



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

TOWN OF BURGAW BOARD OF COMMISSIONERS REGULAR MEETING

DATE: November 18, 2025
TIME: 4:30 PM
PLACE: Burgaw Town Center, 108 E. Wilmington Street
BOARD MEMBERS PRESENT: Mayor Olivia Dawson, Mayor Pro-tem James Malloy, Commissioners Jan Dawson, Bill George, William Rivenbark and Michael Pearsall

Approval of Agenda

Mayor Dawson asked for the board to consider adding item #11C, Resolution 2025-26 Opposing the Fiqiay-Varina IBT and Request for Additional Comment in support of the Lower Cape Fear Water and Sewer Authority. Commissioner Dawson made a motion to approve the agenda as amended. The motion was seconded by Commissioner Pearsall 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 Pearsall and carried by unanimous vote.

Special Requests/Presentations

Employee Recognitions

Kim Rivenbark, Human Resources Director, introduced Chris Medlin as the new Public Services Director. She also recognized Public Works Utility Technician, Jeffery Coenen, for receiving his Lift Certification and Flagger Certification.

Mayor's Proclamation - National Hospice and Palliative Care Month

Mayor Dawson read aloud a proclamation in support of the Town of Burgaw recognizing November as National Hospice and Palliative Care Month.

Angela Blake - Request closure of parking spaces for event

Angela Blake requested the blocking of public parking spaces on Fremont Street between Cowan Street and Walker Street for a wedding to be held on the same day as the town's Christmas on the Square event, December 6, 2025. After brief discussion, the spaces will be blocked off early morning hours on December 6, 2025. There were no concerns voiced by the board. Mayor Pro-tem Malloy made a motion to approve the request by Ms. Blake. The motion was seconded by Commissioner Rivenbark and carried by unanimous vote.

Burgaw Rotary Club - Request usage of Burgaw Community House

Mayor Dawson stated the board allowed complimentary use of the Community House last year for the Burgaw Rotary Club's Christmas gathering. This year's rental is requested for December 4, 2025 from 5-8 PM. Mayor Dawson stated the Club would pay the cleaning fee as they did in the prior year.

Mayor Pro-tem Malloy made a motion to approve usage of the Community House by the Rotary Club and waive the usage fee, with the understanding the cleaning fee would be paid. Motion carried by unanimous vote.

FY 2024-2025 Audit Presentation - Lee Grissom, S. Preston Douglas & Associates

Lee Grissom, with S. Preston Douglas and Associates, presented the FY 2024-2025 audit to the board by virtual attendance. This was their seventh year auditing the town. Mr. Grissom reported that they issued an unmodified report, which is the highest level of assurance an independent accounting firm can provide. The audit was submitted to the Local Government Commission on October 28, 2025, two months ahead of the December 31st deadline.

Mr. Grissom commended Finance Officer Tiffany Byrd on her first year in the position, noting that the accounting records were in good shape with fewer journal entries than the previous year. There were no budget overages, bank reconciliation issues, or internal control findings. The staff provided full access to records with no disagreements or illegal acts.

Mr. Grissom highlighted that all financial performance indicators submitted to the Local Government Commission were satisfactory, with only one minor issue: the budgeted tax revenue came in slightly below 97% of the budget (approximately 95-96%). This would require a response from the town, but was considered a minor issue.

Mr. Grissom presented several financial metrics, including:

- Fund balance for 2025 was just under \$3.9 million
- The unassigned fund balance was 44% of general fund expenditures (about 5 months in reserve), which exceeds the minimum requirement of 34%
- Total cash for all funds was just under \$7.3 million
- Long-term debt was just under \$3.9 million, down from a peak of \$4.6 million in 2022
- Water and sewer fund operations showed a positive balance of \$331,000, an improvement of \$573,000 from the previous year's negative \$241,000, representing the best performance in a decade
- Property tax collection remained steady at just under 99%

Commissioner Rivenbark inquired about tax collection arrears, and Grissom explained that there was approximately \$44,000 in uncollected taxes, with older debts typically cleared after 10 years.

Water Main Replacements Project (Areas 1, 2, & 3)

Mr. Gantt presented the water main replacements project for Areas 1, 2, and 3. The project would replace water mains on West Fremont Street, South Dickerson Street, and South Bennett Street at a cost of approximately \$2.6 million, to be funded from the state appropriation of \$10.6 million.

Commissioner Pearsall noted that this was a good investment, with about \$8 million remaining for future projects after this expenditure.

Motion: Mayor Pro-tem Malloy made a motion to approve the water main replacements project using \$2.6 million from the state appropriation funds. The motion was seconded by Commissioner Pearsall and carried by unanimous vote.

Departmental Items

Building Inspections Department

Louis Hesse, Building Code Administrator, reported that:

- The law enforcement center project is progressing well with power on both sides, though not yet inside the building.
- The Health and Human Services project is ahead of schedule with the last above-ceiling inspection approved.
- Carolina Quality Care has been permitted next to the Scotchman.
- Sea Breeze Dental has received permits.
- Easter Seals has received a temporary certificate of occupancy.
- Patty's Place has temporary power approval for the restaurant portion, with firewalls 100% complete.
- Minimum housing code enforcement is showing good progress.
- Building Inspector Ivey English continues to perform exceptionally well with inspections.

Mayor Pro-tem Malloy inquired about a house on Wright Street, and Mr. Hesse confirmed that good progress is being made on the renovations.

Commissioner Pearsall commented on transparency and praised staff on a revised departmental report from the Inspections Department.

Finance Department

Tiffany Byrd, Finance Officer, reported that the audit has been submitted and the department can now focus on the upcoming budget. She mentioned that the construction within the finance offices are now complete and the team is enjoying the new space.

The board congratulated Ms. Byrd and her staff for their work on the audit and the financial improvements.

Fire Department

Fire Chief Johnathan Prevatte reported on the department's activities:

- 71 call responses and 698 training hours last month.
- Completed 48 fire prevention events during October, reaching over 5,800 people, with social media reaching nearly 96,000.
- Conducted demonstrations of new vehicle extrication and stabilization equipment.
- Progress on hydrant maintenance and flow testing.
- Hiring process for Captain positions is underway, with applications closing soon.

- Completed ISO consultation with positive feedback and potential to improve from a class 5 to a class 4 or potentially a class 3 rating.

Prevatte outlined the ISO consultant's recommendations:

- Developing a training facility to meet ISO requirements for 36 hours of annual training at a certified facility.
- Continued improvements to the water distribution system.
- Considering a substation to better cover the large district.
- Creating a structured apparatus replacement plan.

Commissioner Pearsall commented on the future growth along US Highway 117 By-pass and asked Chief Prevatte if a substation would be beneficial due to the expected growth. Chief Prevatte explained that the growth itself would not impact the ISO rating, but the appropriate location for a substation would. Commissioner Rivenbark said he would like a list of the consultant's recommendations and suggested asking the consultant for guidance on funding opportunities for funding the recommendations in the future. After brief scenarios given by Chief Prevatte, the board requested copies of the ISO report recently done for the department. Chief Prevatte will prepare and distribute copies to the board by the next meeting.

Chief Prevatte also gave an overview of the new fire truck specification process and said they have completed working with the vendor for a Rosenbauer fire truck at a cost of \$1,214,342, which is on the lower end of the expected range (\$1.2-1.4 million). The estimated delivery time would be approximately 19 months after ordering.

Commissioner Rivenbark asked about the lifespan of current fire trucks within the department. Chief Prevatte provided an overview explaining that both the squad and ladder trucks are approaching the recommended timeframe for being cycled out of first-line service. He noted that although both trucks have undergone repairs in recent years, they are nearing the point where replacement should be considered in the future.

Mayor Dawson asked whether a color had been selected for the new apparatus. Chief Prevatte responded that a decision has not yet been made and they are currently waiting on graphics.

Commissioner Rivenbark stated that he is not in disagreement with the replacement, but emphasized the importance of maintaining the town's ISO rating. He noted that keeping the rating below a 5 is essential, and achieving a 4 is even better.

The board expressed support for the need to replace aging equipment. After discussion, the board requested details and pictures of the new fire truck to be presented at the next board meeting.

Human Resources Department

Kimberly Rivenbark, HR Director/Deputy Town Clerk, shared that:

- An offer has been extended and accepted for the Planning Technician position.
- The personnel policy rewrite is progressing well.
- Town department heads and staff will participate in an eighth-grade career fair at Heidi Trask Highschool on November 21st.
- Current advertised positions include Equipment Operator, Fire Captain, and Patrol Officer.

Information Technology Department

Dustin McCullen, IT Director, reported that:

- Support ticket requests remained consistent at approximately 35, all of which were completed.
- The department completed finishing touches for the Parks and Recreation offices, including TV installation and network cabling. Additional video conferencing equipment and a digital signage display are planned. Door access control was added to the building.

Parks, Recreation & Tourism Department

Cody Suggs, Parks & Recreation Director, provided several updates:

- The dog park project is finished with water installed and drainage complete.
- The tennis grant project is complete and reimbursement has been submitted to USTA.
- The parking area at Hankins Park has had asphalt replaced with stone, with plans for future paving.
- The Train Depot flooring project is underway, requiring closure until December. Extensive repairs were needed under the kitchen area of the Depot due to moisture issues.
- Christmas events are being planned.
- Emiline Kozak is resigning from the Parks & Recreation Advisory Committee to join the Parks Foundation.
- Department staff will be attending the Parks & Recreation Conference in Charleston, SC between December 1-3.
- Mr. Suggs noted Mayor Dawson has joined the City Parks Alliance as a member of the Mayors for Parks Coalition.
- The Westside Trail project is progressing well with concrete work moving smoothly. The PARTF three-year update was submitted last week with positive feedback. Mayor Dawson and other commissioners expressed appreciation for the sidewalk improvements. Mayor Pro-tem Malloy requested former Planning Board member, William Smith, to be invited to the ribbon cutting ceremony once the Westside Trail project is complete.

Planning Department

Ron Meredith, Planning Director, reported that:

- The UDO rewrite is progressing.
- RCCP grant phase 4 contracts have been received.
- NCDOT multimodal grant documents have been completed.
- The department is behind on code enforcement due to a staff vacancy but expects to catch up once the new Planning Technician starts.

Ordinance 2025-22 Amending the Town of Burgaw Code of Ordinances Chapter 34, Trees and Shrubs, Article II, Tree Board

Mr. Meredith presented an ordinance to change the Tree Board from being the Planning Board to key town staff. This would allow for quicker decisions on tree matters without being limited to scheduled Planning Board meetings. The staff would meet at least quarterly to fulfill Tree USA requirements and update the town's tree plan.

Commissioner Dawson made a motion to approve Ordinance 2025-22 as presented. The motion was seconded by Mayor Pro-tem Malloy and carried by unanimous vote.

Police Department

Police Chief James Rowell reported that:

- K-9 Kane retired at the end of October, with K-9 Omen now on board and sworn in on October 30th.
- Two new vehicles have been dropped off for upfitting with a new blue color scheme to better align with the town's blueberry theme.
- Halloween went smoothly with no major issues.
- The department is preparing for Christmas festivities.
- Progress is being made on the camera project previously requested by Mayor Pro-tem Malloy.

Commissioner Pearsall asked about the status of water barriers or blockades for safety during events. Chief Rowell explained that they used fire trucks, cones, and sheriff's office vehicles for Halloween, and are looking at options for purchasing water barricades and researching removable bollards for streets that are closed frequently for various events.

Public Services Department

Chris Medlin, Public Services Director, reported that he met with Jason Turner, District Ag Cost-Share Technician from Pender County regarding erosion issues at the corner of Progress Drive and South Dickerson Street near Rotary Park. Mr. Turner provided leads on potential grants, which Mr. Medlin has begun exploring.

Alan Moore, Public Works Division Manager, reported:

- Staff has recently worked to repair two water leaks.
- TTHM sample taken.
- Continuing to change out endpoints.
- Christmas decorations being installed.
- South Wright Street sidewalk project progressing.
- South Smith Street sewer line replacement starting soon, with street closure between Clark and Hayes Streets except for local traffic.
- Pender County Jail pump station wet well and check valve vault installed.

Damon Stanley, Facilities & Grounds Division Manager, reported:

- Parks and Recreation facility move completed with upgrades to door apparatuses for ADA compliance.
- Ongoing grounds assessment and maintenance.
- Christmas decorating is underway.

- HVAC preventative maintenance program completed for the quarter.
- Replacement of insulation in the skyline of the Train Depot attic.
- Assisting Parks and Recreation with backfilling sidewalks.

Public Forum

There were no speakers during Public Forum.

Items from Manager

License Agreement with Cape Fear Council Boy Scouts of America (Pack 247 / Troop 242)

Mr. Gantt presented the license agreement with the Cape Fear Council Boy Scouts of America. Mayor Dawson noted the scouts were notified to have the electricity account put into their names.

Commissioner Rivenbark mentioned that he had met with the scouts the previous week and noted they were making good progress, having fixed a leak, installed the sewer line, gutted the building, and begun improvements. He stated that the board would be invited to view the completed work.

Commissioner Rivenbark made a motion to approve the license agreement with the Cape Fear Council Boy Scouts of America as presented. The motion was seconded by Commissioner Dawson and carried by unanimous vote.

Resolution 2025-24 Supporting Project R-5701 for Traffic Signal Installation

Mr. Gantt presented Resolution 2025-24 supporting the installation of a traffic signal at Wright and Wilmington Streets as part of the R-5701 project scheduled for 2027. The resolution urges NCDOT to expedite the installation before 2027. Commissioner Rivenbark noted he requested NCDOT to speed the project along during a recent RPO meeting.

Mayor Pro-tem Malloy made a motion to approve Resolution 2025-24 as presented. The motion was seconded by Commissioner George and carried by unanimous vote.

Resolution 2025-25 Supporting Traffic Signal Installation US Hwy 117 Bypass & Wilmington St

Mr. Gantt presented Resolution 2025-25 supporting the installation of a traffic signal at US Highway 117 Bypass and Wilmington Street.

Commissioner Pearsall made a motion to approve Resolution 2025-25 as presented. The motion was seconded by Commissioner George and carried by unanimous vote.

Updates on current projects

Mr. Gantt provided updates on several projects:

- The street sweeper has been ordered.
- The water and sewer master plan is progressing with good data collected.

- The stormwater master plan is nearing completion.
- Guard railing on Walker Street near Creekside has been installed by NCDOT.
- Downtown underground power project with Duke Energy is underway.
- Budget preparation has begun with department heads working on capital improvement items.
- A budget survey will be published soon to gather public input.

Mr. Gantt also addressed the fire truck purchase, noting that prices are likely to increase, and there are potential discounts available for partial upfront payment. He emphasized that the sooner the town commits to the purchase, the better the price they will secure. Mayor Dawson requested the board to think about this to discuss about the December meeting for consideration.

Mayor Pro-tem Malloy voiced concern with expediting the paving of Ashe Street and McNeil Street. Mr. Gantt noted McNeil Street has utilities located under it, but both streets are on the top of the priority list. Commissioner Rivenbark also commented on the paving needs for Robinwood Street and Vann Court as he spoke about at the last meeting.

Mayor Pro-tem Malloy asked for an update on the request for NCDOT to consider adding lighting at the off-ramps at NC Highway 53 and I-40. He said this is very important for the town. Mr. Gantt stated he has not heard an update but will follow up with them.

Items from Attorney

Town Attorney Norwood Blanchard had no items to present in open session.

Items from Mayor and Board of Commissioners

Resolution 2025-23 In support to retain and use the full six percent occupancy tax revenue collected within the Town of Burgaw

Mayor Dawson presented Resolution 2025-23, requesting that the state allow Burgaw to retain all six percent of its occupancy tax revenue instead of the current arrangement where three percent goes to the county. This would help fund tourism efforts, visitor attractions, and wayfinding signs. Burgaw is the only town in the county that provides funding to the county from its occupancy tax. Mayor Dawson stated she has presented the request to state representatives, but request a resolution from the board to be sent as well. Commissioner Rivenbark said he is in full agreement with the town keeping the full six percent.

Commissioner Rivenbark made a motion to approve Resolution 2025-23 as presented.

The motion was seconded by Commissioner Pearsall and carried by unanimous vote.

Other items to be announced

Resolution 2025-26 Opposing the Fuquay-Varina IBT and Request for Additional Comment in support of the Lower Cape Fear Water and Sewer Authority was added to the agenda for consideration at the beginning of the meeting. The board addressed a resolution opposing the Fuquay Varina Inter-Basin Transfer (IBT) and supporting the Lower Cape Fear Water and Sewer Authority. The resolution aims to protect the Cape Fear River Basin from water transfers to the Neuse River basin.

Commissioner Rivenbark made a motion to approve Resolution 2025-26 as presented. The motion was seconded by Mayor Pro-tem Malloy and carried by unanimous vote.

Commissioner Rivenbark commented on the website, drivenc.gov, provided by the state that the public can view to see a list of road closures around the state. He also spoke about the recent RPO meeting he attended and gave a brief overview of a resolution that the Cape Fear RPO is adopting regarding legislative priorities. Ms. Wells will prepare the resolution for consideration by the town board at the December meeting.

Commissioner Pearsall provided remarks emphasizing the importance of trust, transparency, and follow-up in the operations of the Town. He stated that, throughout his previous leadership roles in various companies, these three principles have always been foundational to effective teamwork and accountability. He noted that actions should be approached with clarity and permission rather than risking questionable steps that later require forgiveness. While he clarified that he was not accusing anyone of wrongdoing, he stressed that his attention remains focused on ensuring that Town operations maintain transparency. He acknowledged that he does not rely on gossip, whether from social media or casual conversations with residents, but instead relies on direct information and clear communication. Commissioner Pearsall explained that many of his questions during meetings are follow-ups from prior discussions, and staff should not be surprised when he requests updates. He stated that this is due to instances where commitments were made but not carried out. Asking for follow-ups helps ensure accountability and keeps everyone aligned with expectations. Regarding transparency, he reminded staff that Board members, and often members of the public, may already know some details about Town matters and simply seek verification. He reiterated that accuracy in information and reports is critical, as the Board and Mayor depend heavily on staff-provided data to make informed decisions and cast votes on behalf of the residents who elected them. He asked staff to double-check information provided to the Board, noting that he depends heavily on the information provided from staff. He also reflected on his two-year anniversary serving on the Board, sharing that his first year involved significant learning and adjustment. He now feels more grounded and confident in his role and looks forward to continued growth over the next two years. He expressed appreciation for the opportunity to work more closely with staff and fellow Board members as those relationships continue to develop. Commissioner Pearsall concluded by encouraging everyone to remain diligent and to uphold mutual accountability, stating that staff should keep the Board honest just as the Board will work to keep staff honest.

Closed Session

Mayor Pro-tem Malloy made a motion to go into closed session pursuant to NC GS 143-318.11(a)(3) Attorney/Client Privilege and NC GS 143-318.11(a)(6) Personnel at 6:41 PM. Motion carried by unanimous vote.

Commissioner Rivenbark made a motion to go back into open session at 7:53 PM. The motion was seconded by Commissioner George and carried by unanimous vote.

Upon returning to open session, the following motion was made, as well as additional discussion related to repairs at the Old Jail.

- Commissioner Dawson made a motion to approve the amended September 9, 2025 closed session minutes presented and discussed in closed session. The motion was seconded by Mayor Pro-tem Malloy and carried by unanimous vote.

- Commissioner Pearsall spoke about the money being spent for the repairs at the Old Jail. Mr. Gantt and Mayor Dawson reiterated the need for the repairs and authority to spend the money before waiting to inform or ask the board. Discussion was held regarding the significant repairs needed, noting long-term water damage, deteriorating plaster, and issues discovered during renovations for moving Parks, Recreation & Tourism offices in the building, including moisture intrusion traced to upstairs windows, which have since been replaced and resolved the problem. Project costs increased from early estimates of \$12,000–\$25,000 to approximately \$50,000 due to unforeseen structural issues. Commissioner Pearsall expressed a desire to establish a spending threshold, suggesting a \$20,000–\$25,000 cap that would allow the Mayor and the Town Manager to approve routine expenditures without Board action, while requiring Board approval for larger expenses to maintain transparency and safeguard taxpayer funds. Mr. Gantt noted that current authority already permits the Mayor and the Manager to approve emergency or routine expenditures within the adopted budget but clarified that adopting a purchasing policy with a set cap is possible if the board wishes. Mayor Pro-tem Malloy confirmed as long as money is being spent from the budget approved by the board, there should not be any issue. Mr. Gantt and Mayor Dawson confirmed the money they decided to spend was within the approved budget. Mr. Gantt said by statute, any money needed outside of the budget must be approved by the governing board. Commissioner Pearsall commented on transparency again and said he is not confused about where the money is coming from and what needs to be done. He said if repairs need to be done and the money needs to be spent, to let the board know. He said maybe we don't need a cap, but to be transparent and let the board know when things cost more than expected.

Adjournment

Commissioner Dawson made a motion to adjourn the meeting at 8:08 PM. Motion carried by unanimous vote.

ORDINANCE 2025-23

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 NC Department of Environmental Quality Grant funding not anticipated in the Stormwater Masterplan Fund's original budget;

WHEREAS, The Town of Burgaw would like to recognize \$77,004, 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>
54-3400-10-300	NC DEQ	\$77,004

INCREASE BUDGETED EXPENDITURE

<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>
54-5802-30-740	Stormwater Capital Improvements	\$77,004

Adopted this 9th day of December 2025.

Attest: _____
Kristin J. Wells, Town Clerk

Signed: _____
G. Olivia Dawson, Mayor



CASE SUMMARY Board of Commissioners

UDO Text Amendment December 09, 2025

Ron Meredith, 910-663-3451, rmeredith@burgawnc.gov

Staff Recommendation	Approval
Planning Board	11/20/2025; Recommended Approval
Board of Commissioners	12/09/2025; Scheduled

Request

<i>Code Section(s)</i>	3.5 Tree Board	
<i>Request</i>	The Town of Burgaw Tree Board shall be changed to town Staff In place of the Planning Board	
<i>Applicant</i>	Staff	rmeredith@burgawnc.gov 910.663.3451

REQUEST

To replace the Town of Burgaw’s Planning Board duties to serve as the Tree Board and placing this requirement on staff. The proposed Unified Development Ordinance (UDO) text amendment would modify the UDO to include Planning, Facilities & Grounds, Finance, and Parks, Recreation & Tourism Departments to collectively serve as the Town of Burgaw Tree Board, in coordination with designated staff and/or consultants.

At the October 16, 2025, meeting, the Planning Board, acting as the Tree Board, voted to defer Tree Board responsibilities to town staff:

- Planning Department
- Facilities & Grounds Department
- Finance Department
- Parks, Recreation & Tourism Department

This adjustment is intended to improve coordination and efficiency in managing urban forestry initiatives, tree maintenance, and compliance with the town’s Tree Ordinance. Staff from these departments are directly involved in the day-to-day implementation, planning, and funding of projects that impact the Town’s tree resources.

- **Operational Efficiency:** Consolidating Tree Board responsibilities within staff ensures more direct communication and faster implementation of projects.
- **Technical Expertise:** The proposed departments collectively provide expertise in urban planning, maintenance, budgeting, and recreation key components of effective tree management.
- **Continuity:** Staff-led oversight will maintain consistent attention to tree-related matters without adding to the workload of appointed boards.



1. Background

The Town of Burgaw's Tree Board responsibilities have evolved over time through several ordinances:

- **Town Ordinance 2014-16 (Adopted August 12, 2014):**
Designated the *Town of Burgaw Buildings and Grounds Board* to also serve as the *Town of Burgaw Tree Commission* in coordination with designated Town staff and/or consultants serving as ex officio members.
- **Town Ordinance 2018-17 (Amending Ordinance 2018-07, Adopted September 16, 2020):**
Reassigned the duties of the Tree Commission to the *Town of Burgaw Planning and Zoning Board* in coordination with designated Town staff and/or consultants serving as ex officio members.

2. Analysis

Transitioning Tree Board responsibilities from the Planning and Zoning Board to Town staff will enhance efficiency, consistency, and technical oversight of the Town's urban forestry programs. Staff from Planning, Facilities & Grounds, Finance, and Parks, Recreation & Tourism provide the specialized knowledge and day-to-day involvement needed to manage tree maintenance, ordinance compliance, and project implementation more effectively. This shift eases administrative demands on the Planning Board and ensures that tree-related initiatives receive ongoing, well-coordinated attention from the departments directly responsible for planning, funding, and maintenance.

3. Proposed Amendment

The proposed text amendment to UDO Section 3.5 is attached, with red italics indicating the new language and strikethrough indicating provisions that were removed.

CONSISTENCY WITH APPROVED PLANS

Town of Burgaw Comprehensive Land Use Plan

The proposed amendment is consistent with the policy intent of the Town of Burgaw Comprehensive Land Use Plan. Policies that are most pertinent to the proposed amendment are below. Not all policies carry equal weight and may depend on the specifics of the proposal. The following symbology is employed:



Strong Support

Modest Support

Modest Non-support

Strong Non-support

Governance	
Goal 1: To improve and streamline the delivery of services to all customers	
Invest in creating a culture of customer service at all staff levels	●
Agriculture and Forestry	
Goal 1: To preserve and enhance the town's tree canopy	
Promote the reforestation of tree coverage that is typically lost during urban and suburban development through tree conservation, targeted tree plantings, urban forestry, and street tree plantings	●

AT THE PLANNING BOARD

The planning staff presented the proposal. The Planning Board deliberated on a UDO modification of Chapter 3.5 Tree Board. A motion was made in favor of the text amendment, and a unanimous vote was made to recommend approval.

CONCLUSIONS AND RECOMMENDATION

The proposed modifications to the UDO would allow the Town of Burgaw's Staff to include key departments: Planning, Facilities & Grounds, Finance, and Parks, Recreation & Tourism Departments collectively serve as the Town of Burgaw Tree Board, in coordination with designated town staff and/or consultants who will serve as ex officio members.

This text change supports improved customer service and advances the Town's forestry goals, including continued participation in the Tree City USA program.

The Town of Burgaw Comprehensive Land Use Plan (LUP) supports this request by promoting improved and streamlined customer service across all staff levels and by advancing agricultural and forestry goals that preserve and enhance the town's tree canopy through conservation, reforestation, and urban forestry efforts.

As a result, Staff recommends approval of the request and suggests the following motion:

I move to **RECOMMEND APPROVAL** of the proposed amendment to the Town of Burgaw Unified Development Ordinance to allow the Town of Burgaw's Staff including key departments to include Planning, Facilities & Grounds, Finance, and Parks, Recreation & Tourism Departments collectively serve as the Town of Burgaw Tree Board, in coordination with designated town staff and/or consultants. I find it to be **CONSISTENT** with the purpose and intent of the Comprehensive Land Use Plan because it improves customer service and advances the Town's forestry goals, I also find **RECOMMENDING APPROVAL** of the proposed amendment reasonable and in the public interest because it aligns with the overall goals and standards of the Comprehensive Land Use Plan.



ACTIONS TO DATE

<i>Planning Board</i>	11/20/2025; Recommended Approval
<i>Board of Commissioners</i>	12/09/2025; Scheduled

Attachments

1. Application
2. Consistency statement



Request: To modify UDO Section 3.5 Tree Board

Hearing Date: 12/9/2025

Board of Commissioners Consistency Statement
(To be read into the record as a motion, seconded and voted upon)

I move to **RECOMMEND APPROVAL** of the proposed amendment to the Town of Burgaw Unified Development Ordinance to allow the Town of Burgaw’s Staff including key departments to include Planning, Facilities & Grounds, Finance, and Parks, Recreation & Tourism Departments collectively serve as the Town of Burgaw Tree Board, in coordination with designated town staff and/or consultants. I find it to be **CONSISTENT** with the purpose and intent of the Comprehensive Land Use Plan because it improves customer service and advances the Town’s forestry goals,

___ Approval – this request is consistent with the goals and policies of the following plan(s) adopted by the Town of Burgaw:

- () Burgaw 2030: Town of Burgaw Comprehensive Land Use Plan
() Other: _____

The Town of Burgaw Board of Commissioners considers its approval to be reasonable and in the public interest because: (Please provide reasons which can be found in the staff report)

I also find **RECOMMENDING APPROVAL** of the proposed amendment reasonable and in the public interest because it aligns with the overall goals and standards of the Comprehensive Land Use Plan.

___ Rejected – this request is not consistent with the goals and policies of the following plan(s) adopted by the Town of Burgaw:

- () Burgaw 2030: Town of Burgaw Comprehensive Land Use Plan
() Other: _____

I move to recommend **DENIAL** of the proposed amendment. While I find it to be generally **CONSISTENT** with the purpose and intent of the Comprehensive Land Use Plan because it improves customer service and advances the Town’s forestry goals,, I find recommending **DENIAL** of the amendment request is reasonable and in the public interest s it does not sufficiently advance the Plan’s goals related to customer service improvements or the enhancement and preservation of the Town’s forestry resources.

Therefore, The Town of Burgaw Board of Commissioners recommends rejection of this request.

Comments:

This report reflects the recommendation of the Town of Burgaw Board of Commissioners, this the 9th day of December, 2025.

Attest:

Mayor

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.

WHEREAS, the applicant, staff of the Town of Burgaw, has requested to amend the Town of Burgaw’s Unified Development Ordinance, 3.5 Tree Board; and

WHEREAS, Planning Staff has reviewed the proposed text change amendments for consistency with the Town of Burgaw 2030 Comprehensive Land Use Plan and has presented those findings to the Town of Burgaw Planning Board and the Town of Burgaw Board of Commissioners; and

WHEREAS, the Town of Burgaw Planning Board, at their November 20, 2025, meeting, recommended the adoption of the Draft Comprehensive Plan Consistency Statement to the Board of Commissioners; and

WHEREAS, the Town of Burgaw Board of Commissioners reviewed the Staff Report and Draft Comprehensive Plan Consistency Statement at their December 9, 2025, meeting and found the proposed text change amendments to be consistent with the Town of Burgaw’s 2030 Comprehensive Land Use Plan, being reasonable, and in the public interest; and

NOW, THEREFORE BE IT ORDAINED BY THE TOWN OF BURGAW BOARD OF COMMISSIONERS THAT the proposed Unified Development Ordinance text amendment is consistent with the Town of Burgaw 2030 Comprehensive Plan by ensuring the town’s zoning and development code can establish regulation to enforce tree removal requirements through the Tree Board.

Adopted this 9th day of December 2025.

Attest: _____

Kristin J. Wells, Town Clerk

Signed: _____

G. Olivia Dawson, Mayor

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.

WHEREAS, the applicant, staff of the Town of Burgaw, has requested to amend the Town of Burgaw's Unified Development Ordinance, 3.5 Tree Board; and

WHEREAS, Planning Staff has reviewed the proposed text change amendments for consistency with the Town of Burgaw 2030 Comprehensive Land Use Plan and has presented those findings to the Town of Burgaw Planning Board and the Town of Burgaw Board of Commissioners; and

WHEREAS, the Town of Burgaw Planning Board, at their November 20, 2025, meeting, recommended the adoption of the Draft Comprehensive Plan Consistency Statement to the Board of Commissioners; and

WHEREAS, the Town of Burgaw Board of Commissioners reviewed the Staff Report and Draft Comprehensive Plan Consistency Statement at their December 9, 2025, meeting and found the proposed text change amendments to be consistent with the Town of Burgaw's 2030 Comprehensive Land Use Plan, being reasonable, and in the public interest; and

NOW, THEREFORE BE IT ORDAINED BY THE TOWN OF BURGAW BOARD OF COMMISSIONERS THAT the proposed Unified Development Ordinance text amendment is consistent with the Town of Burgaw 2030 Comprehensive Plan by ensuring the town's zoning and development code can ensure the town's zoning and development codes can establish regulation to enforce tree removal requirements through the Tree Board.

SECTION 3.5 TREE BOARD

(A) Creation and composition

(B) The Town of Burgaw Staff including key departments: Planning, Facilities & Grounds, Finance, and Parks, Recreation & Tourism Departments will also serve as the Town of Burgaw Tree Board in coordination with designated town staff and/or consultants who will serve as ex officio members.

(C) Duties and responsibilities

(1) It shall be the responsibility of the tree commission to study, investigate, counsel, develop, update annually, and administer a written plan for the care, preservation, pruning, planting, replanting, removal or disposition of trees and shrubs in parks, along streets, and in other public areas. Such plan will be presented annually to the board of commissioners and upon its acceptance and approval shall constitute the official comprehensive town tree plan.

(2) The Tree Board, when requested by the Board of Commissioners, shall consider, investigate, make findings, report and recommend upon any special matter or questions coming within the scope of its work.

(3) The Tree Board shall meet no less than two times per year to prepare and administer the official comprehensive town tree plan. (NC G.S. 160D-306, Chapter 34 Town Code)

SECTION 2. These amendments become effective immediately upon adoption of this ordinance on this, 9th day of December 2025.

Attest: _____
Kristin J. Wells, Town Clerk

Signed: _____
G. Olivia Dawson, Mayor

DRAFT

TOWN OF BURGAW

FY 2026-27 BUDGET CALENDAR

- December 10** Budget Team Meets with Department Heads to Begin Budget Process
- December 19** NEW LINE-ITEM ADDITIONS DUE (CHART OF ACCOUNTS)
- January 2** Preliminary Budget Workbooks Distributed with Current YTD Expenditures
DEPARTMENT PRELIMINARY CAPITAL IMPROVEMENT PLAN (CIP) REQUESTS DUE
- January 13** Public Hearing for Early Citizen Input on FY 2026-27 Budget
- January 16** NEW POSITION REQUEST/JUSTIFICATION DUE TO HUMAN RESOURCES
INTERNAL REQUESTS TO OTHER DEPARTMENTS DUE (IT, FACILITIES, ETC.)
- January 19-23** PRELIMINARY DEPARTMENT BUDGET MEETINGS WITH BUDGET TEAM
- January 23** Budget Team's Evaluation of CIP Projects/Draft CIP Completed
- February 6** CIP to Commissioners for Project Evaluation & Ranking
- February ____ (____)** Commissioner's Strategic Planning Retreat / Department Presentations
- February ____ (____)** Commissioner's Strategic Planning Retreat / Prioritization of Projects for FY 2026-27
- March 1** Non-Profit/Public Funding Request Applications Due
- March 6** DEPARTMENT REQUESTS/WORKBOOKS COMPLETED
PROPOSED RATE & FEE CHANGES DUE
- March 13** Baseline Payroll/Benefit Projections Complete
- March 16-27** DEPARTMENTAL BUDGET CONFERENCES WITH BUDGET TEAM (AS NEEDED)
- March 27** YEAR END PROJECTIONS & ADJUSTMENTS COMPLETED
- April 3** Preliminary Revenue Projections Completed
- April 24** Draft Budget Distributed to Board of Commissioners
- May ____ (____)** Commissioners Budget Work Session
- May ____ (____)** Commissioners Budget Work Session (Optional)
- May 12** Public Hearing on Proposed Budget
- June 9** Budget Ordinance/CIP Adopted
- June 30** Statutory Deadline for Town Commissioners to Adopt FY 2026-27 Budget

January						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

■ COMMISSIONERS ■ STAFF

**ADDITIONAL MEETINGS WITH DEPARTMENT HEADS OR BOARD OF COMMISSIONERS MAY BE SCHEDULED DURING THE BUDGETING PROCESS.

RESOLUTION 2025-28

RESOLUTION IN SUPPORT OF THE CAPE FEAR TRANSPORTATION PLANNING ORGANIZATION AND ITS LEGISLATIVE AGENDA

WHEREAS, the Cape Fear Rural Transportation Planning Organization (CFRPO) serves as the intergovernmental organization for local elected officials, NCDOT, and residents of the region to work cooperatively to address transportation issues within the CFRPO boundary; and

WHEREAS, the Rural Transportation Advisory Committee is the duly recognized transportation decision-making body of the Cape Fear Rural Planning Organization (CFRPO), as authorized under NCGS 136-211; and

WHEREAS, local governments, the North Carolina General Assembly, and the United States Congress all play essential roles in helping the region maintain and enhance its transportation network; and

WHEREAS, the Rural Transportation Advisory Committee of the Cape Fear RPO approved a resolution to adopt the Cape Fear RPO’s Legislative Agenda as listed below, on November 14, 2025;

- *To seek legislative changes to include evacuation routes as a safety scoring factor in the Strategic Transportation Investments (STI) prioritization law.*
- *To seek increased funding for maintaining drainage ditches for which NCDOT is responsible in Counties subject to the N.C. Coastal Area Management Act (CAMA).*
- *To ensure that NCDOT has a strong emergency reserve fund to complete repairs following natural or other disasters – especially those without a federal disaster declaration (e.g., Potential Tropical Cyclone 8) – without depleting funds for projects in development or under construction.*
- *To request that the North Carolina General Assembly reject proposals which would transfer responsibility for the state’s road system to local governments.*
- *To request that the North Carolina General Assembly reject proposals which would weaken or dismantle municipal Powell Bill street maintenance funding.*

NOW, THEREFORE, BE IT RESOLVED, that the Town of Burgaw Board of Commissioners acknowledges the vital roles of all levels of government in supporting our regional transportation network and fully supports the Cape Fear Rural Planning Organization (CFRPO) and its Legislative Agenda.

Adopted this 9th day of December 2025.

ATTEST:

G. Olivia Dawson, Mayor

Kristin J. Wells, Town Clerk

RESOLUTION 2025-29

RESOLUTION TO ADOPT THE REGULAR MEETING SCHEDULE OF THE TOWN OF BURGAW BOARD OF COMMISSIONERS FOR YEAR 2026

WHEREAS, General Statute 160A-71 allows a board to fix a time and place for regular meetings; and

WHEREAS, General Statute 143-318.12 (a) requires the Board of Commissioners schedule of regular meetings to be kept on file with the Town Clerk.

NOW, THEREFORE, BE IT RESOLVED that the following meeting schedule for the calendar year of 2026 is hereby adopted by the Town of Burgaw Board of Commissioners:

Tuesday	January 13, 2026	4:30 PM
Tuesday	February 10, 2026	4:30 PM
Tuesday	March 10, 2026	4:30 PM
Tuesday	April 14, 2026	4:30 PM
Tuesday	May 12, 2026	4:30 PM
Tuesday	June 9, 2026	4:30 PM
Tuesday	July 14, 2026	4:30 PM
Tuesday	August 11, 2026	4:30 PM
Tuesday	September 8, 2026	4:30 PM
Tuesday	October 13, 2026	4:30 PM
Tuesday	November 10, 2026	4:30 PM
Tuesday	December 8, 2026	4:30 PM

BE IT FURTHER RESOLVED THAT all meetings shall be held at the Burgaw Town Center, 108 E. Wilmington Street, unless otherwise posted.

Adopted this the 9th day of December 2025.

Signed: _____
G. Olivia Dawson, Mayor

Attest: _____
Kristin J. Wells, Town Clerk