

# *Town of North Topsail Beach*

Donald Martin, Mayor  
Larry Hardison, Mayor Pro Tem  
Aldermen:  
Richard Farley  
Richard Peters  
Robert Swantek  
Daniel Tuman



Frank W. Clifton, Jr.  
Interim Town Manager

Carin Z. Faulkner, MPA  
Town Clerk

## **Board of Aldermen Regular Meeting Agenda Tuesday, January 6, 2009 7:00 P.M.**

- I. Call to Order Donald Martin, Mayor
- II. Invocation Pastor Jonathan Ballard, Straightway Ministries
- III. Pledge of Allegiance
- IV. Approval of Agenda
- V. Committee Reports:
  - A. Board of Adjustment – Gary Miller
  - B. Planning Board – Sue Tuman
  - C. Beach Nourishment – Mary Convy
- VI. Manager's Report
- VII. Open Forum – 3 minute limit
- VIII. Consent Agenda: (Any item may be removed for separate discussion or scheduled at the next regular business meeting)
  - A. Approval of Minutes
    - December 2, 2008
    - December 4, 2008
    - December 17, 2008
  - B. Department Head Reports
    1. Finance Department
    2. Fire Department
    3. Inspections Department
    4. Planning Department
    5. Police Department

- IX. Old Business:
  - A. Request to Award Contract for Dune Restoration/Repairs
  - B. Request to Accept Bids for Surplus Equipment
- X. New Business:
  - A. Anvil Proposal
  - B. Request to Establish a Beach Equipment Storage Location on the Beach Front
  - C. Coordinated State Level Lobbying Effort (State Authorization to Use 'Terminal Groin' Structures)
  - D. Proposed Federal Infrastructure Grant Program
  - E. Budget Amendment # 3
- XI. Open Forum – 3 minute limit
- XII. Attorney's Report
- XIII. Mayor's Report
- XIV. Aldermen's Report
- XV. Adjournment

*Town of North Topsail Beach*

Donald Martin, Mayor  
Larry Hardison, Mayor Pro Tem  
Aldermen:  
Richard Farley  
Richard Peters  
Robert Swantek  
Daniel Tuman



Frank W. Clifton, Jr.  
Interim Town Manager  
Carin Z. Faulkner, MPA  
Town Clerk

Board of Aldermen  
Agenda Workshop  
Tuesday, February 3, 2009  
10:00 A.M.

I. Call to Order Donald Martin, Mayor

II. Approval of Agenda  
MOTION:  
SECOND:  
VOTE:

III. New Business

A. Discussion of Agenda for Thursday, February 5, 2009

IV. Adjournment

# *Town of North Topsail Beach*

Donald Martin, Mayor  
Larry Hardison, Mayor Pro Tem  
Aldermen:  
Richard Farley  
Richard Peters  
Robert Swantek  
Daniel Tuman



Frank W. Clifton, Jr.  
Interim Town Manager

Carin Z. Faulkner, MPA  
Town Clerk

## **Board of Aldermen Regular Meeting Agenda Thursday, February 5, 2009 7:00 P.M.**

- I. Call to Order Donald Martin, Mayor
- II. Invocation Andy Connor  
Associate Pastor, Salem Baptist Church
- III. Pledge of Allegiance
- IV. Approval of Agenda
- V. Committee Reports:
  - A. Board of Adjustment – Gary Miller
  - B. Planning Board – Sue Tuman
  - C. Beach Nourishment – Ed Doherty
- VI. Manager's Report
  - A. Code of Ordinance Issues
- VII. Open Forum – 3 minute limit
- VIII. Consent Agenda: (Any item may be removed for separate discussion or scheduled at the next regular business meeting)
  - A. Approval of Minutes  
January 6, 2009
  - B. Call for Public Hearings
    1. Public Hearing R-09-01 – Rezoning of 2.98 acres from Conservation District (Con-D) to Residential (R-20)
    2. Public Hearing Private Bridge Ordinance
  - C. Department Head Reports
    1. Finance Department

2. Fire Department
3. Inspections Department
4. Planning Department
5. Police Department

D. Request to Approve Tax Refund

IX. Old Business:

A. Request to Approve Right of Entry Agreement for 2280 New River Inlet Road #2.

B. Request to Approve Right of Entry Agreement for 2276 New River Inlet Road #2 to include the construction of a wooden pedestrian crossover.

C. Request to Award Contract for Demolition Services and Asbestos/Lead Abatement

D. Request to Award Bid on Ford F-350 that was placed on Govdeals.com

E. Tot Lot Repairs and Re-mulching Requirement

X. New Business:

A. CECLP 2010 Grant Application

B. Discussion and/or Direction Relative to Proposed Changes in the State Coastal Insurance Program and Rates

C. Approval of Employment Agreement for New Town Manager – Lara Burleson

D. Resolution Adopting the ICMA Retirement Corporation Deferred Compensation Plan and Trust for New Town Manager

E. Resolution Designating Official to Sign and Otherwise Represent the Board Regarding Mosquito Control

F. Authorization to Pay Army Corps of Engineers Invoice and to Seek Appropriate State Funding Assistance

XI. Open Forum – 3 minute limit

XII. Attorney's Report

XIII. Mayor's Report

XIV. Aldermen's Report

XV. Adjournment

*Town of North Topsail Beach*

Donald Martin, Mayor  
Larry Hardison, Mayor Pro Tem  
Aldermen:  
Richard Farley  
Richard Peters  
Robert Swantek  
Daniel Tuman



Frank W. Clifton, Jr.  
Interim Town Manager  
Carin Z. Faulkner, MPA  
Town Clerk

North Topsail Beach Board of Aldermen  
SPECIAL MEETING

Tuesday  
February 10, 2009  
11:00 A.M.  
AGENDA

1. Call to Order Donald Martin, Mayor
2. Pledge of Allegiance
2. Approval of Agenda
4. New Business
  - A. CP&E Presentation to Board of Aldermen – Ken Willson
5. Open Forum
6. Adjournment

# *Town of North Topsail Beach*

Donald Martin, Mayor  
Larry Hardison, Mayor Pro Tem  
Aldermen:  
Richard Farley  
Richard Peters  
Robert Swantek  
Daniel Tuman



Lara N. Burleson, MPA  
Town Manager

Carin Z. Faulkner, MPA  
Town Clerk

## **Board of Aldermen Workshop Wednesday, February 25, 2009 9:00 A.M.**

- I. **Call to Order** Donald Martin, Mayor  
II. **Approval of Agenda**  
III. **Business**

### **A. Analysis Summarizing Current Issues and Future Challenges**

**Frank W. Clifton, Jr., Interim Town Manager**

Expected Outcome: As the Board discusses the various issues in some limited fashion and Ms. Burleson provides input based upon her perspectives, the Board will through consensus identify its top priorities for further investigation and future action.

### **B. Discussion on thinking strategically about the Town's Future**

- Review of May 2008 Board Retreat Priorities (status)
- Review of 2003 Long-Range Plan
- Developing and/or Revising a North Topsail Beach Vision

Concepts to Consider:

1. Prioritize goals annually and establish defined timelines
2. Develop multi-year budgets and financial forecasts based on established goals
3. Develop a defined Capital Investment Plan in Civic Infrastructure
4. Formulate a method or process to monitor and measure performance
5. Formulate a role and methods for citizen involvement
6. Communicate with everyone

### **C. Ms. Burleson's perspective and insight**

### **D. Board Discussion and Direction for Future Action(s)**

- IV. **Adjournment**

*Town of North Topsail Beach*

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Larry Hardison, Mayor Pro Tem  
Aldermen:  
Richard Farley  
Richard Peters  
Robert Swantek  
Daniel Tuman

Frank W. Clifton, Jr.  
Interim Town Manager  
Carin Z. Faulkner, MPA  
Town Clerk



Board of Aldermen  
Agenda Workshop  
Tuesday, March 3, 2009  
10:00 A.M.

I. Call to Order Donald Martin, Mayor

II. Approval of Agenda  
MOTION:  
SECOND:  
VOTE:

III. New Business

A. Discussion of Agenda for Thursday, March 5, 2009

IV. Adjournment

# *Town of North Topsail Beach*

Donald Martin, Mayor  
Larry Hardison, Mayor Pro Tem  
Aldermen:  
Richard Farley  
Richard Peters  
Robert Swantek  
Daniel Tuman



Lara N. Burleson, MPA  
Town Manager

Carin Z. Faulkner, MPA  
Town Clerk

## **Board of Aldermen Regular Meeting Agenda Thursday, March 5, 2009 7:00 P.M.**

- I. Call to Order Donald Martin, Mayor
- II. Invocation Pastor Keith Miller  
Sneads Ferry First United Methodist Church
- III. Pledge of Allegiance
- IV. Approval of Agenda
- V. Committee Reports:
  - A. Planning Board – Sue Tuman
  - B. Board of Adjustment – Gary Miller (will not present at meeting)
  - C. Beach Nourishment – Tom Leonard
- VI. Manager's Report
  - A. Ms. Burleson to Introduce Herself to the Town
  - B. Update on Sand Pushing Project & Demolition of North End Houses
  - C. Summary of Workshop with the Board of Aldermen
- VII. Open Forum – 3 minute limit
- VIII. Consent Agenda: (Any item may be removed for separate discussion or scheduled at the next regular business meeting)
  - A. Request for Public Hearing to Amend Section 6-130 – Building Operations
  - B. Request for Public Hearing on Proposed Amendment to Town Code Ch. 8  
Flood Damage Prevention Ordinance
  - C. Budget Amendment – Legal Fees
  - D. Resolution 2009-7 Agreement for Interlocal Undertaking- Save Our Sand:  
The Inlet Solution

- E. Approval of Minutes
  - February 3, 2009
  - February 5, 2009
  - February 10 & 11, 2009

- F. Department Head Reports

- 1. Finance Department
  - 2. Fire Department
  - 3. Inspections Department
  - 4. Planning Department
  - 5. Police Department

- IX. Old Business:

- A. Request to Award Contract for Landscaping Maintenance Services

- X. New Business:

- A. Public Hearing: Rezoning Case # R-09-01 – Rezoning of 2.98 acres from Conservation District (Con-D) to Residential (R-20)
  - B. Public Hearing: Bridge Ordinance – Defer Until April 2, 2009
  - C. A Proposal Submitted to the Town of NTB by CP&E For Washbore Survey and Magnetic Anomaly Investigation at New River Inlet
  - D. Request for Upgrade to Citi-Pak Software – Addition of Cash Management Function
  - E. Resolution Authorizing Changes to the 2009 Powell Bill Allocations
  - F. Resolution Acknowledging the Recommendations of the Beach Erosion Study Team and Commending the Team Members for Their Hard Work and Dedication to the Town
  - G. Resolution Accepting and Endorsing the Solid Waste Management Plan of 2009 for the Town of North Topsail Beach

- XI. Open Forum – 3 minute limit
- XII. Attorney's Report
- XIII. Mayor's Report
- XIV. Aldermen's Report
- XV. Adjournment

*Town of North Topsail Beach*

Donald Martin, Mayor  
Larry Hardison, Mayor Pro Tem  
Aldermen:  
Richard Farley  
Richard Peters  
Robert Swantek  
Daniel Tuman

Lara Burleson, MPA  
Town Manager  
Carin Z. Faulkner, MPA  
Town Clerk



Board of Aldermen  
Agenda Workshop  
Tuesday, March 31, 2009  
10:00 A.M.

I. Call to Order Donald Martin, Mayor

II. Approval of Agenda  
MOTION:  
SECOND:  
VOTE:

III. New Business

A. Discussion of Agenda for Thursday, April 2, 2009

IV. Adjournment

**Joint Meeting**  
**Onslow County Board of Commissioners**  
**And**  
**North Topsail Beach Board of Aldermen**  
**March 31, 2009 -1:00 PM**  
**North Topsail Beach Town Hall**

- Call Board of Commissioners to Order - Chairman Jarman
- Call Board of Alderman to Order - Mayor Martin
- Pledge of Allegiance
- Introduction of Board Members & Staff - Chairman Jarman
- Introduction of Aldermen & Staff - Mayor Martin
- Beach Preservation Presentation - Laura Burleson, NTB Town Manager
- Discussion
- Closing remarks - Chairman Jarman and Board of Commissioners
- Closing remarks - Mayor Martin and Board of Aldermen
- Call to adjourn - Board of Commissioners
- Call to adjourn - Board of Aldermen

# *Town of North Topsail Beach*

Donald Martin, Mayor  
Larry Hardison, Mayor Pro Tem  
Aldermen:  
Richard Farley  
Richard Peters  
Robert Swantek  
Daniel Tuman



Lara N. Burleson, MPA  
Town Manager

Carin Z. Faulkner, MPA  
Town Clerk

## **Board of Aldermen Regular Meeting Agenda Thursday, April 2, 2009 7:00 P.M.**

- I. Call to Order Donald Martin, Mayor
- II. Invocation Youth Pastor Josh Watts  
New River Community Church of God
- III. Pledge of Allegiance
- IV. Approval of Agenda
- V. Committee Reports:
  - A. Planning Board – Paul Dorazio, Vice Chair
  - B. Board of Adjustment – Gary Miller (did not meet)
- VI. Public Hearings and Presentations
  - A. Presentation by Tyler Bray of NCDOT Regarding Comprehensive Transportation Plan for the Topsail Area
  - B. Public Hearing: Rezoning Case # R-09-01 – Rezoning of 2.98 acres from Conservation District (Con-D) to Residential (R-20)
  - C. Public Hearing: Bridge Ordinance
  - D. Public Hearing: Proposed Amendment to Town Code Chapter 8 Flood Damage Prevention Ordinance
- VII. Manager's Report
  - A. Rezoning for Folkstone Road Property
  - B. Collection of Unpaid Solid Waste Cart Fees
  - C. NTB Sea Oat Program
  - D. Partnership with DOT to Patch and Resurface New River Road
  - E. DOT Estimate to Complete Bike Path Between Current Southern End Point and the Surf City Line

- F. Authorization to do Feasibility Study with Onslow County Municipalities On Consolidating Building Inspections (Resolution 2009-5)
- G. Interlocal Agreement between Onslow County and North Topsail Beach - Inspection Services
- VIII. Open Forum – 3 minute limit
- IX. Consent Agenda: (Any item may be removed for separate discussion or scheduled at the next regular business meeting)
  - A. Approval to Pay Tax Refund
  - B. Resolution Accepting and Endorsing the Solid Waste Management Plan of 2009 for the Town of North Topsail Beach (Resolution 2009-6)
  - C. Approval of Minutes
    - February 25, 2009
    - March 3, 2009
    - March 5, 2009
  - D. Department Head Reports
    - 1. Finance Department
    - 2. Fire Department
    - 3. Inspections Department
    - 4. Planning Department
    - 5. Police Department
- X. Old Business:
  - A. Request to Award Contract for Collection and Disposal of Curbside Solid Waste and Recyclables
  - B. Request to Award Contract for Town Hall Building Renovations
  - C. Discussion Regarding Vendors on Public Property
  - D. Discussion of BEST Team Report
- XI. New Business:
  - A. Approval of Settlement Agreement with Charter Communications
- XII. Open Forum – 3 minute limit
- XIII. Attorney's Report
- XIV. Mayor's Report
- XV. Aldermen's Report

XVI. Closed Session:

- A. To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged, as provided by **North Carolina General Statute § 143-318.11. Closed sessions. Section (3)**, to discuss potential claim regarding compensation.
- B. To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in (i) the price and other material terms of a contract or proposed contract for the acquisition of real property or purchase, option, exchange, or lease, as provided by **North Carolina General Statute § 143-318.11. Closed sessions. Section (5)**, to discuss potential acquisition of property.

XVII. Adjournment

*Town of North Topsail Beach*

Donald Martin, Mayor  
Larry Hardison, Mayor Pro Tem  
Aldermen:  
Richard Farley  
Richard Peters  
Robert Swantek  
Daniel Tuman



Lara N. Burleson, MPA  
Town Manager

Carin Z. Faulkner, MPA  
Town Clerk

North Topsail Beach Board of Aldermen  
SPECIAL MEETING

Wednesday  
April 29, 2009  
9:00 A.M.  
AGENDA

1. Call to Order Larry Hardison, Mayor Pro Tem
2. Pledge of Allegiance
2. Approval of Agenda
4. New Business
  - A. Introduction: FY 2010 Budget Presentation Lara N. Burleson  
Town Manager
  - B. Departmental Budgets
  - C. Capital Budget
5. Open Forum
6. Adjournment

# *Town of North Topsail Beach*

Donald Martin, Mayor  
Larry Hardison, Mayor Pro Tem  
Aldermen:  
Richard Farley  
Richard Peters  
Robert Swantek  
Daniel Tuman



Lara N. Burleson, MPA  
Town Manager

Carin Z. Faulkner, MPA  
Town Clerk

Board of Aldermen  
Agenda Workshop  
Tuesday, May 5, 2009  
10:00 A.M.

- I. Call to Order Donald Martin, Mayor
  
- II. Approval of Agenda  
MOTION:  
SECOND:  
VOTE:
  
- III. New Business  
  
A. Discussion of Agenda for Thursday, May 7, 2009
  
- IV. Adjournment

# *Town of North Topsail Beach*

Donald Martin, Mayor  
Larry Hardison, Mayor Pro Tem  
Aldermen:  
Richard Farley  
Richard Peters  
Robert Swantek  
Daniel Tuman



Lara N. Burleson, MPA  
Town Manager

Carin Z. Faulkner, MPA  
Town Clerk

## **Board of Aldermen Regular Meeting Agenda Thursday, May 7, 2009 7:00 P.M.**

- I. Call to Order Donald Martin, Mayor
- II. Invocation
- III. Pledge of Allegiance
- IV. Approval of Agenda
- V. Committee Reports:
  - A. Planning Board – Sue Tuman
  - B. Board of Adjustment – Gary Miller
  - C. BEST – Tom Leonard
- VI. Presentations & Public Hearings
  - A. Presentation by Tyler Bray of NCDOT Regarding Comprehensive Transportation Plan for the Topsail Area
  - B. Public Hearing: Readoption of the Town Code of North Topsail Beach
- VII. Manager's Report
  - A. Committee Vacancies
  - B. Update on Budget Process
  - C. Update on Sales Tax Distribution via Onslow County
  - D. Update on Building Inspections
  - E. Report on Informational Workshop Regarding Flood Prevention Ordinance
- VIII. Open Forum – 3 minute limit
- IX. Consent Agenda: (Any item may be removed for separate discussion or scheduled at the next regular business meeting)
  - A. Call for Joint Workshop with Planning Board RE: Zoning Ordinance

- B. Approval of Contract for Collection & Disposal of Curbside Solid Waste & Recyclables
- C. Approval of Minutes
  - March 5, 2009
  - March 31, 2009 (Agenda Workshop)
  - March 31, 2009 (Joint Meeting with County Commissioners)
  - April 2, 2009
  - April 2, 2009 (Closed Session)
- D. Department Head Reports
  - 1. Finance Department
  - 2. Fire Department
  - 3. Inspections Department
  - 4. Planning Department
  - 5. Police Department
- X. Old Business:
  - A. Approval of Bridge Ordinance
  - B. Discussion of Joint Meeting with BEST Team to Discuss Recommendations and Future of BEST
  - C. Presentation of Draft Ordinance for Public Vendors at North Topsail Beach
- XI. New Business:
  - A. Approval of Health and Safety Plan for the Town of North Topsail Beach
- XII. Open Forum – 3 minute limit
- XIII. Attorney's Report
- XIV. Mayor's Report
- XV. Aldermen's Report
- XVI. Adjournment

# *Town of North Topsail Beach*

Donald Martin, Mayor  
Larry Hardison, Mayor Pro Tem  
Aldermen:  
Richard Farley  
Richard Peters  
Robert Swantek  
Daniel Tuman



Lara N. Burleson, MPA  
Town Manager

Carin Z. Faulkner, MPA  
Town Clerk

## Board of Aldermen Agenda Workshop Tuesday, June 2, 2009 10:00 A.M.

- I. Call to Order Donald Martin, Mayor
  
- II. Approval of Agenda  
MOTION:  
SECOND:  
VOTE:
  
- III. New Business  
  
A. Discussion of Agenda for Thursday, June 4, 2009
  
- IV. Adjournment

# *Town of North Topsail Beach*

Donald Martin, Mayor  
Larry Hardison, Mayor Pro Tem  
Aldermen:  
Richard Farley  
Richard Peters  
Robert Swantek  
Daniel Tuman



Lara N. Burleson, MPA  
Town Manager

Carin Z. Faulkner, MPA  
Town Clerk

## **Board of Aldermen Regular Meeting Agenda Thursday, June 4, 2009 7:00 P.M.**

- I. Call to Order Donald Martin, Mayor
- II. Invocation Reverend Dwayne Collins  
North Topsail Shores Baptist Church
- III. Pledge of Allegiance
- IV. Approval of Agenda
- V. Committee Reports:
  - A. Planning Board – Sue Tuman
  - B. Board of Adjustment – Gary Rowland
- VI. Presentations & Public Hearings
  - A. Public Hearing on Proposed 2009-2010 Budget
- VII. Manager's Report
  - A. Committee Vacancies
  - B. Report on CBRA Digital Mapping Project
  - C. Update on Building Inspections
- VIII. Open Forum – 3 minute limit
- IX. Consent Agenda: (Any item may be removed for separate discussion or scheduled at the next regular business meeting)
  - A. Approval of Minutes
    - April 29, 2009
    - May 5, 2009
    - May 7, 2009
    - May 11, 2009

- B. Department Head Reports
  - 1. Finance Department
  - 2. Fire Department
  - 3. Inspections Department
  - 4. Planning Department
  - 5. Police Department
- C. Request to Approve Tax Refund
- D. Call for Public Hearing: NTB Hazard Mitigation Plan
- X. Old Business:
  - A. Approval of March 5, 2009 Minutes
- XI. New Business:
  - A. New Charter for Topsail Island Shoreline Protection Committee (TISPC)
  - ~~B. Discussion on Agenda Workshop Sessions~~
  - ~~C. Discussion on Length of Meetings~~
  - D. Budget Amendment for End of FY09
  - E. Identification of North-End Property Acquisitions & Associated Easements
- XII. Open Forum – 3 minute limit
- XIII. Attorney's Report
- XIV. Mayor's Report
- XV. Aldermen's Report
- XVI. Closed Session: Per North Carolina General Statute § 143-318.11. Closed sessions. Section 6: To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee; or to hear or investigate a complaint, charge, grievance by or against an individual public officer of employee.
- XVII. Adjournment

# *Town of North Topsail Beach*

Donald Martin, Mayor  
Larry Hardison, Mayor Pro Tem  
Aldermen:  
Richard Farley  
Richard Peters  
Robert Swantek  
Daniel Tuman



Lara N. Burleson, MPA  
Town Manager

Carin Z. Faulkner, MPA  
Town Clerk

## Board of Aldermen Agenda Workshop Tuesday, June 30, 2009 10:00 A.M.

I. Call to Order Donald Martin, Mayor

II. Approval of Agenda  
MOTION:  
SECOND:  
VOTE:

III. New Business

A. Discussion of Agenda for Thursday, July 2, 2009

IV. Adjournment

# *Town of North Topsail Beach*

Donald Martin, Mayor  
Larry Hardison, Mayor Pro Tem  
Aldermen:  
Richard Farley  
Richard Peters  
Robert Swantek  
Daniel Tuman



Lara N. Burleson, MPA  
Town Manager

Carin Z. Faulkner, MPA  
Town Clerk

## **Board of Aldermen Regular Meeting Agenda Thursday, July 2, 2009 7:00 P.M.**

- I. Call to Order Donald Martin, Mayor
- II. Invocation
- III. Pledge of Allegiance
- IV. Approval of Agenda
- V. Committee Reports:
  - A. Planning Board – Sue Tuman
  - B. Board of Adjustment – Gary Miller
  - C. ONWASA (Onslow Water and Sewer Authority) – Alderman Farley
  - D. TISPC (Topsail Island Shoreline Protection Commission) – Alderman Peters
- VI. Presentations & Public Hearings
  - A. Public Hearing: NTB Hazard Mitigation Plan *(for consideration & adoption)*
  - B. Public Hearing: NTB CAMA Land Use Plan *(for consideration & adoption)*
- VII. Manager's Report
  - A. Committee Vacancies *(Board to consider appointments)*
  - B. Update on CBRA Digital Mapping Project
  - C. Update on Building Inspections
  - D. Update on ECC Land Use Build Out Analysis
  - E. Update on Solid Waste and Recycling Services
  - F. End of FY09 Budget
  - G. Update on Surf City Bridge Replacement Public Information Session

- VIII. Open Forum – 3 minute limit
- IX. Consent Agenda: (Any item may be removed for separate discussion or scheduled at the next regular business meeting)
  - A. Change Order for Town Hall Renovation Project
  - B. Approval of Roadside Mowing Agreement with NCDOT
  - C. Approval of Minutes
    - June 2, 2009
    - June 4, 2009
  - D. Department Head Reports
    - 1. Finance Department
    - 2. Fire Department
    - 3. Inspections Department
    - 4. Planning Department
    - 5. Police Department
  - E. Approval of New Municipal Records Retention and Disposition Schedule
- X. Old Business:
  - A. Approval of March 5, 2009 Minutes
  - B. Proposed Amendment to Town Code RE: Mobile Vendors and Itinerant Merchants & Peddlers
  - C. Proposed Amendment to Town Code Section 6-130, Building Operations
- XI. Open Forum – 3 minute limit
- XII. Attorney's Report
- XIII. Mayor's Report
- XIV. Aldermen's Report
- XV. Adjournment

*Town of North Topsail Beach*

Donald Martin, Mayor  
Larry Hardison, Mayor Pro Tem  
Aldermen:  
Richard Farley  
Richard Peters  
Robert Swantek  
Daniel Tuman



Lara N. Burleson, MPA  
Town Manager

Carin Z. Faulkner, MPA  
Town Clerk

North Topsail Beach Board of Aldermen  
SPECIAL MEETING

Thursday  
July 16, 2009  
9:00 A.M.  
AGENDA

1. Call to Order Donald Martin, Mayor
2. Pledge of Allegiance
3. Approval of Agenda
4. New Business
  - A. Discussion of Issues on Gray Street in the Town of North Topsail Beach
5. Open Forum
6. Adjournment

# *Town of North Topsail Beach*

Donald Martin, Mayor  
Larry Hardison, Mayor Pro Tem  
Aldermen:  
Richard Farley  
Richard Peters  
Robert Swantek  
Daniel Tuman



Lara N. Burleson, MPA  
Town Manager

Carin Z. Faulkner, MPA  
Town Clerk

## Board of Aldermen Agenda Workshop Tuesday, August 4, 2009 10:00 A.M.

I. Call to Order Donald Martin, Mayor

II. Approval of Agenda  
MOTION:  
SECOND:  
VOTE:

III. New Business

- A. Discussion of Town Code RE: Mobile Vendors and Itinerant Merchants
- B. Discussion of Agenda for Thursday, August 6, 2009

IV. Adjournment

# *Town of North Topsail Beach*

Donald Martin, Mayor  
Larry Hardison, Mayor Pro Tem  
Aldermen:  
Richard Farley  
Richard Peters  
Robert Swantek  
Daniel Tuman



Lara N. Burleson, MPA  
Town Manager

Carin Z. Faulkner, MPA  
Town Clerk

## **Board of Aldermen Regular Meeting Agenda Thursday, August 6, 2009 7:00 P.M.**

- I. Call to Order Donald Martin, Mayor
- II. Invocation
- III. Pledge of Allegiance
- IV. Approval of Agenda
- V. Committee Reports
  - A. Planning Board - Sue Tuman
  - B. Board of Adjustment – Gary Miller
  - C. ONWASA (Onslow Water and Sewer Authority) – Alderman Farley
  - D. TISPC (Topsail Island Shoreline Protection Commission) – Alderman Peters
- VI. Presentations & Public Hearings
  - A. Public Hearing: Proposed Comprehensive Transportation Plan for the Topsail North Carolina Area **ACTION ITEM**
- VII. Manager's Report
  - A. Update on CBRA Digital Mapping Project
  - B. Update on Land Use Build Out Analysis
  - C. Update on Gray Street
  - D. Dedication of 15 ft. Easement Across from Osprey
  - E. Update on Environmental Impact Statement for Beach Project
- VIII. Open Forum – 3 minute limit
- IX. Consent Agenda: (Any item may be removed for separate discussion or scheduled at the next regular business meeting) **ACTION ITEM**
  - A. Approval of Engagement Letter with Accounting Firm

- B. Resolution Authorizing the Disposition of Certain Personal Property by Private Sale
- C. Resolution Supporting Development of a Community-Military Cooperative Planning Process
- D. Approval of Supplemental Retirement Income Plan of NC Employer-Third Party Administrator Agreement
- E. Approval of Minutes
  - June 30, 2009
  - July 2, 2009
  - July 16, 2009
- F. Department Head Reports
  - 1. Finance Department
  - 2. Fire Department
  - 3. Inspections Department
  - 4. Planning Department
  - 5. Police Department
- X. Old Business
  - A. Discussion on Need for a Building Inspector for the Town **POSSIBLE ACTION**
  - B. Mobile Vendors and Itinerant Merchants **ACTION ITEM**
- XI. New Business
  - A. Appointment of Board Member to ONWASA Board of Directors **ACTION ITEM**
  - B. Discussion on Increasing Mayoral Term to Four Years **POSSIBLE ACTION**
- XII. Open Forum - 3 minute limit
- XIII. Attorney's Report
- XIV. Mayor's Report
- XV. Aldermen's Report
- XVI. Adjournment

# *Town of North Topsail Beach*

Donald Martin, Mayor  
Larry Hardison, Mayor Pro Tem  
Aldermen:  
Richard Farley  
Richard Peters  
Robert Swantek  
Daniel Tuman



Lara N. Burleson, MPA  
Town Manager

Carin Z. Faulkner, MPA  
Town Clerk

## Board of Aldermen Agenda Workshop Tuesday, September 1, 2009 10:00 A.M.

I. Call to Order Donald Martin, Mayor

II. Approval of Agenda  
MOTION:  
SECOND:  
VOTE:

III. New Business

A. Discussion of Agenda for Thursday, September 1, 2009

IV. Adjournment

# *Town of North Topsail Beach*

Donald Martin, Mayor  
Larry Hardison, Mayor Pro Tem  
Aldermen:  
Richard Farley  
Richard Peters  
Robert Swantek  
Daniel Tuman



Lara N. Burleson, MPA  
Town Manager

Carin Z. Faulkner, MPA  
Town Clerk

## **Board of Aldermen Regular Meeting Agenda Thursday, September 3, 2009 7:00 P.M.**

- I. Call to Order Donald Martin, Mayor
- II. Invocation Reverend Pamela Stringer  
Holy Trinity Episcopal Church, Hampstead
- III. Pledge of Allegiance
- IV. Approval of Agenda
- V. Committee Reports
  - A. Planning Board - Sue Tuman
  - B. Board of Adjustment – Gary Miller
  - C. ONWASA (Onslow Water and Sewer Authority) – Alderman Farley
  - D. TISPC (Topsail Island Shoreline Protection Commission) – Alderman Peters
- VI. Manager's Report
  - A. Update on CBRA Digital Mapping Project
  - B. Storm Preparedness
  - C. Update on Building Inspections
  - D. Ocean City Beach 60<sup>th</sup> Anniversary Celebration
  - E. Update on Gray Street
  - F. Update on Recycling Services
  - G. Beach Vitex Program
  - H. Ethics Training for Elected Officials
  - I. Report on CAMA (Coastal Area Management Act)

- VII. Open Forum – 3 minute limit
- VIII. Consent Agenda: (Any item may be removed for separate discussion or scheduled at the next regular business meeting) **ACTION ITEM**
  - A. Approval of Minutes
    - June 30, 2009
    - July 16, 2009
    - August 4, 2009
    - August 6, 2009 (Regular Meeting)
    - August 6, 2009 (Closed Session)
    - August 21, 2009
  - B. Department Head Reports
    - 1. Finance Department (August & September)
    - 2. Fire Department
    - 3. Inspections Department (August & September)
    - 4. Planning Department (August & September)
    - 5. Police Department
- IX. Old Business
  - A. Dedication of 15 ft. Easement Across from Osprey
- X. New Business
  - A. NCBIWA Sponsorship for Annual Conference **ACTION ITEM**
- XI. Open Forum - 3 minute limit
- XII. Attorney's Report
- XIII. Mayor's Report
- XIV. Aldermen's Report
- XV. Closed Session per N.C.G.S. 143-318.11 Closed Sessions (3): To consult with Town Attorney RE: Jackson vs. NTB and Other Legal Issues
- XVI. Adjournment

# *Town of North Topsail Beach*

Donald Martin, Mayor  
Larry Hardison, Mayor Pro Tem  
Aldermen:  
Richard Farley  
Richard Peters  
Robert Swantek  
Daniel Tuman



Lara N. Burleson, MPA  
Town Manager

Carin Z. Faulkner, MPA  
Town Clerk

## North Topsail Beach Board of Aldermen SPECIAL MEETING

Wednesday  
September 9, 2009

9:00 A.M.

### AGENDA

1. Call to Order - Donald Martin, Mayor
2. Pledge of Allegiance
3. Approval of Agenda
4. Opening Comments - Lara N. Burleson, Town Manager
5. Open Forum (requested 3 minute limit to speak)
6. Board Discussion and Action
7. Adjournment

# *Town of North Topsail Beach*

Donald Martin, Mayor  
Larry Hardison, Mayor Pro Tem  
Aldermen:  
Richard Farley  
Richard Peters  
Robert Swantek  
Daniel Tuman



Breck H. Smith  
Interim Town Manager

Carin Z. Faulkner, MPA  
Town Clerk

## Board of Aldermen Agenda Workshop Tuesday, September 29, 2009 10:00 A.M.

I. Call to Order Donald Martin, Mayor

II. Approval of Agenda  
MOTION:  
SECOND:  
VOTE:

III. New Business

A. Discussion of Agenda for Thursday, October 1, 2009

IV. Adjournment

# *Town of North Topsail Beach*

Donald Martin, Mayor  
Larry Hardison, Mayor Pro Tem  
Aldermen:  
Richard Farley  
Richard Peters  
Robert Swantek  
Daniel Tuman



Breck H. Smith  
Interim Town Manager

Carin Z. Faulkner, MPA  
Town Clerk

## **Board of Aldermen Regular Meeting Agenda Thursday, October 1, 2009 7:00 P.M.**

- I. Call to Order Donald Martin, Mayor
- II. Invocation Reverend Dwayne Collins  
North Topsail Shores Baptist Church
- III. Pledge of Allegiance
- IV. Approval of Agenda
- V. Committee Reports
  - A. Planning Board - Sue Tuman
  - B. Board of Adjustment – Gary Miller
  - C. ONWASA (Onslow Water and Sewer Authority) – Alderman Farley
  - D. TISPC (Topsail Island Shoreline Protection Commission) – Alderman Peters
- VI. Public Hearings & Presentations
  - A. Update on Sewer System - Michael Gallant, P.E. P.A. of PLURIS
- VII. Manager's Report
  - A. Update on Building Inspections
  - B. Update on Beach Vitex
  - C. Update on CP&E Project
- VIII. Open Forum – 3 minute limit
- IX. Consent Agenda: (Any item may be removed for separate discussion or scheduled at the next regular business meeting) **ACTION ITEM**
  - A. Approval of Minutes  
September 1, 2009

September 3, 2009

September 3, 2009 (Closed Session)

September 9, 2009

B. Department Head Reports

1. Finance Department
2. Fire Department
3. Inspections Department
4. Planning Department
5. Police Department

C. Request to Approve Tax Refund

X. Old Business

A. Approval of July 16, 2009 Minutes

XI. Open Forum - 3 minute limit

XII. Attorney's Report

XIII. Mayor's Report

XIV. Aldermen's Report

XV. Adjournment

# *Town of North Topsail Beach*

Donald Martin, Mayor  
Larry Hardison, Mayor Pro Tem  
Aldermen:  
Richard Farley  
Richard Peters  
Robert Swantek  
Daniel Tuman



Breck H. Smith  
Interim Town Manager

Carin Z. Faulkner, MPA  
Town Clerk

## North Topsail Beach Board of Aldermen SPECIAL MEETING

Friday  
October 23, 2009  
1:00 P.M.  
AGENDA

1. Call to Order - Donald Martin, Mayor
2. Pledge of Allegiance
3. Approval of Agenda
4. Closed Session (Motion): To discuss litigation matters as provided by **North Carolina General Statute § 143-318.11. Closed sessions. Section (3):** To consult with Town Attorney in order to preserve the attorney-client privilege regarding the settlement of an employment contract.
5. Action Regarding Discharge/Removal of Town Manager
6. Adjournment

# *Town of North Topsail Beach*

Donald Martin, Mayor  
Larry Hardison, Mayor Pro Tem  
Aldermen:  
Richard Farley  
Richard Peters  
Robert Swantek  
Daniel Tuman



Breck H. Smith  
Interim Town Manager

Carin Z. Faulkner, MPA  
Town Clerk

## Board of Aldermen Agenda Workshop Wednesday, November 4, 2009 10:00 A.M.

I. Call to Order Donald Martin, Mayor

II. Approval of Agenda  
MOTION:  
SECOND:  
VOTE:

III. New Business

- A. Discussion of Agenda for Thursday, November 5, 2009
- B. Discussion on Reeves Street (added 10/30/09)
- C. Purchase of a Town Christmas Tree

IV. Adjournment

# *Town of North Topsail Beach*

Donald Martin, Mayor  
Larry Hardison, Mayor Pro Tem  
Aldermen:  
Richard Farley  
Richard Peters  
Robert Swantek  
Daniel Tuman



Breck H. Smith  
Interim Town Manager

Carin Z. Faulkner, MPA  
Town Clerk

## **Board of Aldermen Regular Meeting Agenda Thursday, November 5, 2009 7:00 P.M.**

- I. Call to Order Donald Martin, Mayor
- II. Invocation Minister Veronica Brown  
Heritage Community Church
- III. Pledge of Allegiance
- IV. Approval of Agenda
- V. Committee Reports
  - A. Planning Board - Sue Tuman
  - B. Board of Adjustment – Gary Miller
  - C. ONWASA (Onslow Water and Sewer Authority) – Alderman Farley
  - D. TISPC (Topsail Island Shoreline Protection Commission) – Alderman Peters
- VI. Public Hearings & Presentations
  - A. Onslow Vietnam Veterans Memorial Foundation - Kenji Horn
- VII. Manager's Report
  - A. Update on Beach Vitex
  - B. Update on Building Inspections
  - C. Update on Street Paving
- VIII. Open Forum – 3 minute limit
- IX. Consent Agenda: (Any item may be removed for separate discussion or scheduled at the next regular business meeting) **ACTION ITEM**
  - A. Approval of Minutes  
September 29, 2009  
October 1, 2009  
October 23, 2009

B. Department Head Reports

1. Finance Department
2. Fire Department
3. Inspections Department
4. Planning Department
5. Police Department

C. Request to Approve Tax Refund

X. Old Business

A. Approval of July 16, 2009 Minutes **ACTION ITEM**

XI. New Business

A. 2009 Mobile Government Grant **ACTION ITEM**

B. Request to Install Security Lights within Street Easement **ACTION ITEM**

XII. Open Forum - 3 minute limit

XII. Attorney's Report

XIII. Mayor's Report

XIV. Aldermen's Report

XV. Closed Session: Per North Carolina General Statute § 143-318.11. Closed sessions. Section 5. To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange or lease.

XVI. Adjournment

# *Town of North Topsail Beach*

Donald Martin, Mayor  
Larry Hardison, Mayor Pro Tem  
Aldermen:  
Richard Farley  
Richard Peters  
Robert Swantek  
Daniel Tuman



Breck H. Smith  
Interim Town Manager

Carin Z. Faulkner, MPA  
Town Clerk

## Board of Aldermen Agenda Workshop Wednesday, December 2, 2009 10:00 A.M.

I. Call to Order Donald Martin, Mayor

II. Approval of Agenda  
MOTION:  
SECOND:  
VOTE:

III. New Business

A. Discussion of Agenda for Thursday, December 3, 2009

IV. Adjournment



- VIII. Approval of Agenda (Motion will include Agenda Items VIII through XVIII) **ACTION ITEM**
- IX. Organizational Items
  - A. Election of Mayor Pro Tempore (G.S. 160A-70) **ACTION ITEM**
  - B. Reappointment of Town Attorney (G.S. 160A-173) **ACTION ITEM**
  - C. Resolution to Adopt Regular Meeting Schedule **ACTION ITEM**
  - D. Resolution to Adopt "Suggested Rules of Procedure for a City Council" **ACTION ITEM**
  - E. Appointment of Board Member to Represent NTB on the board of ONWASA **ACTION ITEM**
  - F. Appointment of Board Member to Represent NTB on the Topsail Island Shoreline Protection Commission **ACTION ITEM**
  - G. Appointment of Board Member to Represent NTB at Eastern Carolina Council **ACTION ITEM**
  - H. Appointment of Board Member Designee(s) to Sign Checks **ACTION ITEM**
- X. Committee Reports
  - A. Planning Board – Sue Tuman
  - B. Board of Adjustments – Gary Miller
  - C. ONWASA – Alderman Farley
  - D. TISPC – Alderman Peters
- XI. Manager's Report
  - A. Update on Building Inspector **ACTION ITEM** Authorize Interim Manager to Make Offer of Employment
  - B. Update on Audit Report
  - C. Update on Placement of Sand on North End
  - D. Announcement of Collections for Toys for Tots and Angel Tree
- XII. Open Forum – 3 minute limit
- XIII. New Business
  - A. Resolutions Honoring Mayor Martin, Mayor Pro Tem Hardison, Alderman Tuman, and Alderman Peters **ACTION ITEM**
  - B. Recognition of Outgoing Officials
  - C. Appointments to the Planning Board **ACTION ITEM**
  - D. Resolution to Request that NC Coastal Towns & Counties Join with the Town of Nags Head in Asking that FEMA's NFIP Support Flood Insurance Claims for Damages to Structures Suffering Gradual Coastal Erosion **Possible Action**
  - E. Discussion and **Possible Action** of the Determination and Selection of a Town Manager
  - F. Discussion and **Possible Action**: Special Meeting on Beach Nourishment
  - G. Renewal of Contract with Marlowe & Company for TISPC **ACTION ITEM**
- XIV. Open Forum - 3 minute limit
- XV. Attorney's Report
- XVI. Mayor's Report
- XVII. Aldermen's Report
- XVIII. Adjournment

