

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

DATE: May 13, 2025
TIME: 4:30 PM
PLACE: Burgaw Town Center
108 E Wilmington St
BOARD MEMBERS PRESENT: Mayor Olivia Dawson
Mayor Pro-tem James Malloy
Commissioner Jan Dawson
Commissioner Bill George
BOARD MEMBERS ABSENT: Commissioner Michael Pearsall
Commissioner William Rivenbark

1. Call to Order

Mayor Dawson called the meeting to order at 4:30 PM.

2. Invocation

The invocation was led by Commissioner Malloy.

3. Pledge of Allegiance

The Pledge of Allegiance was said by all.

4. Approval of Agenda

Mayor Dawson requested the board to consider amending the agenda to add item #6C, Pender County Historical Society. Commissioner Dawson made a motion to approve the agenda as amended. The motion was seconded by Commissioner George and carried by unanimous vote.

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.

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

A. Approval of the April 8, 2025 Regular Meeting Minutes

B. Approval of the April 8, 2025 Closed Session Minutes

- C. Ordinance 2025-09 Amending the FY 2024-2025 budget to recognize insurance proceeds in the amount of \$1,604.66
- D. Ordinance 2025-10 Amending the FY 2024-2025 budget to recognize insurance proceeds in the amount of \$1,283.98

6. Special Requests/Presentations

A. Employee Introductions

Damon Stanley, Facilities & Grounds Director, introduced new employee Tristan Zurcher as the newest Facilities and Grounds Maintenance Worker.

B. 1865 Society of Pender County - Karen Malloy

Karen Malloy with the 1865 Society of Pender requested closure of Wright Street from Courthouse Avenue to Fremont Street and Fremont Street from Wright Street to Walker Street for the upcoming Juneteenth Celebration on June 28, 2025. Mayor Dawson confirmed this is the same closures as in the past. Commissioner George made a motion to approve the street closures as requested. The motion was seconded by Commissioner Dawson and carried by unanimous vote. Ms. Malloy also thanked the board for allowing the 1865 Society of Pender County to utilize the Burgaw Town Center for the showing of the film Silver Dollar Road recently.

C. Pender County Historical Society - Jeannette Jones

Jeannette Jones with the Pender County Historical Society addressed the board and requested that the Town cover the cost of a plaque for the blueberry statue. She noted that the statue has never had a plaque to recognize the blacksmith who created it. After brief discussion, Commissioner George made a motion to approve the town covering the cost of the plaque in the amount of \$200. The motion was seconded by Commissioner Dawson and carried by unanimous vote.

7. Departmental Items

A. Parks, Recreation & Tourism Department

Cody Suggs, Parks & Recreation Director

Cody Suggs, Parks & Recreation Director, gave updates from his department. Discussion held on the resurfacing of the tennis and basketball courts. Staff is currently working with Mr. Gantt on potential grant opportunities to fund the project. More information will be provided as it becomes available.

The Parks Foundation has decided to modify the Splash Pad project to be fully ADA accessible in order to qualify for a different type of grant. Commissioner Malloy commented on the citizen request of a fence around the splash pad. Mr. Suggs confirmed the project would include a fence.

Mr. Suggs provided an update on the Westside Trail project. An application for DEQ funding has been submitted. A map of the trail was shared with the board, and Mr. Suggs explained that DEQ advised Pender Memorial Park is currently out of compliance due to piping and other infrastructure issues. Mr. Suggs presented a revised plan for the trail, removing the portion that runs through Pender Memorial Park. The PARTF board has approved the changes to the plan. Mr. Suggs noted that this modification is expected to significantly reduce the overall project cost. He confirmed that staff is moving forward with the revised plan at this time. Commissioner Dawson asked about easements for the sidewalk along Hayes Street. Mr. Suggs advised a bike lane would be installed in this area since the houses are too close to the curbing to add a sidewalk.

I. Adoption of Bishop Rayford Hankins Memorial Park Community Splash Pad Development Plan

After a brief overview of the plan, Commissioner Malloy made a motion to adopt the plan as presented. The motion was seconded by Commissioner George and carried by unanimous vote. *The Bishop Rayford Hankins Memorial Park Community Splash Pad Development Plan is on file in the Clerk's office for reference.*

II. Consideration of amending the Town Parks Fee Schedule and Usage Policy

Mr. Suggs reviewed the policy changes that were presented to the board. After brief discussion, Commissioner Dawson made a motion to approve the amendments as presented. The motion was seconded by Commissioner Malloy and carried by unanimous vote. Mr. Suggs will include the purchase of "reserved" signs for the park pavilions in the upcoming budget, as previously requested by Commissioner Malloy.

The Town Parks Fee Schedule and Usage Policy is on file in the Clerk's office for reference.

III. Consideration of amending the Burgaw Incubator Kitchen Entrepreneur Tenant Operating Agreement

Mr. Suggs explained the requested amendments within the agreement and stated he received advice from Interim Town Attorney Blanchard for section 3A, Operating Schedule; Failure to Use. Mr. Blanchard explained the change related to this section. After brief discussion, Commissioner Dawson made a motion to approve the amendments presented. The motion was seconded by Commissioner Malloy and carried by unanimous vote. *The Burgaw Incubator Kitchen Entrepreneur Tenant Operating Agreement is on file in the Clerk's office for reference.*

B. Information Technology Department

Dustin McCullen, IT Manager

Dustin McCullen, IT Manager, advised approximately 35 IT-related service tickets were resolved during the month of April. He said he has been working with a vendor with lingering issues related to the Police Department's body camera project. Mr. McCullen also said he is working with Star Communications on internet upgrades at town facilities and parks.

C. Public Works Department

Alan Moore, Public Works Director

Alan Moore, Public Works Director, advised there are no new updates to report, other than the usual work.

D. Fire Department

Johnathan Prevatte, Fire Chief

Johnathan Prevatte, Fire Chief, said there were 69 calls for service during the month of April and there have been 336 calls so far this year. He advised 394 hours of training were completed. Chief Prevatte also spoke about various certifications that are being obtained by members of the Fire Department.

E. Facilities & Grounds Department

Damon Stanley, Facilities & Grounds Director

Damon Stanley, Facilities & Grounds Director, advised his department continues to be very busy and are now fully staffed. He said work is on-going for improving the esthetics in town. Mr. Stanley advised his crews are replacing handrails at the Depot and will be doing some painting at the facility before the Blueberry Festival.

F. Planning Department
Ron Meredith, Planning Director

Ron Meredith, Planning Director, advised he is working on various grants and is currently working on about 17 code violations. Mr. Meredith said he spoke with Mr. Blanchard about the process and timeline of violations. Mr. Blanchard briefly explained the process to the board. Mr. Meredith also advised there are a few pending land developments that will be coming to the board as quasdi-judicial hearings in the future.

I. Resolution 2025-14 Resolution in Opposition of Legislative Preemption of Local Government Planning and Zoning

Mr. Meredith briefly explained the resolution. Commissioner Malloy made a motion to approve Resolution 2025-14 as presented. The motion was seconded by Commissioner Dawson and carried by unanimous vote.

G. Building Inspections Department
Louis Hesse, Building Code Administrator

Louis Hesse, Building Code Administrator, advised there are a lot of projects going on around town. He said the Novant Health renovations are complete and the Pender County Jail and Health & Human Services building is moving along smoothly. Mr. Hesse also said the demolition permit for the old Wolfe building should be done soon; new project plans have been received for this property. Mr. Hesse added that Bagel King at Pender Landing is moving slow. Mr. Hesse also said he and staff have made a lot of progress with minimal housing issues lately.

H. Human Resources Department
Kimberly Rivenbark, Human Resources Director/Deputy Town Clerk

Kimberly Rivenbark, Human Resources Director, said staff celebrated National Public Services Week recently and had lunch at the Burgaw Town Center. Ms. Rivenbark also advised of current employment opportunities. Commissioner Malloy commented on the possibility of hiring individuals with no experience and train them on the job so that we can get the positions filled.

I. Police Department
Jim Hock, Police Chief

Jim Hock, Police Chief, advised a couple of officers worked during the Spring Fest and no major issues were reported during the event. He said Officer Thomas is back from her training as an Airforce Reservist. Chief Hock said there was a meeting held recently for emergency operations in preparation for the NC Blueberry Festival. Chief Hock also added that the Police Department assisted Burgaw Fire Marshal Kratovel and Pender County Fire Marshal office with the recent walk and bike to school day. Corporal Padgett attended the resource expo at the Pender County offices recently.

The Annual Fish Fry was held at the Family Dollar parking lot without any issues.

8. Public Forum

Prior to Public Forum, Mayor Dawson called for a break between 5:26 PM and 5:33 PM.

Regina Fennell, 815 Ridgewood Avenue, requested an update regarding the street light she spoke about at a previous meeting. Mr. Gantt said Duke Energy was contacted shortly after the request was made by Ms. Fennell and they should be working to get the light issue completed soon. Ms. Fennell also asked again, from a prior meeting, about using her United Healthcare Benefit Card for her utility bill payments. Mr. Gantt advised staff has been trying to work with the provider about this but he will look into it further. Ms. Fennell asked what the stormwater fee was listed on the utility bills. Mr. Gantt explained. As Ms. Fennell ended her time of speaking, she stated she supports Mr. Gantt as the Town Manager.

9. Items from Assistant Manager

A. Updates on current projects

Chief Hock advised he recently met with Mr. Gantt, Ms. Rivenbark and insurance representatives regarding the upcoming fiscal year insurance coverage. He also said he and staff had a kick-off meeting with McKim and Creed about the Water and Sewer Master Plan. Chief Hock gave a brief update on new town vehicles received recently. He also updated the board about the radio replacement program under the agreement with Pender County and said the radios are in process of being replaced and programmed.

10. Items from Manager

A. Updates on current projects

Mr. Gantt advised the Stormwater Master Plan is going well and grant reimbursement requests have been submitted for the first quarter. He advised he has been busy working through the upcoming budget process in preparation of the budget work session. Mr. Gantt said the 25 MPH speed limit signs have been installed and staff are checking placements. Commissioner Dawson said there was not a 25 MPH sign near her residence on Bennett Street. Mr. Gantt will look into this. He also gave an update on the Duke Energy project for the downtown area and Courthouse Avenue. He said they are going to wait until after the NC Blueberry Festival to begin work. Mr. Stanley's crews have patched sidewalk areas in the meantime.

11. Items from Attorney

Interim Town Attorney Blanchard stated he had no items for open session.

12. Items from Mayor and Board of Commissioners

Mayor Dawson made note of the recent recognitions during National Public Services Week, National Travel and Tourism Week, Professional Municipal Clerks Week, National Small Business Week, and National Police Week.

Mayor Dawson commented on the process of code violations and requested an online complaint form so that requests can be documented and followed up on. Mr. Meredith said he and IT are working on this.

A. Consideration of reappointing Parks & Recreation Advisory Committee Members

Commissioner George made a motion to approve the reappointment of the following Parks & Recreation Advisory Committee members. The motion was seconded by Commissioner Dawson and carried by unanimous vote. The following members were reappointed: Jennifer Matthews, Daniel Price, Emmaline Kozak, Jennifer Buttery and Jennifer Augi.

13. Closed Session

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

Commissioner Dawson made a motion to go into closed session pursuant to NC GS 143-318.11(a)(3) Attorney/Client Privilege at 5:52 PM. The motion was seconded by Commissioner George and carried by unanimous vote.

Commissioner Dawson made a motion to back into open session at 6:26 PM. The motion was seconded by Commissioner George and carried by unanimous vote.

14. Adjournment

Commissioner Malloy made a motion to adjourn the meeting at 6:27 PM. The motion was seconded by Commissioner Dawson and carried by unanimous vote.