TOWN OF BURGAW BOARD OF COMMISSIONERS
REGULAR MEETING

DATE:	February 11, 2020
TIME:	4:00 PM
PLACE:	Burgaw Municipal Building
BOARD MEMBERS PRESENT:	Mayor Kenneth Cowan
	Mayor Pro-tem Wilfred Robbins
	Commissioners Jan Dawson, Bill George, Vernon Harrell, James Murphy
STAFF PRESENT:	James Gantt, Town Manager
	Kristin J. Wells, Town Clerk
	Zachary Rivenbark, Town Attorney
	Alan Moore, Public Works Director
	Louis Hesse, Building Code Administrator
	Jim Hock, Police Chief
	Clay Jasper, Deputy Fire Chief
	Wendy Pope, Finance Officer
	Tiffany Byrd, Deputy Finance Officer
	Cody Suggs, Parks & Recreation Director
	Andrea Correll, Planning Director
MEDIA PRESENT:	None
INVOCATION:	Reverend Nick Smith
PLEDGE OF ALLEGIANCE:	All

The meeting was called to order by Mayor Cowan at 4:04 PM and the invocation was led by Reverend Smith.

Approval of Agenda

Mayor Cowan requested to amend the agenda to allow Mike Hewett with the film crews to speak. Commissioner George made a motion to approve the agenda as amended. The motion was seconded by Commissioner Harrell and carried by unanimous vote.

Approval of Consent Agenda

Commissioner Dawson made a motion to approve the consent agenda as presented. The motion was seconded by Commissioner Murphy and carried by unanimous vote.

A. Approval of the January 14, 2020 regular meeting minutes
B. Approval of Resolution 2020-01 Supporting the Wilmington Rail Realignment Project
C. Approval of Ordinance 2020-01 Closing the Capital Project Ordinance for the Town of Burgaw Clark Street Water and Sewer Main Improvements
D. Approval of Ordinance 2020-02 Closing the Capital Project Ordinance for the Town of Burgaw Water Distribution System Rehabilitation Project
E. Approval of Ordinance 2020-03 Recognizing funds received from the HOME programs FCB Account #91181632 into the FY 19-20 budget

RESOLUTION 2020-01
RESOLUTION SUPPORTING THE WILMINGTON RAIL REALIGNMENT PROJECT FOR THE BENEFITS OF ENVIRONMENTAL SUSTAINABILITY, IMPROVED COMMUTING TIMES, PUBLIC SAFETY, QUALITY OF LIFE, ENHANCED FREIGHT MOVEMENT AND ECONOMIC DEVELOPMENT

WHEREAS, the City of Wilmington has worked with local, regional, state, federal and private partners in the conceptualization of the Wilmington Rail Realignment Project; and

WHEREAS, on June 17, 2017 Wilmington City Council of accepted the Wilmington Rail Realignment and Right of Way Use Alternatives Feasibility Study which found no fatal flaws to the project, and supported continued development of the project; and

WHEREAS, on June 12, 2019 the Wilmington Rail Realignment Project was announced as a recipient of up to $2 million in grant funds under the Federal Railroad Administration's Consolidated Rail Infrastructure and Safety Improvements grant program; and

WHEREAS, the North Carolina Department of Transportation's Board of Transportation approved during their October 2019 meeting $250,000 in matching funds, with an additional $250,000 in matching funding expected in the subsequent fiscal year; and

WHEREAS, the City of Wilmington is expected to commence work pursuant to the National Environmental Policy Act in the first half of 2020; and

WHEREAS, the development of the Wilmington Rail Realignment Project promotes environmental sustainability in nearby communities along the corridor; and

WHEREAS, the Wilmington Rail Realignment project would provide new options for the movement of goods while also enhancing mobility and public safety for the region; and

WHEREAS, the improvements associated with the Wilmington Rail Realignment Project will stimulate regional investment and economic development opportunities.

NOW, THEREFORE BE IT RESOLVED, that the Town of Burgaw supports the furtherance of the Wilmington Rail Realignment Project to provide the region of southeast North Carolina with a solid foundation for transportation on which growth and future prosperity can be built.

BE IT FURTHER RESOLVED that the Town of Burgaw will explore the potential for future collaboration and partnership with the City of Wilmington on the Rail Realignment Project.

ADOPTED this eleventh day of February, 2020.

ORDINANCE 2020-01
CLOSING OF CAPITAL PROJECT ORDINANCE 2017-16
For West Clark Street Water & Sewer Main Improvements

WHEREAS, the Town of Burgaw Board of Commissioners began a capital project in 2017 for the installation of new water main line, fire hydrants, valves and associated appurtenances along S Smith and W Clark Streets; and

WHEREAS, the project was funded with Water, Sewer & Impact Fee retained earnings; and

WHEREAS, the project has been completed and the engineers on the project have submitted their certificates of completion; and

WHEREAS, the officers of this unit completed the capital project within the terms of the grant documents and the budget contained herein; and

WHEREAS, the following amounts were expended for the project:

Construction	156,000
Contingency	6,375
	$ 162,375

WHEREAS, the following revenues and other financing sources were received for the project:

Transfer from enterprise fund retained earnings $ 162,375

NOW, THEREFORE, BE IT ORDAINED by the Town of Burgaw Board of Commissioners that the Town of Burgaw West Clark St. Water & Sewer Main Improvements Capital Project is complete, the Project Ordinance is closed out and all remaining balances are transferred accordingly.

ADOPTED this eleventh day of February, 2020.

ORDINANCE 2020-02
CLOSING OF CAPITAL PROJECT ORDINANCE 2016-01
For Town of Burgaw Water Distribution System Rehabilitation Project

WHEREAS, the Town of Burgaw Board of Commissioners began a capital project in 2016 for rehabilitation of water main lines, an emergency generator at well site, and the conversion to AMI water meters; and

WHEREAS, the project was financed by NC Clean Water State Revolving Fund Loan; and

WHEREAS, the project has been completed and the engineers on the project have submitted their certificates of completion; and

WHEREAS, the officers of this unit completed the capital project within the terms of the grant documents and the budget contained herein; and

WHEREAS, the following amounts were expended for the project:

Engineering	42,709
Legal and administration	27,094
Equipment	407,132
Construction	813,080
Contingency	61,011
	$1,351,026

WHEREAS, the following revenues and other financing sources were received for the project:

NC Clean Water State Revolving Fund Loan	$1,306,397

WHEREAS, there are excess expenditures over financing sources remaining in the Capital Project Fund in the amount of $44,629 and will require a transfer of funds from the Water/Sewer fund to cover the deficit; and

NOW, THEREFORE, BE IT ORDAINED by the Town of Burgaw Board of Commissioners that the Town of Burgaw Water Distribution System Rehabilitation Capital Project is complete, the Project Ordinance is closed out and all remaining balances are transferred accordingly.

ADOPTED this eleventh day of February, 2020.

ORDINANCE 2020-03
AMENDING FISCAL YEAR 2019-2020 ANNUAL BUDGET
Increasing Revenues and Expenditures

WHEREAS, the Town of Burgaw Board of Commissioners passed an ordinance adopting a budget for FY 2019-2020 on June 11, 2019; and

WHEREAS, the Town of Burgaw created a Special Revenue Fund to account for HUD HOME Program and NC Housing funds which were restricted by law to specific purposes; and

WHEREAS, the Town has not had any activity, revenue or expense in the Special Revenue Fund since 2005 and the dedicated purpose has ended; and

WHEREAS, the Town would like to close the separate checking account at First Citizens bank with a carrying balance of $6,691.60 and transfer those funds to the general fund where those monies will be used for general citizen purpose; and

WHEREAS, the Town of Burgaw would like to recognize $6,691.60 from the HOME programs FCB account #91181632 into the FY 19-20 budget, therefore, additional revenue and expenditure must be recognized.

NOW THEREFORE, BE IT ORDAINED BY THE TOWN OF BURGAW BOARD OF COMMISSIONERS THAT:

Section 1: The FY 2019-2020 budget be altered to reflect the following changes:

INCREASE BUDGETED REVENUE

Account Number	Account Description	Amount
10-3700-00-800	Misc General Fund Revenue	$ 6,691.60

INCREASE BUDGETED EXPENDITURE

Account Number	Account Description	Amount
10-6000-00-590	Non Departmental Reserve	$ 6,691.60

ADOPTED this the eleventh day of February, 2020.

SPECIAL PRESENTATIONS

Film Request – *Mike Hewett*

Mike Hewett, Location Manager for TV Pilot “This Country” spoke to the board regarding an upcoming filming project that are wanting to do in town, mainly on the courthouse square. Due to the current construction to the courthouse and crews working during the week days, Mr. Hewett requested the board to allow filming on Sunday, March 22, 2020. The town’s current film policy states filming is prohibited on Sundays. Mr. Hewett explained the type of filming that would be done in town. Mayor Cowan asked how early filming would begin on a Sunday. Mr. Hewett advised it would be early, daylight dependent. Mr. Hewett also commented on a scene planned for fireworks that would be done after sunset. After some discussion, Commissioner Harrell made a motion to allow the crew to film on Sunday for this one project, “This Country.” The motion was seconded by Commissioner Murphy and carried by unanimous vote.

Presentation of the June 30, 2019 Audit – *Lee Grissom, S. Preston Douglas & Associates*

Lee Grissom, partner with S. Preston Douglas & Associates, presented the June 30, 2019 audit to the board. *Document on file in the Clerk’s office.*

DEPARTMENTAL ITEMS

Human Resources Department – *Kimberly Rivenbark, Human Resources Technician*

ADA Transition Plan

Ms. Rivenbark gave an overview of the required plan the town needs to have in place regarding the Americans with Disabilities Act (ADA). She stated the board needs to appoint an ADA Coordinator and adopt an ADA Policy Statement and a Complaint Grievance Process. *Detailed documents are on file in the Clerk’s office.* Ms. Rivenbark stated the town will need outside assistance to proceed with having the plan put in place. She stated the process involves a self-evaluation of the town’s facilities, sidewalks, etc. to ensure the town is ADA compliant.

Commissioner Robbins made a motion to approve step one in its entirety as presented, designating Ms. Rivenbark as the town's ADA Coordinator. The motion was seconded by Commissioner Harrell and carried by unanimous vote.

Resolution 2020-02 Amending the Current Personnel Policy

Ms. Rivenbark presented the proposed changes regarding vacation and sick leave accrual rates in result of recently adding additional full time firefighters. She explained there are different types of shifts for regular full time employees versus full time firefighters and full time police officers. Due to the nature of their jobs, these employees have various shifts, which require different accrual rates based on the number of hours worked during a work week. After some brief explanation by Ms. Rivenbark, Commissioner George made a motion to approve Resolution 2020-02 as presented. The motion was seconded by Commissioner Dawson and carried by unanimous vote.

RESOLUTION 2020-02
AMENDING THE CURRENT PERSONNEL POLICY

WHEREAS, the Town of Burgaw Board of Commissioners approved the use of the Personnel Policy on September 11, 2012; and

WHEREAS, the Town Manager recommends changes and new policies to replace existing policies and procedures within Article VII, Section 2, Vacation Leave; and

WHEREAS, the Town Manager recommends changes and new policies to replace existing policies and procedures within Article VII, Section 4, Sick Leave; and

NOW THEREFORE, BE IT RESOLVED BY THE TOWN OF BURGAW BOARD OF COMMISSIONERS THAT the Town of Burgaw Board of Commissioners hereby amends the Personnel Policy to reflect the changes attached.

ADOPTED this eleventh day of February, 2020.
Approved amendments on file in the Clerk's office.

Parks & Recreation Department – *Cody Suggs, Director*

Ms. Suggs reminded the board to attend the upcoming Grand Re-opening and Ribbon Cutting Ceremony for Harrell Memorial Park.

Depot Usage Policies

As requested by the board at the prior board meeting, Mr. Suggs presented recommended changes to the depot usage policies. The board had previously approved governmental use of the depot, but the text needed to be included in the policy, as described below. There was also discussion regarding requests for using the depot free of charge by local organizations. Commissioner Robbins voiced his concerns with allowing free use of the depot. He stated it seems we have strayed from the policy a lot over the years. Mr. Suggs suggested all organizations that request use of the depot free of charge should be approved through the board and will pay the cleaning fee. There was also discussion regarding the Chamber of Commerce's agreement in using the depot in regards to the cleaning fee and how their events are approved. Commissioner Dawson commented she thinks all organizations that are given free use of the depot shall pay the cleaning fee. Commissioner Robbins commented all events should go through Mr. Suggs. Mr. Suggs also advised there are issues with outside organizations going to the Chamber and wanting to partner to have free use of the facility. Mr. Suggs suggested the Chamber send their annual events to him to reserve the building at the beginning of the year. Any additional events would be approved through the board. Attorney Rivenbark stated the board needs to clarify how the events should be approved for the Chamber. It was the consensus of the board to allow Mr. Suggs to approve the events, and anything out of the ordinary would be taken to the board for approval.

After much discussion, it was requested by the board to have Attorney Rivenbark and Mr. Suggs bring the policies back at the next board meeting with recommended amendments. Commissioner Robbins commented he does not want to charge the cleaning fee to the Daughters of the American Revolution that has prior approval of perpetual use of the dock and flag pole area at the depot for the annual Veterans' Day Ceremony.

ITEMS FROM THE ATTORNEY – *Zachary Rivenbark, Town Attorney*

Attorney Rivenbark stated he had no items to discuss at this time.

ITEMS FROM THE MANAGER – *James Gantt, Town Manager*

EMS Building Renovations – Discussion

Architect Sam Guidry presented the design plans for the old EMS building renovations based on the preliminary drawings provided by Mr. Gantt. Mayor Cowan asked if the town was saving money by remodeling or starting from scratch. Mr. Guidry commented he believes the town would save money by remodeling rather than demolition and starting over. He said it would depend on the direction the town goes with the exterior of the building (i.e. brick). There was discussion regarding the mural. Commissioner Harrell voiced his concern with taking the mural panels apart and putting them back together since it contains custom paint colors. He also commented on a roll up door on the west side of the building for a truck entrance.

BREAK 5:23 PM – 5:35 PM

PUBLIC FORUM

John Westbrook, Burgaw Antiqueplace, briefly spoke about the Courthouse Avenue project. He suggested bollards down the street that contain water and electricity hook ups to allow food trucks.

Myra McDuffie, Tourism Development Authority (TDA) Member, gave an update on the projects and ideas the TDA has recently discussed. She advised the members have discussed possible bumper stickers, community yard sale with food trucks, and a map showing local places and the walking trail. Mayor Cowan made a comment in regards to obtaining a dining car at the depot. He advised NCDOT Rail Division has recently contacted him about the possibility of the town getting a dining car from a museum in Spencer, NC. Mr. Cowan commented he will be looking into this in the future.

PUBLIC HEARING #1 – *Andrea Correll, Planning Director*

Consideration of Text Amendments to the Unified Development Ordinance: Recommend amending the Unified Development Ordinance to include text amendments related to Condition Use Permits amending the following sections: Section 3-10: Conditional Use Permits C. Procedures (b), Section 6-2: Definitions of Basic Terms deleting retail and adding Retail Store, Section 8-2: Table of Permitted Uses to change some uses from a conditional use permit to a use by right with standards, Section 8-4: Use Standards adding standards to reflect amendments to the Table of Permitted Uses (and removing reference lettering and alphabetizing), Section 8-5: Regulations for Conditional Uses amending standards to reflect amendments to the Table of Permitted Uses.

Mayor Cowan opened the public hearing at 5:42 PM.

Ms. Correll gave a presentation of the amendments as described above. *Lengthy document reflecting amendments are on file in the Clerk's office.*

During the presentation, the following items were discussed. Commissioner Dawson voiced her concern with allowing car washes in B-1. Commissioner Harrell also voiced his concern. It was the consensus of the board to remove car washes in B-1. Commissioner Robbins commented on the civic, clubs and lodges descriptions. He is concern with these being allowed in R-12 and R-7. Commissioner Harrell commented he agreed with Commissioner Robbins' concern of allowing these in the residential areas. It was the consensus of the board to remove civic, clubs and lodges, etc. from R-12 and R-7.

Mayor Cowan closed the public hearing at 6:03 PM.

Resolution 2020-03 Adopting a statement of consistency regarding requested text change amendments of the Town of Burgaw Unified Development Ordinance to include text amendments related to Condition Use Permits amending the following sections: Section 3-10: Conditional Use Permits C. Procedures (b), Section 6-2: Definitions of Basic Terms deleting retail and adding Retail Store, Section 8-2: Table of Permitted Uses to change some uses from a conditional use permit to a use by right with standards, Section 8-4: Use Standards adding standards to reflect amendments to the Table of Permitted Uses (and removing reference lettering and alphabetizing), Section 8-5: Regulations for Conditional Uses amending standards to reflect amendments to the Table of Permitted Uses.

Commissioner Harrell made a motion to approve Resolution 2020-03 with the changes as requested by the board during the presentation. The motion was seconded by Commissioner George and carried by unanimous vote.

RESOLUTION 2020-03
ADOPTING A STATEMENT OF CONSISTENCY REGARDING REQUESTED TEXT CHANGE AMENDMENTS OF THE TOWN OF BURGAW UNIFIED DEVELOPMENT ORDINANCE TO AMEND SECTION 3-10: CONDITIONAL USE PERMITS C. PROCEDURES, SECTION 6-2: DEFINITIONS OF BASIC TERMS DELETING RETAIL ADDING RETAIL STORE, SECTION 8-2: TABLE OF PERMITTED USES TO CHANGE SOME USES FROM A CONDITIONAL USE PERMIT TO A USE BY RIGHT WITH STANDARDS, SECTION 8-4: USE STANDARDS, ADDING STANDARDS TO REFLECT AMENDMENTS TO THE TABLE OF PERMITTED USES (AND REMOVING REFERENCE LETTERING AND ALPHABETIZING) AND SECTION 8-5 TO REGULATIONS FOR USE STANDARDS AMENDING STANDARDS TO REFLECT AMENDMENTS TO THE TABLE OF PERMITTED USES.

WHEREAS, applicant, Town of Burgaw Staff, has requested the town amend the Town of Burgaw Unified Development Ordinance to amend Section 3-10: Conditional Use, Section 6-2: Definitions, Section 8-2: Table of Permitted, Section 8-4: Use Standards, and Section 8-5 to Regulations for Use Standards; and

WHEREAS, planning staff has reviewed the proposed text change amendment for consistency with the Town of Burgaw 2030 Comprehensive Land Use Plan and has presented those findings to the Town of Burgaw Planning Board and the Town of Burgaw Board of Commissioners; and

WHEREAS, the Town of Burgaw Planning and Zoning Board at their January 16, 2020 meeting recommended the adoption of the draft consistency statement to the Board of Commissioners; and

WHEREAS, the Town of Burgaw Board of Commissioners reviewed the staff report and draft consistency statement at their February 11, 2020 meeting and find the proposed text change amendment to be consistent with the Town of Burgaw 2030 Comprehensive Land Use Plan, reasonable, and in the public interest;

NOW THEREFORE, BE IT RESOLVED BY THE TOWN OF BURGAW BOARD OF COMMISSIONERS THAT the proposed text change amendment is consistent with the Town of Burgaw 2030 Comprehensive Land Use Plan. By specially identifying the use standards that formerly required a conditional use permit, it will help ensure clear and efficient administrative procedures, policies, and ordinances that will attract and retain the type of enterprises necessary to achieve the Town's vision. It will support existing businesses, and attract new businesses, that will enhance the economic health and livability of the town while keeping standards that encourage quality and controlled growth that enhance and maintain the community's character.

ADOPTED this the eleventh day of February, 2020.

Ordinance 2020-04 Approving a text change amendment to Section 3-10: Conditional Use Permits C. Procedures (b), Section 6-2: Definitions of Basic Terms deleting retail and adding Retail Store, Section 8-2: Table of Permitted Uses to change some uses from a conditional use permit to a use by right with standards, Section 8-4: Use Standards adding standards to reflect amendments to the Table of Permitted Uses (and removing reference lettering and alphabetizing), Section 8-5: Regulations for Conditional Uses amending standards to reflect amendments to the Table of Permitted Uses.

Commissioner Dawson made a motion to approve Ordinance 2020-04 with the changes as requested by the board during the presentation. The motion was seconded by Commissioner Harrell and carried by unanimous vote.

ORDINANCE 2020-04
APPROVING A TEXT CHANGE AMENDMENT TO SECTION 3-10: CONDITIONAL USE PERMITS C. PROCEDURES, SECTION 6-2: DEFINITIONS OF BASIC TERMS DELETING RETAIL ADDING RETAIL STORE, SECTION 8-2: TABLE OF PERMITTED USES TO CHANGE SOME USES FROM A CONDITIONAL USE PERMIT TO A USE BY RIGHT WITH STANDARDS, SECTION 8-4: USE STANDARDS, ADDING STANDARDS TO REFLECT AMENDMENTS TO THE TABLE OF PERMITTED USES (AND REMOVING REFERENCE LETTERING AND ALPHABETIZING) AND SECTION 8-5 TO REGULATIONS FOR USE STANDARDS AMENDING STANDARDS TO REFLECT AMENDMENTS TO THE TABLE OF PERMITTED USES.

WHEREAS, the Town of Burgaw is a municipal corporation organized under the laws of North Carolina, vested with the powers enumerated in Chapter 160A and 160D of the North Carolina General Statues; and

WHEREAS, the Town of Burgaw Board of Commissioners adopted the Unified Development Ordinance (UDO) and zoning map on December 12, 2000; and

WHEREAS, the town's current ordinances regarding conditional use permits C. Procedures (b) will change; and

WHEREAS, the town's current ordinances regarding the definition of basic terms deleting retail and adding retail store; and

WHEREAS, Section 8-2: Table of Permitted Uses to change some uses from conditional use permit to a use by right with standards, Section 8-4: Use Standards, adding standards to reflect amendments to the Table of Permitted Uses (and removing reference lettering and alphabetizing) and Section 8-5: Regulations for Use Standards amending standards to reflect amendments to the Table of Permitted Uses; and

WHEREAS, at the Town of Burgaw's Planning and Zoning Board meeting on January 16, 2020, the Board voted to recommend approval of these text change amendments, including recommending a comprehensive plan consistency statement attached with revisions;

NOW THEREFORE, BE IT ORDAINED BY THE TOWN OF BURGAW BOARD OF COMMISSIONERS THAT:

SECTION 1: The Unified Development Ordinance is amended as attached.
SECTION 2. This amendment to the Unified Development Ordinance (UDO) becomes effective immediately upon adoption of this ordinance on this, the 11th day of February 2020.
Approved amendments on file in the Clerk's office.

PUBLIC HEARING #2 – *James Gantt, Town Manager*

Early Citizen Input on FY 2020-2021 Budget

Mayor Cowan opened the public hearing at 6:05 PM. Mr. Gantt commented this was a time to allow early citizen comments regarding the upcoming municipal budget.

No speakers signed up to speak during the public hearing.

Rochelle Whiteside was present and asked if this was the appropriate time to speak on behalf of the Pender County Spring Festival in regards to the current and upcoming budget. She read a letter from the festival committee, including requests to the town for assistance prior to and during the festival. *Letter on file in the Clerk's office.* Mr. Gantt advised there is $1,000 already included in the current budget for FY 2019-2020. Ms. Whiteside requested to be added to the budget list for consideration during the FY 2020-2021 budget process.

Mayor Cowan closed the public hearing at 6:09 PM.

Other items from the Manager

Letter regarding the ABC Board withholding disbursements

Mr. Gantt advised he received a letter from Pender County addressed to the Pender County ABC Board in response to their decision to withhold disbursements. He stated the ABC board has plans to build a new facility in the area, which in turn results in their decision to withhold the town's disbursements. Mr. Gantt advised the letter from the county stated their objection to the ABC board withholding the money from the county and the municipalities. The county is asking the municipalities to sign the letter in support of the county's comments. Attorney Rivenbark made comments in regards to speaking with Attorney Robert Kenan that represents the ABC board. He stated the ABC board cannot legally withhold the money from the municipalities. They could, however, potentially limit the amount they issue to the municipalities. Commissioner Harrell commented he thinks the town board should express our dissatisfaction with the ABC board's decision.

Commissioner Harrell made a motion for the town to sign the letter written by the county. The motion was seconded by Commissioner Dawson and carried by unanimous vote.

Abandoned motor vehicles

Mr. Gantt advised he and Ms. Correll had recently discussed issues with abandoned vehicles. He commented the ordinance states "the person has a pre-towing appeal option." He said the appeal option lists the committee that hears the appeal of being the two Board of Commissioners serving on the finance committee. Since the board no longer has sub committees, Mr. Gantt recommended the board appoint two board members to serve on this committee, with one of those being the chairperson. Mr. Gantt advised this would suffice in the meantime until the ordinance is updated along with other changes during this current year.

Commissioner George and Commissioner Harrell commented they would serve on the committee. It was agreed upon by the two commissioners that Commissioner George would serve as the chairperson. Commissioner Dawson made a motion to appoint these two members on the committee as described by Mr. Gantt. The motion was seconded by Commissioner Robbins and carried by unanimous vote.

Creation of a part-time Building Inspector

Mr. Gantt advised Mr. Hesse, Building Code Administrator, is in need of extra help in the inspections department. Mr. Gantt commented we currently have a contract building inspector to work as needed in Mr. Hesse's absence. His recommendation is to convert the contractor position into a part time position to assist with building inspections. Mr. Gantt provided the job description to the board for review. He stated there is current funding to cover this position in the inspections' budget. Mr. Gantt commented this would be an "as needed" position.

After some brief discussion, Commissioner Harrell made a motion to approve the part time position and approve the amended Personnel Policy with the addition of the job description. The motion was seconded by Commissioner Dawson and carried by unanimous vote.

Board Room remodel to accommodate space needs

Mr. Gantt advised there has been a need for additional space in Town Hall for quite some time. He commented since the town now has 24 hour full-time firefighters, the Fire Department needs more space. The main priority is to provide adequate sleeping quarters for both male and female fire personnel. Mr. Gantt advised the Police Department is also in need of space. He commented he and staff have discussed all options to help resolve the space issue and have determined remodeling the board room space would best suit the needs. The board room area would be transformed into Fire Department office space and bunk rooms. The renovation would also include an upgraded shower and bathroom area where the current shower is located. With this transition, the current bunk room and Fire Chief's office would become available space in the Police Department. Mr. Gantt suggested the board meetings to be held at the Community House during the interim until the EMS building is renovated. The board meetings would be held permanently in that facility once it was completed. Mr. Gantt advised there are funds within the Fire Department budget available to cover the renovation expenses. He commented these were funds that were allocated for debt service on the fire engine that is actually not due until next fiscal year.

Commissioner George made a motion to approve the recommendation as described by Mr. Gantt. Attorney Rivenbark stated something needs to be done from a legal standpoint in regards to adequate sleeping facilities. Commissioner Harrell asked how long it would take to transition the board room area. Mr. Gantt and Mr. Hesse advised the project would be completely relatively quick. Commissioner Harrell asked if there was a need for a mobile unit in the interim. Mr. Gantt advised there are current arrangements for sleeping in place during the interim, but we are in need of a more permanent solution in the near future.

Mr. Gantt showed the proposed concept for the remodel and there was brief discussion.

Commissioner Harrell commented that we need to look at the situation before hiring personnel in the future.

The motion was seconded by Commissioner Harrell and carried by unanimous vote.

Commissioner Robbins commented he wished this item had been included in the agenda packet for review prior to the meeting. He said he is not opposed to the idea, but we are making this decision in a hasty fashion. He commented we are moving a big part of our government out of this building that has been here so long.

Drainage issue discussion

Mr. Gantt advised town experienced significant flooding during a recent rain event. He said staff have met with NC DOT recently to get their ideas and plans regarding the drainage issues in the area. Mr. Gantt advised NC DOT personnel said they could install a warning system to alert people of the flooding incident. Mr. Gantt commented this would not fix the problem. He and staff have reviewed the storm water master plan and ways to improve the drainage. The main issue is the area towards the interstate near Burgaw Creek. Mr. Gantt advised he is currently working with the county and NC DOT to look further into what they can do downstream. He is also looking into grant funding through the Cape Fear Council of Governments, as well as studying other ways to help fix the problem. Mayor Cowan commented some of the problem is our outflow ditches in town. There was much discussion about this issue. Mayor Cowan commented the town needs to show progress to the businesses near the interstate. There was discussion about the possibility of obtaining an easement through the old golf course property. Mayor Cowan asked the board to direct Mr. Gantt in writing a letter to show the businesses in the area a timeline of when the town plans to make progress on this issue and not wait on grant funding.

ITEMS FROM MAYOR AND BOARD OF COMMISSIONERS

Consideration of RFQs for Courthouse Avenue Project

Mr. Gantt advised the board previously selected the top three applicants and held a special meeting to speak with each firm regarding the project. The next step would be for the board to select one of the three firms to move forward with a cost proposal. Commissioner Harrell said his choice would be WithersRavenel; he liked their presentation and the fact they included possible ways for financing the project, as well as obtaining public input during their design process. Commissioner Dawson commented her top choice would be WithersRavenel, with McGill being a very close second choice. Commissioner Robbins and Murphy concurred with Commissioner Dawson and Harrell's comments about WithersRavenel. Mayor Cowan commented on looking at a master plan for the entire downtown area. Commissioner Robbins said he believes we should only concentrate on one street. Commissioner Harrell commented he thinks by us concentrating on one area, it would set a direction for the rest of the town. Commissioner George said we need to know how much it is going to cost, but we also have a more serious problem with drainage in town. Mayor Cowan asked Ms. Correll to speak about the recent conversations with NC DOT regarding the NC Highway 53 corridor. She advised there have been recent discussions about projects in the areas and the possibility of considering the NC Highway 53 corridor again. She also stated they have discussed placing the rail road back down that would eventually come through town. Ms. Correll also commented she would like the board to think about appointing an elected official to serve on and attend the RPO meetings. Commissioner Robbins commented the NC Highway 53 corridor has nothing to do with our project for Courthouse Avenue and wants to move forward.

Commissioner Harrell made a motion to select WithersRavenel. The motion was seconded by Commissioner Murphy and carried by unanimous vote.

Other items from Mayor and Board of Commissioners

Commissioner Robbins asked about placing mulch in the triangle at the intersection of Timberly Lane and NC Highway 53. Mr. Moore said that would be up to the board, but the landscaper would be looking at it.

Commissioner Harrell asked about the type of holly trees being placed along side of the cemetery. Mr. Gantt advised they are Nellie Stevens.

Commissioner Harrell voiced his concern with the parking issue on Satchwell Street at the post office. He commented there have been a few accidents with the vehicles backing out of parking spaces in the same direction.

Commissioner Harrell asked how long does a property owner have to clean up debris after a fire or similar disaster. Attorney Rivenbark stated this type of issue would fall under the same process as dilapidated structures. Mr. Gantt commented the insurance and investigation processes in result of the disaster takes time as well.

ADJOURNMENT

Commissioner Dawson made a motion to adjourn. The motion was seconded by Commissioner Robbins and carried by unanimous vote.

The meeting was adjourned at 7:05 PM.

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Kenneth T. Cowan, Mayor

Attest:______________________________
Kristin J. Wells, Town Clerk