



AGENDA | BOARD OF COMMISSIONERS REGULAR MEETING

April 14, 2026 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 February 9, 2026 Special Meeting Minutes

B. Approval of the March 10, 2026 Regular Meeting Minutes

C. Approval of the March 10, 2026 Closed Session Minutes

D. Ordinance 2026-10 Amending the FY 2025-2026 budget to recognize financing from First National Bank to fund a portion of the West Side Trail project

6. Special Requests/Presentations

A. Employee Recognitions

B. Mayor's Proclamation - National Autism Acceptance Month & World Autism Awareness Day

C. NC Blueberry Festival Association

D. Pender Spring Fest Committee

7. Departmental Items

- A. **Building Inspections Department**
Louis Hesse, Building Code Administrator
- B. **Finance Department**
Tiffany Byrd, Finance Officer
- C. **Fire Department**
Johnathan Prevatte, Fire Chief
- D. **Human Resources Department**
Kimberly Rivenbark, Human Resources Director/Deputy Town Clerk
- E. **Information Technology Department**
Dustin McCullen, IT Director
- F. **Parks, Recreation & Tourism Department**
David Poloway, Recreation Coordinator
- G. **Planning Department**
Ron Meredith, Planning Director
- H. **Police Department**
James Rowell, Police Chief
- I. **Public Services Department**
Chris Medlin, Public Services Director

8. Public Forum

9. Public Hearing

- A. Consideration of changing the official designation of the Town's governing body from the "Town of Burgaw Board of Commissioners" to the "Burgaw Town Council"
- I. Ordinance 2026-11 Amending the designation of the governing body of the Town of Burgaw and the titles of its elected members

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
ITEM REPORT**

Item: 5A

DATE OF MEETING: April 14, 2026 DEPARTMENT OF ORIGIN: Administration	DATE SUBMITTED: 04/09/2026 SUBMITTED BY: Kristin Wells, Town Clerk
AGENDA ITEM DESCRIPTION: Approval of the February 9, 2026 Special Meeting Minutes	
SUMMARY STATEMENT: Per the request of Commissioner Pearsall during the March 10, 2026 meeting, see amended minutes related to the Chamber of Commerce discussion.	
STAFF RECOMMENDATION AND REQUESTED ACTION:	
FINANCIAL IMPACT INCLUDING FUNDING SOURCE:	
FINANCE DIRECTOR COMMENTS:	
ATTACHMENTS (IF ANY): Amended for April Mtg Draft BOC Special Mtg Minutes 2 9 26	

TOWN OF BURGAW BOARD OF COMMISSIONERS SPECIAL MEETING

DATE: February 9, 2026
TIME: 9:00 AM
PLACE: Burgaw Town Center, 108 E. Wilmington Street
BOARD MEMBERS PRESENT: Mayor Olivia Dawson, Mayor Pro-tem James Malloy, Commissioners Bill George, William Rivenbark, Michael Pearsall and Myra McDuffie

Call to Order

The meeting was called to order at 9:00 AM.

Invocation

An invocation was provided.

Pledge of Allegiance

The Pledge of Allegiance was recited.

Special Presentations

A. Retail Strategies

Lacey Bacchus from Retail Strategies presented via video conference, sharing her screen to demonstrate their retail recruitment process. She explained that Retail Strategies is a 65-person company that has worked for 15 years helping communities attract retail businesses. She outlined their three-step approach: market analysis to identify retail leakage, real estate assessment of available properties, and site-specific marketing to targeted retailers.

Ms. Bacchus presented consumer behavior data and leakage analysis, which shows how much money leaves a community versus staying local. She explained that retailers look at trade areas in 3-5 mile radius circles rather than municipal boundaries, and use criteria like household income, traffic counts, and demographics to make location decisions. Using Burgaw's Food Lion and Walmart as examples, she showed heat maps of where customers travel from to shop in town.

The analysis revealed that Burgaw residents spend approximately \$637 million annually on retail, while local businesses capture \$444 million, creating a \$192 million retail gap. Categories showing significant leakage include furniture (\$13 million), building materials (\$31 million), and clothing (\$15 million). Interestingly, grocery showed retention rather than leakage, though this doesn't preclude additional grocery opportunities.

Mayor Dawson requested clarification on the leakage concept for board members unfamiliar with the term. Ms. Bacchus explained that leakage represents consumer dollars leaving the community for purchases made elsewhere, identified through anonymous cell phone location data that tracks shopping patterns.

Commissioner Michael Pearsall asked several detailed questions about Retail Strategies' experience with small communities. He wanted evidence of successful outcomes in towns similar to Burgaw's size (4,000 population, 4 square miles) and examples of businesses they've

successfully recruited. Ms. Bacchus confirmed they work with communities smaller than Burgaw, including towns under 1,000 population like Maysville, Pembroke, and Boiling Springs in North Carolina.

Ms. Bacchus explained their approach adapts to community size, focusing on "first to market" retailers for smaller towns and building up a "retail recruitment ladder" as communities grow. She emphasized their practical, transparent approach, noting that not every community can attract major chains like Chick-fil-A, but they focus on finding the right fit for each town's demographics and available sites.

Commissioner Pearsall stressed the importance of seeing concrete examples of successful projects in similar-sized communities before making any decisions. Ms. Bacchus agreed to provide a detailed comparison chart showing specific businesses recruited and outcomes achieved in comparable towns.

Mayor Pro-tem Malloy asked about drawing customers from the broader region, noting that many residents drive 30 miles away for shopping. Ms. Bacchus confirmed their analysis considers the entire trade area, not just municipal population, focusing on capturing those regional shoppers.

The presentation concluded with Ms. Bacchus explaining their team structure, with Joshua serving as primary contact, and their commitment to monthly and quarterly reporting with full transparency through a client portal. She emphasized their goal of putting the right site in front of the right decision maker with consistent messaging over the multi-year timeline that retail location decisions typically require.

B. Burgaw Area Chamber of Commerce

Ruth Glaser, incoming president of the Burgaw Area Chamber of Commerce, presented the Chamber's request for increased town funding to support a full-time Executive Director position. Several Chamber board members were present during the presentation, including current president Jimmy Smith.

Ms. Glaser provided background on the Chamber, established in 1982 with roots tracing to 1922, noting they have had six Executive Directors in the past 10-plus years, creating instability. The Chamber currently has approximately 86 members generating \$18,000 in membership revenue and \$11,000 net income from three major events: the annual meeting, shrimp boil, and Christmas parade. The town provides valuable in-kind support worth approximately \$18,000 annually through office space, utilities, and internet at the train depot.

The current Executive Director works 16 hours per week as a contractor at \$20 per hour with no benefits. The Chamber proposes expanding this to a full-time salaried position (32 hours/week) with health insurance benefits. Their 2026 budget totals approximately \$72,000, creating a funding gap of about \$42,000 beyond current revenue.

The Chamber requests town funding at 100% of the gap for years one and two, reducing to 75% in year three, and 50% in year four and beyond. Commissioner Pearsall sought clarification on whether the reduced percentages were based on the original amount, which Ms. Glaser confirmed would be half of the original \$46,546 request, or about \$23,000 annually.

Commissioner Pearsall emphasized the need for detailed job descriptions, performance indicators, and accountability measures. Ms. Glaser confirmed they have developed a comprehensive job description and monthly reporting requirements with specific key performance indicators including business visits and membership growth targets.

Commissioner McDuffie strongly advocated for the position, noting that with no county tourism department, the Chamber serves as the primary business representative. She emphasized the

importance of having a stable, accountable Executive Director rather than continuing the revolving door of part-time contractors.

Mayor Dawson stressed the need to identify specific public services the Chamber would provide to comply with nonprofit funding requirements. She emphasized the Chamber's role in business recruitment, tourism support, and economic development, suggesting collaboration with the economic partnership committee and participation in Main Street conferences and TDA meetings.

Commissioner Pearsall raised concerns about accountability, wanting clear guidelines and consequences if performance standards aren't met, given the significant budget impact. He also highlighted opportunities to better promote local manufacturers like Cardinal Metalworks, which produces components for gas pumps and credit card readers nationally, noting residents may not realize the scope of local industry.

The discussion revealed broader strategic thinking about the Chamber's role in supporting the retail recruitment efforts presented earlier. Commissioners saw synergy between having a full-time Chamber director working alongside professional retail recruitment services.

Town Manager Gantt explained the funding would come from the general fund and require entering into a formal agreement with specific requirements for financial reporting and oversight, similar to other nonprofit funding arrangements.

Commissioner Rivenbark asked about facility needs, learning the Chamber office in the train depot is cold and could benefit from a mini-split heating/cooling unit.

After discussion about quarterly rather than annual reporting for better oversight, the board agreed to implement quarterly reporting requirements from the Chamber to the Town Board to provide greater oversight of the organization's operations and use of funds, given the Town's financial support.

Motion: Commissioner Rivenbark moved to allocate \$20,000 to the Chamber of Commerce to fund the Executive Director position through July 1, with the understanding that full funding would be considered in the upcoming budget process. Commissioner McDuffie seconded. Motion passed unanimously.

The funding will support the position from February through June 30, with full-year funding to be incorporated into the FY 2026-2027 budget beginning July 1.

Work Session - Updates and Discussion

A. Rules of Procedure for the Town of Burgaw Board of Commissioners

Mayor Dawson reviewed proposed changes to the Rules of Procedure, noting they were working toward changing "commissioners" to "council" throughout the document and had previously discussed changing the agenda deadline to 118 hours on page six.

Commissioner Pearsall requested additional time to review highlighted sections, noting potential wording changes from "shall" to "must" for consistency and legal precision.

Mayor Pro-tem Malloy questioned whether they should wait to make changes until the commissioner-to-council transition was complete. Town Manager Gantt indicated that charter change process would take considerable time and shouldn't delay procedural improvements.

The board agreed to defer action until the next regular meeting to allow additional time for review.

B. Current town projects

Mayor Dawson raised urgent concerns about deteriorating cell phone service throughout town, noting her phone showed "emergency calls only" recently and service quality has worsened significantly. She reported poor Verizon coverage from Highway 117 across town, making it difficult for residents and affecting emergency communications.

Commissioner Rivenbark agreed the service was "terrible" and committed to following up that afternoon with his contact in Raleigh and Sarah Fulton with Pender County. He indicated the county was previously working on a contract with Verizon that should have been completed, but the new County Manager transition may have caused delays.

Commissioner Rivenbark noted that his contact had previously committed to having improved service ready before the Blueberry Festival, and he would verify the status of the cell tower installation at the Sheriff's Department.

The board discussed the urgency of resolving cell service issues, particularly with increased construction activity and the upcoming Blueberry Festival bringing more visitors who would need reliable communication services.

Adjournment

Motion: Commissioner McDuffie moved to adjourn the meeting at 10:44 AM. The motion was seconded by Commissioner Pearsall. Motion passed unanimously.

TOWN OF BURGAW BOARD OF COMMISSIONERS REGULAR MEETING

DATE: March 10, 2026
TIME: 4:30 PM
PLACE: Burgaw Town Center, 108 E. Wilmington Street
BOARD MEMBERS PRESENT: Mayor Olivia Dawson, Mayor Pro-tem James Malloy, Commissioners Bill George, William Rivenbark, Michael Pearsall and Myra McDuffie

Call To Order

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

Invocation

Mayor Pro-tem Malloy led the invocation.

Pledge Of Allegiance

The Pledge of Allegiance was recited.

Approval Of Agenda

Motion: Commissioner Malloy moved to approve the agenda as presented. Motion carried unanimously.

Approval Of Consent Agenda

Commissioner Pearsall requested the removal of item 5a (Approval of the February 9, 2026 Special Meeting Minutes) for further discussion regarding clarification of the minutes presented.

Motion: Commissioner George moved to approve the consent agenda with the removal of item 5a. Motion carried unanimously.

Commissioner Pearsall requested the minutes of the February 9, 2026 special meeting be amended to reflect that the Chamber of Commerce will report quarterly on their key performance indicators, rather than the six months mentioned in the minutes presented. Ms. Wells will include the amended minutes on the consent agenda for approval at the next meeting.

Special Requests/Presentations

Employee Recognitions

Police Chief James Rowell recognized Detective Corporal William Farren for receiving his advanced certificate from the North Carolina Criminal Justice Training and Standards Division.

Chief Rowell read the commendation letter noting this as the highest level certification officers can attain in North Carolina, requiring substantial professional experience, additional training, and often higher formal education.

Fire Chief Johnathan Prevatte provided updates on his department, including his qualification to teach Fire Officer 1. He also introduced Hal, the department's new dog who has officially responded to his first call, attended several trainings, and recently graduated from puppy training. Hal is being trained for emotional support and traumatic event response.

Arbor Day Proclamation - Mayor Dawson

Mayor Dawson read the official Arbor Day proclamation, proclaiming March 20, 2026 as Arbor Day in the Town of Burgaw. The celebration will be held at 3:00 PM at the corner of Dudley and Bridgers Street, with free trees available to registered participants.

Pender High School Reunion - Don Rawls

Don Rawls, a 1981 Pender High School graduate, requested waiving of the rental fees for use of the depot for their 45-year class reunion on September 26, 2026. He explained that past reunions required going out of town due to lack of local facilities, creating additional costs and potentially reducing attendance. The class wants to hold their reunion locally now that the train depot is available.

Motion: Commissioner Rivenbark moved to waive the rental fee, with the exception that the \$150 cleaning fee would remain the responsibility of the renters. The motion was seconded by Commissioner McDuffie and carried by unanimous vote.

Departmental Items

Building Inspections Department

Building Code Administrator Louis Hesse reported that major projects are progressing well. The Pender County Health and Human Services building is very close to completion with a preliminary final inspection completed and a final inspection expected this month. The Pender County Law Enforcement Center is looking toward October completion. Carolina Quick Care has temporary power and is progressing rapidly, while Sea Breeze Dental is getting framing up. The Bagel King project continues very slowly with two contractors involved. Novant's new HVAC system over the ER section is getting close to final inspection. Easter Seals has completed their final inspection and should receive occupancy permits soon. Kiln Direct has a new 2,800 square foot expansion underway and is discussing another 30,000 square foot expansion. All minimum housing projects now have activity, with property owners taking responsibility for needed repairs.

Finance Department

Finance Officer Tiffany Byrd was not in attendance, therefore no update was provided.

Fire Department

Fire Chief Prevatte reported 63 calls and about 310 hours of training for February, though actual training hours were higher due to learning curve issues with the new RMS system. The department has been working on in-house firefighter task books, driver training programs, and certification training including EMT and driver operator courses.

Information Technology Department

IT Director Dustin McCullen reported approximately 65 support requests completed in February, with most time spent on budget preparation support and administrative tasks. Project updates were included in board packets with no significant changes since distribution.

Parks, Recreation & Tourism Department

Parks & Recreation Director Cody Suggs reported tree work around town is ongoing and in Rotary Park, addressing trees that have been dropping large limbs along sidewalks. He also noted the Mayor's Gala is scheduled for Saturday, March 14, 2026.

The Westside Trail project is nearly complete, waiting only for crosswalk installation. Rapid Flashing Beacons were finished yesterday, and the department will work with Police Chief Rowell on an education campaign about the new crosswalks, including mock demonstrations. All concrete work is done with crosswalks expected to be completed before the end of March. The board discussed scheduling a ribbon cutting ceremony, ultimately settling on April 2nd at 8:00 AM to be held at the corner of Dudley and Bridgers Street. Commissioner Pearsall raised concerns about a washout area near the new sidewalk, as part of the trail, at the intersection of Fremont Street and McCullen Street. He noted the ditch is very close to the sidewalk, requesting that staff examine the area for potential rip-rap installation.

Mr. Suggs requested a joint meeting between the Town Board and the Parks Foundation to discuss the splash pad project, including water usage systems (flow-through versus recirculation), features, staff training requirements, and grant writing preparation. The board agreed to the meeting to ensure all members understand the project scope. The meeting was scheduled for March 24, 2026 at 9:00 AM.

Planning Department

Planning Director Ron Meredith reported routine permit processing, enforcement activities, and administrative duties. The planning board meeting was cancelled due to lack of applications. Staff continues work on the proposed UDO review, processed several permits including monument signs and generators, and coordinated with multiple departments and agencies including NCDOT and DEQ on grants.

Resolution 2026-06 Adopting A Mural Request By The Town Of Burgaw Parks, Recreation & Tourism Department To Be Located At Hankins Park, 310 N. Walker Street

Planning Director Meredith presented a mural application from Parks, Recreation & Tourism staff for a proposed mural to be installed on the west-facing side of the Hankins Park pavilion. The proposal meets all applicable ordinance requirements for murals, using 100% of the building's side wall. Commissioner McDuffie said the Beautification Committee reviewed and provided positive feedback for the proposed design, noting the committee's desire to replace the generic butterfly with the state butterfly.

Motion: Commissioner McDuffie moved to approve the mural application as presented.

Motion carried unanimously.

Police Department

Police Chief Rowell reported on February training activities including a 3-day "Mastering the Manhunt" training held in town by the Pender County Sheriff's Office, where Corporal Farren participated with the department's drone. Several officers completed various trainings, including supervisor liability, internal affairs investigations, background investigations, introductory interdiction, and Intoxilyzer certification. Officer Cotten and K9 Omen completed all certifications and are now fully operational. The department assisted with 2 saturation

patrols and 11 speed enforcement operations. Chief Rowell showed the new black patrol uniform the department is transitioning to, noting the fabric keeps officers cooler than traditional uniforms.

Public Services Department

Public Services Director Chris Medlin reported on routine operations and noted submission of the local water supply plan to the state and uploading of the consumer confidence report to the website. The water main replacement project Phase 1 on West Fremont Street is ready and waiting for state approval for service connections. The contractor was patching cuts and holes from water line installation and has started Phase 2 on South Dickerson Street. The bulb-out traffic safety improvement at the intersection of Dickerson and Fremont Streets is nearing completion.

Mr. Medlin reported the grapple truck is down for repairs in Wilmington, but is expected to be returned soon. The truck will need additional work in Charlotte in a couple of weeks. He proposed implementing the new debris collection schedule on April 6th, giving time to communicate the changes to residents. This change was previously discussed by the Board at a recent special meeting.

Commissioner Pearsall inquired about the timeline for completing water line work past Smith Street on Fremont Street toward Bodenheimer Street, expressing concerns about road conditions. Mr. Medlin confirmed that section is complete except for final dressing, sidewalk/driveway restoration, and service connections pending state approval. Commissioner Pearsall also asked about fencing at the American Legion, with Mr. Medlin reporting materials have been ordered with a 3-4 week delivery timeline for the 8-foot fence installation.

Public Forum

Prior to Public Forum, Mayor Dawson called for a recess between 5:18 PM and 5:31 PM.

Kimberle Crisafulli, resident of 109 N. Wright Street, addressed traffic diversion issues when NC Highway 53 is temporarily closed due to occasional incidents. She explained that traffic is regularly diverted down North Wright Street, causing problems with tractor-trailers hitting cable lines and trees. In addition, trucks have difficulty making the right turn from North Wright Street onto Bridgers Street, causing traffic backups. She requested consideration of alternative detour routes when possible.

Town Manager Gantt explained that the normal detour route utilizes Bridgers Street and Dudley Street, but NC DOT was slow to respond and set up the proper detour since it's a NC DOT road. He assured that staff would work to ensure quicker detour setup in the future.

Items From Manager

Town Manager Gantt provided updates on the following projects:

Water/Sewer Master Plan: The project is moving along well with engineers able to run models for certain areas and work with Public Services on developer capacity inquiries. The plan is still a couple months from completion, with a 20-year Capital Improvement Plan to be included.

Stormwater Master Plan: Final drafts have been received and are being reviewed by Public Services and the Town Manager. The substantial document will be brought to the board for review and adoption once the review is complete.

Traffic Light Repair: Repairs to the traffic light damaged by a tractor-trailer are nearly complete. Terry Spell Mechanical moved the pole back slightly to help prevent future incidents.

Courthouse Avenue Project: The south side sidewalk has been completed. The project is waiting for Duke Energy to install a new pole at Wright and Wilmington Street after part of the Burgaw Antique Place awning was removed. Once the pole is installed, power lines can be moved off Wright Street. Most boring work for power is complete, with street lamp boring still needed.

Public Works and American Legion Fencing: Both fence projects have been purchased and are awaiting installation within 3-4 weeks. The Public Works fence will replace existing fencing along Satchwell and McRae Streets and include an automatic gate for security purposes.

Items From Attorney

Attorney Brian Edes stated he had no items for open session but noted closed session items.

Items From Mayor And Board Of Commissioners

Resolution 2026-05 Amending The Rules Of Procedure For The Town Of Burgaw Board Of Commissioners

Following ongoing discussion over the past several months regarding updates to the Rules of Procedure, the Board agreed to the amendments as presented. Commissioner Pearsall requested clarification from Town Attorney Edes on the use of the word “must” versus “shall,” from a legal perspective. Mayor Dawson acknowledged this wording change was previously requested, which was reflected in the amendments presented. Town Attorney Edes explained that both “must” and “shall” connote mandatory requirements, unlike “may” which is optional. He clarified that while violating a “must” requirement would be a technical policy violation, it wouldn’t necessarily prevent meetings from proceeding, especially in cases of emergencies or unforeseen circumstances.

Motion: Commissioner Pearsall moved to approve Resolution 2026-05 as presented.

Motion carried unanimously.

Resolution 2026-07 Resolution Of Intent To Change The Governing Body Name From "Town Of Burgaw Board Of Commissioners" To "Burgaw Town Council" And Update Member Titles

The Board previously discussed and expressed interest in changing the Town of Burgaw’s governing body name from “Board of Commissioners” to “Town Council,” and directed staff to research the appropriate process for making the official change. Town Manager Gantt explained that the resolution establishes the Board’s intent and sets a public hearing, as required by state law, which must be held before the Board can take final action.

Prior to approval, Town Attorney Edes and Town Manager Gantt requested amending the third “whereas” clause by adding the specific statute citation (North Carolina General Statute 160A-101 subsection 3) for proper legal reference.

Motion: Mayor Pro-tem Malloy moved to approve Resolution 2026-07 with the addition of statutory reference. Motion carried unanimously.

Motion: Mayor Pro-tem Malloy moved to schedule a public hearing for April 14, 2026, which is the next regular Board of Commissioners meeting. Motion carried unanimously.

Consideration Of Appointing One (1) Member To The Beautification Committee

Mayor Dawson advised an application had been received from Ginny Thompson of North Wright Street expressing her desire to join the Beautification Committee. This appointment supports the goal of adding community members to the committee.

Motion: Commissioner George moved to appoint Ginny Thompson to serve on the Beautification Committee. The motion was seconded by Commissioner Rivenbark and carried unanimously.

Traffic Ordinance Discussion

Mayor Dawson acknowledged that the board had previously approved removing several 3-way and 4-way stops in town but received community feedback about the safety reasons for their original placement. She noted the board had somewhat failed to adequately consider the safety aspects when making the original decision.

Mayor Dawson requested thoughts from the board regarding the concerns and asked for their direction on how to proceed with this issue. Commissioner Pearsall explained his conversations with residents around the affected areas, noting concerns about visibility of stop signs due to tree growth. He proposed adding white stop bars to improve visibility rather than removing stop signs, acknowledging the option of installing speed humps would be expensive at \$1,000-\$1,500 each. He said the community members he spoke with preferred white road markings over speed humps. Commissioner Pearsall also commented on the idea of publishing a survey for the community. Commissioner McDuffie reported that residents she spoke with requested keeping all stop signs as they currently are. Mayor Pro-Tem Malloy stated that he spoke with former Police Chief Wayne Briley regarding the original installation of the stop signs. He noted they were put in place for safety and speed control, and he recommends that they remain as currently installed.

Town Manager Gantt provided education about proper traffic control, explaining that stop signs should be used for traffic control, not speed control, according to the Manual for Uniform Traffic Control Devices. He noted that stop signs used inappropriately for speed control can actually be more dangerous, causing drivers to speed between intersections or run the signs entirely. He mentioned various traffic calming methods available like speed tables and speed humps as safer alternatives.

Commissioner Rivenbark asked Chief Rowell about the portable radar unit and requested that it be placed periodically on Campbell Street and Bickett Street to help address speeding concerns in the neighborhood. Commissioner Rivenbark commented on the NC DOT requirements for the stop bars and suggested a reflective material be added for nighttime visibility.

Following extensive discussion regarding consistency and proper traffic control methods, the Board reached a consensus to reverse its previous decision. Mayor Dawson clarified that the Board's direction is to leave the stop signs as currently installed, replace any that are faded, and install stop bars where appropriate.

The Board further agreed to update existing signage, refresh faded pavement markings, and eliminate inconsistent “STOP” text on roadways in favor of standard stop bars only. Staff will provide a timeline for completion of these improvements.

Mayor Dawson noted that the Town will continue to evaluate traffic control measures as development and growth occur, including identifying additional ways to manage speed in other areas.

Motion: In accordance with the Board of Commissioners Rules of Procedures, Part IX Ordinances and Contracts, Rule 33 Adoption, Amendment, and Repeal of Ordinances, Commissioner McDuffie moved to repeal Ordinance 2026-01 “Amending the Town of Burgaw Code of Ordinances to reflect amendments to the Traffic Ordinance” which included the removal of stop signs at various 3-way and 4-way intersections. Motion carried unanimously.

Other Items To Be Announced

Mayor Dawson mentioned the efficiency study request from a previous meeting. Town Manager Gantt reported that the League of Municipalities doesn't provide such studies, but the MAPS group has been identified as a potential provider. He is waiting for a proposal and pricing information.

Closed Session

Motion: Mayor Pro-tem Malloy moved to enter closed session at 6:05 PM, pursuant to NC GS 143-318.11(a)(3) for attorney/client privilege. Motion carried unanimously.

Motion: Mayor Pro-tem Malloy moved to enter back into open session at 7:10 PM. Motion carried unanimously.

Adjournment

Motion: Mayor Pro-tem Malloy moved to adjourn the meeting at 7:10 PM. Motion carried unanimously.

ORDINANCE 2026-10

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 Town of Burgaw Board of Commissioners deemed it in the best interest of the Town to secure financing to fund a portion of the West Side Trail Project; and

WHEREAS, the Board of Commissioners hereby recognizes financing from First National Bank in the amount of \$499,999 to fund a portion of the West Side Trail Project, therefore additional revenue and expenditure must be recognized; and

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>
52-3700-00-900	NC Parks & Rec Trust Fund-PARTF	\$499,999

INCREASE BUDGETED EXPENDITURE

<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>
52-6200-00-150	West Side Trail Building/Reno/Equipment	\$499,999

Adopted this 14th day of April 2026.

Attest: _____
Kristin J. Wells, Town Clerk

Signed: _____
G. Olivia Dawson, Mayor

MAYOR'S PROCLAMATION

National Autism Acceptance Month & World Autism Awareness Day April 2026

WHEREAS, Autism Spectrum Disorder (ASD) is a lifelong neurological and developmental condition affecting individuals of all backgrounds, and autistic individuals contribute meaningfully to our communities through their unique perspectives, talents, and lived experiences; and

WHEREAS, April is recognized globally as World Autism Acceptance Month, with World Autism Awareness Day observed on April 2, highlighting the importance of inclusion, understanding, dignity, and equal opportunities for autistic individuals; and

WHEREAS, fostering acceptance means valuing neurodiversity, removing barriers, and creating inclusive, compassionate communities that support and empower all individuals to reach their fullest potential; and

WHEREAS, the Town of Burgaw is proud to recognize and support local efforts that promote autism acceptance, including the Autism Awareness Community Event to be held on April 18, 2026, in Burgaw, which provides opportunities for awareness, resources, and community engagement;

NOW, THEREFORE, BE IT PROCLAIMED, that I, Olivia Dawson, Mayor of the Town of Burgaw, do hereby proclaim April 1 through April 30, 2026, as National Autism Acceptance Month, and Thursday, April 2, 2026, as World Autism Awareness Day, in the Town of Burgaw.

BE IT FURTHER PROCLAIMED, that we encourage all residents, organizations, schools, businesses, and community partners to observe this month by promoting acceptance, celebrating neurodiversity, supporting inclusive practices, and recognizing the valuable contributions of autistic individuals to our community.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the Town of Burgaw to be affixed this 14th day of April, 2026.

G. Olivia Dawson, Mayor



**Town of Burgaw
ITEM REPORT**

Item: 9A

DATE OF MEETING: April 14, 2026 DEPARTMENT OF ORIGIN: Administration	DATE SUBMITTED: 04/09/2026 SUBMITTED BY: Kristin Wells, Town Clerk
AGENDA ITEM DESCRIPTION: Consideration of changing the official designation of the Town's governing body from the "Town of Burgaw Board of Commissioners" to the "Burgaw Town Council"	
SUMMARY STATEMENT: By desire of the Board, and following the unanimous adoption of a resolution of intent at the March 10th Board meeting, this ordinance updates the official designation of the Town of Burgaw's governing body from the "Board of Commissioners" to the "Burgaw Town Council" and changes the title of its elected members from "Commissioners" to "Council Members." The change is administrative in nature and intended to modernize terminology and align with common municipal naming conventions. It does not alter the Town's structure, authority, or council-manager form of government, and directs staff to update all official documents and materials accordingly.	
STAFF RECOMMENDATION AND REQUESTED ACTION:	
FINANCIAL IMPACT INCLUDING FUNDING SOURCE:	
FINANCE DIRECTOR COMMENTS:	
ATTACHMENTS (IF ANY): None	

ORDINANCE 2026-11

ORDINANCE AMENDING THE DESIGNATION OF THE GOVERNING BODY OF THE TOWN OF BURGAW AND THE TITLES OF ITS ELECTED MEMBERS

WHEREAS, the Town of Burgaw is a municipal corporation organized and existing under the laws of the State of North Carolina; and

WHEREAS, the Town's governing body is currently designated as the "Town of Burgaw Board of Commissioners," and its elected members are referred to as "Commissioners"; and

WHEREAS, North Carolina General Statute 160A-101 permits municipalities to designate their governing body as either a "Board of Commissioners" or a "Council"; and

WHEREAS, the Town of Burgaw desires to update the official name of its governing body to the "Burgaw Town Council," and to change the title of its elected members from "Commissioners" to "Council Members," for clarity, consistency with common municipal terminology, and a modernized designation; and

WHEREAS, such changes are nominal in nature and do not alter the structure, powers, duties, composition, or form of government of the Town, which shall remain a council-manager form of government as provided by law;

NOW, THEREFORE, BE IT ORDAINED by the Town of Burgaw Board of Commissioners as follows:

SECTION 1: Governing Body Name Change

The official designation of the governing body of the Town of Burgaw is hereby changed from the "Town of Burgaw Board of Commissioners" to the "Burgaw Town Council."

SECTION 2: Member Title Change

The official title of the elected members of the governing body is hereby changed from "Commissioners" to "Council Members."

SECTION 3: Implementation and Administrative Updates

Town staff are authorized and directed to implement this change throughout all applicable Town materials, including but not limited to the Town Code, ordinances, policies, resolutions, meeting minutes templates, signage, letterhead, website content, and all other official documents and communications. Any reference in the Town Code, ordinances, resolutions, contracts, or other official documents to the "Board of Commissioners" or "Commissioners" shall be deemed to refer to the "Town Council" or "Council Members," respectively.

SECTION 4: No Change to Form of Government

This ordinance effects only a change in title and designation and shall not alter the authority, responsibilities, or governance structure of the Town, which shall remain a council-manager form of government as provided by North Carolina law. All current members of the Board of Commissioners shall continue in office as Council Members for the remainder of their elected terms.

SECTION 5: Effective Date

This amendment becomes effective immediately upon adoption on this, the 14th day of April 2026.

Attest: _____
Kristin J. Wells, Town Clerk

Signed: _____
G. Olivia Dawson, Mayor