Board of Commissioners Meeting Recap  
December 8, 2020

**Ordinance 2020-28 Amending the Town of Burgaw Code of Ordinances, Article IV, Division 2, Section 2-213, Parks & Recreation Advisory Board** – Cody Suggs, Parks and Recreation Director, requested a change to the ordinance pertaining to the Parks & Recreation Advisory Board removing the Secretary position from the Board, allowing for staff to prepare the agendas and minutes. This was the only Town Board that had its members handling these duties. The Board approved Ordinance 2020-28.

**Discussion Regarding the Security Deposit Amount for the Burgaw Community House** – James Gantt, Town Manager, reported to the Board that the Town has made significant improvements in the Community House over the past year, including painting all the walls and benches. There have been several rentals lately that have caused damage to the walls. Currently, the security deposit is $100. It is recommended, due to the amount it is costing the town for repairs, to increase the security deposit to $150. The Board approved the fee increase.

**Emergency Watershed Protection (EWP) Program Update** – James Gantt, Town Manager, gave an update on the status of this grant program. The Town of Burgaw was awarded a grant for sediment removal and bank stabilization along the Osgood Canal from NC Hwy 53 to US Hwy 117, due to damage caused by Hurricane Florence. Pender County also has numerous projects under this program. Pender County has just approved their contract for the EWP consultants which allows for the Town of Burgaw to move forward with the section of the project within Burgaw. Mr. Gantt is scheduled to meet with the consultants on Wednesday, December 9th to discuss moving forward with our project.

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**ADVISORY COMMITTEE VACANCY**

The Town of Burgaw is currently accepting applications for a vacancy on the Parks and Recreation Advisory Committee. Applicants must be residents of the corporate limits of Burgaw. Members of this committee shall have the primary responsibility of collaboration with the Parks and Recreation Director for future capital projects as well as special events related to parks and recreation.

Application may be downloaded from our website at burgawnc.gov or picked up at Town Hall. Completed applications must be submitted to Town Clerk Kristin Wells at 109 N Walker Street, Burgaw, NC 28425.
Board of Commissioners Meeting Recap - continued

**US Highway 117 Sewer Project Update** – James Gantt, Town Manager, gave an update on the status of this project. The following items have been completed: Topographic survey; wetland delineation and survey; level B SUE and survey; preliminary design engineering services; force main and gravity routing; and additional TOPO survey and SUE B at Wilmington Street. These items are still ongoing: Geotechnical investigation; SUE A; hydraulic modeling; easement survey mapping and prep; pump station, force main, and gravity design; and wetland permitting. Once the easement survey is completed, we will have the documents necessary to work on obtaining easements.

**Inflow & Infiltration (I & I) Study** – James Gantt, Town Manager, gave an update on the I & I study being performed by McKim & Creed. This study was conducted by placing a flow meter in each of the four (4) sewer lines that feed into pump station 1. By doing this, we were hoping to be able to identify one (1) of the major sections of Town as being the big issue, however, all four (4) meters show very high impacts during rainfall events. The Engineers are finalizing a report with the findings and recommendations moving forward. A follow up meeting will be scheduled to discuss the next steps.

**Old EMS Building Renovation Project** – James Gantt, Town Manager, is working with the Architect, Sam Guidry, in preparing the forms and documents for the bid package. This package will be published as soon as it is completed.

**Courthouse Avenue Project Update** – James Gantt, Town Manager, gave an update on the status of the project stating the consultants would like to hold an open house style meeting to present their findings from the previous meeting and to present some designs. The Board scheduled this meeting to be held on Thursday, January 7, 2021. More details about the meeting will be provided in the coming weeks.

**Update on Revenues** – James Gantt, Town Manager, gave an update on where the Town stood in respect to revenues. During this past budget year, revenue streams were uncertain and the budget was developed accordingly. A monthly review has taken place and currently our revenues are higher than anticipated. Sales Tax is currently up 4% over the same time period in 2019, ABC Distribution is higher than anticipated, and filming has brought an increase in revenues.

**Public Forum** – No comments from the public were made.

**Public Hearing – Zoning Text Amendment** – A zoning text change was requested by Angela Beacham, owner of Little Town Learning Center, to add Daycare as a permitted use in the B-1 zoning district to the Table of Permitted Uses. After discussion, the Board approved Resolution 2020-21 and Ordinance 2020-29 allowing for the text change.

**Public Hearing #2 – Consideration of a major subdivision preliminary plat application for Section 1 of Stapleton Place Subdivision** – At the request of the property owner, this public hearing was postponed until the January 12, 2021 meeting.

**Public Hearing #3 – Consideration of a major subdivision preliminary plat application for Section 2 of Stapleton Place Subdivision** – At the request of the property owner, this public hearing was postponed until the January 12, 2021 meeting.
Christmas in Burgaw

Spend time with us this holiday season!

**Holiday Market**  Historic Train Depot | 9:00 AM - 1:00 PM
Shop local craft vendors and homemade goodies! Have a special visit with Santa between 10:00 AM - 1:00 PM and take a look inside the North Pole!

Spend the day in town, do some Christmas shopping, look for the elves and grab lunch at your favorite restaurant!

**Christmas Parade**  South Dickerson Street | 3:30 PM - 5:00 PM
Join us for the Burgaw Area Chamber of Commerce’s annual parade with a twist this year! The “reverse parade” will run from 3:30 PM to 5:00 PM. Spectators who wish to drive thru the event, must line up on Industrial Drive by entering at the intersection of Progress Drive and Industrial Drive. Vehicles may begin lining up at 2:30 PM and will cruise by the decked out floats along South Dickerson Street between 3:30 PM and 5:00 PM.

**Letters to Santa**  Town Hall | 109 North Walker Street
Don’t forget to send your letter to Santa before it’s too late! Children can mail their letters to Santa by dropping it off at the official mailbox in the Town Hall parking lot! Be sure to include your name and address so Santa can send a letter back!

**Burgaw’s Brightest Christmas Decorating Contest**
Submit your decorated home and show us your creativity! Must be a resident within the corporate limits of Burgaw to enter. Visit www.burgawnc.gov/rentals to submit your home.

**Elf on the Shelf Scavenger Hunt**
Visit businesses within the Town of Burgaw to find an elf on their shelf! Take a picture with the elf, tag the business, use hashtag #ShopBurgaw, and post on social media.

**Christmas Shopping in Burgaw**
As always, show your support for our local businesses and do your Christmas shopping in town this year! They are sure to have the perfect gifts for your loved ones!

**3rd Annual New Year’s Eve Blueberry Drop**
Lights, camera, action! Save the date for a night in, grab the popcorn and get ready to watch our virtual Blueberry Drop show! The event will feature a band, giveaways, and of course, the dropping of the blueberry - all from the comfort of your home!
Parks & Recreation Department

- Make sure to stop by the Burgaw Train Depot tomorrow, Saturday, December 12th, from 9:00am-1:00pm for our Holiday Market sponsored by the Burgaw Tourism Development Authority. Lots of craft vendors will be on site along with Santa Claus. Bring the whole family out for a great time. Masks and social distancing will be practiced at this event.

- Did you decorate your home for the Christmas season? Make sure to enter the Burgaw’s Brightest Christmas Light Contest by Monday December 14th at 5:00pm. Judging will occur on the evening of Thursday, December 17th starting at 5:30pm. Pender County Tourism and the Parks & Recreation Department will give prizes to our first, second, and third place winners. Contact our department at (910)-300-6401 for more information.

- This week our department worked to prepare for our part time employees arriving in the month of January. Our department will be bringing on an intern from the University of North Carolina at Wilmington and a part time employee that will assist with the Parks & Recreation/Tourism Development Authority. We look forward to the new additions and the ability to further serve our community at large.

- This week our department attended the NC Parks Recreation Association virtual conference sponsored by the North Carolina Local Government Credit Union. Special thanks to the NCRPA for allowing our department to attend the conference this year through the annual scholarship. Lots of information was learned and we look forward to applying this knowledge towards our future events.

2021 Town of Burgaw Meeting Schedule

Below are the 2021 regularly scheduled meeting days and times for all Town Boards and Committees.

All meetings will be held at the Historic Train Depot, located at 115 S. Dickerson Street, Burgaw, unless otherwise posted.

Meeting agendas can be found on the town’s website at BurgawNC.gov.

Notices for cancelations and special called meetings will be posted on the town’s website and weekly newsletter when necessary.

For questions or assistance, please contact the Town Clerk at 910-663-3441 or kwells@burgawnc.gov.

**Board of Commissioners Meetings**
Second Tuesday of every month | 4:30 PM | Public Forum/Public Hearings at 5:30 PM

**Planning & Zoning Board Meetings**
Third Thursday of every month | 5:30 PM

**Burgaw Area Tourism Development Authority**
First Thursday of every month | 8:30 AM

**Parks & Recreation Advisory Committee**
Second Monday of January, March, May, July, September, November | 5:30 PM
Public Works Department

- On Monday John, Robert and Ben did routine maintenance on the valves at Pump Stations 1 and 2. Storm drains were also jetted on West Satchwell as part of the Satchwell ditch cleaning. The ditch cleaning project continued throughout the week.

- Brian and Ben Pell were on rain detail with Willis and Lucas Monday and then did some cleaning and organizing of the Public Works shop.

- Green team has also become litter pick-up team as they clean up debris on the roads around town. They also mowed parks this week.

- A water tap on Highway 53 W was installed Thursday and a meter box on East Fremont was replaced Wednesday.

- Christmas decorations have been coming up and down due to the ongoing filming in Burgaw. On Monday and Thursday Alan, Matt, John, Robert and Jeremy all helped take down several wreaths requested by the film crew. The wreaths were replaced once filming had wrapped up in that location.

PUBLIC WORKS DEPARTMENT

EMERGENCY RESPONSE

PHONE # 910-470-0457

On-call person this week is: Brian Edwards

REMEMBER:
This phone is only answered after hours, 4:30PM-7:30AM and is for water and sewer emergencies only. Unless Public Works has been giving prior notice we cannot turn your water on due to non-payment shut off.

Police Department

- CPR, First Aid, Narcan, Stop the Bleed, AED, Hazmat, and Blood Borne Pathogens training was held for officers and town staff that was interested on Tuesday. The rest of the officers and staff will complete this training next week.

- We had a social justice taskforce subcommittee meeting on Wednesday.

- The PD held police officer board interviews this week as we continue through the application and hiring process.

- The annual Christmas Parade is tomorrow, December 12, 2020. Road closures will begin at 2:30 PM until the conclusion of the parade festivities. The roads approved to be closed will be Industrial drive from Progress to Dickerson, and Dickerson Street from Progress to Fremont.

BRIAN WILLIAMSON

Firefighter/Apparatus Operator, Burgaw Fire Department

Job Duties: Fight fire, service equipment, drive trucks, fire prevention and protection

How long have you worked for the Town? 10 months

What do you love most about working with the Town? Being able to help the citizens of Burgaw.

Fun Fact about me: Enjoy camping, hunting, fishing, and hanging out with my kids.
Inspections Department

- New residential construction remains busy.
- Progress remains steady with the courthouse renovations with plumbing rough-ins complete and most walls being approved to finish.
- Decorations on the North side sidewalk of Hwy 53 from Walmart to the intersection are complete with minor problems at the Hardee’s area. Overhead problems will require traffic control which will delay repairs until next Friday.
- The Parks and Recreation’s project is in the designer’s hands preparing bid documents and working with the town manager for posting.

Planning Department

- Worked preparing the PowerPoint presentation for three public hearings for the BOC December 8th meeting.
- Presented at the Town Board, but public hearings two and three were tabled by the applicant.
- Worked with the engineer for the small, eight lot subdivision known as Linda Lane Division, preparing submittal for the Planning Board packet.
- Prepared the Planning Board packet for December 17th which includes:
  - Consideration of a major subdivision preliminary plat application for a 3.21-acre tract proposed for eight lots located off Linda Lane and Whrens Street, zoned R12, and further identified as parcel number 3239-61-8269-0000. The request is to develop eight single-family lots.
- Worked with calls and emails on project sites in Town, including the golf course, which is for sale.
- Signed off on a recordation of a recombination plat on W. Bridgers Street Extension near Giles Marshburn Road.
- Assisted the public with permits including; zoning certification and answered questions on permitted uses and the zoning of property.
- Worked with the Permit Technician getting complaints resolved and staying diligent on the notification process and follow up of complaints.
Upcoming Recycling Pick-up Schedule

December 16
East Side

December 23
West Side

December 30
East Side

January 6
West Side

January 13
East Side

January 20
West Side

January 27
East Side

February 3
West Side

February 10
East Side

February 17
West Side

February 24
East Side

March 3
West Side

March 10
East Side

March 17
West Side

REMINDER FROM TOWN STAFF

We ask all visitors to wear a face covering while visiting town facilities.

When possible, please conduct business over the phone or by email. If you are sick, please do not visit town facilities and call 259-2151 for assistance.

3rd ANNUAL Virtual New Year’s Eve Blueberry Drop 2021

Save the Date! DEC 31ST

Release time for the video will be 6:00 pm New Year’s Eve!

Stay IN THE KNOW

We encourage everyone to enroll with “Notify Me” on our website to receive the weekly newsletter directly to your email and/or via text message. There are also options for enrolling to receive emergency notifications or when special events are added to our online calendar. For assistance, please contact the Town Clerk at 910-663-3441 or email kwells@burgawnc.gov.

Visit our website at BurgawNC.gov