



BOARD OF COMMISSIONERS
FIRST REGULAR MONTHLY MEETING
January 13, 2021 — 6:00 p.m.
Agenda

- I. Call to order and Pledge of Allegiance** **Mayor**
- II. Approval of the Agenda** **Mayor** (1-2)
(Motion to add or delete an item will be entertained prior to approval.)
- III. Disclosures and Conflicts of Interest**
- IV. Announcements** **Mayor**
- V. Consent Agenda** **Mayor** (3-12)
a. December 9, 2020 Regular Meeting Minutes
b. Appoint Kenneth Rozewski to the Planning Board
c. Tax Discoveries and Releases
- VI. Presentation(s)**
a. U.S. Army Corps of Engineers Bogue Banks Coastal Storm Risk Management Project **Greg Rudolph** (13-14)
- VII. Public Comment**
*(Citizens are allowed to voice Town-related concerns and opinions during this time. Before speaking, each participant must send a letter to the town clerk or send a message to the town clerk before the meeting or during the meeting. Speakers will be heard on a first-come, first-served basis. Each speaker will be given up to three (3) minutes.)
- VII. Town Manager & Staff Reports** **Town Manager** (15-17)
- VIII. Unfinished Business**
a. Town Committee Ordinance **Town Clerk** (18-24)
b. FEMA Excess Funding Allocation **Town Manager** (25-26)
- IX. New Business**
a. Budget Amendment **Asst. Town Manager** (25-33)
- X. Public Comment**
*(Citizens are allowed to voice Town-related concerns and opinions during this time. Before speaking, each participant must sign in on the speaker roster list, located at the Clerk's Desk. Speakers will be heard on a first-come, first-served basis. Each speaker will be given up to three (3) minutes.)

XI. Mayor and Commissioner Reports

XII. Adjournment

Memorandum – Agenda Item VI.

**To: Mayor
Commissioners
Town Manager**

From: Charles Rocci

Date: January 13, 2021

RE: Consent Agenda.

Relationship to Strategic Plan:
Varies by Item...

Summary

For approval. This month's consent agenda consists of the following items for approval:

- a. Minutes from December 9, 2020
- b. Appoint Ken Rozewski to Planning Board
- c. Tax Discoveries and Releases

Attachments:

- a. Minutes from December 9, 2020
- b. Ken Rozewski Application
- c. Tax Discoveries and Releases

Requested action:

Approve the consent agenda

TOWN OF PINE KNOLL SHORES
BOARD OF COMMISSIONERS
REGULAR MONTHLY MEETING
December 9, 2020— 6:00 p.m.

Call to Order and Pledge of Allegiance

Mayor John Brodman called the December 9, 2020 regular monthly Meeting of the Pine Knoll Shores Board of Commissioners to order at 6 PM and led the Pledge of Allegiance. This meeting was held entirely online via GoToWebinar due to COVID-19 concerns. Also present for the meeting were Commissioners, Alicia Durham, Clark Edwards, Bill Knecht, Larry Corsello, and Ted Goetzinger; Town Attorney Neil Whitford, Town Manager Brian Kramer; Assistant Town Manager/ Finance Officer Julie Anderson; Public Services Director Sonny Cunningham; Town Planner Kevin Reed; Fire Chief Jason Baker; Police Chief Ryan Thompson; and Town Clerk Charles Rocci.

****All board members and staff were present online via GoToWebinar.**

****Due to COVID-19 Pandemic, the board room was closed to the public but they were able to listen via webinar.**

Approval of the Agenda

Commissioner Knecht asked if an item should be added to take action following the public hearing. Town Attorney Whitford explained that under state law for emergency meetings, we would not be able to take action on the ordinance change until we return to meeting in person. Commissioner Edwards asked to add an item for traffic changes to discuss, not vote on. Mayor Brodman suggested that this item be brought up in Commissioner Reports. Commissioner Edwards agreed. A motion was made to approve the agenda was made by Commissioner Corsello, seconded by Commissioner Durham. The motion passed unanimously.

Disclosures and Conflicts of Interest

Commissioners Edwards, and Knecht, and Mayor Brodman disclosed that they are members at the Country Club of the Crystal Coast.

Announcements

Mayor Brodman gave announcements.

Consent Agenda

Commissioner Knecht made one correction to the language in the November Regular meeting minutes in regards to the Commissioners approval of the Public Hearing for Committee Ordinance Changes. Commissioner Knecht also made a correction to the November 18 Closed Session minutes in regards to Town Attorney Whitford's title. Commissioner Knecht made a motion to approve the consent agenda (consisting of: November 18, 2020 Regular Meeting Minutes, November 18, 2020 Closed Session Minutes, and Tax Discoveries and Releases) with amended changes. The motion was seconded by Commissioner Goetzinger. The motion passed unanimously.

***Public Comment**

Due to the meeting being held via teleconference, members of the public were asked to email in their comments ahead of the meeting to Town Clerk Rocci. Those that emailed the town clerk have their emails included herein by reference and attached to these minutes.

Town Manager Report & Staff Reports

***Phase II Stormwater Project**

Town Manager Kramer presented updates to the Phase II Stormwater Project. Materials have been staged in the east end neighborhood. The line survey has been completed and elevations have been verified. Recent rain has created delays and forced the contractor to pump the construction area. Entry to CCCC from AB Mobile Home Park has been finalized. Public works is currently cleaning out the culverts on the golf course. If the weather continues to cause delays, construction may have to start on the golf course in January and move back to east end later on.

***CCEC Tree Trimming**

Kramer and CAC Chair Steve Felch rode through town and confirmed all trees marked for removal. Letters have been sent to those homeowners, and at this point, there are not citizen concerns.

***PSD Fall-Winter Work Plan**

The town is utilizing outsourced and in house work for fall and winter projects. Some projects have been budgeted for, others are paid as required. CIP items which need to be addressed are the hydrant and valve replacement on the east end (WEF), well rehab and western tower telemetry housing (WEF), and repaving (GF). Outsourcing has been brought up this summer with town hall stairs (GF), and Public Beach Access "A" (BERF). In house items include completing the compound meter installment and retrofits.

***TM Quick Updates:**

- Resilient Community
- Lines on Oakleaf
- Cyber Security Analysis Accomplished
- Southern Corrosion recently repainted the western water tower.

Finance and Admin Report. Assistant Town Manager Anderson briefed:

Assistant Town Manager/Finance Director Julie Anderson updated the board on collections for Ad Valorem and Beach Taxes. 66% of Ad Valorem taxes have been collected, and 60.8% of beach taxes have been collected. Both increased from prior year. Anderson also updated the board on funds raised from Kayak for the Warriors and Project Angel Tree. KFTW raised \$50,000 in 2020, and a "Big Fake Check" presentation will be held in Veterans' Park later this month. Angel Tree 2020 raised \$6,765 which will help twenty families in need.

Fire Department Report. Fire Chief Baker briefed:

Chief Baker reminded residents to be fire safe during the Christmas holiday. CO detectors need to be checked if using gas appliances. Make sure Christmas trees are watered and space heaters are kept in safe places and not plugged into strip plugs.

Police Department Report. Police Chief Thompson briefed:

Radio testing was conducted in Pine Knoll Shores and Indian Beach between VHF and 800 Mhz. 800 Mhz was much better. This correlates with the radio request the police department has made from the FEMA excess funding. Be aware of porch snatchers taking packages during the holiday season. A new fleet of police body cameras have been received from Fleet Audio.

Public Services Department and Water Report. PSD Director Sonny Cunningham briefed:

Public Works Director, Sonny Cunningham, briefed Southern Corrosion repainted the western water tower this month. They are being proactive with maintaining the tower, and we are appreciative. Drainage holes are being cleared at CCCC. The water tap at 105 Myrtle Court was temporarily moved for the Phase II construction.

Planning and Inspections. Town Planner Kevin Reed briefed:

Town Planner Kevin Reed reported on the replacement of the entrances to town hall and beach access "A" between Atlantis and Roosevelt Beach Subdivision. Staff has begun working on the North Carolina Resilient Coastal Communities Program application, due January 15. The civil penalty of \$5750 at 122 Arborvitae Court has been paid.

Staff issued a SFLP for a new home at 129 Oakleaf. Staff is currently reviewing SFLP applications for 223 Salter Path Rd and 224 Salter Path Rd.

The Building Inspector, Jim Taylor, and Kevin Reed have participated in CAMA LPO Training held on December 2. Training was timely since information was provided on how CAMA Minor Permits meet the requirement of notification to adjacent riparian property owners.

Staff is reviewing Single-Family Landscape Permit applications for 139 Oakleaf and 224 Salter Path Rd. Staff are responding to many inquiries regarding SFLP applications for new homes.

The town issued 12 building permits with a total value of \$589,930. 6 mechanical and 5 electrical permits were issued. Total fees generated for all permits were \$5,163 and the total value of all permits issued was \$702,319. 11 tree removal permits were issued and 80 inspections were performed.

Town Clerk Report

Town Clerk, Charles Rocci updated the board on the EEG project. Plans have been made for the Living Shoreline Project behind town hall. That project is expected to be constructed in May 2021.

The CARES Act Board Room project will be completed by mid-January. The invoices are being processed and we have received our first reimbursement of \$15,751.

The 2021 Recycling Calendar has been completed and is available for pickup at town hall and on the town website. Charles will begin updating the town website to be more user friendly.

Unfinished Business

a. FEMA Excess Funds Allocation

Town Manager Brian Kramer has requested that the board review three options for spending excess FEMA Funds which was presented at the November meeting. The excess funds total \$2.6 million. Brian broke down each of the items including the roof renovation and the new public works building. After the finance committee meeting, he became convinced that alternative one is the best solution. The cumulative list of all three alternatives will be attached to the end of these minutes.

Commissioner Corsello made a motion to authorize the town manager to proceed with alternative one. The motion was seconded by Commissioner Edwards and the motion passed unanimously.

Public Hearing

a. Town Committee Ordinance Change

Commissioner Goetzinger made a motion to move into public hearing, with a second from Commissioner Durham. The motion passed unanimously. Town Attorney Whitford made the mayor and commissioners aware that no action can be voted on after the public hearing regarding the ordinance under North Carolina Emergency Meeting Laws.

Nobody from the public wished to speak on the issue of the committee ordinance change.

Commissioner Knecht made several comments regarding inconsistencies between the subparts for the Community Appearance Commission and the Planning Board. Commissioner Knecht was also concerned that the language for replacement is inconsistent and does not offer guidance for if a member's replacement should be found before or after the member is removed from their position.

Town Attorney, Neil Whitford addressed many of Commissioner Knecht's issues and explained that the ordinance change was strategically written to avoid any entanglement that could hurt somebody's reputation. Neil explained that he would be willing to rewrite the ordinance to address the concerns of the Commissioners and hold a second public hearing for that meeting. The new ordinance would include a process for first removal, and second an application process for a replacement.

Commissioner Edwards made a motion to come out of public hearing, with a second from Commissioner Durham. The motion passed unanimously.

New Business

a. 2021 Waste Removal Contract

Town Manager Kramer recommended that the Board authorize bringing in Dave Harvell as a consultant for the upcoming waste removal contract deadline in July 2021. The town has partnered with Waste Industries for well over the last decade and we have not had much success in the last two negotiations in receiving bids. Dave has experience negotiating waste removal contracts for Havelock, Swansboro and Emerald Isle. Rob McClellon has also offered guidance on a voluntary basis with 30 years in solid waste experience.

Commissioner Goetzinger made a motion to authorize Town Manager Kramer to contract Dave Harvell to negotiate our next waste contract. That motion was seconded by Commissioner Edwards and passed unanimously.

b. PKS-CCCC Phase II Stormwater Project Amendment

Town Manager, Brian Kramer briefed. The amendment would provide for both permanent and construction easements. The amendment would allow for an underground pipe that would run from Reefstone to pond #2 on the golf course. The amendment allows for the sand trap infiltration system near the sound for preemptive pumping. It would also account for the construction crew moving through the Atlantic Beach Mobile Home Park.

Commissioners Clark and Edwards showed appreciation for all of the hard work on this multiyear project. They are very excited to see it nearly completed. Commissioner Knecht also made a spelling correction on page one from "County Club" to "Country Club."

Commissioner Knecht made a motion to approve the amendment with a second from Commissioner Edwards. Town Attorney Neil Whitford clarified that since there is no financial incentive, there is no conflict of interest for being a member of the club. The motion passed unanimously.

c. Boat Trailer Parking in Pine Knoll Shores

Town Clerk, Charles Rocci opened discussion by reading some of the towns current ordinances in regards to parking and storing boat trailers in town. He then allowed Commissioner Durham to propose to the board allocating some town property to build and maintain a boat storage area. A possible location for this area is in Maritime Woods near power lines off of Roosevelt Lane.

Commissioner Corsello pointed out that this discussion was held four years ago, and that the power company took issue with the town wanting to build near their power lines. There are more areas for trailers to be kept in Atlantic Beach and Morehead City. Commissioner Goetzinger reiterated those points and explained challenges to a similar plan in Beacons Reach.

The Commissioners went around the table and shared yes or no for their interest in a boat trailer parking lot. Commissioners Corsello, Goetzinger, and Edwards all voted no. Commissioner Knecht abstained. Commissioner Durham voted yes. The discussion was ended.

Mayor and Commissioner Reports

Mayor Brodman wanted the board to be aware that he would like to introduce an ordinance that would ban items being left on the beach this winter. He would also like to reemphasize pedestrian planning in Pine Knoll Shores. There are extended areas in town where sidewalks are needed. This is a problem for pedestrian safety.

Commissioner Edwards would like the town to look into traffic calming strategies recommended by the North Carolina Department of Transportation for areas of Oak Leaf Drive around the "S" curves and near the golf course entrance. This lead to a discussion with Police Chief, Ryan Thompson on best strategies for traffic calming solutions. This item will be reviewed at a later date.

Commissioner Knecht responded to a public comment from the last meeting regarding fires on the beach. Commissioner Knecht spoke with Fire Chief, Jason Baker about this issue and believes the costs would outweigh the benefits. He is concerned with the risk of damage to oceanfront vegetation. It is likely that summer vacationers will misinterpret the ordinance and believe fires are always allowed on the beach. This would cause police to dedicate many hours in order to enforce, and would lead to litter on the beach.

Adjournment

The Board adjourned on a motion by Commissioner Edwards with a second by Commissioner Durham that passed unanimously. The meeting adjourned at 8:55pm.

Charles W. Rocci, Town Clerk

TOWN OF PINE KNOLL SHORES
VOLUNTEER APPLICATION

The Town of Pine Knoll Shores appreciates your interest in serving as a volunteer. This application requests general information based on your interests and experience. Information received will be available to all Town boards and officials, although the completion of this form in no way assures appointment. This application will be considered public information. Please complete and return to:

PKS Town Hall, 100 Municipal Circle, PKS, NC 28512.

PLEASE PRINT OR TYPE

Applicant Name: KENNETH ROZEWSKI Date: 8/27/2020

Volunteer Position Desired: STRATEGIC PLANNING COMMITTEE

Home Address: 104 EGRET LAKE DRIVE, PKS NC 28512

Home Phone: _____ Business/Other Phone: (973) 570-0448

E-mail Address: KEN ROZEWSKI@GMAIL.COM Fax Number: _____

Days available: 7 Hours per Day: 24

How long have you been a resident of Pine Knoll Shores: PROPERTY OWNED 2003
FULL TIME MAY 2020

In order to assure that a cross section of the community is appointed to our Town's various volunteer organizations, the Town of Pine Knoll Shores requests that the following information be provided:

Male: ☒ Female: ☐ Employed by: UPS - RETIRED 5/2020

Education: BACHELORS DEGREE

Employment Experience: SALES & MARKETING - MOST RECENT 22 YEARS
WITH UPS IN SENIOR LEVEL MANAGEMENT

Previous Volunteer Experience: ① UNITED WAY TEAM CAPTAIN - RAISED MORE
THAN \$500,000 IN PAST 10 YEARS, ② CO CHAIR, MILTON UNITED
METHODIST CHURCH CHARITY AUCTION COMMITTEE - RAISED MORE THAN
\$10,000 IN BIDDING EVENT, ③ BOARD MEMBER LINWOOD PARK CO-OPERATIVE APARTMENT
COMPLEX - AN 1170 APARTMENT COMPLEX IN FORT LEE, NJ
Why do you wish to serve on the Board, Committee, or Commission requested:
I BELIEVE I CAN ADD TO THE TEAM WITH MY WORK AND
VOLUNTEER EXPERIENCE (ONLY STARTED 3 - HAVE MANY MORE), AND
I KNOW I HAVE TESTED / PROVEN STRATEGIC THINKING SKILLS.

*Thank you for your interest in serving as a volunteer
for the Town of Pine Knoll Shores.*

Volunteers like you make our Town what it is.

Revised

3/2006

**TOWN OF PINE KNOLL SHORES
BOARDS, COMMITTEES, and ORGANIZATIONS**

- Planning Board
- Community Appearance Commission



The Town of Pine Knoll Shores

January 1, 2021

Pine Knoll Shores Tax Report

To: Brian Kramer, Town Manager
Julie A. Anderson, Director of Finance & Administration

From: Erica Reed, Tax Collector

ALL DISCOVERIES, RELEASES & ADJUSTMENTS OF REAL AND PERSONAL
PROPERTY ARE AUTHORIZED BY THE CARTERET COUNTY TAX OFFICE.

Total valuation as of December 1st	986,876,871
Total valuation as of December 31st	986,807,661

RELEASE NON OCEAN

PERSONAL PROPERTY

BESEN, MARK

<u>BILL #</u>	<u>VALUATION</u>	<u>TAX DOLLARS</u>
2704	\$ 69,210	\$ 153.64

Greg L. Rudolph
Tel: (252) 222.5835
Fax: (252) 222.5826
grudolph@carteretcountync.gov



Memorandum

To: Municipal governments of Atlantic Beach, Pine Knoll Shores, Indian Beach, & Emerald Isle.
From: Greg "rudi" Rudolph
Date: January 2021
Re: **U.S. Army Corps of Engineers Bogue Banks Coastal Storm Risk Management Project**

The Carteret County Shore Protection Office and Beach Commission is seeking concurrence on our path forward with the U.S. Army Corps of Engineers (Corps) Bogue Banks Coastal Storm Risk Management (CSRSM) Project. In the past, this effort has been casually termed "the 50-year project", which includes initial construction (beach nourishment) and periodic maintenance (renourishment) for the 50-year life of the project. If appropriated by Congress, the program also includes 65% and 50% federal funding for construction and maintenance, respectively; and the State can provide 50% of the remaining non-federal share in either instance. The County signed a Feasibility Agreement with the Corps in 2001, which kick-started the preparation of the study and requisite environmental documentation. Fast forward to 2016, and the CSRSM Project was authorized by Congress. The key word here is "authorized", which means the project could now officially receive federal funds to be designed and constructed – again at Congress's discretion.

With respect to design, we received full federal funding cost share dollars for this effort, and executed a new design agreement with the Corps in 2017. "Design" includes preparing the plans and specifications for the construction of the Project, refining the borrow sources of sand, ensuring real estate easements are in-place or not, etc. The Corps was working on the finishing elements of the design document in January 2020 when unexpectedly our Congressional delegation helped secure \$44.5 million to construct the Project (\$44.5 million = 65% Corps or \$28,925,000 and 35% non-federal or \$15,575,000 furnished akin to a no interest loan). While this was fortuitous news, it took decades to get here (i.e., get to a place where sand would actually be placed on the beach).

Realizing long ago the Corps process would take a while, the Shore Protection Office/Beach Commission elected to pursue a parallel "50-year Project" for Bogue Banks whereby the permitting, design, cost schedule, and implementation would be entirely locally (County) sponsored. This is termed as the "Master Plan", which we initiated in 2009 and has been consequently built as the three-phased Post-Florence Renourishment Project in 2019, 2020, and 2021. Very importantly, the Post-Florence Renourishment Project has received FEMA funding (max. = \$65 million) to replace the volume of sand lost during *Florence* and the State of North Carolina has provided ~\$20 million (max.) to help place additional sand on the beach. The State funding is cost-shared 1:1 using the portion of the County's occupancy tax designated for beach nourishment. Thus the Master Plan provides a mechanism whereby the beach is maintained using our own designed nourishment triggers and funding emanates from the County's occupancy tax and when/if available, State funding as well. And moreover, if a federally-declared hurricane impacts Bogue Banks, the federal government in the form of FEMA can provide reimbursement dollars specifically and only for the sand lost during that particular event.

In summary then, after years and years, our two parallel long-term beach nourishment pathways have ultimately crossed – the CSRSM Project and the Master Plan. On one hand the

federal CSRM Project has a very favorable cost-share and demonstrated history of success when fully constructed and maintained; but the appropriation history for the Corps' CSRM program across the Country is spotty and inconsistent, and there are many rules of engagement to consider as well including oceanfront easement acquisition (over 1,200), federal parking/access requirements, etc. Also, we would be forfeiting the opportunity to apply for FEMA reimbursement – quite simply, one federal agency (FEMA) can't reimburse or pay for another federal agency (the Corps) to rehabilitate their project. If we do stay with the Master Plan approach, then by the same token FEMA reimbursement is not guaranteed in the future akin to many other federal programs, nor should we be overly reliant on storms to help indirectly fund our nourishment program. The CSRM Project vs. the Master Plan is very much an "either or" proposition and we have to come to a decision point because the Corps and County must execute a new agreement (called a Project Partnership Agreement) for us to move ahead with the CSRM Project – or not, and therefore would be staying the course with the Master Plan approach.

To these ends, the Beach Commission spent almost the entire year of 2020 undergoing a very thorough and exhaustive evaluation process. In May we received a detailed briefing from Lee Wrenn & Associates concerning the procurement process for Real Estate Easements and was followed by our June Meeting as we reviewed and had a good dialogue concerning some of the "Pros and Cons" regarding our potential participation in the CSRM Project and comparing these positive and negative elements to our current Master Plan/FEMA reimbursement approach (slides). For our July Meeting we received first hand perspectives of the CSRM program from both a local sponsor (New Hanover County, N.C.) who has undergone construction and numerous maintenance cycles for multiple CSRM Projects, and from the Corps (Wilmington District) themselves (slides). In August, we received additional perspectives from the Town of Topsail Beach that is also undergoing a similar decision-making process as we are with respect to constructing a CSRM Project and a separate presentation from the City of Virginia Beach focusing on their experiences with constructing and maintaining CSRM Projects and working with the Norfolk District of the Corps. And lastly in September we addressed the differences between the construction/maintenance templates of the CSRM Project compared to the Master Plan. ***There is a lot of material available for review in the hyperlinks above, however I believe the most straightforward resource is the series of slides from our June 2020 meeting – starting on slide 2 (presentation).***

Ultimately in late November, the Beach Commission unanimously voted/recommended the County not enter into a Project Partnership Agreement with the U.S. Army Corps of Engineers with respect to the Bogue Banks CSRM Project. This decision was mostly predicated upon the success we have experienced thus far with our Master Plan approach coupled with concerns regarding the viability of federal funding for maintaining (i.e., renourishing) the CSRM project in the future and the impacts of that to our FEMA eligibility. ***Although there is broad representation on the Beach Commission from each of the Bogue Banks municipalities, we don't want this important decision concerning the CSRM Project to be a unilateral one, and therefore are soliciting each municipality's input and ultimately your concurrence/agreement as well.*** Myself and either or both the Beach Commission chair (A.B. "Trace" Cooper, III) and vice-chair (Jim Normile) will be providing your municipal board/council a presentation reviewing some of the more salient points in this memorandum and will get into further detail when merited.

If we gain full concurrence from all the Bogue Banks municipalities, then the Beach Commission/Shore Protection Office will prepare a formal correspondence to the Corps disclosing our decision, which will be under County letterhead and signed by the chairman as the County has been the sponsor of the CSRM Project ever since the Feasibility Agreement was signed in 2001 and also is the permit holder, sponsor, and lead financier for the Master Plan.



TOWN OF PINE KNOLL SHORES

Monthly Financial Dashboard

FISCAL YEAR ENDING June 30, 2021

Reporting Period: DECEMBER 1-31, 2020

OUR CASH IN RESERVES			
CASH & INVESTMENTS BY FUND			
Balances as of month end, in whole dollars			
GENERAL FUND	PRIOR YEAR	CURRENT YEAR	
Operating	\$ 2,164,978	\$ 1,933,557	
Powell Bill	153,940	122,517	
Designated Reserves	872,706	786,884	
Zoning & Petty Cash	31,650	26,650	
TOTAL GENERAL FUND	\$ 3,223,274	\$ 2,869,608	
BEACH FUNDS	PRIOR YEAR	CURRENT YEAR	
Beach Capital Reserve	\$ 3,074,402	\$ 3,472,651	
Beach Expense Reserve	150,374	151,502	
TOTAL BEACH FUNDS	\$ 3,224,776	\$ 3,624,152	
OTHER FUNDS	PRIOR YEAR	CURRENT YEAR	
Water Enterprise	\$ 938,289	\$ 1,039,211	
Police Separation	1,130	1,134	
"Bark Park"	2,104	2,104	
Kayak for Warriors	9,233	10,137	
TOTAL OTHER FUNDS	\$ 950,756	\$ 1,052,586	
GRAND TOTAL-ALL FUNDS	\$ 7,398,826	\$ 7,546,347	

OUR CASH FLOWS			
REVENUES & EXPENSES BY FUND			
GENERAL FUND	Fiscal Year Budget	Comparison of FYTD %	
		Prior FYTD %	Current FYTD %
Revenues Fiscal Year to Date	\$ 2,775,665	\$ 49.11%	\$ 4,945,000
Expenses Fiscal Year to Date	\$ 2,361,699	\$ 45.96%	\$ 47.76%
BEACH CAPITAL RESERVE FUND			
Fiscal Year Budget	\$		
Revenues Fiscal Year to Date	\$ 277,320	\$ 78.32%	\$ 435,000
Expenses Fiscal Year to Date	\$ -	\$ 57.97%	\$ 0.00%
BEACH EXPENSE RESERVE FUND			
Fiscal Year Budget	\$		
Revenues Fiscal Year to Date	\$ 46,941	\$ 34.39%	\$ 156,000
Expenses Fiscal Year to Date	\$ 55,245	\$ 30.48%	\$ 35.41%
WATER ENTERPRISE FUND			
Fiscal Year Budget	\$		
Revenues Fiscal Year to Date	\$ 391,670	\$ 47.66%	\$ 932,000
Expenses Fiscal Year to Date	\$ 307,965	\$ 42.54%	\$ 33.04%

SPECIFIC REVENUE COLLECTIONS AT A GLANCE			
PROPERTY	VALUATION	TAX RATE	TAX LEVY
Oceanfront Property	\$ 442,035,729	Beach } 0.055	\$ 243,120
Non-Oceanfront Property	\$ 541,526,093	Tax } 0.015	\$ 81,229
Total Town	\$ 983,561,822	0.207	\$ 2,035,973
EXPENDITURES AT A GLANCE			
GENERAL FUND	Fiscal Year 2021 Budget	Comparison of Expenses	
		This Month's Expenses ESTIMATED	FYTD Expenses ACTUAL
DEPARTMENTS	\$		
Government Body	\$ 128,500	\$ 11,009	\$ 5,773
Administration	\$ 491,000	\$ 64,845	\$ 70,535
Police	\$ 879,000	\$ 136,940	\$ 308,382
Emergency Management	\$ 112,000	\$ 13,208	\$ 469,028
Fire & EMS	\$ 1,330,000	\$ 161,946	\$ 443,730
Inspections	\$ 218,000	\$ 28,961	\$ 55,154
Public Property/Buildings	\$ 422,000	\$ 33,431	\$ 719,101
Transportation	\$ 116,500	\$ 10,545	\$ 113,390
Environmental Protection	\$ 1,033,000	\$ 94,083	\$ 244,607
Debt Service	\$ 215,000	\$ 111,000	\$ 227,962
TOTAL GENERAL FUND	\$ 4,945,000	\$ 666,950	\$ 2,405,477
WATER ENTERPRISE FUND			
Fiscal Year 2021 Budget	\$		
Water Administration	\$ 432,350	\$ 45,717	\$ 226,095
Maintenance	\$ 71,650	\$ 6,017	\$ 217,653
Debt Service	\$ 260,000	\$ -	\$ 9,333
Capital Outlay & Assets Under Threshold	\$ 151,000	\$ -	\$ 77,000
Contingency & Emergency Maintenance	\$ 17,000	\$ -	\$ 3,979
TOTAL WATER ENTERPRISE FUND	\$ 932,000	\$ 51,734	\$ 326,045

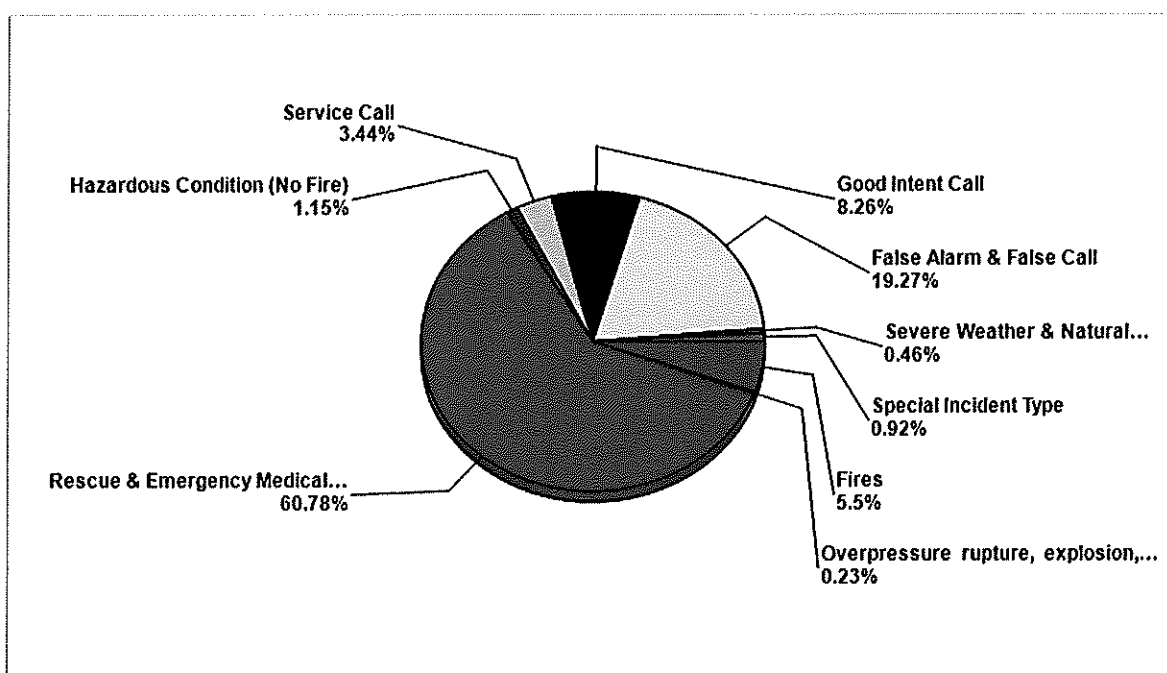
OUR PROPERTY VALUES			
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PINE KNOLL SHORES FIRE AND EMS END OF THE YEAR REPORT FOR 2020

TRAINING HOURS

There was a total of 5544 training hours for the station in 2020.

CALLS FOR EMERGENCY SERVICE 2020



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	24	5.5%
Overpressure rupture, explosion, overhear - no fire	1	0.23%
Rescue & Emergency Medical Service	265	60.78%
Hazardous Condition (No Fire)	5	1.15%
Service Call	15	3.44%
Good Intent Call	36	8.26%
False Alarm & False Call	84	19.27%
Severe Weather & Natural Disaster	2	0.46%
Special Incident Type	4	0.92%
TOTAL	436	100%

***IN 2019 THERE WERE 464 CALLS FOR SERVICE – JUST TO COMPARE AS I DO NOT HAVE IT ATTACHED



**Pine Knoll Shores Police Department
2020 Monthly Report**

	January	February	March	April	May	June	July	August	September	October	November	December	Year To Date
Arrests	6	4	4	1	5	7	4	5	1	1	5	3	46
911 Hang Up	16	17	27	16	71	109	131	100	64	45	33	21	650
Alarm Activation	14	10	11	7	24	10	20	6	13	8	6	7	136
Animal Calls	3	5	5	19	6	17	9	7	4	8	2	8	93
Larceny	0	1	3	0	0	4	0	1	3	1	1	2	16
Damage to Property	0	1	3	1	1	0	0	1	0	0	0	1	8
Breaking or Entering	0	1	5	0	0	3	0	0	2	6	3	2	22
Disturbance	27	4	1	4	16	14	31	12	17	9	12	7	154
Assist Fire/EMS	31	19	11	5	37	29	67	50	28	33	19	22	351
Motor Vehicle Collision	2	1	0	0	2	7	1	3	0	1	1	0	18
Assist Other Agency	5	4	7	6	8	8	11	6	4	1	6	5	71
Traffic Stops	190	187	143	40	342	411	428	190	159	137	113	130	2470
Citations Issued	32	55	44	5	76	105	103	52	41	19	28	31	591
Beach Patrols	10	5	20	39	51	59	58	51	34	33	10	9	379
Business Checks	469	421	305	558	606	579	533	417	541	518	413	522	5882
Foot Patrols	698	552	456	526	800	869	933	687	652	693	734	818	8418
Residence Checks	221	234	110	6	24	68	23	31	57	115	89	214	1192
Training Hours	90.5	80	90	85	92.5	16.5	61	20	74	203.5	122	29.5	964.5
V.I.P.S. Hours Worked	31	30	15	0	0	8	12	14	9	0	0	0	119

Citation Charges

	January	February	March	April	May	June	July	August	September	October	November	December	Year to Date
Speeding	6	23	14	2	23	21	25	21	26	10	12	8	191
Stop Sign/Stop Light	0	1	1	0	5	19	7	2	1	0	0	3	39
Registration/Inspection	11	1	2	1	11	9	14	3	2	0	4	10	68
License Revoked/Expire	9	6	8	1	10	10	9	5	2	3	4	4	71
Other Traffic Violation	11	16	25	1	30	50	53	25	13	7	9	8	248
Drug Violations	4	21	4	2	8	10	3	2	0	2	4	7	67
Alcohol Violation	0	0	0	0	2	1	4	0	0	1	3	3	14
Other Criminal Offense	0	1	0	0	0	0	1	0	0	0	1	0	3



MEMORANDUM

TO: Mayor Brodman and the Board of Commissioners

FROM: Charles W. Rocci

DATE: January 8, 2021

SUBJECT: Ordinance to Provide for Replacement Members of Certain Appointed Committees

It is in the best interest of the town to adopt an ordinance that would standardize the procedure for replacing members of certain voluntary boards. This ordinance change should consider this ordinance as it creates consistency between the History Committee, Parks and Recreation Committee, Community Appearance Commission and the Strategic Planning Committee.

Background

In the December 2020 meeting, the commissioners expressed their concern with the system not being a two-step process. Town Attorney, Neil Whitford made edits to the ordinance change to include a two-step process for both removing a member of a board or commission, and replacing the member of that board or commission. This revision of the ordinance change also eliminates any inconsistencies in the removal and appointment process for all boards in question including History Committee, Parks and Recreation Committee, Community Appearance Commission, and the Strategic Planning Committee

Request

I recommend the board approve the Ordinance Change as proposed in the proceeding pages of this agenda packet. The public hearing for this ordinance change has already been held, so the board will be voting to give the Town Clerk the authority to submit this ordinance change as part of the town code.

Charles W. Rocci
Town Clerk

Charles W. Rocci

TOWN OF PINE KNOLL SHORES
An Ordinance to Provide for Replacement
Members of Certain Appointed Committees

WHEREAS, pursuant to Section 2-22 of the Code of Ordinances of the Town of Pine Knoll Shores, the Town has established various departments, boards and committees; and

WHEREAS, these include, but are not limited to, the Community Appearance Commission, Parks and Recreation Committee, History Committee and Strategic Planning Committee; and

WHEREAS, these committees have varying provisions related to the removal of members appointed to said committees by the board of commissioners; and

WHEREAS, the board of commissioners has determined there is a need for standard procedure for replacement of members of certain boards; and

WHEREAS, the planning board has considered this matter as it relates to the appointees of the Community Appearance Commission and Strategic Planning Committee; and

WHEREAS, the board of commissioners has conducted a public hearing on this matter as it relates to the members of the Community Appearance Commission and Strategic Planning Committee after giving notice required by law; and

WHEREAS, the board of commissioners finds the provisions of this ordinance to be in the public interest.

NOW THEREFORE BE IT ORDAINED by the Board of Commissioners of the Town of Pine Shores as follows:

PART I

With respect to the Community Appearance Commission, Chapter 2, Section 2-22(d) of the Town Code is amended as follows:

Subpart A

Chapter 2, Section 2-22(d)(1) is rewritten to read as follows:

(1)*Description; manner of selection and terms.* A community appearance commission shall consist of up to ten members ~~who shall serve staggered terms of three years as provided by the board of commissioners~~ who shall serve at the pleasure of the Town's board of commissioners.

a. Each position on the community appearance commission shall have a presumptive term of three-years.

(i) Because service is at the board's pleasure, Wwithin such term, a member's service will end terminate-immediately upon his or her removal by the board. The board may simultaneously, or thereafter, fill the vacant seat replacement by the Town board of commissioners with another person and such replacement member will complete the remainder of the three--year term but also subject to removal replacement-at the pleasure of the town board.

(ii) Any member who misses three consecutive meetings (regular, special or combination) without being excused by a majority vote of the remaining members of the community appearance committee shall be deemed to have resigned effective at the adjournment of the third meeting.

b. The terms of the members of the community appearance commission shall be staggered terms as provided by the board of commissioners.

Subpart B

Chapter 2, Section 2-22(d)(2) is rewritten to read as follows:

(2) *Qualification of members.* The ten members, at the time of appointment, shall be full residents of the town. The board of commissioners may also appoint no more than two non-permanent part-time residents as auxiliary members. Full resident members possess full voting rights on the commission and are counted in the determination of a quorum. Appointed non-permanent resident members serve in an ex-officio manner with the right to full participation in commission discussions but without the right to vote. Auxiliary members have the right to fully participate in the commission discussions but do not have a right to vote. Non-permanent residentAuxiliary members shall not be counted in the determination of a quorum, but may serve on subcommittees as appointed by the chair. All members shall serve without compensation. To the extent practicable, members should have training or experience in architecture, building construction, landscape design, horticulture, town planning, engineering, interior design, or some other related field.

PART II

With respect to the Parks and Recreation Committee, Chapter 2, Section 2-22(e) of the Town Code is amended as follows:

Chapter 2, Section 2-22(e) of the Town Code related to the, is rewritten to read as follows:

1. *Composition, selection of members and terms.* A parks and recreation committee is hereby established and shall be composed of up to ten members and up to three alternates appointed by who shall serve at the pleasure of the Town's board of

~~commissioners. Members may be either full residents or non-permanent residents. Members shall serve staggered terms of two years. All appointments to fill vacancies shall be for the unexpired term. A chairperson of the committee shall be selected by the board of commissioners from the members of the parks and recreation committee, and shall serve a one-year term. A vice-chairperson shall be selected by the chairman, and serve a one-year term. If the chairperson resigns or becomes unable to serve, the vice-chairperson shall serve until a new chairperson is appointed by the board of commissioners. A member who misses more than three consecutive meetings without being excused by a majority vote of the parks and recreation committee may be removed by a majority vote of the board of commissioners. Members of the parks and recreation committee shall receive no compensation for their services.~~

a. Each position on the parks and recreation committee shall have a presumptive term of two years.

(i) Because service is at the board's pleasure, Wwithin such term, a member's service will end terminate immediately upon his or her removal by the board. replacement by the Town board of commissioners The board may simultaneously, or thereafter, fill the vacant seat with another person and such replacement member will complete the remainder of the two--year term but also subject to removal replacement at the pleasure of the town board.

(ii) Any member who misses three consecutive meetings (regular, special or combination) without being excused by a majority vote of the remaining members of the parks and recreation committee shall be deemed to have resigned effective at the adjournment of the third meeting.

b. Members may be either full residents or part-time residents.

c. Members shall serve staggered terms of two years.

d. A chairperson of the committee shall be selected by the board of commissioners from the members of the parks and recreation committee, and shall serve a one-year term. A vice-chairperson shall be selected by the chairman, and serve a one-year term. If the chairperson resigns or becomes unable to serve, the vice-chairperson shall serve until a new chairperson is appointed by the board of commissioners

e. Members of the parks and recreation committee shall receive no compensation for their services.

PART III

With respect to the History Committee, Chapter 2, Section 2-22(f) of the Town Code is amended as follows:

(1) *Composition, selection of members and terms.* A history committee is hereby established and shall be composed of up to eight members ~~appointed by who shall serve at the pleasure of the Town's board of commissioners. The members may be full residents or non-permanent residents. The residency requirement may be waived dependent upon the needs of the town. Members shall serve staggered terms of three years. Three original appointments shall serve for a term of one year; two members shall be appointed for a term of two years; and three members shall be appointed for a term of three years. All appointments to fill vacancies shall be for the unexpired term. A chairperson of the committee shall be selected by the board of commissioners from the members of the history committee, and shall serve a one year term. A vice chairperson shall be selected by the chairman, and serve a one-year term. If the chairperson resigns or becomes unable to serve, the vice chairperson shall serve until a new chairperson is appointed by the board of commissioners. A member who misses more than three consecutive meetings without being excused by a majority vote of the history committee may be removed by a majority vote of the board of commissioners. Members of the history committee shall receive no compensation for their services.~~

a. Each position on the history committee shall have a presumptive term of three years.

(i) Because service is at the board's pleasure, Wwithin such term, a member's service will end terminate immediately upon his or her removal by the board. replacement by the Town board of commissioners with The board may simultaneously, or thereafter, fill the vacant seat with another person and such replacement member will complete the remainder of the three--year term but also subject to removal replacement at the pleasure of the town board.

(ii) Any member who misses three consecutive meetings (regular, special or combination) without being excused by a majority vote of the remaining members of the history committee shall be deemed to have resigned effective at the adjournment of the third meeting.

b. The members may be full residents or part-time residents. The residency requirement may be waived dependent upon the needs of the town.

c. Members shall serve staggered terms of three years.

d. A chairperson of the committee shall be selected by the board of commissioners from the members of the history committee, and shall serve a one-year term. A vice-chairperson shall be selected by the chairman, and serve a one-year term. If the chairperson resigns or becomes unable to serve, the vice-chairperson shall serve until a new chairperson is appointed by the board of commissioners.

e. Members of the history committee shall receive no compensation for their services.

PART IV

With respect to the Strategic Planning Committee, Chapter 2, Section 2-22(j) of the Town Code is rewritten to read as follows:

1. *Composition, selection of members and terms.* A strategic planning committee is hereby established and shall be composed of up to seven members appointed by who shall serve at the pleasure of the Town's board of commissioners. ~~Members may be either full residents or non-permanent residents. Members shall serve staggered terms of two years. All appointments to fill vacancies shall be two years from the date of appointment. A chairperson or chairpersons of the committee shall be selected by the board of commissioners from the members of the strategic planning committee, and shall serve a two-year term. A vice-chairperson shall be selected by the chairman, and serve a one-year term. If the chairperson resigns or becomes unable to serve, the vice-chairperson shall serve until a new chairperson is appointed by the board of commissioners. A member who misses more than three consecutive meetings without being excused by a majority vote of the strategic planning committee may be removed by a majority vote of the board of commissioners after a recommendation to remove is made by the committee (or committee chairman). Members of the strategic planning committee shall receive no compensation for their services. The mayor, or the mayor's designee, and one commissioner shall be ex-officio members of the committee, and count for the purposes of establishing quorum.~~

(a) Each position on the strategic planning committee shall have a presumptive term of two years.

(i) Because service is at the board's pleasure, Wwithin such term, a member's service will end terminate immediately upon his or her removal by the board. replacement by the Town board of commissioners The board may simultaneously, or thereafter, fill the vacant seat with another person and such replacement member will complete the remainder of the two-year term but also subject to removal replacement at the pleasure of the town board.

(ii) Any member who misses three consecutive meetings (regular, special or combination) without being excused by a majority vote of the remaining members of the strategic planning commission shall be deemed to have resigned.

b. Members may be either full residents or part-time residents.

c. Members shall serve staggered terms of two years.

d. A chairperson or chairpersons of the committee shall be selected by the board of commissioners from the members of the strategic planning committee, and shall serve a two-year term. A vice-chairperson shall be selected by the chairman, and serve a

one-year term. If the chairperson resigns or becomes unable to serve, the vice-chairperson shall serve until a new chairperson is appointed by the board of commissioners.

e. Members of the strategic planning committee shall receive no compensation for their services.

f. The mayor, or the mayor's designee, and one commissioner shall be ex officio members of the committee, and count for the purposes of establishing quorum.

PART V

The Town Clerk is authorized to insert the applicable provisions of Part I through IV hereof into the Town Code and re-number or re-letter such provisions as necessary to conform the same to the standards of the code.

PART VI

This ordinance is effective upon adoption.

Adopted on motion of commissioner _____, seconded by commissioner _____, and carried on a vote of _____ in favor and _____ against.

This the ____ day of _____, 2020.

TOWN OF PINE KNOLL SHORES

By: _____
Mayor

ATTEST: _____
Town Clerk



The Town of Pine Knoll Shores

MEMORANDUM

8 Jan 2021

From: Town Manager

To: Mayor and Board of Commissioners

Subj: PKS FINANCE COMMITTEE REPORT AND RECOMMENDATION RE:
SUBMISSION TO FEMA FOR EXPENDITURE OF EXCESS FUNDS RESULTING
FROM HURRICANE FLORENCE

Background- At the Dec 2020 Board of Commissioners meeting the BOC approved a list of \$2.6M in expenditures from excess FEMA funding from the Hurricane Florence beach renourishment project. The week following the meeting the County Shore Protection Officer advised the Town that the final amount of excess funds is \$3.2M. The Finance Committee met again on 8 Jan to discuss an amended list of expenditure items in light of this increased amount.

Amended list of expenditures: The list below is presented to the BOC for discussion.

	COST
LADDER TRUCK	1,500,000
PUMPS W/ HOSES (TWO 6")	128,000
RADIOS (39 TOTAL)	275,000
GENERATOR 3 WELLS	95,000
GENERATOR TRINITY	11,000
GENERATOR TOWN HALL	37,000
WELL HOUSES-METAL ROOFS METAL	15,000
FUEL STATION ROOF METAL	20,000
TOWN HALL ROOF METAL	185,000
PSB SLOPED/METAL ROOF	528,500
PSB & TOWN HALL STORM SHUTTERS	75,000
CASE BACKHOE	101,600
DUMP TRAILER	9,200
PSD EQUIPMENT BUILDING	173,502
SCADA	66,000
	<hr/> 3,219,802




The Town of Pine Knoll Shores

Major discussion items from the 8 Jan Finance Committee- There were two major items that the Finance Committee believes deserves special focus/discussion.

- **PSD Equipment Building-** At the December BOC meeting the Board decided not to include this item on our submission to FEMA, but to fund this from Gen Fund Reserves immediately. In light of the additional FEMA funding, staff recommends delaying construction of this until FEMA authorizes and funds this. The concern from Commissioner Edwards was that we should not wait 1-2 years for FEMA to approve this as equipment would be left out in the elements, and that PSD work is made inefficient by the need to move existing equipment outside when the Maintenance Bay is need for work space.
- **PSB and Town Hall storm shutters-** This item was added to the expenditure list in light of the additional amount of excess funds. Commissioner Corsello's concern was that this may not be needed, as the newly installed windows at the PSB may obviate this need.

Recommendation- I recommend the Board approve the list as presented for approval, and give the Town Manager the authority to submit this list to FEMA.


V/R
Brian

MEMORANDUM – AGENDA ITEM.

**To: Mayor
Commissioners
Town Manager**

From: Julie Anderson, Assistant Town Manager/Finance Director

Date: January 7, 2021

Subject: FY20-21 Budget Amendment

Background:

This budget amendment is necessary to properly account for the following items:

GENERAL FUND:

OTHER REVENUES:

- **Increase (\$20,000)** – Increase to the Violations, Sale of Fixed Assets, Court Fees and Miscellaneous revenue estimates.

APPROPRIATED FUND BALANCE:

- **Increase (\$25,000)** – Increase to Appropriated Fund Balance to offset the changes in expenses explained elsewhere in this memo.

GOVERNING BODY:

- **Increase (\$22,000)** – Increase to account for the violations forwarded to the school system, attorney fees increase, and professional services for solid waste contract bidding (Project approved by the BOC at a prior board meeting).

ADMINISTRATION:

- **Increase (\$3,000)** – Increase for security gap analysis. (Project approved by the BOC at a prior board meeting).

PUBLIC PROPERTY & BUILDINGS:

- **Increase (\$20,000)** – Increase to account for the electronic access control upgrades in both the Town Hall and PSB. (Project approved by the BOC at a prior board meeting).

Attachments:

- 1) Budget Amendment #3

Recommended Action:

- 1) Vote to adopt Budget Amendment #3

TOWN OF PINE KNOLL SHORES
BUDGET AMENDMENT #3
JANUARY 13, 2021

Be it ordained by the Board of Commissioners of the Town of Pine Knoll Shores, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021:

GENERAL FUND

SECTION 1. To amend the General Fund, the Revenues are to be changed as follows:

REVENUES	INCREASE	DECREASE
Transfers/Appropriated Fund Balance	25,000	
Other Revenues	20,000	
TOTAL:	\$ 45,000	\$ -

This will result in a net increase of \$45,000 in the Revenues of the General Fund. To provide the appropriation offsets for these amended revenues, the General Fund appropriation estimates are to be changed as follows:

EXPENDITURES	INCREASE	DECREASE
GENERAL GOVERNMENT		
Governing Body	\$ 22,000	
Administration	\$ 3,000	
PUBLIC WORKS		
Public Property & Buildings	20,000	
TOTAL:	\$ 45,000	\$ -

SECTION 2. Copies of this Budget Amendment shall be furnished by the Town Clerk to the Town Manager/Budget Officer, the Finance Officer, and the Tax Collector for direction in carrying out their duties.

Adopted this 13th day of January, 2021 by a vote of _____ ayes, ___ nays, _____ absent.

John Brodman, Mayor

Brian J. Kramer, Budget Officer