

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

DATE: May 9, 2023
TIME: 4:30 PM
PLACE: Historic Train Depot, 115 S. Dickerson Street
BOARD MEMBERS PRESENT: Mayor Olivia Dawson
Mayor Pro-tem Wilfred Robbins
Bill George, Jan Dawson, Vernon Harrell, and James Malloy
STAFF PRESENT: James Gantt, Town Manager
Kristin J. Wells, Town Clerk
Wendy Pope, Finance Officer
Kimberly Rivenbark, Deputy Town Clerk
Jim Hock, Police Chief/Assistant Town Manager
Louis Hesse, Building Code Administrator
Alan Moore, Public Works Director
Cody Suggs, Parks & Recreation Director
Gilbert Combs, Planning Director
Clay Jasper, Deputy Fire Chief
Zachary Rivenbark, Town Attorney
MEDIA PRESENT: None
INVOCATION: Reverend James Malloy
PLEDGE OF ALLEGIANCE: All

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

Approval of Agenda

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

- A. Approval of the April 11, 2023 Regular Meeting Minutes
- B. Approval of the April 11, 2023 Closed Session Minutes
- C. Ordinance 2023-16 Amending the FY 2022-2023 budget to reflect payment of an easement and to increase the professional services budget line

SPECIAL REQUESTS/PRESENTATIONS

Presentation by Police Chief Hock

Chief Hock and guest David Dudding with Pender EMS & Fire presented life-saving awards to Burgaw Police Officers Jessica Rossi and Philip Broughton. Their actions on an emergency call on March 10, 2023, were instrumental in the life-saving measures for a Burgaw citizen.

1865 Society of Pender County – facility usage request

A representative with the 1865 Society was present and requested the waiving of rental fees for the use of the depot on June 24, 2023, in the event there was inclement weather the day of the Juneteenth Celebration on the Courthouse Square. The representative advised they would pay the cleaning fee if the facility was utilized. Commissioner George made a motion to approve the waiving of the rental fees as requested. The motion was seconded by Commissioner Harrell and carried by unanimous vote.

DEPARTMENTAL ITEMS

Parks, Recreation & Tourism Department – *Cody Suggs, Director*

By-laws and Conflict of Interest Policy for the Parks Foundation of Burgaw, Inc.

Mr. Suggs presented the recommended by-laws and conflict of interest policy for the Parks Foundation of Burgaw, Inc. as discussed at the prior meeting. Mr. Suggs gave an update to the board for filing as a non-profit organization with the state. Commissioner Harrell said he would like double signatures on the checks. After some discussion, it was also decided to have three signature cards on file with the bank, the signatures of the Treasurer, Secretary and Chairperson of the foundation. Two of those positions would be required to sign the checks. Mr. Suggs will see the wording in the by-laws is amended to reflect this request by the board. After some comments, Commissioner Harrell made a motion to accept the by-laws and conflict of interest policy as presented, with the amendments as mentioned. The motion was seconded by Commissioner Dawson and carried by unanimous vote.

Planning Department – *Gilbert Combs, Director*

Ordinance 2023-17 A requested amendment to the Town of Burgaw Code of Ordinances to amend Chapter 14, Article II Nuisances and Section 20-4 Littering

Mr. Combs reviewed Ordinance 2023-17 as presented. Commissioner Harrell asked if there was an allowance for seasonal ecosystem management; he said he would like to leave his backyard lawn this time of year for the bees, birds, and bunnies. There being no further comments, Commissioner Dawson made a motion to approve Ordinance 2023-17 as presented. The motion was seconded by Commissioner Robbins and carried by unanimous vote.

Departmental Updates – *Department Heads*

Police Department- *Jim Hock, Police Chief*

- Busy month for the Police Department.
- Advised two conditional offers have been made for two new hires.

Fire Department – Clay Jasper, Deputy Fire Chief

- On-going truck maintenance.
- New full-time employee recently started.

Public Works Department – Alan Moore, Director

- Working on I&I issues.
- Working on ditching and mowing.

Planning Department – Gilbert Combs, Director

- The NC Mainstreet application has been submitted.
- Gave the board a simplified mural guide since the mural ordinance was recently approved.

Parks, Recreation & Tourism Department – Cody Suggs, Director

- Advised everything went well with the Spring Fest.
- Parks & Recreation Advisory Committee has been advised of the recent committee changes and there were no concerns.
- Working with a filming group on a small project in the area of Harrell Park.
- Depot repairs are continuing.
- Working with the school system on getting a school bus for summer camp.
- Reminded everyone of upcoming events.
- Meeting with a landscape architect regarding the West Side Trail project.

Commissioner Robbins commented on the possibility of providing transportation for children in town to a local pool for swimming lessons, such as Camp Kirkwood. After some discussion, Mr. Suggs will look into this possibility.

Finance Department – Wendy Pope, Finance Officer

- Text reminders and email reminders seem to be working well for past due utility bills.
- Working on budget.

Human Resources Department – Kim Rivenbark, Director

- Working on insurance renewals for the upcoming budget year.
- Attended a job fair recently that was hosted by Focus Broadband.

- Advised there a still two Streets & Landscape Maintenance Worker positions available, as well as one Water & Sewer Maintenance Worker position available.

ITEMS FROM MANAGER – *James Gantt, Town Manager*

Update on current town projects

Mr. Gantt advised things with the former EMS building are moving along well. Commissioner Robbins asked about the informational sign. Mr. Gantt said it would eventually be at the corner of Wilmington Street and Walker Street. Commissioner Robbins asked if there would be a water line running to the area of the sign for plants. Mr. Gantt will look into this.

Mr. Gantt said the Rural Transformation Grant application has been submitted again for Courthouse Avenue and Dees Park. We should hear back sometime in June.

The grant for the stormwater master plan has been submitted and we should hear back sometime in July.

The FY 2023-2024 budget summary was given to the board for review.

Mr. Gantt said NC DOT will be doing some paving and curbing around town. They will also be replacing some sidewalk and curbing in front of Town Hall and in the area of the former EMS building.

ITEMS FROM ASSISTANCE MANAGER – *Jim Hock, Assistant Town Manager*

Chief Hock gave an update on the Public Works facility expansion and said things are moving along with plans from the contractor.

ITEMS FROM ATTORNEY – *Zachary Rivenbark, Town Attorney*

Attorney Rivenbark stated he did not have anything at this time, but requested to add a closed session to the June meeting.

ITEMS FROM MAYOR AND BOARD OF COMMISSIONERS

Commissioner George commented on the mural discussion from the prior meeting. He wanted to make it clear, by him abstaining during the motion to approve the mural ordinance, has no reflection on the staff that worked so hard.

Commissioner George also commented on having digital agenda packets, etc. instead of staff taking time preparing paper, etc. There was discussion on the board getting iPads, etc. None of the board members voiced they were adamantly opposed to the idea. Mr. Gantt will look at this possibility and bring back more information to the board.

BREAK 5:28 PM – 5:35 PM

PUBLIC FORUM

Jaliese Blackburn, Executive Director of the NC Blueberry Festival Association, was present and said that all downtown business owners have been advised of the changes on the street closures for this year's festival and no negative comments were received.

Michael Lewis, owner of Lion's Crest Martial Arts, was present and said they will be moving to 210 South Wright Street in the former cleaners building. Mr. Lewis said they have an issue with trying to turn their camp bus into the driveway next to the building. After some brief comments, Mr. Gantt said he would work with Mr. Lewis on a staff level to help remedy the issue at the driveway entrance.

CONTINUED ITEMS FROM MAYOR AND BOARD OF COMMISSIONERS

Commissioner Robbins asked about purchasing umbrellas for the four picnic tables in Dees Park. Mayor Dawson advised the Beautification Committee has already approved the purchase of four umbrellas and bases.

Consideration to adopt the Economic Development Plan

Mayor Dawson asked the board to consider adopting the Economic Development Plan that was presented at the last meeting. Commissioner Harrell made a motion to approve the plan as presented. The motion was seconded by Commissioner Dawson and carried by unanimous vote.

Other items

Commissioner Harrell commented on the 2030 Land Use Plan and requested it be discussed in the future.

ADJOURNMENT

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

The meeting was adjourned at 5:50 PM.

Attest: _____
Kristin J. Wells, Town Clerk

G. Olivia Dawson, Mayor