



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 March 9, 2023

Meeting was called to order at 7:03 pm

Board Members Present:

Tony Matthews, Steve Phifer, Dusty Desteunder, Sallie Salter, ~~Jeff Batten~~, Tony Bello, ~~Missy Rhodes~~, ~~Ryan Garcia~~, Mark Rippeth

Community Members Present: Brandon Swain

Secretary's Report: Sallie Salter

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

Treasurer's Report: Jeff Batten not present, Tony Bello delivered report.

1. Review Treasurer's Report and financial statements.
 - a. Monthly financial report was issued.
 - b. Proposed budget for upcoming year due to the county was issued.
2. Motion to approve financial report by Steve Phifer
 3. Seconded by Sallie Salter.
 - a. Motion passed.

Fire Department Report: Chief Tony Matthews

1. Engine 1 is not starting; the mechanic has been notified.
2. No other report

Standing Committee Reports

1. Executive Committee: Tony Bello
 - a. No report
2. Bylaws: Ryan Garcia (not present)
 - a. No report
3. Building and Grounds: Steve Phifer
 - a. Community Building covered entry is nearly complete. Just need to put on felt paper and shingles. Should be completed by mid of next week.
 - b. Asphalt on potholes at community building has been completed by Mark Rippeth.
4. Community Services (*Community Building*): Sallie Salter
 - a. Rentals are going well. Most of the upcoming weekends are booked.
5. Ways and Means: Missy Rhodes (not present)

- a. No report.

Old Business:

1. Playground Equipment.
 - a. Equipment has been completed and being utilized by children.
 - b. It appears that one of the goals has been raised by the volunteer.
2. Gutter Quotes
 - a. No response with quote requests
3. Door replacement on the door closest to the playground and the door by the office.
 - a. Key locks are working but the doors are rusting at the bottom.
 - b. Commercial quote \$800 - \$1,000 per door.
 - c. Steve asked if there was a patch that could be made.
 - i. Mark Rippeth said a cap for the bottom of the door could be installed.
 - ii. This can be completed under building and grounds maintenance and no vote needed.
4. Security Light on the basketball court.
 - a. Carteret Craven Electric met with Steve. We would have to pay to have the poles and light installed and will be \$9.00 per month after installation for each light.
 - b. If for some reason the neighbors complain and we have to cancel service, we are still bound to pay the first 12 months of service.
 - i. Sallie spoke to a few neighbors to see if they were ok with the light. She will speak to the rest of the residents to get their blessing.
 - c. Table the vote until next month pending on neighbor approval.
5. Service Contract for Bay Doors at Fire House.
 - a. Per board approval last month, July 1 will be the start of the service contract.

New Business:

1. Carteret County Contract for Fire Service.
 - a. Name change from Broad & Gales Creek Fire Department to the Broad & Gales Creek Community Association.
 - b. Motion to approve Carteret County Contract for Fire Service by Steve Phifer
 1. Seconded by Dusty Desteunder
 2. Motion Passed
 3. Chief Matthews will deliver signed copy to the county.
2. Proposed budget 2023-2024
 - a. Steve Phifer inquired about timeline for the aerial truck.
 1. Chief Matthews said 2-3 years. By this time next year, we will move forward.
 - b. Chief Matthews stated that we are over budget by \$46,539.00. He suggested that we add it to the ad valorem fire tax. By the time we get to the timeframe of all of the new developments and housing construction in the fire district, this will more than cover it.
 - c. Section 1/A, Estimated Revenue/Line 1 will need to be changed to \$402,539.00 to accommodate the adjustment for the proposed 2023-2024 budget.
 - d. Steve Phifer moved to approve the 2023-2024 budget including the Ad Valorem tax change to \$402,539.00.
 1. Seconded by Dusty Desteunder
 2. Motion Passed
3. Community Building Bay Area
 - a. Sallie Salter has completed the bay area partition wall. She has also made changes to include:
 1. Removal of two bay doors and closed them in.
 2. Removal of old gas heater.
 3. Closed in the ceiling.

4. Trim, paint, and carpet installation.
 - b. Tony Matthews moved to approve the changes that have been made.
 1. Seconded by Dusty Desteunder
 2. Motion Passed
 - c. Tony Matthews moved to reimburse Sallie for any improvement expenses that she provides a receipt.
 1. Seconded by Steve Phifer
 2. Motion Passed
 - d. Tony Bello stated that a lease contract needs to be signed with Compassion Ministries for use of the newly removed community building bay area.
 1. A dollar amount will need to be determined and presented to the board at the next meeting.
4. Policy and Procedure Amendments
- a. Fire Department Credit Card
 1. Sallie Salter moved to approve.
 - All receipts must be accounted for and turned in to the bookkeeper at each regular board meeting. Monthly bill cannot be paid without a receipt.
 - Tracking system must be utilized for checking out the credit card and return with a receipt.
 - a. Seconded by Tony Matthews
 - b. Motion Passed
 - b. Payroll
 1. Steve Phifer moved to approve the following Payroll Policy and Procedures.
 - Workers are 100% paid hourly or 100% volunteer, they can no longer do both.
 - Volunteer incentive cannot exceed 20% of the hourly rate. Incentive needs to change to \$5/call and \$10 fuel reimbursement.
 - If anyone on payroll goes to a call while not on day shift, that time needs to be tracked as well to ensure they are not falling below minimum wage.
 - If any fire member or paid staff on payroll attends a training session, meeting, or any other. – that time must be tracked.
 - For paid staff, all hours worked must be reported as an hourly rate to ensure payment will not fall below minimum wage.
 - a. Seconded by Dusty Desteunder
 - b. Motion passed.
 2. Tony Matthews will benchmark with Wilson Mills and/or fire departments that are dealing with this issue and report back at next meeting.
 - a. Officers are paid employees and are receiving an Officer Bonus for holding the position. It is not a volunteer stipend. They need to track all their hours worked (regardless of if they are on hourly pay or working as an officer). Each payroll I will calculate their total hours to their total pay to ensure nobody is falling below minimum wage. If anyone falls below, they will receive additional pay in that payroll.
5. Broad Creek Middle Girls Golf Team
- a. Tony Matthews moved to donate up to \$500 for the Broad Creek Middle School Girls Golf Team for uniforms shirts.
 1. Seconded by Dusty Desteunder
 2. Motion Passed

Adjournment:

