael and Dorian necessitate the establishment of a separate capital grants project budget. The amendment would move the expenses and revenues for these projects from the BPART Fund to a special capital grants project budget. The auditor agrees with staff's opinion that this is the more ideal budget setup for this program. Town Manager Hewett said this takes the existing \$25 million for Florence and Michael, along with the new money for Dorian, which will total \$41 million and sets it aside in separate funds.

Motion by Commissioner Kwiatkowski that the Board approves the budget amendment, Ordinance 21-05, The Revenues and Appropriations Ordinance for Fiscal Year 2020 – 2021; second by Commissioner Sullivan; approved by unanimous vote.

Assistant Town Manager Ferguson stated the proposed amendment recognizes previously received Cat F and Cat B expenses. These are mainly reimbursements for the sewer system and force account labor, materials and equipment related to that, as well as overtime and emergency protective measures for Isaías. The revenues were temporarily housed in miscellaneous accounts for related funds. The amendment moves them to newly created lines items in the corresponding fund.

Motion by Mayor Pro Tem Brown to approve item 14b (Ordinance 21-06, An Ordinance Amending Ordinance 20-10, The Revenues and Appropriations Ordinance for Fiscal Year 2020 – 2021, Amendment No. 8); second by Commissioner Sullivan; approved by unanimous vote.

Town Manager Hewett stated our construction economy continues its upward trajectory during the third quarter of this fiscal year. The sheer number of building permits issued and the revenues associated has exceeded the total inspections' annual forecasted revenues as of this date. He reviewed NCGS 159-33.1. Ordinance 21-07, An Ordinance Amending Ordinance 20-10, The Revenues and Appropriations Ordinance for Fiscal Year 2020 – 2021 (Amendment No. 9) increases fiscal year 2021 General Fund appropriations by \$40,689 to recognize the actual revenues received to date and provides corresponding expenditures for a new inspections' department truck in the amount of \$39,689 and the associated administrative homeowner recovery fee reimbursements of \$1,000.

Motion by Commissioner Sullivan that we adopt Ordinance 21-07; second by Mayor Pro Tem Brown; approved by unanimous vote.

Town Manager Hewett explained Ordinance 21-08 is needed to adjust the Blue Can Home Recycling line in order to be in compliance with GASB 159-8. The adjustment brings the line total to the newly projected year end amount based off the Town's fee schedule.

Motion by Mayor Pro Tem Brown to approve Ordinance 21-08, second by Commissioner Smith; approved by unanimous vote.

Commissioner Kwiatkowski asked that the Town blast that the Board just approved that you can't use a recycling can to replace required waste cans for rental properties.

DISCUSSION AND POSSIBLE ACTION ON RESOLUTION 21-07, A RESOLUTION FOR BRUNSWICK COUNTY TO MITIGATE PROPOSED WATER RATE INCREASES

Commissioner Kwiatkowski explained mayors, different organizations, etc. continue to try and work with the county to mitigate the proposed water rate increase. For wholesale purchasers the water rate will go up almost 82% according to the current proposal. We have written a resolution for the Board to consider. It ends in recommendations on how the county can try to moderate the immediate impact of the increase.

Motion by Commissioner Kwiatkowski that the Board of Commissioners adopts Resolution 21-07, Resolution for Brunswick County to Mitigate Proposed Water Rate Increase.

Attorney Madon has reviewed it and sees no issues.

The motion was seconded by Commissioner Murdock and approved by unanimous vote.

DISCUSSION AND POSSIBLE SCHEDULING OF A DATE TO HOLD A PUBLIC HEARING ON THE DRAFT SYSTEM DEVELOPMENT FEES REPORT

Motion by Commissioner Kwiatkowski that we schedule the public hearing at the next Board meeting, May 18th; second by Commissioner Sullivan; approved by unanimous vote.

DISCUSSION AND POSSIBLE ACTION ON APPROVING MAYOR'S ISSUANCE OF A PROCLAMATION IN OPPOSITION TO THE PROPOSED ZONING BILL (SB 349/HB 401)

Commissioner Sullivan stated there is a bill currently under consideration in Raleigh. We have a letter from Mayor Eccard detailing a number of reasons why we should be opposed to the bill. The NCLM issued an action alert asking that municipalities and homeowners notify their representatives to their opposition to the bill. The essence of Holden Beach will be destroyed if this passed.

Motion by Commissioner Sullivan that we prepare a resolution in opposition to the bill and forward it to our representatives in Raleigh; second by Mayor Pro Tem Brown.

Mayor Holden said he wholeheartedly agrees with what the Board is doing.

The motion was approved by unanimous vote.

TOWN MANAGER'S REPORT

- Attached a budget calendar to his talking points. Went over the highlights.
- FEMA – Hurricane Isaias Project Worksheet was approved at almost \$4 million. Will need to add that at the next meeting. The potential for one large super storm project has now crystallized with approval of all four projects. Bringing it to reality will depend on our final permit, interim financing, the bid climate and dredge windows. FEMA projects now total more than \$45 million.

- Corps AIWW/LWF Inlet Crossing Maintenance Project – have been contacted to gauge our interest about the next dredging cycle of sand coming from the maintenance activity over to Holden Beach. Verbally affirmed our desire to participate and directed the project officer's attention to our standing resolution that indicates that is what we want to do all the time. Details, including the cost and volume aren't known at this time. More information should be forthcoming in the May/June timeframe, which will require an additional appropriation by the Town before the Corps can make an award. Talked to county staff. They indicate the county is on board. The cost to the Town will be at a higher percentage than normal sidecaster operations. Will require additional coordination from the Shallow Draft Inlet Funds.
- Annual Beach Monitoring Survey – folks should be out there for the next couple of weeks.
- Sand Fence Project – is complete. Believes we are about halfway through the 900 block, near 955 OBW.
- Parks & Recreation Master Plan – turnout has been pretty good. We had a wide variety of participants.
- Wrapped up the last remaining item on the new Town Hall genset, the automatic transfer switch. The programming on it is complete. The automatic operational testing is at night.
- Jordan Boulevard Bathroom Remodel – need to tap breaks on some of the items associated with construction, ADA compliance, right-of-way proximity, adjacent property owners, property lines, in addition to scoping overall public facility needs.
- Lift Stations – lift station 3 is complete and paid out. The request for qualifications for engineering services for lift station 2 has been advertised. They should be back in time for the Board's review at the May meeting.
- Brunswick Avenue paving is complete, subject to Shane Lippard's inspection.
- Ocean Boulevard Resurfacing/Bike Lane Construction – had a follow up meeting with DOT representatives. GSATS will have a meeting on May 5th to solicit a call for those directly attributable federal project funds that will be due September 1st. Is a member of that committee. Went over the anticipated schedule.

Mayor Holden asked about the work at the pump station at the bridge. Public Works Director Clemmons explained they had to rewrap and replace some piping. He is glad he caught the issue when he did. The last thing he would want is a sewer spill under the bridge, but they have it under control.

MAYOR'S COMMENTS

- He has a request from a mayor that asks that the Town show support against violence in Asian American communities. No suggestions were made.
- On the Fire Committee with the Tri-Beach Fire Department. They had a meeting this week, the primary discussion was fire fees. In the discussion was the condition of the Fire Department and the lack of satisfactory conditions. It was built in 1968. It is a big expense item. The suggestion and approval at the meeting was to ask the county to allow them to increase the fire fee up to 15%. Still leaves Tri-Beach lower than others and allows them to operate in the guidelines it operates under. We all hate to see increased fees, but he doesn't know how they will continue to operate out of that building. It was recognized if a building ends up being built, the Town will work with them to try to house some of their equipment. Public Works Director Clemmons said he wasn't

aware of that, but he would accommodate them in any way he can, but they are running out of space. Mayor Holden said they can check into that.

- Continues to get communication from people at Pointe West regarding water issues. Since they are threatening a lawsuit, he is sure the attorney will be involved in that.
- Island Activities – we have the least amount of property for sale ever. Demand is high. Construction is high. Doesn't know where the prices will stop. It is not just Holden Beach; it is seemingly everywhere. We are fortunate when you look around the country and see the financial stress that communities and people are suffering. Thanks to everyone involved in this area in making this a desirable place. Was at the license plate agency today. Was behind people from NY, they were so grateful to be here.

BOARD OF COMMISSIONERS' COMMENTS

Mayor Pro Tem Brown

- Welcomed Commissioner Smith to the Board.
- Thanked the staff for everything they have been doing.
- We have a clearer understanding on the parking situation. Hopes we can pursue that with due diligence. Everything was taken out of context when it got off the ground. It was never meant to be another handout from Holden Beach. Would like to see the Board continue to work in that direction.
- Asked Town Manager Hewett to keep everything going straight.

Commissioner Smith

- Thanked everyone for allowing him to take Woody Tyner's seat. It is quite an honor. Promised to do everything he can to keep Holden Beach the best beach on the east coast. There are some things he would like to get addressed in the future. One is we seem to continually be getting an influx of golf carts on the beach. Would like to see if we can put together some sort of permit for the businesses that use our beach and road and keep our officers busy. We need to generate some revenue there. There needs to be a look at the safety. He provided stats on golf carts. Our officers try to make sure they are properly equipped, but to meet the state specifications they need to have seatbelts, a third brake light, a license plate light, operating horn, DOT approved tires, windshield, wipers and need to be monitored between 21 and 25 MPH. There are some things we need to look at before we are overrun with them or worst-case scenario someone gets critically injured.

Commissioner Murdock

- Welcomed Commissioner Smith to the Board, good luck.
- Thanks to the staff. Knows they are really busy.
- Welcomed anyone who would like to fill the two chairs on the Parking Committee. We are here to work for the Town and the benefit of the residents. We also want people to still come and enjoy the beach at the same time. We will find some common ground if we keep working on it. Extended the invitation to anyone who wants to fill the seat.

Commissioner Sullivan

- Commended Commissioner Murdock for taking the parking issue on. He thinks it progressed a lot further than the last time the Parking Committee presented it. Technology has changed. Commended him for putting in the time and effort to get it right.
- Commended staff. We all know they work hard. If you are on the beach or Ocean Boulevard you can see it. Appreciates it. Happy to be here.

Commissioner Kwiatkowski

- Welcomed Commissioner Smith. It is nice to have five commissioners again. Looking forward to working together over the next months.
- Thanked the staff for all of the hard work they have done. Thinks made some real strides on coming together for beach management, priorities and directions we will take. Feels good about that.
- Thanks to everyone who tuned in. Encouraged everyone to send the county commissioners a message with reservations, concerns and suggestions on the water rate. Their budget discussions will start soon and thinks they need to hear from the residents of the county.

EXECUTIVE SESSION PURSUANT TO NORTH CAROLINA GENERAL STATUTE 143-318.11(A)(5), TO INSTRUCT THE STAFF OR AGENT CONCERNING THE NEGOTIATION OF THE PRICE AND TERMS OF A CONTRACT CONCERNING THE ACQUISITION OF REAL PROPERTY AND NORTH CAROLINA GENERAL STATUTE 143-318.11(A)(3), TO CONSULT WITH THE ATTORNEY

Town Clerk Finnell read the reason for Executive Session.

Motion by Mayor Pro Tem Brown to go into Executive Session at 7:48 p.m.; second by Commissioner Murdock; approved by unanimous vote.

OPEN SESSION

No action was taken.

ADJOURNMENT

Motion by Mayor Pro Tem Brown to adjourn at 8:47 p.m.; second by Commissioner Sullivan; approved by unanimous vote.

J. Alan Holden, Mayor

ATTEST:

Heather Finnell, Town Clerk



Date: May 10, 2021
To: Commissioners and Mayor Holden
From: Heather Finnell, Town Clerk HF
Re: Draft System Development Fees Report Public Hearing

The required public hearing for the Draft System Development Fees Report is scheduled for the start of the May Regular Meeting.

Due to the requirements that we are currently following for public hearings, the Board needs to wait 24 hours from the date/time of the public hearing prior to adopting the report. Once the 24 hours expires, the Board can consider adopting the proposed report.

The report does not determine the rates the Town charges for the fees. It establishes the maximum rates the Town is able to charge. After the report is adopted, the Board can decide if they would like to amend the rates currently in place.

If the Board desires to consider adopting the proposed report, staff recommends it be placed on the June agenda.

From Commissioner Kwiatkowski:

7 May 2021

Below are some single family dwelling development fees for nearby municipalities (from current fee schedules posted on town websites)

Shallotte: ERU defined as 3 BR

Water System: \$1,212

Sewer System: \$4,550

This is approximately 56% of the maximum allowable (\$10,229 combined) based on their 2018 McGill report

Oak Island:

Water System: based on tap size; \$592 for ¾", capacity factor based on maximum flow criteria of the AWWA

Sewer System: \$2,642 for first 4 BR, \$1500 for each habitable room after

Ocean Isle: assuming ERU of 3 BR

Water System: 4.42 GPD, equiv to \$1769 assuming demand of 400GPD

Sewer System: 2.03 GPD, equiv to \$732 assuming demand of 360GPD

This is approximately 60% of the maximum allowable (\$4,165 combined; \$2,948 W, \$1,217 S) based on their 2018 McGill report

Activity Log Event Summary (Totals)

HOLDEN BEACH POLICE DEPT.

(04/01/2021 - 04/30/2021)

911 Hang Up/Open Line	2	Alarm Activation	10
Animal Control	8	Armed Subject	1
Attempt to Locate-ATL	13	B&E in Progress	3
Business Check	143	Disturbance/Fight	6
Domestic Disturbance	2	EMS/Medical Call	13
Escort/Relay	1	Fire Call	3
Incident Report	6	Keep Check	23
Lost/Found Property	4	Meet Complainant	21
Missing Person	2	Motor Vehicle Crash	3
Open Door	4	Parking	12
Phone Call Request	20	Special Assignment	13
Suspicious Activity	8	Traffic Stop	11
Trespassers	1	Welfare Check	2

Total Number Of Events: 335



Date: May 10, 2021
To: Commissioners and Mayor Holden
From: Heather Finnell, Town Clerk *HP*
Re: Parking Committee

The Board agreed to add two volunteers to the Parking Committee at the April Meeting. The following people are interested in serving on the committee.

The Board can vote by ballot or verbally to fill the positions. If ballots are used, please make sure to sign your name on the ballot.



TOWN OF HOLDEN BEACH
Application for Town Board Membership

Personal Information:

Name: Michael Gilbert
Address: 753 OBW Phone #: 704-206-9169
Email: MMWGILBERT@GMAIL.COM Occupation: RETIRED

Interest & Ability:

Board or Committee you are interested in serving on: PARKING

Why are you interested in serving in this capacity? CONTRIBUTING TO COMMUNITY
- HELPING TO SHAPE THE FUTURE AT
SOME CAPACITY

What do you feel you can contribute to the position?
- KNOWLEDGE OF THE AREA, PERSPECTIVE AS
AN INVESTOR, OWNER, RENTER/TENANT
- BROAD PERSPECTIVE

Background:

School(s)	Dates	Area of Study	Degree
<u>NC State Univ</u>	<u>84-88</u>	<u>Business Mgmt</u>	<u>BA</u>
<u>GA State Univ</u>	<u>90-92</u>	<u>CJS</u>	<u>MBA</u>

Previous Residences: RALEIGH, NC JACKSONVILLE, FL ATLANTA, GA PRAQUE, CZECH REPUBLIC
CARY, NC TAMPA, FL CARROLLTON, GA

Prior/ current involvement in Town Government or related activities: Leadership Brunswick County 2016,
UNF - Advisory Council, First Responder, Wilmington, NC

Specific experiences, training or interests you have that you feel would be useful in the work of the Board/ Committee: VP Board of Directors, CEO Council of Tampa Bay
Leadership Brunswick County

Certification of Eligibility:

I am a resident of the Town of Holden Beach.

No person shall be appointed by the BOC or pursuant to any authority delegated by the BOC who is a member of the BOC; the Town Manager, Town Attorney, Town Clerk, Police Chief or any full or part-time employee of the Town who reports to any of the foregoing; a contractor, consultant or other person providing goods or services to the Town in consideration of cash or other thing valued at more than \$1,000 in any one year or an officer or material owner thereof; or the spouse, domestic partner, child, parent or sibling of any of the foregoing. I am not in conflict with this regulation.

Signature of Applicant: [Signature] Date: 4/21/21



TOWN OF HOLDEN BEACH
Application for Town Board Membership

Personal Information:

Name: RAY EDWARDS
Address: 316 Ocean Blvd W Phone #: 919-349-1636
Email: edwardsjr@qol.com Occupation: Marketing

Interest & Ability:

Board or Committee you are interested in serving on: Parking Committee

Why are you interested in serving in this capacity?
This is our home now. Want to serve community better.

What do you feel you can contribute to the position?
Sound business practices for 30 years. Want to use my relationships with people to serve.

Background:

School(s)	Dates	Area of Study	Degree
<u>ECU</u>	<u>1971-75</u>	<u>Marketing</u> <u>BSBA</u>	<u>BSBA</u>

Previous Residences: 214 Brunswick Ave W

Prior/ current involvement in Town Government or related activities:

NONE

Specific experiences, training or interests you have that you feel would be useful in the work of the Board/ Committee: VP Sales, managed 150 Reps and did Budgets.

Certification of Eligibility:

I am a resident of the Town of Holden Beach.

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Signature of Applicant:  Date: 5/1/21



TOWN OF HOLDEN BEACH
Application for Town Board Membership

Personal Information:

Name: John Cain

Address: 123-A Cole Street/HB Phone #: 410-688-6433

Email: JHC31@Gmail.com Occupation: Retired - Banker

Interest & Ability:

Board or Committee you are interested in serving on: Parking Comm or open to others

Why are you interested in serving in this capacity? Interested in helping my new home town with ~~any~~ and in any way I can.

What do you feel you can contribute to the position? Previously served on zoning task force for County in Maryland. Also chaired event parking for an outdoor event with over 10,000 attendees.

Background:

School(s)	Dates	Area of Study	Degree
<u>Virginia Tech</u>	<u>1979</u>	<u>Finance</u>	<u>BS</u>

Previous Residences: Previously lived in Winston-Salem, NC and Northern Maryland → Bel Air, MD

Prior/ current involvement in Town Government or related activities: served 12 years on the Harford County Maryland spending and accountability committee. Also served on various County task force committees.

Specific experiences, training or interests you have that you feel would be useful in the work of the Board/ Committee: see attached Volunteer experience.

Certification of Eligibility:

I am a resident of the Town of Holden Beach.

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Signature of Applicant: John Cain Date: 4-25-2021

Rebuilding Together of Harford County (Non-profit that assists qualified homeowners with repairs)
- Founding board member and President.

Home Partnership (Facilitator of home ownership for low/moderate income families) - Board member and past President.

United Way of Harford County Maryland - County Chair of Annual Campaign.

Piedmont Craftsmen, Inc. (Non-profit guild based organization promoting fine crafts and educational outreach in the Winston-Salem area) - current board member.

PROFESSIONAL EXPERIENCE

BB&T, Winston Salem, NC

2003 – 2019

Wealth Lending Officer, 2014 – 2019

Identified, expanded, developed, managed, serviced and solicited affluent client relationships in assigned market in concert with all Wealth Advisor teams. Served as credit strategist assisting Wealth Advisors with all aspects of Wealth credit process.

- Originated 561 new loans in 2018, 130% of target, which equated to \$68M in new loan production, 113% of goal.
- Earned recognition as top producer of new large marine loans (yacht loans, new product in 2018).
- Exceeded loan portfolio growth goal of 17% (22% actual growth).
- Delivered high quality loan packages, loan delinquency below target of .40%, (actual .14%) and zero charged off loans.

Market President, 2003 – 2014

Oversaw the coordination and promotion of BB&T's image within the community. Managed and optimized all commercial banking functions within defined market area. Served as primary sales manager and relationship manager for assigned market.

EDUCATION / PROFESSIONAL DEVELOPMENT

Bachelor of Arts - Finance

Virginia Polytechnic Institute and State University, Blacksburg, VA

Faith Based Non-Profit Management

Wake Forest University School of Divinity, Winston Salem, NC (audited course)



TOWN OF HOLDEN BEACH
Application for Town Board Membership

Personal Information:

Name: Suzannah Smith Tucker

Address: 123 Carolina Avenue Phone #: 910-309-8465

Email: suzannah.tucker@gmail.com Occupation: Retired
Cumberland County Schools
Executive Director of Career & Technical Education

Interest & Ability:

Board or Committee you are interested in serving on: Parking Committee

Why are you interested in serving in this capacity? Limited parking is becoming an increase issue as the number of day visitors has been increasing over the last several years. I would like to contribute in establishing a viable solution that would be equitable to both visitors and homeowners/property owners.

What do you feel you can contribute to the position? As a homeowner on Carolina Avenue, I see firsthand the increased number of day visitors, sanitation concerns and public safety in relationship to limited parking.

Background:

School(s)	Dates	Area of Study	Degree
<u>UNC - Pembroke</u>	<u>1978</u>	<u>Business Education</u>	<u>B.S.</u>
<u>UNC - Greensboro</u>	<u>1990</u>	<u>Business & Marketing Education</u>	<u>M.S.</u>

Previous Residences:

Second Resident of 1834 Stetson Lane
Fayetteville, NC 28304

Prior/ current involvement in Town Government or related activities:

Parks and Recreation Advisory Board - currently
Holden Beach Chapel - Summer Bible Study Facilitator

Specific experiences, training or interests you have that you feel would be useful in the work of the Board/ Committee: Problem solving was a major role as CTE Executive Director in the Cumberland Co. Schools. Additionally, I always aimed to be a good steward of taxpayers dollars while providing resources to over 300 educator.

Certification of Eligibility:

Part-time (40-56%)

I am a resident of the Town of Holden Beach.

No person shall be appointed by the BOC or pursuant to any authority delegated by the BOC who is a member of the BOC; the Town Manager, Town Attorney, Town Clerk, Police Chief or any full or part-time employee of the Town who reports to any of the foregoing; a contractor, consultant or other person providing goods or services to the Town in consideration of cash or other thing valued at more than \$1,000 in any one year or an officer or material owner thereof; or the spouse, domestic partner, child, parent or sibling of any of the foregoing. I am not in conflict with this regulation.

Signature of Applicant: Suzannah S. Tucker Date: _____

TOWN OF HOLDEN BEACH
Application for Town Board Membership

Personal Information:

Name: Rick Paarfus

Address: 140 Tarpon Drive

Phone #: 910-228-4446

Email: rpaarfus@ec.rr.com

Occupation: retired

Interest & Ability:

Board or Committee you are interested in serving on: Parking

Why are you interested in serving in this capacity? I want to ensure that the parking is addressed in a manner that best serves the residents of the town of Holden Beach.

What do you feel you can contribute to the position? I have many years of experience as an engineer/project manager working for the Navy, City of Wilmington and the Army Corps that can help address the issue. I also have good communications skills and know what my neighbors think about the subject.

Background:

School(s)	Dates	Area of Study	Degree
<u>Old Dominion University</u>	<u>76-83</u>	<u>Mech. Engineering</u>	<u>B.S.</u>

Previous Residences: Full time HB resident since 2007. Previously resided in Va.

Prior/ current involvement in Town Government or related activities: Currently working on the Dredge Committee

Specific experiences, training or interests you have that you feel would be useful in the work of the Board/Committee: My technical background and experience in civil works projects as the engineer/PM will be useful. Additionally, my contacts and experience working with USACE Wilmington District can help the Committee with understanding the Corp's parking requirements as it pertains to the proposed "Engineered Beach".

Certification of Eligibility:

I am a resident of the Town of Holden Beach.

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Signature of Applicant:

Date: 4/30/2021



TOWN OF HOLDEN BEACH
Application for Town Board Membership

Personal Information:

Name: BRIAN J. DECKER Phone #: 980-613-0069
Address: 121 Sunshine Ln Holden Beach, NC
Email: bdecker55d@gmail.com Occupation: Retired Police Sergeant
PT. Security Consultant

Interest & Ability:

Board or Committee you are interested in serving on: Parking

Why are you interested in serving in this capacity? As the town grows and increases in popularity parking is an issue that affects all residents and visitors. I would like to be a voice in the process and discuss making
What do you feel you can contribute to the position? As a retired police sergeant (27 years Charlotte-Mecklenburg) I have spent a great deal of time working on community issues and solving problems

Background:

School(s)	Dates	Area of Study	Degree
<u>Pfeiffer University</u>	<u>1993-2001</u>	<u>Organizational Mgmt</u>	<u>MS</u>
<u>UNC-Charlotte</u>	<u>1990-1991</u>	<u>Business Admin</u>	<u>BS</u>

Previous Residences: 2741 Tobasco Ln, Concord, NC

Prior/ current involvement in Town Government or related activities:

Specific experiences, training or interests you have that you feel would be useful in the work of the Board/ Committee: 27 years as a police officer, U.S. Army - Explosive Ordnance Disposal and Military Police office * I want to get involved and work on community issues to help the town.

Certification of Eligibility:

I am a resident of the Town of Holden Beach.

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Signature of Applicant: Brian J. Decker Date: 4-29-21



TOWN OF HOLDEN BEACH
Application for Town Board Membership

Personal Information:

Name: Michael KEANEY

Address: 107 South Shore Dr Phone #: 910-444 8690

Email: MPKeaney@aol.com Occupation: Sales

Interest & Ability:

Board or Committee you are interested in serving on: Parking Committee

Why are you interested in serving in this capacity?
I live permanently on HB. I have a definite interest in major initiatives & proposals that impact our Island and the day to day life here

What do you feel you can contribute to the position?
I bring 30 yrs of Business experience and unique problem solving process skills to the table

Background:

School(s)	Dates	Area of Study	Degree
<u>UNC Chapel Hill</u>	<u>1987-88</u>	<u>Communication</u>	<u>BA</u>

Previous Residences:

Norville IL
Hightstown NC

Prior/current involvement in Town Government or related activities: N/A

Specific experiences, training or interests you have that you feel would be useful in the work of the Board/Committee:

Certification of Eligibility:

I am a resident of the Town of Holden Beach.

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Signature of Applicant: [Signature] Date: 4/28/21



TOWN OF HOLDEN BEACH
Application for Town Board Membership

Personal Information:

Name: S. L (LARRY) NARON
Address: 865 OBW HOLDEN BEACH Phone #: 315-591-8670
Email: LNARON865@GMAIL.COM Occupation: ENGINEERING MANAGER (RETIRED)

Interest & Ability:

Board or Committee you are interested in serving on: PARKING COMMITTEE

Why are you interested in serving in this capacity?

INTERESTED IN PROVIDING INPUT AND PERSPECTIVE AS OWNER AND PAST RENTER

What do you feel you can contribute to the position?

I HAVE BROAD EXPERIENCE AS A PROBLEM SOLVER. FAMILIAR WITH CHALLENGES OF DECISION MAKING ON EMOTIONAL TOPICS

Background:

School(s)	Dates	Area of Study	Degree
<u>OLD DOMINION UNIVERSITY</u>	<u>84-87</u>	<u>MECHANICAL ENGINEERING</u>	<u>BSME</u>
<u>RENSSELAER POLYTECHNIC INSTITUTE</u>	<u>88-93</u>	<u>MANAGEMENT</u>	<u>MBA</u>

Previous Residences: 11 MARGARET ST OSWEGO, NY 13126
5164 GLEN CREEK TRAIL, GARNER, NC 27529

Prior/ current involvement in Town Government or related activities:

NONE (JUST RETIRED)

Specific experiences, training or interests you have that you feel would be useful in the work of the Board/ Committee:

OVER 30YRS EXPERIENCE RESOLVING COMPLEX TECHNICAL AND ORGANIZATIONAL PROBLEMS AND WORKING WITH TEAMS AS LEADER

Certification of Eligibility: AS WELL AS PARTICIPANT

I am a resident of the Town of Holden Beach.

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Signature of Applicant: [Signature] Date: 4/28/2021



TOWN OF HOLDEN BEACH
Application for Town Board Membership

Personal Information:

Name: Dina Hamad-Smittheman
Address: 137 Marlin Drive Phone #: 919-524-2606
Holden Beach, NC
Email: d.l.hamad@gmail.com Occupation: Retirement Plan Consultant

Interest & Ability:

Board or Committee you are interested in serving on: Parking

Why are you interested in serving in this capacity? I have traveled to many US beaches and have seen what other communities do for parking issues.

What do you feel you can contribute to the position? I can share personal experiences as well as develop research studies on the topic.

Background:

School(s)	Dates	Area of Study	Degree
<u>NC State University</u>	<u>1981-1985</u>	<u>Accounting</u>	<u>BA</u>
_____	_____	_____	_____

Previous Residences: Apex, NC Carry, NC

Prior/current involvement in Town Government or related activities:

Specific experiences, training or interests you have that you feel would be useful in the work of the Board/Committee: Business Owner

Certification of Eligibility:

I am a resident of the Town of Holden Beach.

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Signature of Applicant: Dina Hamad-Smittheman Date: 4-25-2021



TOWN OF HOLDEN BEACH
Application for Town Board Membership

Personal Information:

Name: Kim Fenrich

Address: 112 By The Sea Dr., Holden Beach Phone #: 330-592-2421

Email: kefenrich@gmail.com Occupation: Global Engineering Specialist

Interest & Ability:

Board or Committee you are interested in serving on: Parking Committee

Why are you interested in serving in this capacity? Provide a full-time, non-native resident perspective

What do you feel you can contribute to the position?

Bring a big picture, system thinking perspective. The parking issues are bigger than just the decision to charge for parking. Every decision made must be thoughtful and thorough

Background:

School(s)	Dates	Area of Study	Degree
<u>University of Akron</u>	<u></u>	<u>Engineering</u>	<u>B.S.</u>
<u>Case Western Reserve University</u>	<u></u>	<u>Executive Business Mgmt</u>	<u></u>

Previous Residences: Mantua, Ohio

Prior/ current involvement in Town Government or related activities: Marshwalk By The Sea POA Director
Holden Beach Parking Committee

Specific experiences, training or interests you have that you feel would be useful in the work of the Board/ Committee:

Certification of Eligibility:

I am a resident of the Town of Holden Beach.

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Signature of Applicant: Kim Fenrich Date: April 24, 2021



TOWN OF HOLDEN BEACH
Application for Town Board Membership

Personal Information:

Name: PETE PALLAS
Address: 236 B BRUNSWICK AVE WEST Phone #: 910-523-6055
Email: pallaspe@aol.com Occupation: RESTAURANT

Interest & Ability:

Board or Committee you are interested in serving on: PARKING COMMITTEE

Why are you interested in serving in this capacity? VOLUNTEERS NEEDED

What do you feel you can contribute to the position?

Background:

School(s)	Dates	Area of Study	Degree
<u>ELON COLLEGE</u>	<u>1978</u>	<u>BUSINESS ADMIN</u>	<u>B/S</u>

Previous Residences:

Prior/ current involvement in Town Government or related activities:

P12 ALTERNATE

Specific experiences, training or interests you have that you feel would be useful in the work of the Board/ Committee:

Certification of Eligibility:

I am a resident of the Town of Holden Beach.

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Signature of Applicant: [Signature] Date: 4/22/21



TOWN OF HOLDEN BEACH
Application for Town Board Membership

Personal Information:

Name: Margaret "Martie" Amoural
Address: 114 Shrimp St. Phone #: (910) 471-4208
Email: damoural@ec.rr.com Occupation: Retired Teacher

Interest & Ability:

Board or Committee you are interested in serving on: Parking Committee

Why are you interested in serving in this capacity?

Because I have lived on island 32 yrs and see the need

What do you feel you can contribute to the position?

For management

My experience and real time knowledge of issues

Background:

School(s)	Dates	Area of Study	Degree
<u>Pembroke State Univ</u>	<u>1986-88</u>		<u>BA History</u>
<u>Vatech/VCU</u>	<u>1977-1981</u>		<u>BS Commercial</u>
			<u>Recreation + Tourism</u>

Previous Residences:

Red Springs, NC

Williamsburg, VA

Prior/ current involvement in Town Government or related activities:

Served on past Parking Committee

Specific experiences, training or interests you have that you feel would be useful in the work of the Board/ Committee:

Teacher - listening, compromise, mediation

Certification of Eligibility:

I am a resident of the Town of Holden Beach.

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Signature of Applicant: Margaret Amoural Date: 4/23/21



TOWN OF HOLDEN BEACH
Application for Town Board Membership

Personal Information:

Name: Dr. Page Dyer
Address: 149 Scotch Bonnet Phone #: 804-814-1559
Email: dawgdr@hotmail.com Occupation: Veterinarian

Interest & Ability:

Board or Committee you are interested in serving on: Parking Committee

Why are you interested in serving in this capacity? parking is a big issue on the island
In the Summers it seems it is a free for all. Need designated parking
new lots with paid parking. Golf cart & bike /owner cart designations like
What do you feel you can contribute to the position? Ranger St. Need to be increased along
Island
I have worked with a development committee
In the past and feel a good organization and needs to be implemented

Background:

School(s)	Dates	Area of Study	Degree
<u>Virginia State Univ</u>	<u>5-89</u>	<u>Animal Science</u>	<u>BS</u>
<u>Tuskegee School of</u> <u>Veterinary Medicine</u>	<u>5-94</u>	<u>Vet. Medicine</u>	<u>DVM</u>

Previous Residences: Chester, SC and Richmond VA.

Prior/ current involvement in Town Government or related activities: Chester downtown development
association, Treasurer Capers Chapel Church, Board Member Fetch-A-Cure
Event (fundraising)

Specific experiences, training or interests you have that you feel would be useful in the work of the Board/
Committee: Private business owner. 13 yrs. Recently opened a
business in Holden Beach

Certification of Eligibility:

I am a resident of the Town of Holden Beach.

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Signature of Applicant: [Signature] Date: 4-22-21



Memo:

Subject: 160D Zoning Law Consolidation

To: Commissioners, Mayor, Town Manager

From: Planning Director

The new Chapter 160D of the North Carolina General Statutes consolidates current city- and county-enabling statutes for development regulations (now in Chapters 153A and 160A) into a single, unified chapter. Chapter 160D places these statutes into a more logical, coherent organization. While the new law does not make major policy changes or shifts in the scope of authority granted to local governments, it does provide many clarifying amendments and consensus reforms that will need to be incorporated into local development regulations.

Chapter 160D is effective now, but local governments have until July 1, 2021 for the development, consideration, and adoption of necessary amendments to conform local ordinances to this new law. All city and county zoning, subdivision, and other development regulations, including unified-development ordinances, will need to be updated by that date to conform to the new law. Cities and counties that have zoning ordinances must have an up-to-date comprehensive plan or land use plan by July 1, 2022.

Timothy D. Evans



Town of Holden Beach Planning & Zoning Board Statement of Consistency and Zoning Recommendation

The Town of Holden Beach Planning & Zoning Board has reviewed and hereby recommends approval of amendments to Chapter 157 of the Zoning Ordinance as required by NC General Statutes Chapter 160D, S.L. 2019-111 and as amended by S.L. 2020-25.

After review, the Planning and Zoning Board has found that the recommended amendment is consistent with the adopted CAMA Land Use Plan and is considered reasonable and in the public interest for the following reasons.

- The amendment is required. Chapter 160D is effective now, but local governments have until July 1, 2021, for the development, consideration, and adoption of necessary amendments to conform local ordinances to the new law.
- *Chapter 5: Land Use and Growth* and *Chapter 6: Tools for Development* of the adopted Plan references the Town of Holden Beach Zoning Code and Subdivision Regulations which are further clarified in Chapter 160D.
- It will promote public health, safety, and general welfare within our community by clarifying conflicts of interest for staff, the governing board and the appointed bodies.

Upon approval by the Board of Commissioners the Comprehensive Plan will be deemed amended and shall not require any additional request or application for amendment.

The statement and motion were adopted by a 5 - 0 vote this 27th day of April, 2021.



Vicki Y. Myers, Chair



Date: May 10, 2021

To: Commissioners and Mayor Holden

From: Chris Clemmons, Public Works Director C.C.

Re: Selection of Engineering Firm for Lift Station 2

The Town solicited Statements of Qualifications for the planning, design, permitting, bidding and construction services related to the improvements to Lift Station 2.

Statements of Qualifications were due on May 7th. We received one from Green Engineering (Attachment 1). According to Article 3D, Section 143-64.31 of the North Carolina General Statutes, firms should be selected based on being qualified to provide services on the basis of demonstrated competence and qualification for the type of professional services needed.

Green Engineering is the engineering firm the Town used for the two previously completed lift stations. Staff feels they meet the requirements in Article 3D and recommend the Board approve selecting Green Engineering for engineering services for Lift Station 2. A contract would be negotiated after selection of a firm.

Attachment 1 – Green Engineering Statement of Qualifications



Green Engineering, PLLC

Water, Wastewater, Surveying

Planning, Project Management

303 Goldsboro Street East • PO Box 609 • Wilson, NC 27894

TEL 252.237.5365 • FAX 252.243.7489

WWW.GREENENGINEERING.COM

May 7, 2021

Town of Holden Beach
110 Rothschild Street
Holden Beach, North Carolina 28462

Attention: Ms. Heather Finnell, Town Clerk

Subject: Letter of Intent
Vacuum Sewer System Station #2 Upgrade
Holden Beach, North Carolina
Green Engineering, PLLC

Dear Ms. Finnell:


Green Engineering appreciates the opportunity to present our qualifications for providing Professional Engineering Services to the Town of Holden Beach for the Vacuum Sewer System Station #2 Upgrade Project. Located in Wilson, North Carolina, we are a multi-disciplined engineering firm, that has provided Design, Contract Administration and Construction Observation Services since 1957 to our clients throughout eastern North Carolina. As noted in the Request for Qualifications, it is our intent to provide these same services to the Town of Holden Beach for the Project described in the Town's Request for Qualifications.

Green Engineering and our design team members are intimately familiar with the Scope of the Project due to our recent involvement with the upgrades performed at Vacuum Sewer System Stations #3 and #4. Our involvement with those projects has provided invaluable experience to the members of the design team and this experience will provide the foundation for the successful design and construction of similar improvements to the Town's Vacuum Sewer System Station #2.

It is our intent to utilize the same Professional Consulting Team that designed, bid and administered the construction of the Vacuum Sewer System Stations #3 and #4.

Thank you again for your time and consideration of our qualifications. Should you have any questions, please do not hesitate to contact me.

Respectfully,

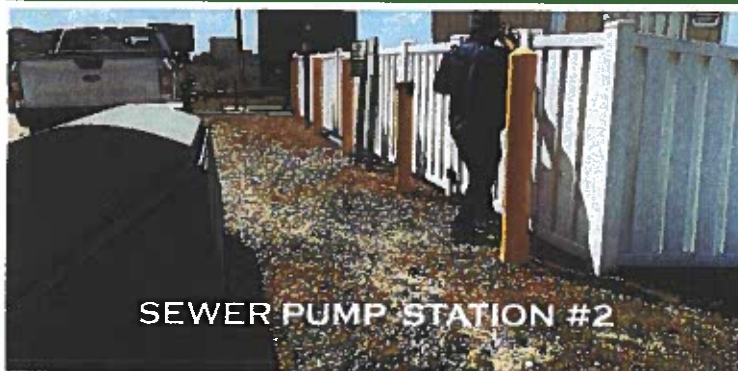
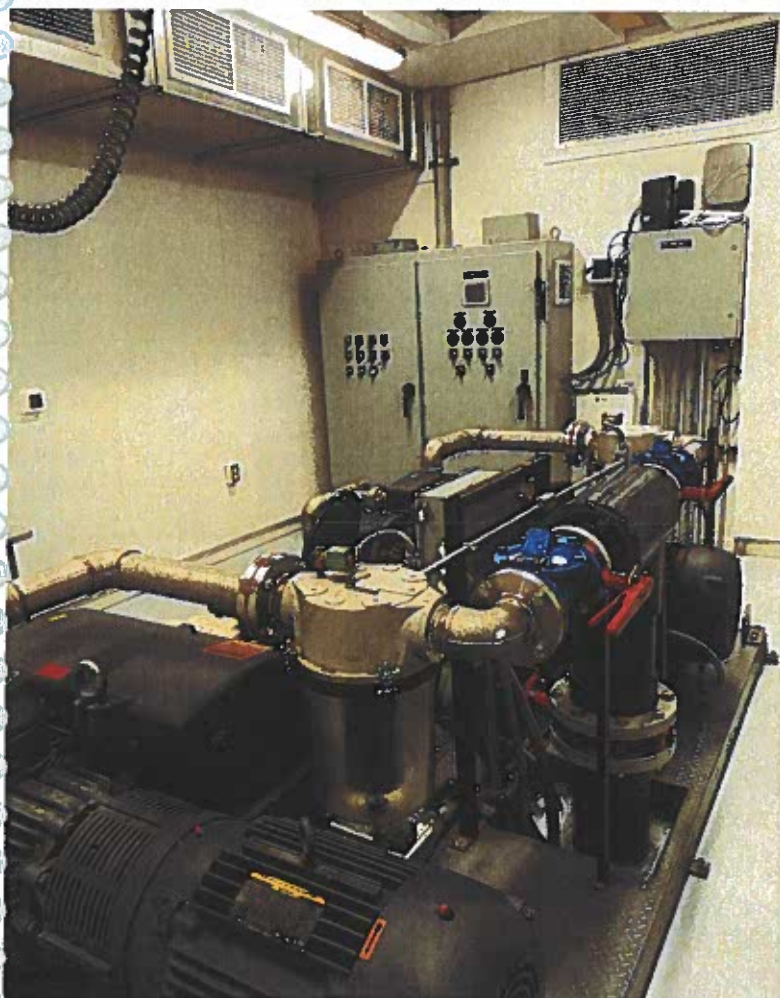

E. Leo Green, P.E.



TOWN OF HOLDEN BEACH NORTH CAROLINA



STATEMENT OF QUALIFICATIONS FOR IMPROVEMENTS TO SEWER PUMP STATION #2



GREEN ENGINEERING, PLLC
Engineers, Planners and Surveyors
NC Firm License: P-0115
303 Goldsboro Street East
Wilson, North Carolina 27893

252-237-5365 (PHONE)
252-243-7489 (FAX)

www.greenengineering.com



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Section 1 - Perception and Understanding

Green Engineering's technical team assembled for the improvements to Holden Beach's Vacuum Sewer System Station #2 has decades of combined experience in planning, evaluation, design, bid acquisition, construction supervision and project administration for municipal wastewater and local government clients. Our prior experience with Holden Beach's Vacuum Pump Stations #3 and #4 guarantees the Town that the improvements planned for Vacuum Pump Station #2 will be a successful product that will be delivered on a timely schedule.

In keeping with the modifications to the Town's two (2) previous vacuum pump stations, the emphasis is to reduce the vulnerability to pump station flooding and employee safety. This will be accomplished by constructing an above ground structure above the base flood elevation that will house the vacuum pumps and all related electrical equipment.





Section 2 - Firm's History and Statement

Firm Name and Address

Green Engineering, PLLC

Corporate Office

303 Goldsboro Street East
Post Office Box 609
Wilson, North Carolina 27893
www.greenengineering.com

Principal Contact

E. Leo Green, Jr.
252-237-5365 (PHONE)
252-243-7489 (FAX)
elg@greeneng.com



Business History

Organizational Structure: Partnership

Principals: E. Leo Green, Jr. – CEO

E. Leo Green, III – President

Number of Employees: 18

Square Footage of Office: 10,000

Year 1957: Name changed to F. T. Green & Associates, P.A.

Year 1995: Name changed to Green Engineering, PLLC

Firm's Licenses

Green Engineering, PLLC is licensed to practice Engineering and Land Surveying in the State of North Carolina under License No. P-0115.

Professional Liability Insurance

Green Engineering, PLLC is insured by a \$2,000,000 (per claim) professional liability policy.

Green Engineering has no Federal, State or Local Tax Liens; or any claims or liabilities pending against them.

Equal Opportunity Employer

Green Engineering, PLLC is an equal opportunity employer and does not discriminate in any way on the basis of race, color, religion, sex, national origin, age or disability.



Section 2 - Firm's History and Statement

Our Business Philosophy

To be effective in the consulting engineering field, an engineering firm must have the experience, proper tools, adequate time and the knowledge to properly evaluate a project of this type. For more than 60 years, Green Engineering has embraced that formula. Every client receives our full attention, and every project is backed by detailed examination, experienced design and qualified technical personnel using state-of-the-art technology.

Green Engineering boasts a long list of satisfied clients in public, institutional and the private sector throughout North Carolina. Green Engineering consistently exceeds client expectations in the engineering development of municipal and county water systems, sanitary sewer systems, roadways and storm drainage systems, long range infrastructure planning, project financing procurement and detailed project management. Our long-standing client relationships provides us with the tools and knowledge to understand our client's needs and expectations so that we may plan for the long-term and optimize our efforts in developing functional, economically feasible systems.

Our regulatory experience and relationships with these agencies ensure the continuous progression of our client's projects. We facilitate approval from regulatory agencies including the Environmental Protection Agency, North Carolina Department of Environmental Quality, NCDOT, US Army Corps of Engineers, Office of State Construction, and the North Carolina Local Government Commission.

We understand that our clients need an open and continuous line of communication to monitor the progress of their projects. At Green Engineering, our clients will have a personal contact with our firm, a contact that can guide you through the process, offer assistance and answer any questions you may have. While you have the luxury of a personal contact, our work is a team effort conducted by a group of professionals, all knowledgeable and empowered to make decisions and offer their assistance.



Section 2 - Firm's History and Statement

Financial Stability and Insurance Coverage

Green Engineering's strength comes from sustained, repetitive, and diversified project experiences based upon proven business principles and utilization of most current technology. Given the economic conditions throughout the past six (6) decades, Green Engineering has been able to develop and sustain its fair share of the municipal infrastructure civil consulting market.

The financial position and strength of the firm is strong, and we do not anticipate any deficiencies with our ability to assign the appropriate resources to complete this project for Holden Beach.

A copy of Green Engineering's Certificate of Insurance is attached. In addition to this coverage the firm carries a \$2,000,000 (per claim) professional liability policy.

There are no active or pending legal disputes or claims against the firm.

Section 2 - Firm's History and Statement



CERTIFICATE OF LIABILITY INSURANCE

GREEN-3

QP ID: CW

DATE (MM/DD/YYYY)
12/07/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Standard Insurance-Rocky Mount
1000 Benvenue Road
PO Box 8105
Rocky Mount, NC 27804-1105
John T. Smith CPCU, AFIS, AAI

252-446-6156

CONTACT John T. Smith CPCU, AFIS, AAI

PHONE (A/C, H/L, Ext): 252-446-6156

FAX (A/C, No): 252-446-6131

EMAIL Address: jtsmith@standardins.com

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: Penn National Security Ins. Co

32441

INSURER B: Pennsylvania National Ins. Co.

14990

INSURER C:

INSURER D:

INSURER E:

INSURER F:

INSURED
Green Engineering PLLC
Angela Pfirman
303 Goldsboro St E
Wilson, NC 27893

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADOL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Business Owners GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			BX90734673	12/07/2020	12/07/2021	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			AX90734673	12/07/2020	12/07/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			UL90734643	12/07/2020	12/07/2021	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	N/A	WC90734573	12/07/2020	12/07/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

TOWNHOL

Town of Holden Beach
110 Rothschild Street
Holden Beach, NC 28462

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Carsten Wooten

ACORD 25 (2016/03)

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Section 2 - Firm's History and Statement



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/19/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Insurance Management Consultants, Inc. P.O. Box 2490 Davidson NC 28038		CONTACT NAME: Carmen Canady PHONE (A/C, No, Ext): (704) 799-1800 FAX (A/C, No): (704) 799-2955 E-MAIL ADDRESS: cert@imcplc.com	
INSURED Green Engineering, PLLC 303 Goldsboro Street E P. O. Box 609 Wilson NC 27893		INSURER(S) AFFORDING COVERAGE INSURER A: Beazley Insurance Company, Inc. NAIC # 37540 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 21/22 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADOL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability		C15QPF211501	01/03/2021	01/03/2022	Each Claim \$1,000,000 Aggregate \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

Town of Holden Beach
110 Rothschild Street

Holden Beach

NC 28462

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Jeffrey Todd

Section 3 - Scope of Work



Survey & Preliminary Design

- **Survey.** Prior to beginning the Preliminary Design Phase of the Project, representatives from Green Engineering will validate all available record drawings of the Vacuum Sewer System Station #2 as it relates to the following components:
 - * location of existing structures on the site
 - * location of original 404 delineation
 - * onsite benchmark to latest adjusted mean sea level elevation
 - * horizontal control to latest adjusted datum
 - * CAMA designation
 - * request Corp of Engineers validate authenticity of existing 404 delineation
 - * validate all existing structure(s) elevations with all available As-Built (Record) Drawings
 - * validate all horizontal dimensions on the existing structure that will be subject to some modification as a result of the proposed project
- **Preliminary Design – Vacuum Sewer System Station #2.** Prior to any Final Project Design being initiated, Green Engineering's Design Engineers, together with its Consulting Affiliates, will meet at specified intervals, with designated Town representatives to review and discuss all previously developed studies, reports, schematics, suggestions, etc. that may have been submitted by previous Engineers, either commissioned or otherwise obtained. More specifically, this information will yield the following results:
 - * a complete understanding of the Town's expectations of the functionality of all components of the upgraded system when completed
 - * degree of storm surge protection of major system components - i.e. electrical, mechanical, units to be located above storm surge; units to remain virtually unprotected below grade
 - * desired architectural treatment of all exterior structures, building walls, access stairs, etc.
 - * degree of protection for primary electrical service including all metering devices and standby power capabilities
 - * seek comments and/or preliminary approval of proposed system modifications from all local, state and federal authorities prior to beginning Final Design Phase



Section 3 - Scope of Work

Final Design and Permitting.

- **Final Design.** Utilizing all input provided throughout the Preliminary Design Phase and in close corroboration with its Consulting Affiliates, Green Engineering will participate in and coordinate the development of final system plans and specifications required to construct the facilities that were discussed, planned and adopted during the Preliminary Phase of the project. These products will be periodically presented to local permitting authorities throughout development to make sure that methods of construction or system components are being proposed that will meet local ordinances and/or departmental choices.

All plan and specifications prepared for this Project will be presented in a clear, complete and professional fashion such that the final product will be suitable for distribution to prospective bidders that are qualified to perform public utility work in North Carolina.

Green Engineering and its Consulting Affiliates are well recognized and respected consulting engineering firms in the region. The quality of our collective works typically attracts many Contractors with like credentials.

- **Prepare Final Cost Estimate.** Green Engineering will monitor and update Project Cost Estimates for the Owner throughout the development of Final Plans and Specifications. This will serve to abate any potential for surprises that may develop at the time of project bid receipt. Once all Final Plans and Specifications have been completed, Green Engineering will prepare and submit to Town Representatives its Final Opinion of Cost for the construction of the Project. These numbers will not guarantee the amount at project bid time, but it will be based on the experience the firm has had in the development of the previous two (2) vacuum pump stations on Holden Beach.
- **Permitting.** Projects of this type typically will require Permit review from many jurisdictions. This one is no different. The following are the Agencies that will be provided the pertinent information necessary for them to determine whether formal Permits are required:

Coastal Area Management Act (CAMA) - Typically CAMA Permits expire after five (5) years. This would apply to the Sewer Pump Station site. Preliminary site plans will be submitted to this Agency once the updated survey work has been completed and all anticipated onsite land disturbing activities can be identified. This activity will begin early on in the Preliminary Design Phase in order to eliminate any delays that may be caused by this bureaucratic process.



Section 3 - Scope of Work

Local Building Permit Issued By Town of Holden Beach – Contact will be made with a Holden Beach Inspection Department representative regarding the requirement for a Building Permit for the proposed improvements to Pump Station #2. Since the local Building Inspector will be consulted periodically throughout the design phase of the Project, there should not be any delay in obtaining any Permit issued locally.

Bidding and Contract Award

- **Bidding.** Once the Town is satisfied with the final design of the Project and all Permits have been obtained; the Project will be Advertised for Bids. For public bids, the advertisements are normally placed in publications having general circulation in the area of the Project. Green Engineering will also consult with the Town to ascertain the names of local qualified contractors that may be interested in submitting a bid on the work.

Green Engineering and its Consulting Affiliates will also have names of qualified contractors that normally perform work in this area of North Carolina that the Advertisement for Bids will be sent to. Other means of promoting interest in the bid process will be through various construction trade networks and publications that normally follow this type Project.

Projects of this magnitude will normally be advertised for a minimum of thirty (30) days. Included in the Advertisement will be an announcement that a Pre-Bid meeting with Contractors showing interest in the Project will held \pm 15 days prior to the Bid Opening date.

- **Contract Award.** Typically, Bid Dates are set a week or so in advance of regular Town Board meetings in order to give the Engineer sufficient time to review the Bids, prepare Bid Tabulations and develop a Memorandum of Award to be presented to the Town Board for final action.



Section 3 - Scope of Work

Project Construction and Start-up

- **Pre-Construction Conference.** Once Contracts for the Project have been awarded and all Documents have been signed and sealed by the Contractor, the Town's Attorney will authorize the appropriate Town Official(s) to execute same. At that time, an on- site (Town Hall) Pre-Construction Conference will be scheduled.

Those attending that meeting will include various Town Representatives and Officials; Contractors and Sub Contractors; Project Engineer and Affiliates; Project Inspector(s); Local Utility (power, phone, cable) Representatives; and possibly some State and Federal Regulatory Officials.

The main purpose of the meeting is to identify Project Representatives; review Contractor(s)' Construction Schedule and Cash Flow Projections; discuss timely submittal of Shop Drawings, Payment Requests, Sales Tax Reports, Payment Procedure by Owner; and review Liquidated Damages Requirements specified in the Contract(s). A Notice to Proceed To Construct will be issued at that meeting as well.

- **Construction.** The Contractor may be required to provide an on-site construction trailer for use by his employees, the Engineer and Town Representatives.

The Project Engineer will provide all construction staking required by the Contractor for orderly development of the Project. Town and Engineer's Representatives shall always have access to the construction site.

Progress Meetings will be held monthly. The purpose of these meetings will be to discuss work to date and to update project schedule; discuss any foreseeable changes in the Scope of Work; job performance and quality of workmanship.

The Engineer and/or his Representative will be available at all times during the Contractor's performance of the work to answer any questions regarding the intent of the Plans and Specifications; to review the progress of the Work and to represent the Town of Holden Beach should any dispute or potential for disputes arise during the performance of the Work.

Green Engineering's and its Consulting Affiliates possess 100+ years of collective experience in managing projects of this nature and magnitude. Our combined understanding of the Scope of this Project will ensure the Town of Holden Beach of a successful Project and one that will provide the results that were planned and anticipated since its inception.



Section 3 - Scope of Work

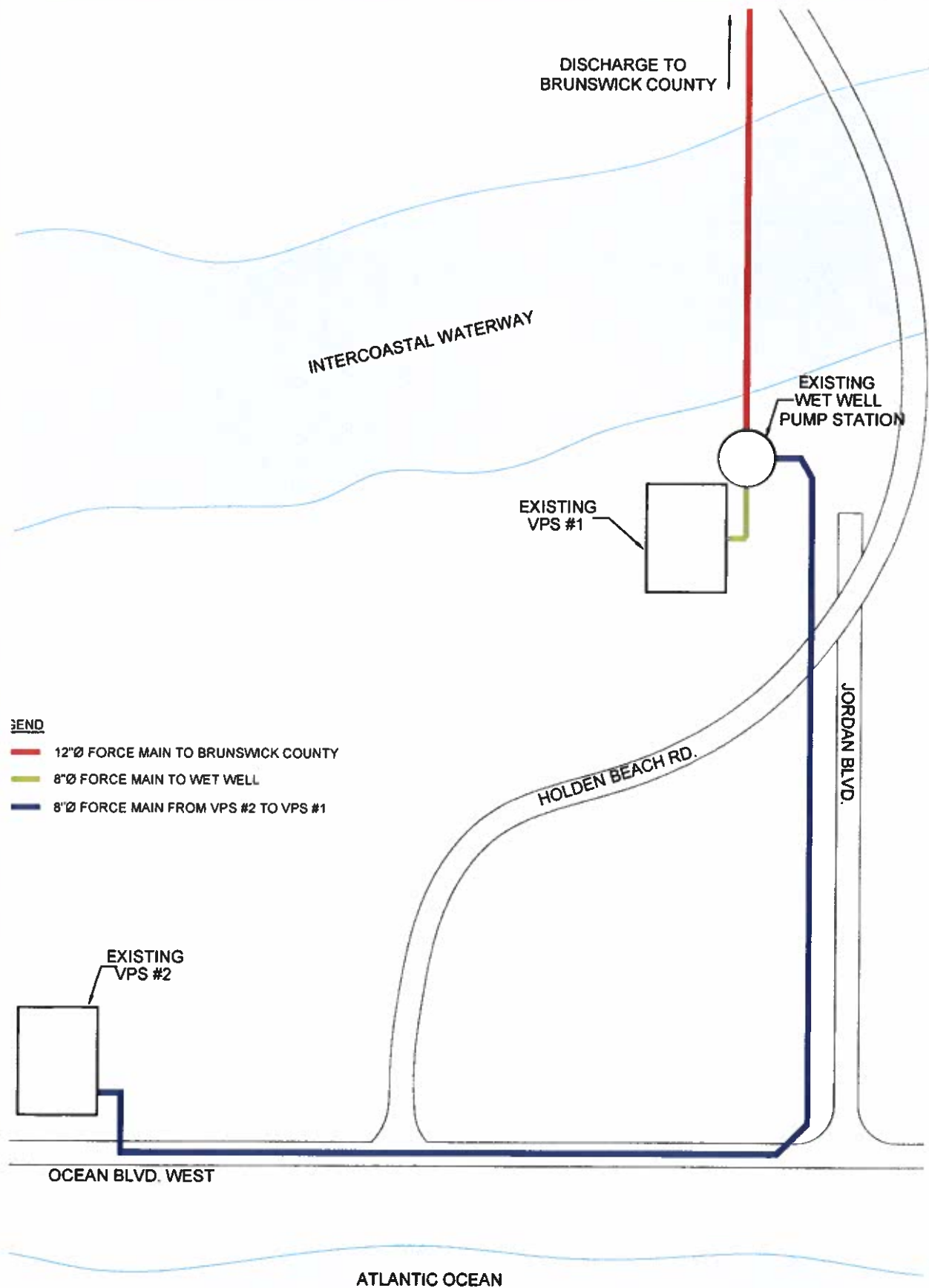
- **Project Start-up.** Once all Project work has been completed and all systems are ready to be placed into operation, Green Engineering will instruct the Contractor(s) to notify their respective equipment suppliers to provide start-up services on all newly installed equipment. Concurrent with this equipment start-up, Green Engineering Representatives will prepare a Final Punch List of construction items yet remaining to be satisfactorily completed. Following acceptable attention to this detail, the Engineers will schedule a Final Inspection of the Work and request that representatives from the Owner, Contractor(s) and Engineer be in attendance to accept the Project as constructed.

Project Close Out. Assuming that all Parties are satisfied with the performance of the Work and all systems are functioning in accordance with their specified design conditions, project Close-Out can begin.

A few items that will be addressed in Final Project Close-Out will be, acquisition of lien releases from Contractor(s); receipt of all Sales Tax Reports; Notice of all Equipment Warranty Periods; and Preparation, Presentation and Payment of Final Invoices to Contractors by Town.



Section 3 - Scope of Work





Section 4 - Team Organization and Qualifications

Staff Availability and Qualifications

The project team identified below has been selected based on their individual abilities and qualifications in providing engineering, environmental and surveying/mapping services in the planning, evaluation, design, permitting, bidding, construction administration and observation of the Sewer Pump Station #2 project. These individuals, each possessing many years of experience in the various project phases, work together as a team to provide our clients with turnkey solutions and cost-effective designs.

Current workload at Green Engineering is such that it will not interfere with our project team's ability to meet the Town of Holden Beach's requirement to provide the necessary proposed improvements to its Sewer Pump Station #2.

Below we have identified the design team members, their professional registrations and their individual qualifications as identified in the Town of Holden Beach's Request for Qualifications.

Green Engineering Project Team Members

Leo Green Jr. Wilson, N.C.
License No. 4495 (NC-PE)
License No. L – 2225 (NC-PLS)

Tom Dienes Wilson, N.C.
License No. 27372 (NC-PE)

Steve Mitchell Wilmington, NC
Construction Observer

Penny Glover Wilson, N.C.
Project Administrative Assistant

Associate Team Members

Dixon Associates Consulting Engineers, Inc.
William P. Dixon, Raleigh, N.C. - License No. 010958 (NC-PE)

Dibble & Pledger, P.A.
Ronald E. Pledger, Washington, N.C. - License No. 011654 (NC-PE)



Section 4 - Team Organization and Qualifications

This section highlights the roles, responsibilities, and experience of our key project team members.

E. Leo Green, Jr., P.L.S., P.E.
License No. 4495 & L-2225 (NC), 6481 (SC), 15447 (VA)
Managing Member, Project Manager

B.S. Civil Engineering - North Carolina State University, 1962

Mr. Green has over fifty-five (55) years of progressive experience in the water and wastewater field. He has participated in the planning, design, construction management and start-up of numerous water supply/water treatment and wastewater collection/disposal/treatment projects throughout North Carolina during this long period.

As Chief Managing Member of Green Engineering, Mr. Green has directed the firm through the planning and implementation of a multitude of regional and single service wastewater projects which conformed to the stringent standards of the U.S. Environmental Protection Agency and the North Carolina Division of Environmental Management. His leadership has helped earn the firm a solid reputation within the municipal, industrial and private sectors served by the company. Long term relationships with counties such as Wilson, Halifax, Columbus, Pasquotank, Northampton and Wake together with municipalities such as Wilson, Raleigh, Durham, Zebulon, Weldon, Hertford, Rocky Mount, Goldsboro, Whiteville and Enfield, just to name a few, have brought to fruition many successfully operating projects serving many thousands of people in rural and urban eastern North Carolina.

As a former two term member of the North Carolina Environmental Management Commission, Mr. Green has a diverse understanding of regulatory issues that impact utilities in North Carolina. His ability to navigate through complex regulatory requirements and to provide viable, cost-effective solutions serves as the basis of his civil engineering record.

Mr. Green's roll as Project Manager will include:

- Project Scheduling
- Project Team Coordination
- Liaison between the Town of Holden Beach and Green Engineering

This section highlights the roles, responsibilities, and experience of our key project team members.



Section 4 - Team Organization and Qualifications

Thomas D. Dienes, P.E.
License No. 27372 (NC-PE)
Project Engineer/Designer

B.S.A.S. Civil Engineering Technology -Youngstown State University, 1993

Mr. Dienes has over twenty (20) years of progressive experience in the water and wastewater field. His experience in these fields includes all aspects of water distribution and wastewater collection and treatment system design, management, and project implementation.

As a Project Manager with Green Engineering, Mr. Dienes has been involved with wastewater collection and treatment plant projects and water system expansions for several units of local government. His involvement in these projects includes project design and management and liaison between project owner, contractor and the construction observer.

His work includes wastewater treatment plant design, regional collection and interceptor systems (including gravity systems, pump stations and force mains). Tom has extensive experience in water distribution and sewer collection system modeling using various Bentley Systems design programs.

Mr. Dienes' design and project management experience has been primarily with municipal and regional water and wastewater systems. His most recent involvement with the successful design and construction of Vacuum Sewer Pump Station #2 in Holden Beach speaks volumes for his abilities to again become involved in the development of Vacuum Pump Station #2 for Holden Beach.

Mr. Dienes' roll as Project Engineer/Designer will include:

- GIS Technical Data Analysis
- System Modeling
- Quality Control



Section 4 - Team Organization and Qualifications

Penny Glover Project Administrative Assistant

Mrs. Glover's credentials include more than twenty plus (20+) years of experience in the administration of infrastructure projects, including those administered by the Community Development Block Grant Program, ARRA, NC Rural Economic Development Center, USDA-Rural Development and EDA.

In the field of planning, Mrs. Glover's specialization embraces the analysis of comprehensive management programs for water treatment and distribution and the collection and treatment of wastewater, the review of regulatory programs and land use plans and the preparation of population projections. She has assisted in research grant programs and the preparation of applications for grant and loan funds for project construction.

Project administrative activities for which Mrs. Glover manages include development of project budgets, contract development and administration, preparation of certified tabulations, approval of contractor payment requests, processing of change orders, requisitioning and disbursing loan and grant funds, preparation of status reports, project accounting and audits.

Mrs. Glover works closely with our clients, government agencies and contractors to develop a positive relationship among all parties that will ensure successful project completion.

Mrs. Glover's role as Project Administrator will include:

- Final Report Preparation



Section 4 - Team Organization and Qualifications

History of Recent Green Engineering's Wastewater Projects

Town of Holden Beach –Vacuum Sewer System Station #'s 3 and 4,
Chris Clemmons, Public Works Director
(910) 842-9315

City of Wilson - Contentnea Creek Wastewater Pump Station Renovation
Barry Parks, Assistant Director of Public Services Water Resources
(252) 399-2374

City of Whiteville – Wastewater Treatment Facility
Travis Faulk, Public Works Director
(910) 642-3422

Town of Zebulon – Wastewater Treatment Facility
Chris Ray, Public Works Director
(919) 269-5285

Columbus County, NC – Public Utilities Department
Harold Nobles, Director
910-770-2034

Town of Holly Springs – Wastewater Treatment Facility
Kendra Stephenson, Senior Engineer
(919) 557-3931



Section 4 - Team Organization and Qualifications

Affiliates

DIXON ASSOCIATES, CONSULTING ENGINEERS, INC.

6101 Crescent Knoll Drive
Raleigh, North Carolina 27614
(919) 870-7005

CONTACT: WILLIAM P. DIXON, PE, PRESIDENT

EDUCATION: Bachelor of Science in Civil Engineering,
NCSU, Raleigh, NC, 1978
Master of Civil Engineering - Structures (Major)/
Geotechnical (Minor)
NCSU, Raleigh, NC, 1989

REGISTRATION: Professional Engineer - North Carolina, South
Carolina, Virginia, Georgia, Maine (inactive), Florida (inactive), New York (inactive)

AFFILIATIONS: American Society of Civil Engineers
American Concrete Institute
National Society of Professional Engineers
Professional Engineers of NC
Tau Beta Pi - NC Alpha Chapter
(Engineering Honor Society)



Section 4 - Team Organization and Qualifications

EXPERIENCE:

William Dixon has over thirty-five years of experience as a civil/structural consultant, primarily working on commercial, institutional, light and heavy industrial, water resources and bridge related projects. Mr. Dixon is personally involved in all aspects of design, specification, and coordination with other disciplines and field coordination/inspection of construction with all projects performed by DIXON ASSOCIATES. His experience ranges from residential design, mid-rise building design to the design of heavy industrial processing plants. Mr. Dixon has extensive experience with the design and construction administration for water and waste water treatment structures. He is familiar with all of the commonly used structural materials and construction methods. He has significant experience utilizing computer modeling and software capable of optimizing structural design. In addition, Mr. Dixon has significant experience with inspection and investigations associated with renovation and restoration studies, design and implementation.

Surf City Water Treatment Plant, Surf City, NC, Structural Consultant responsible for structural design of new treatment plant structures.

Swartz Waste Water Treatment Plant, Myrtle Beach, SC, Structural Consultant responsible for structural design of new treatment plant structures.

Vereen Waste Water Treatment Plant, Myrtle Beach, SC, Structural Consultant responsible for structural design of new treatment plant structures.

Reverse Osmosis Facility, Stumpy Point, NC, Structural Consultant responsible for structural design of new treatment plant structures.

New Water Treatment Plant, Cape Hatteras, NC, Structural Consultant responsible for design of new treatment plant structures.

Holden Beach Vacuum Pump Stations, Holden Beach, NC, Structural Consultant responsible for structural design of new submerged pump station structures.

Sullivan's Island Wastewater Treatment Plant Upgrade, Sullivan's Island, SC, Structural Consultant responsible for design of water containment structures for plant modifications .

Brunswick County Water Treatment Plant, Brunswick County, NC, Structural Consultant responsible for design of water containment and building structures for new water treatment plant.



Section 4 - Team Organization and Qualifications

Wastewater Treatment Plant Upgrade, Town of Plymouth, NC, Structural Consultant responsible for design of new treatment plant structures.

Camp SeaGull and Seafarer Wastewater Treatment Plant Upgrades, Minnesot Beach, NC, Structural Consultant responsible for design of water containment structures for plant modifications.

Reverse Osmosis Facility, Tyrrell County, NC, Structural Consultant responsible for structural design of new treatment plant structures.

Washington Water Treatment Plant Expansion, Washington, NC, Structural Consultant responsible for design of new treatment plant structures.

Wastewater Treatment Plant Modifications, New Bern, NC, Structural Consultant responsible for design of new treatment plant structures.

Onslow County Water Treatment Plants, Onslow County, NC, Structural Consultant responsible for design of water containment and building structures for two new treatment plants.

Affiliate

DIBBLE & PLEDGER, PA
222 WEST MAIN STREET
POST OFFICE BOX 1885
WASHINGTON, NORTH CAROLINA 27889

Company Contact - Ronald E. Pledger, PE

Minority or Woman Owned Business - No

Section 4 - Team Organization and Qualifications



Brief History of Company –

Lewis M. Dibble, PE Founded Dibble & Associates in 1968. 1985 the Firm was incorporated in the state of North Carolina. Certificate Number C-0416 and name changed to Dibble & Pledger, P.A. As a firm, Dibble & Pledger, P.A. has 30 years of experience in mechanical, electrical, plumbing, controls and instrumentation Engineering. Dibble and Pledger has provided electrical controls and power design for numerous water and wastewater systems. The firm has worked for various clientele including the Department of Corrections, the Department of State Construction, School Planning Facilities, the Department of Defense, Industrial, Commercial, Municipal, State, Institutional, Educational, and Medical Clientele.

History with Green Engineering

Dibble and Pledger, PA has worked with Green Engineering on numerous water and wastewater plant projects as well as lift station projects for over 30 years.

Dibble and Pledger, PA has provided engineering designs for electrical Power, lighting, standby generation, and controls and Instrumentation associated with these projects. Dibble and Pledger has provided systems integration design on numerous plant projects and designs on SCADA projects throughout North Carolina. Dibble and Pledger provided electrical Engineering design on the previous Holden Beach Lift Stations.

Past Representative Projects in Eastern North Carolina

Fayetteville PWC – Astoria Park at Hope Mills Lift Station
City of Washington – 5th Respass Lift Station
Town of Beaufort – Lift Station #9
City of Goldsboro – New Hope Road Lift Station
Town of Chocowinity – Bragaw Lane Transmission Lift Station
Town of Chocowinity – Fountain Powerboats Lift Station
City of New Bern – Glenburnie Lift Station
City of New Bern – Evans Lift Station
Holden Beach – Vacuum Lift Stations # 2, 3 & 4
Town of Richlands WWTF – Main Plant Lift Station
City of Wilson – Contentnea Lift Station
Town of Swansboro – Tiara Yachts Lift Station
Wayne County – Eureka Vacuum Pump Station
Halifax County – Highway 158 Lift Station
Town of Manteo – Bowsertown Lift Station
Town of Manteo – Cedar Bay Lift Station
Warren County – Sewer Pump Stations

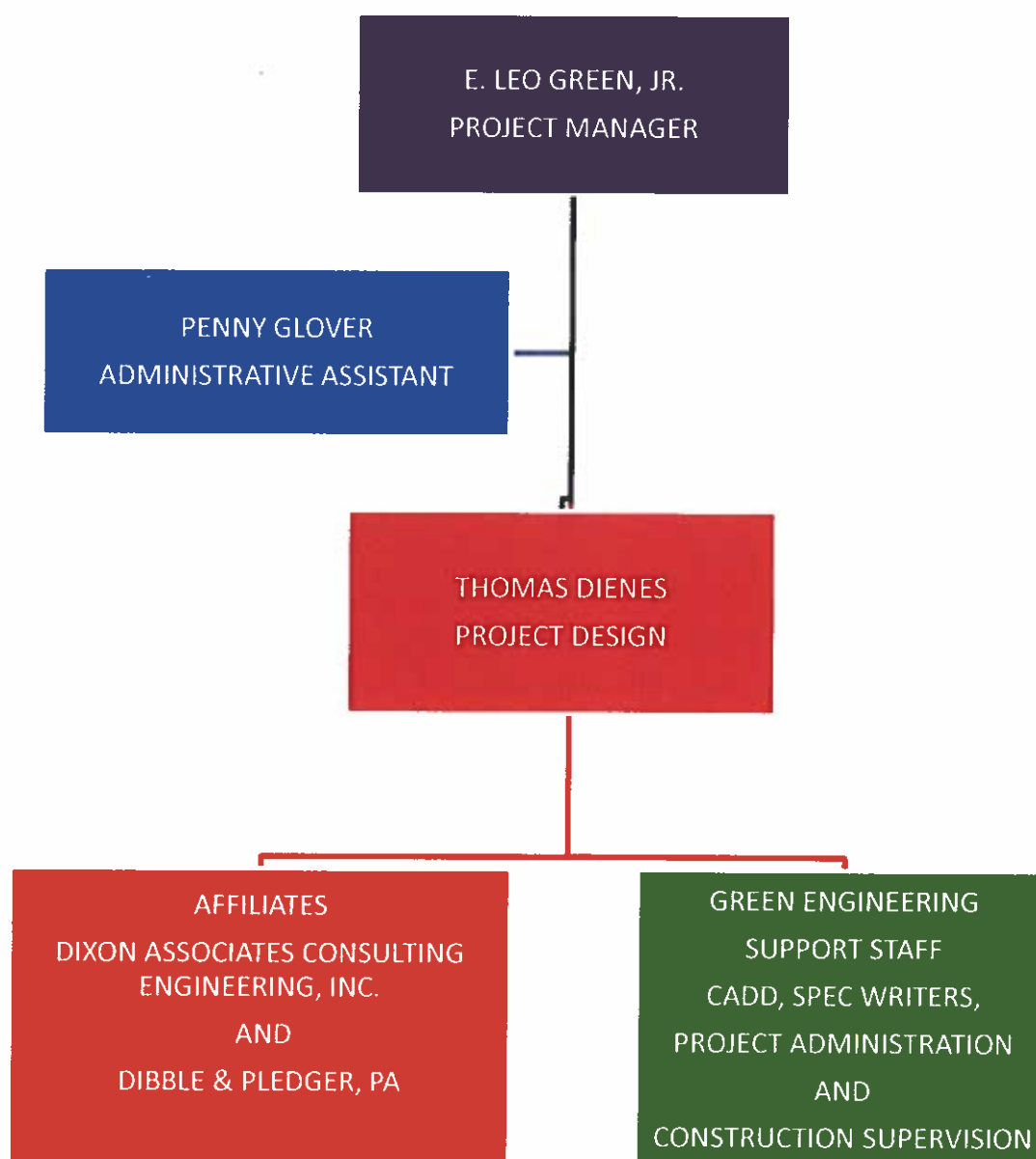


Section 4 - Team Organization and Qualifications

Town of Williamston – Highway 17 Pump Station
Town of Chocowinity – Industrial Park Lift Station
City of Raleigh – Beaver Dam Creek Lift Station
Town of Emerald Isle – Ground Water Pump Station
City of Wilson – Longview Lift Station (Wet Pit / Dry Pit)



Organizational Chart Green Engineering, PLLC





Section 5 - Project Schedule and Reporting

Project Schedule

Green Engineering recognizes the importance of strict adherence to project schedules. We are very proud of our track record of completing projects on time and have demonstrated this commitment to the Town of Holden Beach.

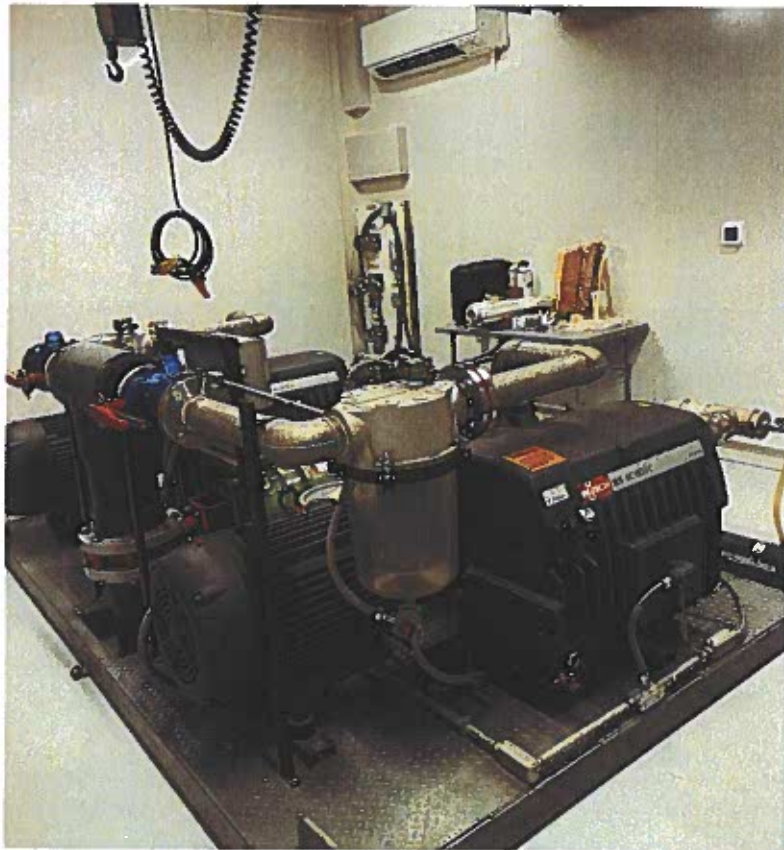
Based on our scope of work included and projecting a Notice-to-Proceed of May 18, 2021, our schedule for performance of the major tasks associated with the project are projected below:

Project Schedule	2021								2022				
	May	June	July	August	September	October	November	December	January	February	March	April	May
ACTIVITY													
Present RFQ	■												
Notice To Proceed Design	■												
Final Design & Permitting	■	■	■	■	■								
Bidding and Contract Award					■	■							
Project Construction						■	■	■	■	■	■	■	■
Project Start-up													■

Project Reporting

During the Design and Plan Development Phase of the Project, Green Engineering and Town Representatives will establish a schedule for periodic onsite meetings (or conference calls) to review the progress during this phase of work.

Once Construction Contracts have been awarded and, in order for the above timetable to be maintained, Green Engineering, together with Town Representatives, will develop a schedule of regular monthly progress meetings. The purpose of these meetings will be to discuss, at a minimum: project schedule, adherence to permit conditions, unanticipated changes to project scope and contractor payment requests.



**Town of Holden Beach
110 Rothschild Street
Holden Beach, North Carolina 28462**



Engineering, Design and Permitting

May 2021



Date: May 6, 2021

To: Mayor Holden and Board of Commissioners
Town Manager-IN TURN *TH*

From: Christy Ferguson, Assistant Town Manager *CF*

Re: Resolution for Application to LGC- beach nourishment

The attached resolution (Attachment 1), prepared by our bond attorney firm, Parker Poe Adams & Bernstein, LLP, is necessary to direct application to the Local Government Commission (LGC) for approval of a special obligation bond and requesting LGC approval of the town's special obligation bond and certain related matters. The FEMA reimbursement grant for storm damage repair for four storms: Florence, Michael, Dorian, and Isaias is administered to the town on a reimbursement basis. The town will need to obtain bridge loan financing to construct the project and then make submissions for reimbursement through FEMA. This financing effort necessitates LGC approval.

Attachment 1: Resolution

Suggested Motion: Approval of Resolution # 21-09, directing application to the Local Government Commission for approval of a special obligation bond, requesting Local Government Commission approval of a special obligation bond and certain related matters.

RESOLUTION 21-09

RESOLUTION OF THE TOWN OF HOLDEN BEACH, NORTH CAROLINA, DIRECTING THE APPLICATION TO THE LOCAL GOVERNMENT COMMISSION FOR APPROVAL OF A SPECIAL OBLIGATION BOND, REQUESTING LOCAL GOVERNMENT COMMISSION APPROVAL OF THE TOWN'S SPECIAL OBLIGATION BOND AND CERTAIN RELATED MATTERS

WHEREAS, the Board of Commissioners (the "*Board*") of the Town of Holden Beach, North Carolina (the "*Town*") hereby determines that it is necessary to provide beach nourishment for the purpose of beach erosion control and flood and hurricane protection works (the "*Project*");

WHEREAS, the Town has created a Municipal Service District (the "*MSD*"), in accordance with Article 23 of Chapter 160A of the North Carolina General Statutes, in which the Project will be located;

WHEREAS, the Board is considering the issuance of a special obligation bond (the "*Bond*") in a principal amount not to exceed \$46,000,000 to finance the Project;

WHEREAS, the Town has retained (A) Parker Poe Adams & Bernstein LLP, as bond counsel for the Bond and (B) DEC Associates Inc., as financial advisor for the Bond;

WHEREAS, the Board wants the Town Manager (1) to file with the North Carolina Local Government Commission (the "*Commission*") an application for its approval of the Bond, on a form prescribed by the Commission, (2) to request in such application that the Commission approve (a) the negotiation of the sale of the Bond to PNC Bank, N.A. (the "*Purchaser*") through a private placement and (b) the financing team for the Bond, (3) to state in such application such facts and to attach thereto such exhibits in regard to the Bond and to the Town and its financial condition, as may be required by the Commission, and (4) to take all other action necessary for the issuance of the Bond;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF HOLDEN BEACH, NORTH CAROLINA, AS FOLLOWS:

Section 1. That the Bond is to be issued by the Town for the purpose of providing funds (1) to finance the costs of the Project and (2) to pay the costs of issuing the Bond, as to be set out in the documents attached to the Town's application to the Commission. The use of the proceeds of the Bond, as described, is necessary in order to provide for beach erosion control and flood and hurricane protection works in the MSD.

Section 2. That the Town Manager, or his designee, is hereby authorized directed and designated to file an application with the Commission for its approval of the issuance of the Bond.

Section 3. In addition to the bond counsel and the financial advisor described above, the Town Manager, or his designee, is hereby authorized to retain the services of other professionals as he deems necessary and appropriate to complete the transactions contemplated by this Resolution.

Section 4. The Board finds and determines and asks the Commission to find and determine from the Town's application and supporting documentation:

- (1) that the issuance of the Bond is necessary or expedient;

- (2) that the not to exceed stated principal amount of the Bond will be sufficient but is not excessive, when added to other moneys available to the Town, for the proposed Project;
- (3) that the proposed Project is feasible;
- (4) that the Town's debt management procedure and policies are good; and
- (5) that the Bond can be marketed at a reasonable interest cost to the Town.

Section 5. The Mayor, the Town Manager, the Assistant Town Manager and the Town Clerk are hereby authorized, individually and collectively (the "*Authorized Officers*"), to do any and all other things necessary to complete the steps necessary for the issuance of the Bond.

Section 6. All actions of the Town and its officials, whether previously or hereafter taken in effectuating the proposed financing as described herein, are hereby ratified, authorized and approved.

Section 7. All motions, orders, resolutions and parts thereof in conflict herewith are hereby repealed.

Section 8. This Resolution is effective on the date of its adoption.

This the 18th day of May, 2021.

J. Alan Holden, Mayor

ATTEST:

Heather Finnell, Town Clerk

STATE OF NORTH CAROLINA)
) SS:
COUNTY OF BRUNSWICK)

I, *Heather Finnell*, Town Clerk of the Town of Holden Beach, North Carolina, ***DO HEREBY CERTIFY*** that the foregoing is a true and exact copy of a resolution entitled “**RESOLUTION OF THE TOWN OF HOLDEN BEACH, NORTH CAROLINA, DIRECTING THE APPLICATION TO THE LOCAL GOVERNMENT COMMISSION FOR APPROVAL OF A SPECIAL OBLIGATION BOND, REQUESTING LOCAL GOVERNMENT COMMISSION APPROVAL OF THE TOWN’S SPECIAL OBLIGATION BOND AND CERTAIN RELATED MATTERS**” adopted by the Board of Commissioners of the Town of Holden Beach, North Carolina, at a meeting held on the 18th day of May, 2021.

WITNESS my hand and the corporate seal of the Town of Holden Beach, North Carolina, this the ____ day of May, 2021.

[Seal]

Heather Finnell
Town Clerk
Town of Holden Beach, North Carolina



Date: May 6, 2021

To: Mayor Holden and Board of Commissioners
Town Manager-IN TURN *Day*

From: Christy Ferguson, Assistant Town Manager *CF*

Re: Isaias Budget Amendment

The attached budget amendment (Attachment 1) in the amount of \$3,838,038, recognizes FEMA Cat G (Recreation/Beach) grant funds as related to Isaias. The storm caused a loss of approximately 67,438 cy of sand; 320,000 dune plants and 24,000 feet of sand fence. The funds will be housed in Fund 70, the special project fund for FEMA events.

Attachment 1: Budget Amendment

Suggested Motion: Approval of Budget Amendment 21-11, An Ordinance Amending Ordinance 20-10, The Revenues and Appropriations Ordinance for Fiscal Year 2020 – 2021 (Amendment No. 12).

TOWN OF HOLDEN BEACH

ORDINANCE NO. 21-11

**AN ORDINANCE AMENDING ORDINANCE 20-10, THE REVENUES AND APPROPRIATIONS ORDINANCE FOR FISCAL YEAR
2020-2021 (AMENDMENT NO. 12)**

Be it ordained by the Mayor and Board of Commissioners of the Town of Holden Beach, North Carolina, that Ordinance No. 20-10 appropriating funds for fiscal year 2020-2021 be amended as follows:

REVENUE

FEMA ISAIAS PW 50 CAT G	70.0323.0000	3,838,038 INCREASE
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TOTAL

<u>3,838,038</u>

EXPENSE

FEMA ISAIAS PW 50 CAT G	70.0460.2700	3,838,038 INCREASE
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TOTAL

<u>3,838,038</u>

This is the 18th day of May, 2021.

ATTEST:

J. Alan Holden, Mayor

Heather Finnell, Town Clerk

F. Monitoring Contracted Debris Removal Operations

FEMA requires the Applicant to monitor all contracted debris operations to ensure that the quantities and work claimed are accurate and eligible. This includes documenting debris quantities by types, quantities reduced, reduction methods, and pickup and disposal locations. If the Applicant does not monitor contracted debris removal operations, it jeopardizes its PA funding for that work.

The Applicant may use force account resources (including temporary hires), contractors, or a combination of these for monitoring. It is not necessary, or cost-effective, to have Professional Engineers or other certified professionals perform debris monitoring duties. FEMA considers costs unreasonable when associated with the use of staff that are more highly qualified than necessary for the associated work. If the Applicant uses staff with professional qualifications to conduct debris monitoring, it must document the reason it needed staff with those qualifications.

FEMA provides training to the Applicant's force account debris monitors (including its temporary hires) upon request.

Eligible activities associated with debris monitoring include, but are not limited to:

- Field supervisory oversight;
- Monitoring contracted debris removal at both the loading and disposal sites
- Compiling documentation, such as load tickets and monitor reports, to substantiate eligible debris; and
- Training debris monitors on debris removal operations, monitoring responsibilities and documentation processes, and FEMA debris eligibility criteria.

G. Debris Removal from Private Property

Debris removal from private property (PPDR) is the responsibility of the property owner and is usually ineligible under the PA Program. In limited circumstances, based on the severity of the impact of an incident and whether debris on private property is so widespread that it threatens public health and safety or the economic recovery of the community, FEMA may determine that debris removal from private property is eligible under the PA Program. In such cases, FEMA works with the SLTT governments to designate specific areas where debris removal from private property, including private waterways, is eligible. The debris removal must be in the public interest, not merely benefiting an individual or a limited group of individuals. Figure 11. *Debris on Private Property* is an example of the level of debris impacts that may warrant FEMA assistance for PPDR.



Figure 11. Debris on Private Property

1. Approval Process

The Applicant must submit a written request to FEMA identifying the specific properties or areas of properties where private property debris removal activities will occur. Once FEMA receives the request, it engages with the Recipient and Applicant to review the request and conduct site inspections. With exception of debris removal from commercial property, the Applicant does not need to wait for FEMA approval to start work. However, for the Applicant to receive PA funding, FEMA must determine that the PPDR work at each property is eligible.

FEMA only approves PA funding for PPDR if the Applicant demonstrates all of the following with sufficient documentation:



Clarification of Demolition versus Debris

If more than one wall of a structure is standing and not in immediate danger of collapsing, FEMA considers the removal of that structure to be demolition and not debris removal. Demolition is subject to additional requirements and **must** comply with [Chapter 7:II.U. Demolition of Private Structures](#).

(a) *Legal Authority and Indemnification*

FEMA accepts a written statement from an authorized Applicant official that:

- ☐ Certifies the Applicant has legal authority and responsibility to remove debris from private property;
- ☐ Cites all applicable sources of authority (law, ordinance, code, contract, etc.); and
- ☐ Indemnifies the United States for any claim arising from the debris removal.

(b) *Public Interest.*

The Applicant must demonstrate that the PPDR was in the public interest.²²² This includes:

- ☐ The basis for the determination that removing the debris from the private property locations requested was in the public interest. The determination must be made by the State, Territorial, Tribal, county, or municipal government's public health authority or other public entity that has legal authority to make a determination that disaster-generated debris on private property constitutes an immediate threat to life, public health, or safety, or to the economic recovery of the community at large.
- ☐ The established, specific legal requirements for declaring the existence of a threat to public health and safety.

FEMA evaluates the submission to determine if it concurs that PPDR is in the public interest and provides a written response specifying any properties or area of properties for which it approves funding for debris removal.

2. Removal from Private Roads

Private roads are those that are not owned or operated by or otherwise the legal responsibility of a Federal or SLTT entity (including orphan roads, roads in gated communities, homeowners' association roads, etc.). If the public has unrestricted access (no locks, gates, or guards) and

²²² Stafford Act § 407, 42 U.S.C. § 5173; 44 C.F.R. § 206.224(b).

frequently uses the private road, then removal and disposal of the debris, including debris placed at the curbside by residents, is in the public interest and the Applicant is not required to submit documentation demonstrating the debris removal is in the public interest. This does not include debris on private driveways or parking lots. It also does not include removal and disposal activities from private roads in areas with restricted access (roads behind locks, gates, or guards) or private roads that are unrestricted but rarely used by the public. The Applicant must provide further documentation to establish that removal is in the public interest in these areas and, though not required, Applicants should consider obtaining approval from FEMA prior to starting removal and disposal. Debris clearance (push or cut and toss) for emergency access may be eligible as Category B work if it meets the criteria in [Chapter 7:II.J. Emergency Access](#).

3. Removal from Private Residential Property

Debris removal from residential property is usually not in the public interest because the debris does not typically present an immediate health and safety threat to the general public. If the incident generates debris quantities and/or types of debris on residential property that is so widespread or of such magnitude that it creates an immediate threat to public health and safety, debris removal may be in the public interest. To determine if removal of debris from private residential property is in the public interest, FEMA evaluates the public health determination (see [Chapter 7:I.E.1\(b\). Public Interest](#), and will consider:

- Whether the debris is located in open areas accessible to the public (e.g., in a yard with no fence barrier next to a public sidewalk), located in maintained areas, or creating a health and safety hazard (such as a rodent infestation);
- Volume of debris;
- Height of debris;
- Number of houses and blocks with large volumes of debris; and
- Amount of the public population affected.

Given these additional considerations, Applicants should consider obtaining approval from FEMA prior to starting work.

4. Removal from Commercial Property (Requires FEMA's Pre-approval)

Removal of debris from commercial properties, such as industrial parks, golf courses, cemeteries, apartments, condominiums, and trailer parks is generally ineligible because commercial enterprises are expected to retain insurance that covers debris removal. In very limited, extraordinary circumstances, FEMA may provide an exception. In such cases, the Applicant must meet the requirements of [Chapter 7:I.E.1. Approval Process](#) and FEMA must approve the work prior to the Applicant removing the debris.

5. Duplication of Benefits

The Applicant needs to work with private property owners to pursue and recover insurance proceeds and credit FEMA the Federal share of any insurance proceeds received. In some circumstances, FEMA may provide IA assistance to individuals for debris removal; consequently, FEMA PA staff coordinate closely with IA staff to ensure FEMA does not fund the same work under both programs.



Date: May 10, 2021

To: Commissioners and Mayor Holden

From: Heather Finnell, Town Clerk HF

Re: Public Hearing on the Proposed Budget for Fiscal Year 2021 - 2022

The Board is required to hold a public hearing prior to adopting the budget. Staff recommends the Board schedule the public hearing to be held on June 4th at 5:00 p.m.