

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 March 14, 2024

Meeting was called to order at 7:00 pm

# **Board Members Present:**

Tony Bello, David Burket, Chuck Upton, Dennis Gaither, Tony Matthews, Steve Phifer, Missy Rhodes, Mark Rippeth, Sallie Salter

### **Community Members Present: N/A**

### Adoption of Agenda: Tony Bello

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

Secretary's Report: Sallie Salter distributed the minutes.

- 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. No report.

#### Standing Committee Reports

- 1. Executive Committee: Tony Bello
  - a. No report.
- 2. Bylaws: Dennis Gaither
  - a. No report.
- 3. Building and Grounds: Mark Rippeth
  - a. Mark met with the inspector at the Community Building.
    - i. Number on the building needs to be installed.

- ii. The bay door will need to be replaced if used. It will need to have a lighted exit sign.
  - 1. Quotes will need to be obtained to show progress.
- iii. Tony and Steve mentioned that if the bay door is open, there should be no issue.
- iv. Elite has completed the HVAC duct work, and the stove has been replaced on the EMS County Side of the building.
- v. Extinguishers have been completed for the year.
- 4. Community Services (Community Building): Sallie Salter
  - a. Rentals are starting to pick up.
    - i. The more exposure we have like Missy held will increase awareness and rentals.
  - b. Dennis mentioned about the outdated sign. A banner could be made to cover temporarily.
  - c. Sallie mentioned that Compassion Ministries hot meals have been delivered to elderly and shut ins.
    - i. 20 meals first of the month and 30 in December.
  - d. Donations for the pantry are needed and they are being distributed to the community.
- 5. Fundraising: Missy Rhodes
  - a. The Expo was a successful event. \$350 was raised for Compassion Ministries Community Outreach.
    - i. 15 Vendors attended.
  - b. The next expo will be at the park in Newport by the Middle School
    - i. Profits will be split between Special Olympics and Compassion Ministries.
  - c. Missy represents the association on the Carteret Chamber of Commerce, and she will advertise the community building is available for rentals.
- 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. Playground 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 the fence is up, just still needs some repairs.
    - i. It will require additional help since a puller is needed to weave the fence in.
    - ii. There is a pole bracket missing.
- 3. Duct Replacement for EMS side.
  - a. This has been completed.
- 4. Landscaping Contract.
  - a. Missy presented a contract estimate from Carteret Lawn Care from Cedar Point.
    - i. \$400 per month.
    - ii. November February property will be checked for trash and other needs since cutting will not be completed during that time.
  - b. Dennis Gaither moved to accept the contract for Carteret Lawn Care.
    - i. David Burket seconded the motion.
    - ii. Motion passed.
- 5. 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.
- 6. Day Staff Hours
  - **a.** Tony Bello mentioned that Alison Bentz discovered that full-time status of 30 hours per week does not apply to the board since there are less than 54 employees.
  - **b.** Day staff can work up to 39 hours.
  - c. Chief Matthews mentioned that they will not work more than 29 hours per week.

# New Business:

- 1. Election of Treasurer.
  - a. Nomination
    - 1. Chuck Upton by Steve Phifer
    - 2. Missy Rhodes by Dennis Gaither, she declined.
    - 3. Motion to close nominations by Dennis Gaither
      - a. Second by Missy Rhodes
      - b. Motion Passed
    - 4. By default, Chuck Upton elected as Treasurer.
- 2. Chief Matthews asked about the retainer for the attorney.
  - a. Tony Bello mentioned that he did not recall of any recent invoices and that the board should still be under retainer.
  - b. Tony Bello will follow up with Alison to verify.
- 3. Budget Proposal
  - a. Chief Matthews presented the fire budget proposal for the county.
  - b. Steve Phifer moved to approve the budget proposal.
    - 1. Second by Missy Rhodes
    - 2. Motion Passed

# Adjournment:

- 1. Missy Rhodes moved to adjourn.
  - a. Seconded by Dennis Gaither.
  - b. Motion passed, adjournment 7:37 pm.

Respectively presented by Secretary Sallie Salter.

Approved by:

Initials

Date