



Town of Holden Beach
Board of Commissioners
Special Meeting

Tuesday, February 5, 2019
10:00 AM

Holden Beach Town Hall
Public Assembly



**TOWN OF HOLDEN BEACH
BOARD OF COMMISSIONERS' SPECIAL MEETING
HOLDEN BEACH TOWN HALL – PUBLIC ASSEMBLY
TUESDAY, FEBRUARY 5, 2019 – 10:00 A.M.**

1. Call to Order
2. Public Comment
3. Discussion and Possible Action on Setting 2019 Board of Commissioners' Objectives with Town Management (Pages 1 – 7)
4. Discussion and Possible Action on Solid Waste Program (Pages 8 – 12)
5. Adjournment

Policies / Procedures / Resolutions

- ① Road repairs, Brunswick Ave priority
- ② Cross train finance staff
- ③ Better communication among elected officials
- ④ Next left station projects
- ⑤ Ocean Blvd Water Retention Issues
- ⑥ Use pre & post beach sand data (east, central beach, west sections) to conclude a crisis point
- ⑦ Improve Community rating system score
- ⑧ Update Communication plan & website
- ⑨ Get more general public involvement
- ⑩ Consider AARP community aspects in town plans/policies practices (workshop linked to LUP?)
- ⑪ Create policy & practices for advisory board committee appointments and training
- ⑫ Create policy for BOC & advisory board member attendance,

(12) (cont) participation & reporting at outside meetings as a "representative" of the town (reimbursement, official positions, reporting)

(13) Create a standard form for BOC work requests to THB Boards/committees to begin use in new fiscal year

(14) Create standard policy

Long Range Planning

Decision on 2d Water Tower

Beach Renourishment \$10M in 10 years (CRP)

Fully support IBPB/Implement strategy

Organization Analysis: Positions/Job Descriptions
Compensation

2 Review 50 Year Plan determine useability
of current efforts

1 Short term Beach Renourishment Plan

1 Stage II Sewer Pump Station Upgrade

Land Use Plan (Update)

Update Ordinances

Enforcement of Ordinances

Trash Related

Control of Large Horses

~~Employee Compensation Review by
External 3rd party~~

Organization Analysis

Employee Training and Advancement

Committee and Volunteer Recognition Event

Finance/ Budget

Fund Balances

- Develop a reserve fund for infrastructure
- \$10 million dedicated sand fund over 10 years, note: has the \$3 million plus \$241,000 been paid into the fund?
- Increase BPART fund balance
- Increase revenue

Fund Balance

- Revisit and update General Fund Policy/ overall financial policy to begin use in new fiscal year
- Minimum of fund ratio of 100% unassigned fund balance in general fund
- Increase reserves

Tax and Borrowing

- Tax reduction
- No new taxes
- No new borrowing
- No annual debt and no tax increase

Salary/ Compensation

- Salary and benefit (compensation) study by 3rd party
- Employee compensation review by external 3rd party (salary and benefits)
- Provide BOC schedule of staff salaries, benefits and salary range for jobs

Water and sewer fees

- Water and sewer fee review
- Set permanent sewer and water development fees with target implementation of next fiscal year

Permit Fees/ Festival

- Identify permit fees reduction by virtue of canceled charges
- Festival expenses

Parking

- RFP for paid parking
- Paid parking

Employee Training/ Retirement

- Provide BOC with 5 year history of employee training for existing function
- Provide BOC with projected retirement of existing staff

Recreational Activities

- Review all recreational activities and events for value/ benefit

Storm

- Purchase drone for storm monitoring and reporting

Budget Clarity + Transparency

Expedite year end Trial Balance Prep.
and CAFR

Provide quarterly fund balance and known
appropriated fund balances

Have Dept Heads present revenue and
expenses in draft budget

Provide monthly and year end financials
in EXCEL format

Project debt payoff effect on fund
balance for 5-10 years in the future

Eliminate audit internal control
deficiencies, qualifications and adjustments

Agree on Budget Message Components
to go to Budget Office for incorporation
in upcoming year Budget Message

ADVOCACY

POYNEIR SPRULL - SHORT TERM & LONG TERM
COORDINATION WITH STATE / COUNTY & FEDERAL
GROUPS

PROMPTLY ADDRESS ANY ACTIVITY / SUPPORT & FUNDING
REQUESTS THAT RESULT FROM P&S ADVOCACY
EFFORTS

SAND FUND STRATEGY & SUPPORTING DOCUMENTS
FOR STARTING VARIOUS LEVEL OF GOVERNMENT
ADVOCACY

GREATER INVOLVEMENT IN REGIONAL PLANNING WITH
OTHER COASTAL COMMUNITIES

INCREASE PARTICIPATION IN NCLM TO SECURE
SUPPORT ON OBJECTIVES MOST RELEVANT TO HB

MORE INVOLVEMENT IN COASTAL ADVOCACY GROUPS

**TOWN OF HOLDEN BEACH
ORDINANCE 18-16**

**AN ORDINANCE AMENDING THE HOLDEN BEACH CODE OF ORDINANCES,
CHAPTER 50: SOLID WASTE**

BE IT ORDAINED BY the Mayor and Board of Commissioners of the Town of Holden Beach, North Carolina that the Holden Beach Code of Ordinances, Chapter 50: Solid Waste be amended as follows:

Section One: Amend Chapter 50: Solid Waste to read as follows:

CHAPTER 50: SOLID WASTE

Section

- 50.01 Definitions
- 50.02 Container specifications
- 50.03 Burning or burying of garbage regulated
- 50.04 Accumulation and collection
- 50.05 Collections prohibited
- 50.06 Yard waste
- 50.07 Transporting waste materials; covering during transport
- 50.08 Rental homes
- 50.99 Penalty

§ 50.01 DEFINITIONS.

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

BUILDING MATERIAL SCRAP. All scrap material from the construction, reconstruction, remodeling or repair of a building, walkway, driveway, sign or other structure, including, but not limited to, excavated earth, tree stumps, rocks, gravel, bricks, plaster, concrete, lumber, insulation, fixtures (e.g., commodes, sinks) or wrappings for materials or any other materials necessary for the construction, reconstruction, remodeling or repair of a building.

GARBAGE. All animal, fruit and vegetable matter, all small cans, glassware, crockery, bags, and other small containers in which matter has been left or stored.

LARGE HOUSEHOLD ITEMS. Accessories or fittings for a particular use inside, outside or around a house including but not limited to tables and chairs; sofas and recliners; bed frames;

dressers; mattresses and box springs; small electronics such as computers and televisions; refrigerators; ovens and microwave ovens; washing and drying machines.

PUTRESCIBLE WASTE. Solid waste that contains organic matter capable of being decomposed by microorganisms and of such a character and proportion as to cause obnoxious odors and to be capable of attracting or providing food for birds or animals.

REFUSE. All other types and kinds of materials intended to be discarded, scrapped, or otherwise disposed of.

RECYCLABLE REFUSE. Types and kinds of materials intended to be discarded, scrapped or otherwise disposed of that are defined as recyclable material under the current waste collection contract, e.g., cardboard; newspaper; magazines; small metal and glass containers and certain type of plastic containers in which matter has been stored and possibly residues left.

SUMMER RENTAL SEASON. The period of time that garbage collection occurs twice weekly per town contract.

YARD WASTE. All wastes pertaining to a landscaped/managed property, including but not limited to tree limbs, leaves, shrubbery, weeds, plants or grass.

('85 Code, § 9-1.1) (Ord. 5, passed - - ; Am. Ord. 10-90, passed 5-15-90)

§ 50.02 CONTAINER SPECIFICATIONS.

(A) Residential requirements.

(1) Garbage will be kept only in contractor-owned and provided standard, 90-gallon capacity roll-out containers. Each residence is authorized one container; however, additional containers are available for a set monthly fee.

(2) Recyclable refuse can be disposed of in standard garbage containers. Alternatively, 90 gallon capacity containers for recyclable materials only are available by contract through the town for a set annual fee. They will be provided to a property in addition to, not in replacement of, the required number of garbage containers.

(3) Property owners are responsible to assure they have sufficient 90-gallon containers to properly contain refuse prior to collection. Garbage placed on top of or beside the container(s) will not be picked up by the contractor, nor will garbage placed in non-standard containers.

(B) Commercial requirements.

(1) All commercial establishments catering to the public in such a manner as to create refuse shall be required to place an adequate number of refuse containers in such positions and locations as to encourage their use.

(2) All such commercial related containers shall be maintained in a sound and presentable condition.

(C) No person shall throw, place, or deposit any garbage or refuse of any kind, in any place or in any public or private property, except in approved containers or as otherwise provided in accordance with the provisions of this section.

(D) Containers on town-owned property and other public areas are for the use of the town and for the general use of residents and visitors using the public areas. It shall be unlawful for anyone otherwise to place commercial or residential waste or refuse into such containers.

('85 Code, § 9-1.2) (Ord. 5, passed - - ; Am. Ord. 93-18, passed 10-20-93; Am. Ord. 94-02, passed 2-7-94; Am. Ord. 95-06, passed 2-22-95) Penalty, see § 50.99

§ 50.03 BURNING OR BURYING OF GARBAGE REGULATED.

It shall be unlawful to burn or bury garbage or trash for the purpose of disposal unless a special permit has been issued by the Town Police Department.

('85 Code, § 9-1.3) (Ord. 5, passed - - ; Am. Ord. 10-90, passed 5-15-90) Penalty, see § 50.99

§ 50.04 ACCUMULATION AND COLLECTION.

(A) All garbage and household refuse shall be kept in proper containers as required by this chapter and it shall be unlawful for any person to permit garbage to accumulate or remain on any premises longer than is reasonably necessary for its removal. It is the intent of the town that all containers be secured in such a manner either next to non-elevated or underneath elevated houses, except on collection days when they are to be placed at street side, so that the town street right-of-way remains clear of empty containers, and so that containers are not damaged or overturned by high winds or other occurrences. Containers will be located at street side no earlier than 6:00 p.m. the evening before designated collection days during the summer rental season. For the rest of the year containers will be located at street side no more than 48 hours before the designated collection. All containers should be returned to the normal house-side storage location by 6:00 p.m. the day after collection.

(B) It shall be the duty of every owner or occupant of every building or premises where garbage or refuse exists, to reasonably and regularly clean the 90-gallon containers and other legal refuse collection containers.

(C) The owners, occupants and lessees of all property, jointly and severally, are required to control all refuse, placing such refuse in proper containers and/or arranging for collection or other disposal disposition in accordance with the provisions of this chapter.

(D) Garbage and household refuse will be collected and removed from the aforesaid containers or cans in accordance with the schedule set forth in the garbage collection service contract, executed independently from this chapter.

(E) This chapter shall be enforced by the town either by civil proceedings or by removing and disposing of litter according to the provisions and procedures for abatement of litter as provided in this chapter and as prescribed by G.S. 160A-174, 160A-175, 160A-193, and 160A-303.1, including the provisions for notice and hearings provided or referred to therein.

§ 50.05 COLLECTIONS PROHIBITED.

All matter, refuse, and materials such as industrial refuse, building materials and scraps, tree trimmings, walkway scraps, or any other refuse from building or remodeling, large containers, or large household items shall not be accepted or picked up as part of the regular garbage collection service contract.

('85 Code, § 9-1.5) (Ord. 5, passed - - ; Am. Ord. 10-90, passed 5-15-90) Penalty, see § 50.99

§ 50.06 YARD WASTE

Yard waste will be accepted under certain conditions and at defined times under a contract separate from the standard waste collection contract. Permissible, properly bundled or bagged, yard waste must not be placed at roadside for collection more than two weeks prior to a scheduled collection. Property owners who are found in violation may receive written notice from the town that they are in violation of town ordinance in that regard. Those so affected will be asked to correct the situation so they come into compliance with the code or receive a civil fine of \$50 per day per offense.

§ 50.07 TRANSPORTING WASTE MATERIALS; COVERING DURING TRANSPORT.

All persons transporting waste material, construction material, or any manner of loose materials over the public or private roadways in the town shall insure that such materials are not lost or scattered on or along the rights-of-way of such roadways. These materials shall be securely covered during transit in such manner as to prevent the loss thereof from the transporting vehicle.

('85 Code, § 9-1.7) (Ord. 10-90, passed 5-15-90) Penalty, see § 50.99

§ 50.08 RENTAL HOMES.

(A) Rental homes, as defined in Chapter 157, that are rented as part of the summer rental season, are subject to high numbers of guests, resulting in large volumes of trash. This type of occupancy use presents a significantly higher impact than homes not used for summer rentals. In interest of public health and sanitation and environmental concerns, all rental home shall have a minimum of one trash can per two bedrooms. Homes with an odd number of bedrooms shall round up (for examples one to two bedrooms - one trash can; three to four bedrooms - two trash cans; five - six bedrooms - three trash cans, and the like). **In instances where three trash cans or more are required, one can may be substituted with a contractor approved recycling bin.**

(B) Any property found in violation of division (A) above shall be subject to the penalties listed in § 50.99.

(Ord. 07-13, passed 11-27-07)

§ 50.99 PENALTY.

(A) Criminal. **Violators of Chapter 50 will not be subject to a criminal penalty.**

(B) Civil. In accordance with § 10.99(B) of this code of ordinances, the civil fine for violation of any provision of this chapter shall be \$50 per offense.

('85 Code, § 9-1.8) (Ord. 5, passed - - ; Am. Ord. 7-87, passed 6-1-87; Am. Ord. 10-90, passed 5-15-90; Am. Ord. 93-11, passed 9-7-93; Am. Ord. 99-02, passed 2-8-99)

Section Two: The Town Clerk is directed to forward this ordinance to American Legal Publishing for inclusion in the next published supplement to the Holden Beach Code of Ordinances.

Section Three: This ordinance shall be effective the 19th day of December, 2018. Penalties will not be enforced until May 1, 2019.

Adopted this the 18th day of December, 2018.

J. Alan Holden, Mayor

ATTEST:

Heather Finnell, Town Clerk