



Broad & Gales Creek Community Association, Inc.

3010 Hwy 24, Newport, NC 28570

Phone: 252-222-3700

<http://broadandgalescreekca.org/>

Tony Bello, President
Steve Phifer, Vice President

Sallie Salter, Secretary
Pam Fields, Treasurer

Minutes of the Regular Monthly Meeting February 8, 2024

Meeting was called to order at 7:00 pm

Board Members Present:

Tony Bello, David Burket, ~~Pam Fields~~, Dennis Gaither, Tony Matthews, Steve Phifer, Missy Rhodes, Mark Rippeth, Sallie Salter

Community Members Present: Dusty Desteunder, Ethan Candusso, Chuck Upton

Adoption of Agenda: Tony Bello

1. Motion to approve the agenda.
 - a. Motion to approve by Missy Rhodes
 - b. Seconded by Dennis Gaither
 - c. Motion passed.

Secretary's Report: Tony Bello distributed the minutes in lieu of Sallie Salter absence.

1. Minutes of the previous regular meeting were issued for approval.
2. Motion to approve the minutes.
 - a. Motion to approve by Tony Matthews
 - b. Seconded by Missy Rhodes
 - c. Motion passed.

Treasurer's Report: Tony Bello distributed the financial report.

1. No questions or comments concerning the financial report.
2. Motion to approve the Treasurer's Report.
 - a. Motion to approve by Missy Rhodes
 - b. Seconded by Tony Matthews
 - c. Motion passed.

Fire Department Report: Chief Tony Matthews.

1. Engine 4 and Tanker 2 are both up and running.
2. Orders have been placed to replace worn out turn out gear and equipment.
 - a. \$2,550.00 for a set of turnout gear.
 - b. Six sets were ordered.
3. Updated lights
4. Fire system at the station was inspected. A few gauges needed to be replaced and now up to par.
5. Budget paperwork is in. A printout of tax rates for each district is available to preview. Chief will work on the budget starting the week after the super bowl.
 - a. Steve Phifer asked about the budget process. Clarification that the budget is submitted to the Fire/EMS commission for approval. Can they make changes?

- b. Chief Tony Matthews confirmed the submission process and that the commission can make changes, however, if there were significant changes, it would come back to the board for changes and approval.
6. The captain of the fire department resigned last Tuesday night. That position has not been filled yet.

Standing Committee Reports

1. Executive Committee: Tony Bello
 - a. Executive committee met on January 30. Tony Bello received notice that Pam Fields resigned her position as treasurer and board member effective January 14, 2024. Tony Bello accepted her resignation. Items of discussion
 - i. Payroll
 1. A few 30-hour work weeks have been submitted by day staff this year.
 - a. This will require the board to provide full-time benefits if this continues.
 - b. Executive committee recommends that day staff not exceed 29 hours per week.
 - ii. FSLA
 1. The executive committee recommends that all paid staff clock-in/out for any duties performed outside of their regular working hours.
 - iii. Contract with Compassion Ministries coming due in March.
 1. Tony will work with Sallie and Allison to work with the new lease agreement to match fair market value.
 - a. Chief Matthews questioned this “fair market value” since she represents a ministry.
 - i. Tony Bello expressed it would be cleaner on paper if the community were to question why they received such a low lease amount.
 - ii. Her services of cleaning, purchasing consumable supplies, toiletry items, etc. will be taken into consideration to offset the monthly rate.
 - b. Steve Phifer brought up the boards “Conflict of Interest” policy when this was considered. It was verified by an attorney that the North Carolina General Statute 14-234 is for government employees and does not affect Broad and Gales Creek Community Association. The “Conflict of Interest” policy currently in place is valid.
2. Bylaws: Dennis Gaither
 - a. No report.
 - b. Tony Bello will provide Dennis with the most current bylaws and Policies and Procedures.
3. Building and Grounds: Mark Rippeth
 - a. The stove on the County EMS side is having issues and needs to be replaced.
 - i. A new electric line will need to be installed if we go with a new electric stove. With the cost of the new stove and line charge, it would still come out cheaper around \$1,100 - \$1,200.
 - ii. Recommend to use old style burners, not glass top, since they use cast iron.
 - b. Received an updated quote from Elite.
 - c. A wire from the old sign by the flood lights at the light pole has been fixed. Still waiting on a bill for that.
4. Community Services (*Community Building*): Sallie Salter
 - a. No report from Sallied due to her absence.
 - b. Tony Bello did mention that the fire marshal did a commercial walkthrough or pre-inspection in her ministry space. There were some items that needed to be addressed like fire extinguishers

and emergency lighting. Mark is working on the updates. Fire marshal will return for a final inspection once everything has been completed. The community building will now be under regular rotation for inspection by the county.

- c. Missy Rhodes mentioned that Sallie is waiting on the certificate of occupancy. She thinks it might be 125 max for the building.
5. Fundraising: Missy Rhodes
 - a. Missy is working with a Woman's Business Expo for an event on March 9 10:00am – 3:00pm. Registration Fees will go to Compassion Ministries. Vendor overflow parking will be at the gravel lot Fire Department.
 - b. Sally will help with the organization.
 - c. Missy is encouraging the group to attend our regularly scheduled board meetings.
6. Ad Hoc Committee for Full Time Fire Department.
 - a. Steve Phifer has recommended that the committee be tabled until more information from the county is released.
 - b. Tony Bello mentioned that it will have to go into the budget proposal this time in 2025 since the budget needs to be submitted in a few weeks.

Old Business:

1. Basketball Court Security Lights
 - a. Steve Phifer mentioned that it is still in progress. The original person that gave the quote is no longer in business. A trench and a pole will need to be added.
 - b. He will be checking with other contractors.
2. Fence Repair
 - a. Steve Phifer mentioned that it is still in progress.
 - b. He is going to leave it down until after the event on March 9 so the food trucks can park in the opening to prevent other vehicles from parking in the fence.
3. Duct Replacement for EMS side.
 - a. The quote from Antonelli is \$4725.50 and Elite \$4,373.55.
 - b. Motion to accept Elite's quote by Steve Phifer
 - i. Second by Missy Rhodes
 - ii. Motion Passes
4. Dream Yards Contract
 - a. Tabled last month to get more quotes per Pam Fields recommendation.
 - b. Since Pam is no longer on the board, the contract will be tabled until next month's meeting to secure more quotes.
5. Advanced Diesel Sole Source
 - a. Mark Rippeth expressed that the sole source for a single truck would not work since there may be other options cheaper and quicker. They are a fleet maintenance company.
 - b. Tony Bello tabled this indefinitely.
6. Social Media Admin
 - a. Missy spoke with Steve about taking over the account. She will be working on this very soon.
 - b. Steve Phifer mentioned that he does not know who started it, but the password has been changed. Ryan will need to give us the password and then remove him since he is no longer on the board. He does not recommend starting a new page.
7. DBA Status
 - a. Tony Bello mentioned that the DBA agreement has been filed with the county.
 - b. Steve mentioned that it should be listed with the Secretary of State by next week.

New Business:

1. Appointment of new board member.

- a. Since Pam Fields resigned, there is an open board seat. According to the Bylaws, the person with the next highest vote is eligible to fill that seat. Chuck Upton is next in line, and he has agreed to take the position. No vote necessary for this action.
- 2. Stove Replacement on County EMS Side of the building.
 - a. Mark Rippeth moved to purchase a new electric stove and have the wiring completed with a cap of \$1,200.00.
 - 1. Second by Steve Phifer
 - 2. Motion Passed.
- 3. Chief Matthews requested a copy of Alison Bentz and Chuck Kitchen's contracts.

Adjournment:

- 1. Missy Rhodes moved to adjourn.
 - a. Seconded by Dennis Gaither.
 - b. Motion passed, adjournment 7:46 pm.

Respectively presented by Secretary Sallie Salter.

Approved by: _____

Initials	Date
----------	------