

**TOWN OF ST. JAMES REGULAR MEETING MINUTES  
October 1, 2025**

The St. James Town Council met in Regular Session at 4:00 p.m. on Wednesday, October 1, 2025 in the Earl Dye Council Chamber.

**Council Members Present:** Mayor Jean Toner, Mayor Pro Tem David DeLong, Councilors Jim Board, Dennis Barclay, and Lynn Dutney

**Staff Present:** Town Manager Jeff Repp and Town Clerk Jamie Burns

**Others Present:** State Port Pilot Reporter Eliot Duke, Emergency Management Deputy Director Diana Kelly, and 16 residents.

**Absent:** Finance Director Pauline Haran

**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.

**APPROVAL OF AGENDA**

Mayor Toner asked if there were any changes or additions to the agenda as submitted. There were none. Mayor Toner asked for a motion to approve the agenda as presented. Councilor Board moved to approve the agenda. The motion passed unanimously (Vote: 5/0)

**APPROVAL OF CONSENT AGENDA**

Mayor Toner asked if there were any changes or corrections to the minutes from the September 3, 2025 Regular Meeting and the September 18, 2025 Work Session included in the consent agenda. There were none. The motion passed unanimously (Vote: 5/0)

**MAYOR/COUNCIL/STAFF REPORTS** – None

**OLD BUSINESS** – None

**NEW BUSINESS**

- 25-21 Motion to Approve the 2025 Town of St. James Emergency Operations Plan and Accompanying Charter.

Town Manager Jeff Repp presented the 2025 Town of St. James Emergency Operations Plan and Accompanying Charter for approval. He explained that this document has been in development for several years and has gone through multiple iterations before being presented in its final draft form for adoption. Mr. Repp noted that it was an update to the plan from approximately five years ago, with updated numbers and changes reflected in the document presented at the last work session.

Mr. Repp informed the council that upon adoption, they would obtain signatures from other participating entities, including the POA, harbor master, Troon, and the

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fire department, all of whom have been involved in the process and reviewed the document prior to this consideration.

Councilor Dutney moved to Approve the 2025 Town of St. James Emergency Operations Plan and the Accompanying Charter. The motion passed unanimously (Vote: 5/0).

Mayor Toner expressed gratitude to Mr. Repp, staff, and everyone from emergency management who dedicated significant time to this effort. She emphasized the importance of the plan in providing guidance not only for managing incidents such as hurricanes but also for other scenarios like chemical spills. The mayor noted that the plan ensures all parties involved in maintaining St. James as a safe community are aware of their responsibilities and can work together effectively.

- 25-22 Motion to Adopt Resolution 2025-08 Requesting the Town Clerk to Investigate the Sufficiency of a Petition for Annexation of the Harbor & Canal Planned Unit Development.

Town Manager Jeff Repp presented Resolution 2025-08, explaining that there are four documents attached to this item which include the resolution itself, an agent authorization form, and the petition for annexation. He noted that the three development entities involved have authorized a law firm to represent them in this matter, and the law firm is the entity which has signed the petition for annexation.

Mr. Repp outlined the process following the approval of this resolution:

- Town Staff will investigate the sufficiency of the petition over the next several weeks.
- They will verify the property ownership and the validity of the authorization form.
- A report on the petition's validity will be presented at the next meeting.
- If valid, the next meeting will consider a resolution setting the date for a public hearing in December.
- The December meeting would include the public hearing and potential vote on the annexation.

Mr. Repp also mentioned that the December meeting would likely include three public hearings: one on the development agreement, one on the conditional zoning, and one on the annexation.

Mr. Repp and Mayor Toner provided additional details about the property discussed:

- The property in question is approximately 139 acres, located around the municipal complex and extending northward.
- The property is currently in the county and seeking annexation into the Town of St. James.
- Annexation would allow the town's planning board and staff to oversee the development rather than the county.

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- A Planning Board meeting has been scheduled for November 3<sup>rd</sup>.
- A public meeting hosted by the development is scheduled for October 14<sup>th</sup> from 6 to 8 PM at the event center, where residents can learn about the proposed development.

Council members expressed a desire for a formal presentation at the public meeting, rather than just informational stands/charts, to better inform residents.

Mayor Toner asked for a motion to approve. Councilor Board made the motion to approve resolution 2025-08 requesting the town clerk to investigate the sufficiency of the petition for annexation of Harbor Development Corp., Canal Associates, LLC and D.R. Development Corporation Properties. The motion passed unanimously (Vote: 5/0)

25-23 Proclamation for St. James NEST Volunteer Month

Mayor Toner read a proclamation recognizing October 2025 as St. James NEST Volunteer Month. The proclamation highlighted the organization's mission, growth and impact on the community since its establishment in 2018.

After reading the proclamation, Mayor Toner invited representatives from NEST to introduce themselves and speak about the organization. Skip Shaw, the current leader of NEST, along with Sheila Sullivan (Vice President) and Linda Shaw (head of the volunteer team) accepted the proclamation. Mr. Shaw expressed gratitude for the recognition and shared updated statistics noting that NEST now has close to 280 members and is approaching 10,000 fulfilled service requests over five years. Mr. Shaw emphasized the significant impact NEST has on St. James residents as they age, encouraging everyone to spread the word about NEST's services to neighbors who might benefit from assistance.

Mayor Toner commended NEST for their rapid growth and strong volunteer spirit, especially in light of declining volunteerism in many areas. She encouraged the organization to continue their good work and expressed the town's appreciation for their contributions to the community.

Councilor Board inquired whether NEST's services were limited to St. James or if they extended to surrounding communities. Mr. Shaw confirmed that their services were primarily focused within St. James, but they occasionally assist with transportation to locations outside the community for medical appointments.

25-24 Motion to Appoint Peter Braun to the St. James Emergency Management Group with a term expiring on October 1, 2028.

Town Manager Jeff Repp introduced the motion to appoint Peter Braun to the St. James Emergency Management Group. He noted that Mr. Braun has graciously offered his time and effort to serve on the group. Mayor Toner requested a motion

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from council to appoint Mr. Braun. Councilor Dutney made the motion to appoint Peter Braun to the St. James Emergency Management Group with a term expiring on October 1, 2028. The motion passed unanimously (Vote: 5/0)

*Following the appointment Town Clerk Jamie Burns swore in Peter Braun as a member of the Emergency Management Work Group.*

Mayor Toner thanked Mr. Braun and reiterated the town's appreciation for all volunteers who contribute to making St. James a wonderful place to live.

**PUBLIC COMMENT**

Mayor Toner opened the floor for public comment.

Resident Gary Tagtmeyer inquired about any progress on his previous recommendation for a study involving all proponents of POA dues and town taxes to discuss how services should be performed and funded, particularly those performed by the POA for which the town receives state funding. He inquired whether there had been any dialogue between the town and the POA, either verbally or in writing, regarding this recommendation since his last appearance before the council. Mr. Tagtmeyer also mentioned his involvement in a legal review with Doug Heckler who is on the POA board regarding how these functions should be performed.

Town Manager Jeff Repp confirmed that the town had received a letter from the POA board of directors and had responded to it in writing. Mr. Tagtmeyer requested a copy of this correspondence, which Mr. Repp agreed to provide without the need for a Freedom of Information Act request.

**ADJOURNMENT**

At 4:19 pm Mayor Pro Tem DeLong made a motion to adjourn the meeting. All were in favor. (Vote: 5/0)

Mayor Toner adjourned the meeting.

Respectfully Submitted,

Approved,

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Jamie Burns, Town Clerk

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Jean R. Toner, Mayor