



## 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 July 14, 2022

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

**Board Members Present:**

Tony Matthews, Steve Phifer, Dusty Desteunder, Sallie Salter, Jeff Batten, Tony Bello, Robert Lewis

**Community Members Present:** Brandon Swain, Mark Rippeth, Melinda Ward

**Secretary's Report:** Sallie Salter

1. Minutes of the previous regular meeting were issued for approval.
2. Melinda Ward brought up a few errors.
  - a. She was present at the last board meeting but not on the community member list.
  - b. Special Meeting start and adjournment times were off.
3. Motion to approve the minutes of both agendas with changes.
  - a. Motion to approve by Tony Matthews
  - b. Seconded by Dusty Desteunder
  - c. Motion passed

**Treasurer's Report:**

1. Review Treasurer's Report and financial statements.
  - a. Financials are looking well.
  - b. There are a few bills that have not come in, so the books have not been able to be closed out for the year. Anticipate that to be resolved in the next week or so.
  - c. More than enough to cover the outstanding bills for June.
  - d. The budget was approved by the county and Alison is with chief Matthews to make sure all line items are correct.
  - e. Due to extra funds, we will be looking into investments since we don't need that much cash in the accounts and cause red flags.
    - i. Chief Matthews recommended use the funds for the truck fund.
  - f. Dusty wanted verification that everything starts over July 1.
    - i. Jeff Batten confirmed that the books start over July 1 and everything from last year must be turned over to the county for review.
  - g. Dusty questioned how much was owed on the building.
    - i. Jeff anticipated that there was about \$250,000.00 owed on the truck and the building.
    - ii. One is paid off in 2025 and the other is paid off in 2026.
    - iii. Dusty mentioned that it might be in the best interest of the board to pay toward principal of the loans to knock them down instead of investing leftover funds from the year.
      1. Jeff Batten agreed and will investigate that possibility.

- h. Chief Tony Matthews mentioned that the most important part of finances is that we utilize funds according to the budget and not have to ask for budget amendments to increase funding. This has been an issue with other departments.
- 2. Motion to approve by Steve Phifer
- 3. Seconded by Dusty
- a. Motion passed

**Fire Department Report: Chief Tony Matthews**

- 1. Fire Calls.
  - a. Up to the month of July, 295 calls have been conducted.
  - b. Up 23 calls from start of July last year.
  - c. Most are EMS/First Responder Calls.
  - d. There was a structure fire on Haw Rd. Four departments were on scene with approximately 30 firefighters on scene. 15 firefighters were from Broad & Gales Creek.
- 2. Tanker 1 is still in the body shop. Waiting on the hood.
- 3. Membership averaging 1-2 applications per month.
  - a. A few associate members are volunteering from other areas to pull time.
- 4. Several compliments coming in from the community. They are very happy when the fire department shows up.
- 5. Tony Bello inquired about working with the county EMS on First Responder calls and how that was going.
  - a. Chief Tony said there have been no issues and everything has been running smooth with the county.

**Standing Committee Reports**

- 1. Bylaws: Robert Lewis
  - a. Policy and Procedures recommendation
  - b. Community Building
    - i. The Broad and Gales Creek Community Association owns and maintains the Community Building at 110 Cactus Street, Newport. The building serves as a voting precinct for Carteret County Polling location. The Community Building is available for rental per contract. Any active Board member of the Association and/or Fire department is eligible for one free rental per year. Any pervious Board, Fire, or EMS member who has served 4 consecutive years is eligible for one free rental per year.
  - c. Community Park
    - i. The Broad and Gales Creek Community Association owns and maintains the Michael Joe Morton Memorial Park next to the Community Building at 110 Cactus Street Newport. The park is open to the public
  - d. Policy and Procedure change can be made in New Business.
  - e. Tony Bello asked Robert to bring a draft of Bylaw changes to the next board meeting in order to approve for November Annual Meeting presentation of Bylaw amendments.
- 2. Building and Grounds: Steve Phifer
  - a. Playground equipment has been ordered, but still waiting.
    - i. When it does come in, we may need to store it in the bay at the community building until it can be installed.
  - b. Switched over to Jones LP from Mallard at the fire station and community building.
  - c. County has paid their first month's rent.
  - d. AC upstairs community building was set to 50 degrees. Steve will change the code again.
  - e. Dusty mentioned that there is a downspout at fire dept popped open needs to be fixed.
  - f. Mark Rippeth mentioned that the new thermostats have variable programs.

- g. Sallie mentioned that the ceilings in the bathrooms need to be cleaned weekly due to moisture. There is no vents in the bathrooms and the office has a window unit.
- 3. Community Services (*Community Building*): Sallie Salter
  - a. There are several rentals coming up.
  - b. Starting Support Group Meeting on August 1<sup>st</sup>.
  - c. Wanted to see if there would be an issue if I converted one of the rooms and make it available to the community such as clothes, household goods, dry goods at this time to help those in need from the community. Sallie will also deliver goodie bags.
    - i. Sallie recommended using the bay.
    - ii. Steve recommended using the upstairs since there is AC.
  - d. Starting to plan a fall fundraiser for the playground.
- 4. Ways and Means: Missy Rhodes
  - a. No report due to Missy Rhodes absence

**Old Business:**

- 1. According to Steve Phifer, Melinda has been cleared of all allegations from the former Broad & Gales Creek EMS Inc. They have reformed as the Broad & Gales Creek EMS Community Association.
- 2. Steve Phifer received an email concerning the county walk through of the EMS rental property. Steve made it clear that he was not happy that they did not contact him for the walkthrough prior to moving in on July 1 as he requested. The walkthrough was conducted by Gene Foxworth, Assistant County Manager, and a few other county officials.
  - a. Punchlist of items that were documented
    - 1) The door between county side and the meeting room is not secured and cannot be locked from their side.
    - 2) Middle bay door sticks at times.
    - 3) Non-functioning emergency light in bay area.
    - 4) The mini split in the day room needs service.
    - 5) Broken outlet covers in the sitting room and bedrooms 1 & 2.
    - 6) There appears to be a small gas leak coming from the gas range and may need service.
    - 7) Window leak in the front west side room upstairs.
    - 8) Handrail on the fire escape is not secure.
  - b. Discussion
    - i. Tony Matthews mentioned everything is fixable except for the door between county side and meeting room. The Fire Marshall has previously denied the request to lock that door since it is an egress/emergency exit.
    - ii. Melinda mentioned that the gas stove was purchased new 4-5 years ago. It has been checked out and serviced since it has always had the gas smell present.
    - iii. Steve mentioned that it might be best to replace it with an electric stove.
      - 1. Tony Bello questioned whether a 220v service is in place for an electric stove.
      - 2. Melinda Ward said there was not a 220v service and has always been a gas stove.
      - 3. Mark Rippeth mentioned that it would cost several thousand dollars to run a 220v service in the kitchen.
      - 4. Melinda reiterated that the gas company has serviced the stove twice by different techs and both said it was safe and not to worry about the faint smell of gas.
    - iv. Jeff Batten mentioned that he called Stephen Rea several days before they moved in to schedule a walkthrough. He claimed he was too busy on multiple occasions, so the walkthrough did not happen with us. They Should have had the walk through before the lease was signed so address items would be funded from county EMS funds and not the

Board who has not been maintaining that side. Now the Board is stuck with the bill. Jeff also mentioned that there are outstanding EMS bills for trash prior to the July 1 occupancy by the county.

1. Tony Bello stated that any outstanding bills prior to the July 1 date would be paid by EMS funds. Copies just need to be sent to Tommy Burns, Carteret County Manager so he can arrange for payment.
2. Jeff also asked if we had a copy of renters insurance for liability.
- v. Concerning the security of the door between county and meeting room, Tony Matthews mentioned that if we get a written document from the fire marshal that they are willing to accept all liabilities and repercussions of inspections, we should put a lock on the door.
  1. Steve Phifer asked Chief Matthews to call the fire marshal to see if he would be willing to sign a document assuming responsibility.
- vi. Questions came about board approval of these maintenance items.
  1. Tony Bello stated that according to Policies and Procedures, only items/services over \$500 would need board approval.
- vii. Dusty questioned who is responsible for yearly maintenance on the rental side.
  1. Steve and Tony Bello confirmed that it is the responsibility of the board to handle maintenance as written in the lease agreement.
- viii. Tony Matthews mentioned that we take the split unit out and open the door since the bays are air conditioned.
  1. Steve said it should be an easy fix, most likely filters need cleaning.
- ix. Tony Bello stated that we need to schedule regular maintenance checks and set a schedule and let them know.
- x. Jeff Batten asked about fire extinguisher inspections and who is responsible for that.
  1. Melinda and Tony Matthews said the fire department has always handled that.

#### **New Business:**

1. B&G Auxiliary is requesting to use the meeting room on the second Tuesday of each month for a monthly meeting. Meetings are open to any community member. This is for community support and to partner with the association and fire department.
  - a. Motion to approve: Dusty Desteunder
  - b. Second: Robert Lewis
  - c. Motion Passes
2. Compassion Ministries has requested to occupy the upstairs of the community building for community outreach.
  - a. Motion to approve: Steve Phifer
  - b. Second: Dusty Desteunder
  - c. Motion Passes
3. Tony Matthews proposed officer salary increases.
  - a. Motion to approve: Steve Phifer with exception of increasing chief salary to \$750. Bi-weekly.
  - b. Second: Jeff Batten
  - c. Motion Passes
4. Dusty requested that the carpet get replaced in the meeting room. Water stains from Florence by the door and needs to be cleaned. Discussion on carpet vs. ceramic tile vs. vinyl plank. Steve said we should first try to get the carpet professionally cleaned. No motion was brought to the floor.
5. Steve Phifer moved that the Board ban Chuck Trader and Johnny Cox from any community association property.
  - a. Discussion

