



## 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  
Jeff Batten, Treasurer

### Minutes of the Regular Monthly Meeting

January 13, 2022

**Meeting was called to order at 7:00 PM**

#### **Board Members Present:**

Steve Phifer, Dusty Desteunder, Melinda Ward, Tony Matthews, Ryan Garcia, Jeff Batten, Tony Bello

*Absent: Sallie Salter, Robert Lewis, Missy Rhodes*

**Community Members Present:** Danny Moreno, Mark Rippeth, Bryce McKee

**Secretary's Report:** Tony Bello for Sallie Salter absence

1. Minutes of the previous regular meeting were issued for approval.
  - a. Motion to accept Tony Matthews
  - b. Seconded by Steve Phifer
  - c. Motion passed

**Treasurer's Report:** Jeff Batten

1. Review Treasurer's Report and financial statements.
2. There is a \$600 penalty from the IRS from the year 2017. The CPA has contested the charge, however, we will pay the penalty for now since the IRS is reviewing it and extended 60 days. This will keep interest and penalties from occurring.
  - a. Motion to approve Treasurer's report by Dusty Desteunder
  - b. Seconded Steve Phifer
  - c. Motion passed

**Fire Department Report:** Chief Tony Matthews

1. Relatively calm over the holidays, no major incidents
2. Four new members will be voted in next month bringing total to 33.
3. Fire Department is now required to submit ESO reports for first responder EMS calls and currently working on that. Now the same as EMS requirement.
4. All state rosters and state reporting has been submitted
5. Firefighter Foundation is up and running. All paperwork has been submitted.

**EMS Report:** Chief Melinda Ward

1. Bad weather coming in this weekend.
2. Over 800 calls last year. This is the most in the 33 years chief has been with the program.
3. COVID is rampant, be safe.
4. Basic MOD classes: January 22, 29, and February 5. Starting at 8:30am – 5:30pm. Fire department members are welcomed to attend.
  - a. Basic Mods for Basic MRs for the year.
  - b. Free of charge and lunch is provided

5. Thank you to Fire Chief Matthews for providing Fire EMT member to sit in during the time a paramedic passed out during a call. Took a while to have a replacement EMS member come in.

#### **Committee Reports:**

1. Bylaws Committee: Robert Lewis
  - a. No Report in Robert Lewis' absence.
2. Building and Grounds Committee: Steve Phifer
  - a. No report
3. Community Services Committee (*Community Building/Cemetery*): Sallie Salter
  - a. No report in Sallie Salter's absence.
4. Ways and Means Committee: Missy Rhodes
  - a. No report in Missy Rhodes' absence.

#### **Old Business:**

1. Fan in Fire Bay.
  - a. Steve Phifer has had no luck in receiving quotes. He suggested that Chief Matthews contact vendors to seek quotes. Tabled until next meeting
2. HVAC Installation
  - a. Everything has been installed. Waiting on invoice.
3. Stormwater Runoff Pond bank repair
  - a. Tony Bello has contacted Burch's landscaping and received a quote for \$1,350.00.
    - i. This includes shaping, fabric, and one load of riprap. If the job requires more rock, then there might be extra charge.
  - b. Steve Phifer is unable to get confirmation from Randolph on the \$600 quote.
  - c. Motion to accept Burch's Landscaping quote and not to exceed \$2,000.00 by Steve Phifer.
    - i. Seconded by Tony Matthews.
    - ii. Motion passed.
  - d. Attorney visit concerning the Cemetery
    - i. Steve received some advice from Munden's Funeral Home that the association may be able to maintain the cemetery if "donations" are accepted and not plot fees. He is still waiting on paperwork from the state to verify.
    - ii. The attorney will be in town later this month and is willing to sit in on a special meeting, if needed.
    - iii. Melinda mentioned that a possibility would be to setup a separate 501-c(3) Non-profit to exclusively handle the cemetery. Tony Bello mentioned that this was discussed with the attorney previously, however, that would still require yearly permits, audits, and a \$50,000.00 trust set aside for the cemetery. The only organizations exempt would be churches or government agencies like municipalities.
  - e. Special Committee Report (Jeff, Alison, Steve) on the status of seeking out a new CPA and make recommendations to the board. The committee currently recommends continuing with the current firm through the end of the fiscal year since the principal partner, Mr. Rogers, will take over. They will continue to seek out a new CPA in the meantime.

#### **New Business:**

1. Policy and Procedures Amendments
  - a. Duties of Association Officers
    - i. Fire Chief
      1. Provide professional development of Incident Reporting for Workers Compensation. Any incident resulting in injury by any member of the Broad &

