



AGENDA | BOARD OF COMMISSIONERS REGULAR MEETING

September 10, 2024 at 4:30 PM

Burgaw Town Center
108 E Wilmington St

1. Call to Order

2. Invocation

3. Pledge of Allegiance

4. Approval of Agenda

5. Approval of Consent Agenda

*Items under Consent are generally of a routine nature. The Board may take action to approve/disapprove all items in a single vote. Any item may be withheld from a general action, to be discussed and voted upon separately at the discretion of the Board.

A. Approval of the June 18, 2024 Closed Session Minutes

B. Approval of the July 9, 2024 Regular Meeting Minutes

C. Approval of the July 9, 2024 Closed Session Minutes

D. Resolution 2024-24 Adopting the most recent Municipal Records Retention and Disposition Schedule

E. Ordinance 2024-21 Amending the FY 2024-2025 budget to include a Fund Balance Appropriation for sidewalk repair

F. Ordinance 2024-22 Amending the FY 2024-2025 budget to include a Fund Balance Appropriation for purchase of speed limit signs

G. Ordinance 2024-23 Adoption of Capital Project Ordinance for the Town of Burgaw Stormwater Masterplan

6. Special Requests/Presentations

- A. Employee Recognitions
- B. Sydney Lewis - Special Events Application
- C. Pender United - Street Closure Request
- D. Duke Energy Progress, LLC Franchise Ordinance Renewal

7. Departmental Items

A. Information Technology Department

Dustin McCullen, IT Manager

B. Public Works Department

Alan Moore, Public Works Director

C. Fire Department

Johnathan Prevatte, Fire Chief

D. Facilities & Grounds Department

Damon Stanley, Facilities & Grounds Director

E. Parks, Recreation & Tourism Department

Cody Suggs, Parks & Recreation Director

- I. Master List of Street Closures

F. Planning Department

Ron Meredith, Planning Director

- I. Road Naming Request by Applicants Jamie and Chad Getz

- II. Road Naming Request by Applicant Patricia Adams

G. Building Inspections Department

Louis Hesse, Building Code Administrator

H. Finance Department

Wendy Pope, Finance Officer

- I. Town of Burgaw Internal Control Policies

II. Resolution 2024-25 Allowable Costs and Cost Principles for Expenditure of American Rescue Plan Act Coronavirus State and Local Fiscal Recovery Funds by North Carolina Local Governments

I. **Human Resources Department**

Kimberly Rivenbark, Human Resources Director/Deputy Town Clerk

J. **Police Department**

Jim Hock, Police Chief

8. Public Forum

9. Items from Assistant Manager

- A. Updates on current projects
- B. Other items to be announced

10. Items from Manager

- A. Updates on current projects
- B. Other items to be announced

11. Items from Attorney

12. Items from Mayor and Board of Commissioners

13. Closed Session

- A. Pursuant to NC GS 143-318.11(a)(3) Attorney/Client Privilege and NC GS 143-318.11(a)(6) Personnel

14. Adjournment