

**TOWN OF BURGAW BOARD OF COMMISSIONERS
REGULAR MEETING**

DATE: October 13, 2020
TIME: 4:00 PM
PLACE: Historic Train Depot, 115 S. Dickerson Street
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
Wendy Pope, Finance Officer
Andrea Correll, Planning Director
Kimberly Rivenbark, Deputy Town Clerk
Jim Hock, Police Chief
Alan Moore, Public Works Director
Jim Taylor, Fire Chief
Cody Suggs, Parks & Recreation Director
MEDIA PRESENT: Unknown
INVOCATION: Bill George
PLEDGE OF ALLEGIANCE: All

The meeting was called to order by Mayor Cowan at 4:00 PM and the invocation was led by Commissioner George.

Approval of Agenda

Mayor Cowan asked to amend the agenda by removing the special request by the Chamber of Commerce, adding a special request by Mike Hewett, Locations Manager, with LGTV Set Up 5 Productions, Inc., and adding a closed session pursuant to NC GS 143-318.11(a)(3) Attorney/Client Privilege. Commissioner Robbins made a motion to approve the agenda as amended. The motion was seconded by Commissioner Dawson and carried by unanimous vote.

Approval of Consent Agenda

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

- A. Approval of the September 8, 2020 Regular Meeting Minutes
- B. Approval of the September 8, 2020 Closed Session Minutes
- C. Ordinance 2020-23 Amending the FY 20-21 budget to provide funding for I&I study
- D. Ordinance 2020-24 Amending the FY 20-21 budget to receive loan proceeds from Four County EMC

**ORDINANCE 2020-23
AMENDING FISCAL YEAR 2020-2021 ANNUAL BUDGET
Increasing Revenues and Expenditures**

WHEREAS, the Town of Burgaw Board of Commissioners passed an ordinance adopting a budget for FY 2020-2021 on June 9, 2020; and

WHEREAS, the Town of Burgaw would like to conduct an I&I study, to be performed by McKim & Creed, by installing flow meters to measure the waste water flow in the main four lines close to pump station 1; and

WHEREAS, the study will allow for the scope to be narrowed and provide us with the ability to investigate sewer lines more methodically thereby reducing/eliminating I&I within these lines; and

WHEREAS, a W&S Fund fund balance appropriation is necessary to pay for the study at the proposed cost of \$29,850.

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

Section 1: The FY 2020-2021 budget be altered to reflect the following changes:

INCREASE BUDGETED REVENUE

<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>
30-3900-91-900	Water/Sewer Appropriation	\$29,850

INCREASE BUDGETED EXPENDITURE

<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>
30-8200-91-458	Prof Svcs – Engineering	\$29,850

Adopted this the 13th day of October 2020.

**ORDINANCE 2020-24
AMENDING FISCAL YEAR 2020-2021 ANNUAL BUDGET
Increasing Revenues and Expenditures**

WHEREAS, the Town of Burgaw Board of Commissioners passed an ordinance adopting a budget for FY 2020-2021 on June 9, 2020; and

WHEREAS, the Town of Burgaw paid off the outstanding balance with First Bank in respect to Loan # 630045940, in the amount of \$305,788.36 so that title to fire engine can be cleared; and

WHEREAS, the Town accepted the USDA REDG Revolving Loan through a financing agreement with Four County in the amount of \$300,000 for ten years at 0% interest, and

WHEREAS, an increase to budgeted revenue and expenditures is necessary to accept the loan proceeds from Four County. Also, the previous fund balance appropriation will be refunded.

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

Section 1: The FY 2020-2021 budget be altered to reflect the following changes:

INCREASE BUDGETED REVENUE

<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>
10-3920-00-900	Loan Proceeds	\$300,000

INCREASE BUDGETED EXPENDITURE

<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>
10-5300-10-992	Installment Purchase	\$300,000

Adopted this the 13th day of October 2020.

SPECIAL REQUESTS/PRESENTATIONS

Tourism Development Authority Updates – Jennifer Hansen, Chairperson

Chairperson Jennifer Hansen gave an update on the current Tourism Development Authority (TDA) projects and events, including welcome bags for new town residents, the purchase of reusable shopping bags, community yard sale, Visit NC advertisement through the CARES Act, and Christmas events. Ms. Hansen advised the committee has met with Pender County tourism staff to discuss upcoming Christmas events. She said the committee is planning to sponsor an “Elf on the Shelf” promotion, which would include participation by local businesses. Ms. Hansen also thanked town staff and the town board for allowing town staff to assist the committee.

Mike Hewett, Locations Manager, with LGTV Set Up 5 Productions, Inc.

Mike Hewett commented the filming for the permit the town approved earlier in the year did not happen due to the pandemic. Since the filming company can now resume, Mr. Hewett advised he has been approved to produce twelve episodes for a Fox half-hour comedy in Burgaw. The filming would begin November 12, 2020 and continue through February 2021. Mr. Hewett said Burgaw would be featured in every episode. After a brief explanation of the film plans, Mr. Hewett advised the prior film permit would still stand as is, but with revised dates.

DEPARTMENTAL ITEMS

Police Department – *Jim Hock, Police Chief*

Burgaw Police Department Community Advisory Board – Discussion

Chief Hock advised the board should have received a draft policy in their agenda packets for the proposed Community Advisory Board. He advised there have been recent community forums organized by himself, Sheriff Alan Cutler and Mr. and Mrs. James Malloy. These forums are called “C.P.R.” for Community, Policing and Race Relations. Chief Hock advised there has been a lot of good discussions during the meetings and support shown by the community. He said a recommendation from one of the meetings was to form an advisory board. After explanation of the proposed advisory board policy by Chief Hock, there were few comments and questions by the board members. Commissioner Harrell said he has attended a couple of the meetings and they were very informative. Commissioner Harrell thinks the advisory board is a great idea. He suggested the phrase “cross-section of all town citizens” be defined and spell out the process for achieving the selection of representation throughout town. After a couple other minor changes suggested by the board and further discussion about the C.P.R. meetings, Chief Hock advised he will make the requested changes to the policy and bring back to the board for approval.

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

Attorney Rivenbark stated he had nothing to report, but may have possible discussions during closed session.

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

Courthouse Avenue Project – Update and Scheduling of the Project Kickoff Meeting

Mr. Gantt advised this project is moving forward and Ms. Correll has been working with WithersRavenel to schedule kickoff meetings for the project. Mr. Gantt explained WithersRavenel would hold designated group focus meetings throughout the day to gather design and desires from the public. He said they would compile all of the information gathered during the day and hold a public meeting with the board for further discussion. Ms. Correll said she would like to schedule the board meeting at 5:30 the same day as the focus group meetings, which is preferably October 28, 2020. There being no objections to the date, Ms. Correll will schedule the meetings on October 28, 2020, send letters, post signs, etc.

US Highway 117 Sewer Project – Update

Mr. Gantt advised surveying is being done in the area of the proposed project. He said he would provide additional updates to the board as they become available.

Code Enforcement – Update

In the absence of Mr. Hesse, Ms. Correll gave an update on code enforcement issues. She said letters have been sent to the property owners that were received by complaint. Ms. Correll advised the company, Rainbow International, has been working on removing the storage containers from their property. She also said a few businesses are vacant and items/debris were left behind the buildings. Ms. Correll said staff is currently working on a process to document complaints so follow up communication is done. Mr. Gantt advised the town’s website has a citizen request tracker and will be working towards the final set up of this module.

Other items by the Manager

Sales Tax – Update

Mr. Gantt gave the board a graph showing the sales tax comparison, including the most recent numbers from August 2020. He said the numbers are substantially up compared to the past two years at this time.

Other item

Mayor Cowan asked Mr. Suggs to give an update on the usage of the incubator kitchen. Mr. Suggs advised we are now at capacity for the use of the kitchen based on storage space required by the health department. He said, in conjunction with the health department, we are now allowing two food trucks to use the kitchen for prepping of food, etc. No grease or grey water is allowed to be dumped. Mr. Suggs said he is looking at revisions to the fee schedule for the upcoming budget year.

ITEMS FROM MAYOR AND BOARD OF COMMISSIONERS

Commissioner Dawson asked Mr. Moore for an update on the paving of Bridgers Street. Mr. Moore said the weather has impacted the contractor and is now scheduled to be paved the last week of October. Commissioner Dawson also thanked Mr. Moore and his department for the edging done on the sidewalks.

Commissioner Harrell advised Mr. Moore the fence rail on South Cowan Street where it crosses the canal is rotting and asked for him to take a look at it soon. Commissioner Harrell asked the status of the fire hydrant repair at the corner of Bridgers Street and Dickerson Street. Mr. Moore advised the contractor is supposed to make the repairs next week. Commissioner Harrell made Mr. Moore aware of a street sign needed at the corner of Smith Street and Satchwell Street.

Commissioner Harrell asked Chief Hock if there are any plans in place for extra security on election day at the polling places. Chief Hock advised this has been discussed and will have extra officers working that day.

Commissioner Harrell commented on the School of Government book received in the board's agenda packets. He said it is a great book, but would like the Robert's Rules of Order book. Mr. Gantt advised they are being ordered, but also thought it would be a good to share the School of Government's book, "Suggested Rules of Procedure for a City Council" with the board members as well.

There was brief discussion on the progress of the Courthouse renovations.

Commissioner Robbins asked about the landscaper the town recently hired and what town facilities and areas he is working on. Mr. Moore advised the landscaper has only been instructed to maintain the properties of Town Hall, Community House, Depot, Johnson Park, mulch area on Wright Street and Fremont Street and the welcome signs coming into town. Mr. Moore said he is not doing any work at Harrell Park, Hankins Park or Rotary Park. Commissioner Robbins commented the sign and plants at Rotary Park need attention. He also asked if we should talk with the landscaper about doing the parks not on the list. He believes all town properties should be maintained the same way.

Commissioner Robbins asked the board to drive from Smith Street to the end of Fremont Street and think about what the town would like if we did a concentrated effort to redesign the street, including sidewalks, ditches and curb and gutter. Commissioner Robbins commented this one street can tie it all together and bridge the gap that has been talked about recently with the improvements to the west side of town. There were brief comments on the town or state owning Fremont Street.

There were comments about the areas being surveyed by WithersRavenel for the Courthouse Avenue project. Mayor Cowan believes we should have a plan for the whole downtown area. Commissioner Robbins said we need to concentrate on the one street, Courthouse Avenue, and branch out from there. He also mentioned there have been master plans done in the past that have never gotten anywhere. Commissioner Robbins said he wants to zero in on Courthouse Avenue, because if we take on too much, we can't do anything. Commissioner Harrell agreed.

Commissioner Robbins commented on the recent pressure washing of the sidewalks in the downtown area. Mr. Gantt advised staff is currently getting quotes for phase two of the pressure washing.

Mayor Cowan spoke about the extension of the sidewalk on Fremont Street from the canal to the hospital. Mr. Gantt advised we received a quote after the canal project was completed, but would have to look back on the information. Mayor Cowan suggested we look into this again, because this is a busy street with many pedestrians. There was discussion regarding which side of the street the sidewalk would be on. Mr. Gantt advised it was previously discussed the sidewalk would be on the north side of the street and cross over Fremont Street closer to the hospital. Commissioner Dawson asked Mr. Gantt and Mr. Moore to create a priority list for sidewalks in town.

Mayor Cowan asked Attorney Rivenbark for an update regarding the surveying being done by Horace Thompson. Attorney Rivenbark said Mr. Thompson was working on it, but has not talked with him recently. Attorney Rivenbark said he will reach out to him for an update.

Mayor Cowan thanked Chief Taylor for continuing the traditional plans for Halloween night at the fire department. Chief Taylor said the candy will be in treat bags and will be available for the kids to pick up from a table in front of the decorations.

BREAK 5:12 PM-5:31 PM

PUBLIC FORUM

There were no speakers during Public Forum.

CLOSED SESSION – 5:35 PM

Commissioner Harrell made a motion to go into closed session pursuant to NC GS 143-318.11(a)(4) to discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body. The motion was seconded by Commissioner Dawson and carried by unanimous vote.

OPEN SESSION – 5:55 PM

Commissioner Dawson made a motion to go back into open session. The motion was seconded by Commissioner Harrell and carried by unanimous vote.

Other comments

Mayor Cowan commented on the drainage issue and funding for same. There were brief comments about the type of tax or fees imposed for funding these types of projects. Mayor Cowan suggested we move forward with this. Mr. Gantt advised the town has submitted a grant application in the amount of \$700k for storm water improvements in the Stag Park industrial area. Ms. Pope and Mr. Gantt advised this is a BRIC grant under FEMA and would be a 75% matching grant, and could possibly receive a grant to pay the town's portion, which would be 25%. There were additional comments made regarding the storm water utility fee that was previously mentioned by Mr. Gantt.

ADJOURNMENT

Commissioner George made a motion to adjourn. The motion was seconded by Commissioner Harrell and carried by unanimous vote.

The meeting was adjourned at 6:01 PM.

Kenneth T. Cowan, Mayor

Attest: _____
Kristin J. Wells, Town Clerk