



AGENDA | BOARD OF COMMISSIONERS REGULAR MEETING

July 8, 2025 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 10, 2025 Regular Meeting Minutes

B. Approval of the June 10, 2025 Closed Session Minutes

C. Ordinance 2025-15 Amending the FY 25-26 budget to recognize USTA Tennis Venue Services Grant funding

6. Special Requests/Presentations

A. Parks & Recreation Month Proclamation - Mayor Dawson

B. NC Blueberry Festival Association

7. Departmental Items

A. **Information Technology Department**
Dustin McCullen, IT Manager

B. **Public Works Department**
Alan Moore, Public Works Director

- C. **Facilities & Grounds Department**
Damon Stanley, Facilities & Grounds Director
- D. **Parks, Recreation & Tourism Department**
Cody Suggs, Parks & Recreation Director
- E. **Planning Department**
Ron Meredith, Planning Director
- F. **Building Inspections Department**
Louis Hesse, Building Code Administrator
- G. **Finance Department**
Tiffany Byrd, Finance Officer
- H. **Human Resources Department**
Kimberly Rivenbark, Human Resources Director/Deputy Town Clerk
- I. **Police Department**
Jim Hock, Police Chief

8. Public Forum

9. Items from Assistant Manager

- A. Updates on current projects

10. Items from Manager

- A. Updates on current projects

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

14. Adjournment

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

DATE: June 10, 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
Commissioner Michael Pearsall
Commissioner William Rivenbark

BOARD MEMBERS ABSENT:

1. Call to Order

The meeting was called to order by Mayor Dawson.

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

Commissioner Malloy made a motion to approve the agenda as presented. 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 Rivenbark 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 May 13, 2025 Regular Meeting Minutes

B. Approval of the May 13, 2025 Closed Session Minutes

- C. Ordinance 2025-11 Amending the FY 2024-2025 budget to recognize funds received from the Pender County ABC Board
- D. Ordinance 2025-12 Amending the FY 2024-2025 budget to reflect the transfer of funds from the General Fund to the Downtown Revitalization Capital Reserve Fund
- E. 2025-13 Amending the FY 2024-2025 budget to reflect the appropriation of funds for the downtown utility project along Courthouse Avenue and Wright Street

6. Special Requests/Presentations

Prior to the Blueberry Week Proclamation, Jayna Augst introduced Grace Smith as the summer intern with the Parks, Recreation & Tourism Department.

- A. Blueberry Week Proclamation - Mayor Dawson

Mayor Dawson read aloud the Blueberry Week Proclamation and acknowledged the upcoming NC Blueberry Festival to be held June 20th and 21st, 2025.

7. Departmental Items

- A. **Information Technology Department**

Dustin McCullen, IT Manager

Dustin McCullen, IT Manager, advised there have been changes with the internet for town facilities and park areas. Fiber connection was established at Hankins Park, Rotary Park and the Depot, and existing connections between Town Hall and Public Works were improved.

- B. **Public Works Department**

Alan Moore, Public Works Director

Alan Moore, Public Works Director, advised the board of ongoing and routine work being done by Public Works staff. Mr. Moore said he met with the contractors of the

new Pender County Law Enforcement Center and will be planning to install water lines soon.

Commissioner Dawson said she saw in the Manager's Update that there was an interview conducted for the position of Equipment Operator and asked about the skills test that still needed to be completed. Mr. Moore advised the skills test had been done but it did not work out with the applicant. Commissioner Dawson would like to see the skills test completed the same day as the interview instead of the applicant coming back for a second time. Mr. Moore said we can try both at the same time.

C. Fire Department

Johnathan Prevatte, Fire Chief

Johnathan Prevatte, Fire Chief, advised there have been 72 calls for service and 357 hours of training over the past month. During the training hours, some personnel were able to obtain various training certifications. Chief Prevatte also said the department has received some of the newer hoses and equipment that was budgeted for. Hydrant testing is an on-going project for the department as well. Commissioner Malloy advised there are scholarships available for public service courses at Cape Fear Community College for ages 14-17 for anyone interested.

D. Facilities & Grounds Department

Damon Stanley, Facilities & Grounds Director

Damon Stanley, Facilities & Grounds Director, was not present at the meeting, but Mayor Dawson said the new lighting at the holly trees around the Courthouse Square has been updated and looks very nice.

E. Parks, Recreation & Tourism Department

Jayna Augst, Recreation Coordinator

Jayna Augst, Recreation Coordinator, gave updates on the West Side Trail project, tennis grant, and said the dog park equipment should be installed during the month of July. Ms. Augst advised around 1k bicyclists with Cycle NC will be stopping in Burgaw on Saturday, October 11th; more plans on this event will be forthcoming. Ms. Augst also said the Parks Foundation will be hosting a golf tournament on October 9th and registration is now open online.

F. Planning Department

Ron Meredith, Planning Director

Ron Meredith, Planning Director, advised his department has been busy with upcoming development inquiries, TRC meetings, and working on several code violations. He said two quasi-judicial hearings (Weldon Village and a project on Annie P. Faison Road) will be coming in the the next couple of months. Mr. Meredith also advised Sea Breeze Dental is looking to construct an office next to Advance Auto on

US Highway 117, as well as a possible medical facility on the property next to the Scotchman along US Highway 117. Mr. Meredith said the previous applicant for the project on Worth Beverage Drive is planning to come back soon with a different application. Mr. Meredith has also been working on wayfinding signage reports and the UDO re-write.

Commissioner Rivenbark confirmed with Mr. Meredith that the Weldon Village project will not go to Planning Board because it is quasi-judicial. Mr. Meredith confirmed this was correct. It will be heard by the Board of Commissioners. Commissioner Rivenbark asked about the sewer for the project. Mr. Meredith said the sewer was proposed to be extended from the town and the development would hook up to county water. Commissioner Rivenbark confirmed the development would pay for the sewer expansion. Commissioner Pearsall also commented on the widening of NC Highway 53. Mr. Meredith said there were no previous plans for widening the road, but they will have an addendum submitted and will be scoping out the project again because the amount of vehicular traffic to and from the development has dropped significantly due to the number of units being proposed.

G. Building Inspections Department

Louis Hesse, Building Code Administrator

Louis Hesse, Building Code Administrator, gave a brief update on the progress of various projects in town, including the Pender County Health & Human Services building, Pender County Law Enforcement Center, Black River Health, Patty's Place and Burgaw Deli. He advised the Wolfe building at the corner of Wright Street and Wilmington Street is almost ready to be demolished. Mr. Hesse said there are about 25 new homes under construction in town, and he also gave a brief update on minimal housing issues. He said one house is supposed to be demolished this month and a few others are in the process of being remodeled. Mr. Hesse advised his department has recently implemented a new software portal for contractors to apply for permits.

H. Human Resources Department

Kimberly Rivenbark, Human Resources Director/Deputy Town Clerk

Kimberly Rivenbark, Human Resources Director, advised insurance open enrollment was held for employees in preparation of the new insurance year which starts July 1, 2025. She thanked the board for the excellent benefit packages included in the budget for the employees. Ms. Rivenbark said interviews are in process for Public Works positions and for part-time Firefighter positions. She commented on the Fire Department and how great the department is growing. Ms. Rivenbark also recognized the Public Works Department and the Finance Department for their hard work during staff shortages. She further recognized all employees for their dedication and service to the town. Mayor Dawson and Commissioner Malloy agreed.

I. Police Department

Jim Hock, Police Chief

Jim Hock, Police Chief, made an official announcement of his plans to retire as of August 31, 2025. The board thanked him for his dedicated service and expressed how much he will be missed. In regard to a department update, Chief Hock advised officers recently completed the Police Officers' Physical Ability Test (POPAT), he attended the quarterly 9-1-1 meeting, the department has been preparing for the annual Blueberry Festival, and SRO's have completed assignments during the summer school break.

8. Public Forum

Mayor Dawson called for a break between 5:22 PM and 5:38 PM.

Jon Martell, 235 Oakland Drive, Wilmington, founder of Cape Fear Five Star Project, spoke about hospital quality in the lower Cape Fear region. After comments from Mr. Martell, Commissioner Rivenbark asked Mr. Martell about the information he was hearing regarding surgery patients leaving the hospital with MRSA and wanted to know if this was accurate for the Burgaw hospital campus. Mr. Martell said he can not say for sure. Commissioner Pearsall asked if a lot of people from New Hanover have signed the petition. Mr. Martell said he knows there are a few physicians that have signed it. Commissioner Rivenbark commented on lawsuits from patients regarding issues. There was brief discussion on how the town could help with the situation. Mr. Martell said the town can express their concerns with the New Hanover County Board of Commissioners. He said the county does not own Novant, but they are expected to do all they can.

9. Public Hearing

A. Consideration of adopting the FY 2025-2026 Budget

James Gantt, Town Manager

Mayor Dawson declared the public hearing open at 5:47 PM.

Mr. Gantt reviewed the proposed FY 2025-2026 budget. *Presentation attached.*

There being no comments by the public, nor the board members, Mayor Dawson declared the public hearing closed at 6:08 PM.

- I. Ordinance 2025-14 Adoption of the FY 2025-2026 Budget for the Town of Burgaw**

Commissioner Dawson made a motion to approve Ordinance 2025-14 as presented. The motion was seconded by Commissioner Malloy. Commissioners Dawson, Malloy, George, and Pearsall voted "aye" and Commissioner Rivenbark voted "nay". Motion carried.

10. Items from Assistant Manager

A. Updates on current projects

Chief Hock gave an update on the culvert project along North Walker Street between Harrell Park and Hankins Park. He advised the contractor has installed eleven of the culverts and suggested ordering one more culvert to help with added coverage and any safety concerns at the sidewalk area. Chief Hock advised the culvert has been ordered and will be installed soon. Progress is moving along with drainage improvements and sidewalks being established between the two parks.

Chief Hock gave a brief update on vehicle replacements, as well as an update regarding surveying taking place in town from McKim & Creed for the Master Plan projects.

The board commended Chief Hock on his service with the town in regard to his retirement. Commissioner Rivenbark said he has been a big influence over the years and will be missed. Commissioner Pearsall commented on his professionalism and integrity and stated he will be missed as well. Commissioner George thanked Chief Hock for everything and said he is an asset to Burgaw. Commissioner Malloy said it has been an honor and a pleasure to work with Chief Hock and he has cherished his time working with him. Commissioner Dawson said Chief Hock will be missed a lot and hopes he will come back to visit Burgaw.

11. Items from Manager

A. Updates on current projects

Mr. Gantt advised the Water and Sewer Master Plan and the Storm Water Master Plan are both progressing smoothly. He said the Duke Energy project in the downtown area and along Courthouse Avenue will begin after July 4th; he gave a brief overview of the timeline and process, and said staff is looking into decorative lamp post options as well. Mr. Gantt also advised the engineering for the water main replacement project is complete and the encroachment agreements should be done soon to start the bidding process.

Commissioner Pearsall asked about the status of the lighting request by Regina

Fennell at a previous meeting. Mr. Gantt advised Duke Energy is supposed to be replacing lights and adding additional lighting in the area of US Highway 117 and Ridgewood Avenue.

Commissioner Pearsall also commented on the complaint received by a resident on North Wright Street regarding low hanging lines. Commissioner Pearsall said he spoke with Duke Energy and they advised some lines belong to Spectrum, but they would handle an issue with low hanging lines they maintain. They will reach out to Spectrum to coordinate the lines to be lifted. Mr. Gantt also said there was a request regarding low hanging lines on Basden Road and those were Spectrum's as well.

Commissioner Rivenbark commented on the internet service in town and asked about the status regarding the possible installation of a Verizon tower. Mr. Gantt advised he previously had conversations with Verizon about placing an antenna on one of the town's water tanks. He said they were also looking at the tower at the Sheriff's Office as a possibility. Mayor Dawson agreed something needed to be done about the internet service. After brief discussion, Commissioner Rivenbark asked Mr. Gantt for Verizon's contact information because he knows of two different properties that would be available for the placement of a tower.

12. Items from Attorney

Attorney Blanchard stated he had no items for open session.

13. Items from Mayor and Board of Commissioners

Commissioner Dawson thanked everyone for working on the downtown area to make it look nice. She said the town buildings and grounds look wonderful.

Commissioner Pearsall thanked Department Heads for the reports given at this meeting. He said he is proud to be a part of the board.

Commissioner George thanked the staff for a job well done.

Commissioner Malloy said he is grateful and honored to work with everything and believes the changes being made are for the betterment of the town's future.

Commissioner Rivenbark thanked everyone for the hard work and thanked those who are getting things done.

Mayor Dawson stated she appreciated the board's feedback to the staff. She agreed with everyone regarding the comments made.

14. Closed Session

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

Commissioner Malloy made a motion to go into closed session at 6:14 PM. The motion was seconded by Commissioner Pearsall and carried by unanimous vote.

Commissioner Pearsall made a motion to go back into open session at 6:48 PM. The motion was seconded by Commissioner Malloy and carried by unanimous vote.

15. Adjournment

Upon returning to open session, Commissioner Rivenbark made a motion to move forward with finding a new Town Manager. Due to the lack of a second, the motion failed.

Commissioner Dawson made a motion to adjourn the meeting at 6:50 PM. The motion was seconded by Commissioner Malloy and carried by unanimous vote.

ORDINANCE 2025-15

AMENDING FISCAL YEAR 2025-2026 ANNUAL BUDGET Increasing Revenues and Expenditures

WHEREAS, the Town of Burgaw Board of Commissioners passed an ordinance adopting a budget for FY 2025-2026 on June 10, 2025; and

WHEREAS, the Board of Commissioners would like to recognize the USTA Tennis Venue Services Grant funding not anticipated in the General Fund's original budget;

WHEREAS, The Town of Burgaw would like to recognize \$25,300, therefore, additional revenue and expenditure must be recognized.

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

The FY 2025-2026 budget will be altered to reflect the following changes:

INCREASE BUDGETED REVENUE

<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>
10-3681-10-800	Parks and Rec Activities	\$25,300

INCREASE BUDGETED EXPENDITURE

<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>
10-6200-80-740	Parks and Rec Capital Outlay	\$25,300

Adopted this the 8th day of July 2025.

Attest: _____
Kristin J. Wells, Town Clerk

Signed: _____
G. Olivia Dawson, Mayor

Mayor's Proclamation

Designation of July as Parks and Recreation Month

- Whereas,*** Parks and recreation is an integral part of communities throughout this country, including the Town of Burgaw, and
- Whereas,*** parks and recreation promotes health and wellness, improving the physical and mental health of people who live near parks, and
- Whereas,*** parks and recreation programming and education activities, such as out-of-school time programming, youth sports and environmental education, are critical to childhood development, and
- Whereas,*** our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors, and
- Whereas,*** parks and recreation is fundamental to the environmental well-being of our community, and
- Whereas,*** the U.S. House of Representatives has designated July as Parks and Recreation Month.
- NOW, THEREFORE,** I, Olivia Dawson, Mayor of the Town of Burgaw, do hereby proclaim the month of July as Parks & Recreation month in the Town of Burgaw
- Further,*** I urge all citizens to continue to participate in recreation to promote the well-being of this and future generations.
- Dated*** this eighth day of July in the year 2025.

Olivia Dawson, Mayor