**AGENDA** | BOARD OF COMMISSIONERS
REGULAR MEETING

**December 9, 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 Old Business Agenda**

5. **Approval of Old Business 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 November 18, 2025 Regular Meeting Minutes

   B. Approval of the November 18, 2025 Closed Session Minutes

   C. Ordinance 2025-23 Amending the FY 25-26 budget to recognize grant funding from the NC Department of Environmental Quality for the Stormwater Master Plan Project

6. **Special Presentation**

   A. Special presentation for outgoing Board of Commissioner Jan Dawson - *Mayor Dawson*

7. **Organizational Meeting**

   A. Oath of Office - Mayor Elect Olivia Dawson - *Oath administered by Tonya Lacewell Turner, Pender County Magistrate*

   B. Oath of Office - Commissioner Elect James R. Malloy - *Oath administered by the Honorable Judge James Faison*

C. Oath of Office - Commissioner Elect Myra McDuffie - *Oath administered by Tonya Lacewell Turner, Pender County Magistrate*

D. Election of Mayor Pro-tem - *Nomination and appointment by motion of the Board*

E. Oath of Office - Newly appointed Mayor Pro-tem - *Oath to be administered by Mayor Dawson*

F. Appointment of Cape Fear Council of Governments (COG) Delegate and Alternate Delegate - *Nomination and appointment by motion of the Board*

G. Appointment of a member to the Cape Fear Rural Transportation Planning Organization (RPO) - *Nomination and appointment by motion of the Board*

H. Appointment of a member of the Board to serve on the Beautification Committee - *Nomination and appointment by motion of the Board*

**8. Approval of New Business Agenda**

**9. Special Requests/Presentations**

A. New Fire Apparatus Presentation - *Johnathan Prevatte, Fire Chief*

B. Employee Recognitions - *Kimberly Rivenbark, Human Resources Director*

**10. Departmental Items**

A. **Building Inspections Department**
*Louis Hesse, Building Code Administrator*

B. **Finance Department**
*Tiffany Byrd, Finance Officer*

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

D. **Information Technology Department**
*Dustin McCullen, IT Director*

E. **Parks, Recreation & Tourism Department**
*Cody Suggs, Parks & Recreation Director*

F. **Planning Department**
*Ron Meredith, Planning Director*

G. **Police Department**
*James Rowell, Police Chief*

H. **Public Services Department**
*Chris Medlin, Public Services Director*

**11. Public Forum**

**12. Public Hearing**

A. Consideration of a text amendment to the Unified Development Ordinance requested by Planning Staff to amend Section 3.5 Tree Board

I. Resolution 2025-27 Adopting a Statement of Consistency regarding text amendments of the Town of Burgaw Unified Development Ordinance requested by staff of the Town of Burgaw to amend UDO Section 3.5 Tree Board.

II. Ordinance 2025-24 A text change amendment to the Town of Burgaw Unified Development Ordinance requested by staff of the Town of Burgaw to amend UDO Section 3.5 Tree Board.

**13. Items from Manager**

A. Proposed FY 2026-2027 Budget Calendar

B. Updates on current projects

**14. Items from Attorney**

**15. Items from Mayor and Board of Commissioners**

A. Resolution 2025-28 Supporting the Cape Fear Transportation Planning Organization and its Legislative Agenda

B. Resolution 2025-29 Adopting the regular meeting schedule of the Town of Burgaw Board of Commissioners for year 2026

C. Board of Commissioners Work Session Schedule for 2026 - Discussion

D. Other items to be announced

**16. Closed Session**

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

**17. Adjournment**