

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

DATE: July 11, 2023
TIME: 4:30 PM
PLACE: Burgaw Town Center, 108 E. Wilmington Street
BOARD MEMBERS PRESENT: Mayor Olivia Dawson
Mayor Pro-tem Wilfred Robbins
Bill George, Vernon Harrell, and James Malloy
BOARD MEMBER ABSENT: Jan Dawson
STAFF PRESENT: James Gantt, Town Manager
Kristin J. Wells, Town Clerk
Kimberly Rivenbark, Deputy Town Clerk
Wendy Pope, Finance Officer
Jim Hock, Police Chief/Assistant Town Manager
Louis Hesse, Building Code Administrator
Alan Moore, Public Works Director
Cody Suggs, Parks & Recreation Director
Gilbert Combs, Planning Director
Clay Jasper, Deputy Fire Chief
Jessica Grey, Community Development Coordinator
Damon Stanley, Facilities & Grounds Manager
Jayna Augst, Recreation Coordinator
Zachary Rivenbark, Town Attorney
MEDIA PRESENT: None
INVOCATION: Reverend Nick Smith
PLEDGE OF ALLEGIANCE: All

The meeting was called to order by Mayor Dawson at 4:30 PM and the invocation was led by Reverend Smith.

Approval of Agenda

Mayor Dawson asking the board to amend the agenda by adding item 19 A, consideration of approval to allow a bench in the cemetery by a family requesting same. Commissioner Harrell made a motion to approve the agenda as amended. The motion was seconded by Commissioner George and carried by unanimous vote.

Approval of Consent Agenda

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

- A. Approval of the June 6, 2023 Regular Meeting Minutes
- B. Approval of the June 6, 2023 Closed Session Minutes

SPECIAL REQUESTS/PRESENTATIONS

Swearing in of Burgaw Police Department Patrol Officers – Mayor Dawson

Mayor Dawson swore in two new officers with the Burgaw Police Department, Demetria Williams and Danielle Mathon.

Burgaw Methodist Church – Street closure request

Matthew Hayes requested closure of Bridgers Street between Walker Street and Wright Street on July 22, 2023 between the hours of 8:00 PM and 10:00 PM for the safety of visitors to attend an event at Burgaw Methodist Church. Commissioner Robbins made a motion to approve the street closure request as presented, and requested Mr. Hayes make sure residents in the closure area be notified. The motion was seconded by Commissioner George and carried by unanimous vote.

Pender County Emergency Management – Tommy Batson

Tommy Batson gave a brief update from the Emergency Management office and asked the board if they had any questions or concerns. There were no questions for the Emergency Management office at this time.

Pender Sheriff's Charitable Foundation – Cynthia Tart

Cynthia Tart with the Pender Sheriff's Charitable Foundation spoke to the board about the foundation.

Pender Education Partnership – Tammie Parris

Tammie Parris with Pender Education Partnership made a presentation and gave an overview of what the partnership does. She advised she would be coming back before the board at a later date to request funding for teacher mini grants, etc.

1865 Society of Pender County – Karen Malloy

Karen Malloy with the 1865 Society of Pender County presented a plaque to the Town of Burgaw to show appreciation for its support during the first annual Juneteenth Celebration held on the Courthouse Square on June 24, 2023.

Parks & Recreation Month Proclamation – Mayor Dawson

Mayor Dawson read aloud a proclamation proclaiming June as Parks & Recreation Month in Burgaw.

BREAK 5:12 PM – 5:31 PM

PUBLIC FORUM

Daniel Wedlock, 712 West Bridgers Street, spoke to the board with concerns about drainage near his property as a result of new construction houses in the area. He also advised there are no lines painted on the street in the curve at 312 West Bridgers Street and requested staff to look at having the pavement striped. Mr. Gantt advised staff will look at both issues.

PUBLIC HEARINGS

Public Hearing #1 – *Gilbert Combs, Planning Director*

Consideration of a text amendment to the Unified Development Ordinance requested by staff to amend Section 9.24.2 General under Section 9.24 Off-Street Parking and Loading and Section 17.2 Definitions.

Mayor Dawson declared the public hearing open at 5:35 PM.

Mr. Combs presented the text amendment request as described in Ordinance 2023-24. He said he received a complaint that prompted this request. He showed images of issues in town on residential properties. There was brief discussion by the board regarding the images.

Mayor Dawson declared the public hearing closed at 5:41 PM.

Resolution 2023-19 A requested text change amendment of the Town of Burgaw Unified Development Ordinance requested by staff of the Town of Burgaw to amend Section 9.24.2 General to prohibit certain commercial vehicles on residentially zoned lots with residential as the primary use and Section 17.2 Definitions to create a definition for commercial vehicle.

Commissioner Robbins made a motion to approve Resolution 2023-19 as presented. The motion was seconded by Commissioner Harrell and carried by unanimous vote.

Ordinance 2023-24 A requested text change amendment of the Town of Burgaw Unified Development Ordinance requested by staff of the Town of Burgaw to amend Section 9.24.2 General to prohibit certain commercial vehicles on residentially zoned lots with residential as the primary use and Section 17.2 Definitions to create a definition for commercial vehicle.

Commissioner Robbins made a motion to approve Ordinance 2023-24 as presented. The motion was seconded by Commissioner Harrell and carried by unanimous vote.

DEPARTMENTAL ITEMS

Finance Department – *Wendy Pope, Finance Officer*

Proposed amendments to the Utility Policy

Ms. Pope presented recommended amendments to the Utility Policy. Commissioner Robbins asked why the payments were due by 8 AM on the next business day. Ms. Pope explained the process of receiving and entering cash and online payments near the due dates. There being no further discussion the board, Commissioner Harrell made a motion to approve the recommended amendments to the Utility Policy as presented by Ms. Pope. The motion was seconded by Commissioner Malloy and carried by unanimous vote.

Departmental Updates – *Department Heads*

Police Department- Jim Hock, Police Chief

- Recently hired Danielle Mathon and Demetria Williams.
- School Resource Officer Rossi has been assisting Parks, Recreation & Tourism staff with summer camp.
- Sergeant Williams has been attending ALICE Training.

Finance Department – Wendy Pope, Finance Officer

- Working on closing out fiscal year 2022-2023 and beginning fiscal year 2023-2024.

Building Inspections Department – *Louis Hesse, Building Code Administrator*

- Gave an update on Cardinal Foods.
- Advised the first letter regarding minimal housing with the recent ordinance changes, has been sent.

Commissioner Malloy asked about the first house that had minimal housing issues. Mr. Hesse confirmed that this was the house he was referring to about the letter being sent. He advised there have been issues with the heirs of the property.

Planning Department – *Gilbert Combs, Director*

- Public Input Meeting to be held on July 20, 2023 at the Planning & Zoning Board regular meeting to allow for citizen input regarding short-term rental properties in town.

Commissioner Malloy asked about the status of staff looking into problems with grass clippings being blown into the streets. After brief discussion, Mr. Combs will include information about this in the newsletter and social media to educate the public.

Parks, Recreation & Tourism Department – Cody Suggs, Director

- Staff has been busy with summer camp for two weeks.
- Advised there have been a few special event permits that have come in for review.
- Park updates have been done recently.

- Advised the Burgaw Parks Foundation committee will be kicking off soon and meeting in August.
- Will be working with the Planning Department regarding a master plan update for the town parks.

Facilities & Grounds Maintenance – Damon Stanley, Facilities & Grounds Manager

- Continues to work in the capacity of Utility Technician until this position is filled in Public Works.
- Working on asset management inventory lists.

Public Works Department – Alan Moore, Director

- Working on water taps, I&I repairs, and installing a drainage pipe at the pocket park on Wright Street.

Commissioner Harrell requested a street paving list for the upcoming three years. He commented that we need to make sure pipes don't need repairing or replaced first before paving the street.

Fire Department – Clay Jasper, Deputy Fire Chief

- Helped with the NC Blueberry Festival.
- Working on continuous truck repairs.

ITEMS FROM ASSISTANCE MANAGER – Jim Hock, Assistant Town Manager

Chief Hock updated the board of the preliminary plans for the Public Works facility expansion project.

ITEMS FROM MANAGER – James Gantt, Town Manager

Update on current town projects

Mr. Gantt advised he received notice that the grant application for the asset management and master plan update is on the preliminary list to provide 100% funding for the project. He will keep the board posted on the progress of this grant application.

Mr. Gantt asked the board for their thoughts and opinions on the corner lot next to the Burgaw Town Center in regard to leaving it a grass area or making it a parking lot. There was discussion on the digital sign planned for the corner and ideas of making the area a nice green space. After some discussion, the board agreed to make the area an inviting green space with a possible gazebo, picnic tables and the L-shaped digital sign, as proposed by Mr. Gantt. Mr. Gantt also said NC DOT will be reconstructing the curb and sidewalk area at the corner of the lot as part of their paving project in town.

Mr. Gantt said NC DOT will also be repaving Dickerson Street from Fremont Street towards Hayes Street sometime soon. The lanes will be restriped in front of Pott's Woodshop, as previously discussed by the board concerning a parking issue in that area along Dickerson Street.

Mr. Gantt and staff continue to evaluate the sidewalk area in front of First National Bank, as previously brought up by the board.

Mr. Gantt informed the board the town did not receive the downtown revitalization grant once again for Dee's Park. He will continue to look at the possibility of adding restroom facilities in the area.

ITEMS FROM ATTORNEY – *Zachary Rivenbark, Town Attorney*

Attorney Rivenbark stated he had no items for open session, nor closed session.

ITEMS FROM MAYOR AND BOARD OF COMMISSIONERS

Speed reduction consideration in residential neighborhoods

Mr. Gantt briefly presented the results from the recent survey issued regarding the consideration of reducing the residential neighborhood speed limit to 25 MPH. Commissioner Harrell said he would like to know how many responses were in favor of the reduction and lived in town. Commissioner George said he would like to move forward with reducing the speed limit to 25 MPH in residential neighborhoods. After some discussion, the board decided to leave the survey open for a while longer and for staff to continue encouraging citizen input. This item will be brought back for discussion at the next regular meeting.

Consideration of approval to allow a bench in the cemetery by a family requesting same

Ms. Rivenbark gave the board a written request for placing a bench in the cemetery by a family plot. Commissioner George made a motion to allow the bench to be placed by the family in the Burgaw Cemetery. The motion was seconded by Commissioner Robbins and carried by unanimous vote.

Other items from Mayor and Board of Commissioners

Commissioner Malloy thanked the town for the support of the Juneteenth Celebration.

Commissioner Harrell asked Ms. Pope for a 13-month billing report. Ms. Pope will work on this request.

Commissioner Harrell advised the Downtown Association will meet Thursday, July 13, 2023 at 5:30 PM at Burgaw Antiqueplace if any of the board members are interested in attending.

Commissioner George thanked the town and staff for the recent activities. He enjoy attending the July Fourth parade. He added that he is proud of the new Burgaw Town Center facility.

Commissioner Robbins requested staff reach out to NC DOT about replacing the city limit sign on Penderlea Highway due to the fading and age of the sign. Mr. Gantt will see about getting this replaced with NC DOT.

Mayor Dawson thanked the staff for their efforts in getting the new building completed.

ADJOURNMENT

Commissioner Harrell made a motion to adjourn. The motion was seconded by Commissioner George and carried by unanimous vote.

The meeting was adjourned at 6:45 PM.

Attest: _____
Kristin J. Wells, Town Clerk

G. Olivia Dawson, Mayor