

TOWN OF ST. JAMES REGULAR MEETING MINUTES
August 5, 2026

The St. James Town Council met in Regular Session at 4:00 p.m. on Wednesday, August 5, 2026, in the Earl Dye Council Chamber.

Council Members Present: Mayor Jean Toner, Mayor Pro Tem Jim Board, Councilors Dennis Barclay, Bill Miller and Lynn Dutney

Staff Present: Town Manager Jeff Repp and Finance Director Pauline Haran

Staff Absent: Jamie Burns, Town Clerk

Others Present: Diana Kelly, Deputy Director of Emergency Management; State Port Pilot Reporter Eliot Duke

Minutes are based on a recording of the meeting.

CALL TO ORDER

Mayor Toner opened the meeting at 4:00 p.m.

PLEDGE OF ALLEGIANCE

All in attendance joined Mayor Toner in honoring our flag.

Prior to beginning the meeting, Mayor Toner directed attendees' attention to information displayed regarding public comment procedures, noting that public comment is accepted during regular meetings, public hearings, and on votes on spending, with a 30-minute total limit and 3 minutes per speaker.

APPROVAL OF AGENDA

Mayor Toner asked if there were any changes or corrections to the agenda. There were none and all were in favor of the agenda as submitted. (Vote: 5-0)

APPROVAL OF CONSENT AGENDA

Mayor Toner asked if there were any corrections or changes to the minutes included in the consent agenda. There were none. Mayor Pro Tem Board made a motion to approve the Consent Agenda, which consists of the minutes from the following meetings: the May 19, 2026 Work Session, the June 3, 2026 Regular Meeting, the June 18, 2026 Work Session, the July 16, 2026 Special Meeting, and the July 16, 2026 Work Session. The motion passed unanimously. (Vote 5-0)

MAYOR/COUNCIL/STAFF REPORTS:

a. Summary of the 2026 Comprehensive Plan – Councilor Dennis Barclay

Prior to Councilor Barclay's presentation, Mayor Toner took a moment on behalf of the town council to formally recognize and thank Councilor Barclay for his nearly two years of work preparing the 2026 Comprehensive Plan. Mayor Toner announced that a printed copy of the plan had just arrived from the printer that day and read aloud a special acknowledgement included in the plan. She then presented Councilor Barclay with a certificate of appreciation that acknowledged his time, dedication, and invaluable contribution to the Town of St. James.

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Councilor Barclay then presented a thorough summary of the 2026 Comprehensive Plan, covering the current state of St. James, its projected future through 2030, St. James North, nearby construction activity, broader growth concerns, and infrastructure.

A resident asked questions regarding the water pressure timeline and the road maintenance obligations associated with St. James North. Town Manager Jeff Repp clarified the phased completion schedule of the water pressure project and Mayor Toner confirmed that new town roads in the development would be eligible for Powell Bill funding. A question was also raised about the scope of the Event Center expansion. Mr. Repp confirmed it will primarily consist of an additional multipurpose room, plus additional storage and restrooms, broadly similar in concept to existing facilities but adding capacity.

OLD BUSINESS – None.

NEW BUSINESS

26-18 Motion to Appoint Lynn Franco and Tom Kalamasz and to Reappoint Chris Contney and Steve Altieri to the St. James Emergency Management Group for 3-year terms.

Town Manager Jeff Repp invited Diana Kelly, Deputy Director of the St. James Emergency Management Group, to introduce the appointees. Ms. Kelly presented two new members, Lynn Franco and Tom Kalamasz. Chris Contney and Steve Altieri were noted for reappointment.

Mayor Pro Tem Board made a motion to approve the appointment of Lynn Franco and Tom Kalamasz and the reappointment of Chris Contney and Steve Altieri to the St. James Emergency Management Group for three-year terms. The motion was approved unanimously (Vote: 5-0)

Following the vote, Lynn Franco, Tom Kalamasz, and Chris Contney were sworn in by Mayor Toner. Steve Altieri was not in attendance and will be sworn in at a later date.

26-19 Motion to Approve Resolution 2026-05 Implementing a Classification and Compensation Study from the Piedmont Triad Regional Council.

Town Manager Jeff Repp explained that this resolution would enact a pay classification and compensation study conducted by the Piedmont Triad Regional Council through a sub-agreement with the Cape Fear Council of Governments. The resolution would adopt a new pay table and assign employee classifications to pay grades. Funding for implementation was included in the FY 2027 budget, and the resolution would authorize the Mayor and Town Manager to proceed with implementation.

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Mayor Pro Tem Board moved to approve Resolution 2026-05 implementing a classification and compensation study from the Piedmont Triad Regional Council. The motion was approved unanimously. (Vote: 5-0)

26-20 Motion to Authorize the Mayor to Execute Storm Debris Removal Agreement with the St. James Property Owners Association (POA).

Mr. Repp explained that the town has recently executed contracts with Ceres Environmental Services, Inc. for storm debris removal and Tetra Tech for monitoring. Because the roads within St. James Plantation are owned by the Property Owners Association (POA), the town requires the POA's authorization to use those roads during debris removal and monitoring operations. The agreement also establishes a reimbursement procedure whereby the town would collect debris from POA property and bill the POA afterward. Federal reimbursements received by the town would be proportionally passed back to the POA.

Councilor Dutney moved to authorize the mayor to execute the storm debris removal agreement with the St. James Property Owners Association. The motion was approved unanimously (Vote: 5-0)

26-21 Motion to Appoint a Chairman and Vice-Chairman for the St. James Planning Board for a term ending December 31, 2026.

Town Manager Jeff Repp noted that Article 3, Section 3.3 of the Town's Unified Development Ordinance (UDO) requires the Town Council to appoint the Planning Board's Chair and Vice Chair. Mr. Repp chaired the board's last meeting as recent new appointments left the Planning Board without leadership. At their August 4, 2026 meeting, the Planning Board recommended Bill Kozub as Chairman and Marc Fields as Vice Chairman. Appointments are for a one-year term that end on December 31st. The council will need to reappoint at their January meeting.

Councilor Miller moved to appoint Bill Kozub as Chairman and Marc Fields as Vice-Chairman for the St. James Planning Board for a term ending December 31, 2026. The motion was approved unanimously. (Vote: 5-0)

Prior to adjournment, the mayor announced that the town had received \$700,000 in state funding for the fire department. Councilor Lynn Dutney, council liaison to the fire department, noted that plans for a major redesign of Fire Station 1 were already underway prior to receiving the funding, and that while additional costs remain unknown, the grant significantly supports that project.

PUBLIC COMMENT – No public comments were made.

ADJOURNMENT

At 4:55 p.m. Mayor Pro Tem Board made a motion to adjourn the meeting. All were in favor. (Vote: 5-0)

Mayor Toner adjourned the meeting.

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Respectfully Submitted,

Jamie Burns, Town Clerk

Approved,

Jean R. Toner, Mayor