

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

DATE: December 14, 2021
TIME: 4:30 PM
PLACE: Historic Train Depot, 115 S Dickerson Street
BOARD MEMBERS PRESENT: Mayor Kenneth Cowan
Mayor Elect Olivia Dawson
Mayor Pro-tem Wilfred Robbins
Commissioners Jan Dawson, Vernon Harrell, Bill George, and James Murphy
Commissioner Elect James Malloy
STAFF PRESENT: James Gantt, Town Manager
Kimberly Rivenbark, Deputy Town Clerk
Zachary Rivenbark, Town Attorney
Wendy Pope, Finance Officer
Tiffany Byrd, Deputy Finance Officer
Andrea Correll, Planning Director
Jessica Gray, Permitting Technician
Louis Hesse, Building Inspector
Jim Hock, Chief of Police
Jim Taylor, Fire Chief
Cody Suggs, Parks & Recreation Director
Jayna Donaldson, Recreation Coordinator
MEDIA PRESENT: Andy Pettigrew, Pender-Topsail Post and Voice
INVOCATION: James Malloy
PLEDGE OF ALLEGIANCE: All

The meeting was called to order by Mayor Cowan at 4:30 PM and the invocation was led by Reverend Malloy.

Approval of Old Business Agenda

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

Approval of Consent Agenda

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

- A. Approval of the November 9, 2021 Regular Meeting Minutes
- B. Ordinance 2021-30 Amending the FY 2021-2022 to recognize insurance proceeds from police car damages.

SPECIAL PRESENTATIONS/REQUESTS

Mayor Cowan presented Mr. Moore with a plaque for Robert Burns in appreciation of 20 years with the Town of Burgaw and congratulations of his retirement.

Mayor Cowan presented Pender Early College High School a plaque in congratulations of achieving the National Blue Ribbon Award.

Mayor Pro-Tem Robbins presented a plaque of appreciation to out-going Commissioner Murphy.

Mayor Pro-Tem Robbins presented a plaque of appreciation to out-going Mayor Cowan.

ORGANIZATION MEETING

The Oath of Office was administered to newly elected Mayor Olivia Dawson by the Honorable Judge James Faison.

The Oath of Office was administered to newly re-elected Commissioner Jan Dawson by the Honorable Judge James Faison.

The Oath of Office was administered to the newly elected Commissioner James Malloy by the Honorable Judge Gary Trawick.

BREAK: 4:55PM – 5:10PM

Election of Mayor Pro-tem

Commissioner Dawson made a motion to appoint Commissioner Robbins as Mayor Pro-tem. The motion was seconded by Commissioner Harrell and carried unanimously.

The Oath of Office was administered to Mayor Pro-tem Elect Wilfred L. Robbins by Mayor Olivia Dawson.

Appointment of Council of Governments (COG) Representative – Mayor and Board of Commissioners

Commissioner Harrell made a motion to appoint Commissioner Dawson as the COG Representative. The motion was seconded by Commissioner Robbins and carried unanimously.

Commissioner Robbins made a motion to appoint Commissioner Malloy as the COG Alternate. The motion was seconded by Commissioner Harrell and carried unanimously.

NEW BUSINESS

Approval of New Business Agenda

Commissioner Robbins made a motion to approve the new business agenda. The motion was seconded by Commissioner Harrell and carried by unanimous vote.

SPECIAL PRESENTATIONS/REQUESTS

Pender County Emergency Management

Tommy Batson introduced himself to the Board as the new Emergency Management Director.

Tourism Development Authority Updates

TDA Board Members, Myra McDuffie and Emmaline Kozak, gave an update of the Tourism Development Authority as well as read aloud the Vision and Mission Statement of the TDA. Ms. McDuffie and Ms. Kozak discussed the desires of the TDA Board to start a Farmer's Market to be held on the first Saturday of the month beginning in April and running through July. The location requested is on Fremont Street between Walker and Wright Streets with the street closure between 8AM and 12PM. The Board of Commissioners requested Mr. Suggs to bring back more information and to make sure all merchants in this area are notified of the possible street closures.

The TDA Board has also requested a joint meeting of the Burgaw Board of Commissioners and the TDA Board to be held on February 3, 2022 at 8:30AM. A motion was made by Commissioner Dawson to hold a Special Meeting on February 3, 2022 at 8:30AM. The motion was seconded by Commissioner Harrell and carried unanimously.

NC Blueberry Festival Association request

Jaliese Redman, Executive Director of the NC Blueberry Festival as well as Doug Karnicki, President of the NC Blueberry Festival requested use of the Burgaw Train Depot for the Pancake Breakfast for take-out orders free of charge. Following a brief discussion, Commissioner Robbins made a motion to approve use of the Depot free of charge for the NC Blueberry Festival Pancake Breakfast take-out orders. The motion was seconded by Commissioner Dawson and carried unanimously.

PUBLIC FORUM

Karen Harding – Ms. Harding spoke regarding the 2021-2022 Façade Grant Application. Ms. Harding had submitted an application in September of 2021 and had been given a Planning Board meeting date of October 18, 2021. She was later notified that her application would not be heard by the Planning Board. Ms. Correll stated that the work on the façade was done prior to Planning Board approval and therefore did not meet the requirements of the grant. Following a brief discussion by the Board, the Board agreed that they would get back with Ms. Harding regarding the grant application following a review of the policy.

Charlie Boney – Mr. Boney stated he has a building on Fremont Street that he understands he has a 12-foot easement in the rear of the property. Duke Power and Southern Bell have poles in this 12-foot easement. Mr. Boney had been made aware that the Town will be placing a fence on the Town owned property on Courthouse Avenue. Mr. Boney requested help getting utilities moved or move the fence. Mr. Rivenbark advised the Commissioners not to comment on the matter since a member of Mr. Boney's family has threaten litigation against the Town.

DEPARTMENTAL ITEM

Parks, Recreation & Tourism Department

Discussion regarding the collection of fees for town events at the Burgaw Community House

Mr. Suggs gave a brief synopsis from the previous board meeting where he requested the ability to charge fees for events that the Town hosts that are held in the Community House. Following discussion by the Board, the Board directed Mr. Suggs and Mr. Rivenbark to amend the policy to allow for the Town charging for Town events only and bring back to the next board meeting for review. The Board also directed Mr. Suggs to review other communities' senior activity fees.

ITEMS FROM THE ATTORNEY

Attorney Rivenbark informed the board that he has a few items for closed session.

ITEMS FROM THE MANAGER

Update on current town projects

Storm Drainage Project on Cowan Street – Mr. Gantt advised that the Town has received a time frame for the box culvert going in on Cowan Street near Wallace Street. Materials are scheduled to arrive around the middle part of January with contractors to begin work after all materials arrive.

Dickerson Street/Smith Street Flooding Impacts – Mr. Gantt advised that he met with NCDOT and they currently do not have any proposed upgrades to the culverts in this area. Mr. Gantt did request NCDOT to do an assessment on those culverts and make sure they do not need to be upsized.

Meeting in Goldsboro – Mr. Gantt stated that Mayor Dawson, Commissioner Dawson, and himself attended a meeting in Goldsboro regarding Federal money for infrastructure for storm drainage.

EMS Building – Mr. Gantt advised that the bid opening closed the previous Friday and no bids were received. It has been reopened which will close on December 28th. He expects one bid to be received and will bring back to the next board meeting to discuss approval and funding sources. Commissioner Robbins requested a Special Meeting be held if needed to meet funding deadlines.

ITEMS FROM MAYOR AND BOARD OF COMMISSIONERS

Resolution 2021-25 Approval of the 2022 Board of Commissioners Regular Meeting Schedule

Commissioner Dawson made a motion to approve Resolution 2021-25. The motion was seconded by Commissioner Harrell and carried unanimously.

Pender County Municipal Association Business Meeting and Dinner Discussion

Commissioner Robbins made a motion to hire MeMa's Chick'n and Ribs for the catering and to allow the Clerk, Manager, and Deputy Clerk to make decisions regarding the food. The motion was seconded by Commissioner Malloy and carried unanimously. Commissioner Harrell requested Mayor Dawson to give the presentation for Burgaw during the meeting.

Other Items from the Board of Commissioners

Commissioner Robbins thanked Public Works and Town Staff regarding how the Town looks and for a great parade.

Commissioner Dawson thanked Public Works for a great job keeping the streets clean.

Commissioner Robbins questioned the policy regarding leaf removal. Following a brief discussion, Mr. Gantt will review the policy and look into alternatives such as leaf collection bags and will bring back to the board.

CLOSED SESSION – 6:29 PM

Commissioner Dawson made a motion at 6:29 PM to go into closed session pursuant to NCGS 143-318.11 paragraph (a) item (3) Attorney/Client Privilege and NC GS 143-318.11 paragraph (a) item (6) Personnel. The motion was seconded by Commissioner Harrell and carried by unanimous vote.

OPEN SESSION – 7:40 PM

Commissioner Robbins made a motion to return to open session. The motion was seconded by Commissioner Harrell and carried by unanimous vote.

ADJOURNMENT

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

The meeting adjourned at 7:41 PM.

Olivia Dawson, Mayor

Attest: _____
Kimberly Rivenbark, Deputy Town Clerk