A Message from the Manager – James Gantt

Commissioner’s Meeting Recap – February 11, 2020

Film Permit Guideline Waiver – Mike Hewett, Location Manager for “This Country” TV Pilot made a request to allow for a waiver in order to conduct filming on Sundays. Due to the current construction on the Courthouse, filming will not be allowed during the week. Mr. Hewett asked the Board for a waiver due to the unusual circumstances in order to film this pilot on a Sunday. The filming is scheduled to take place in March 2020.

Audit Presentation Fiscal Year Ending June 30, 2019 – Lee Grissom with S. Preston Douglas & Associates presented the financial audit for FY 2018-19. It was reported that there were no adverse findings through the audit process.

ADA Transition Plan – Kimberly Rivenbark, Human Resources Technician, presented information about the ADA Transition Plan as required by the Code of Federal Regulation. This plan requires the Board of Commissioners to appoint an ADA Coordinator for the Town. The Board appointed Kimberly Rivenbark as the ADA Coordinator. The Board also approved an ADA Policy Statement and ADA Grievance Procedure.

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Depot Usage Policy – Cody Suggs, Parks and Recreation Director, at the request of the Board of Commissioners, presented the current Depot Usage Policy and made recommendations for clarification of the policy. Mr. Suggs was directed to make the changes in the policy and present it at the next board meeting for possible adoption.

Old EMS Building Renovations – Sam Guidry, an Architect hired by the town, presented preliminary plans and elevations for renovations of the old EMS Building located on the Town Hall Campus. Mr. Guidry will now move forward with construction documents for the renovations. Cost estimates will be available once the construction documents are finalized and multiple options will be presented to the Board.

Appointment of Board Members to Towing Appeals Committee – Our Junk or Abandoned Motor Vehicle ordinance requires a pre-towing appeals committee. It consists of two (2) Board of Commissioners and the Town Manager. The Board selected Commissioner George and Commissioner Harrell to serve on the committee. They also appointed Commissioner George as the Chair of the Committee.

Letter to Pender County ABC Board – In response to the letter from the Pender County ABC Board dated January 22, 2020, the Pender County Board of Commissioners drafted a letter to the ABC Board requesting they reconsider their decision of withholding the quarterly proceeds to the County and Municipalities. The County requested each municipality to review the letter and, if in concurrence, approve the signing of the letter by the Mayor. The Board voted to approve the Mayor to sign the letter.

Part-time Building Inspector – Due to the number of building inspections currently taking place, the Board approved a job description to allow for a part-time Building Inspector to assist our current Building Inspector.

Fire Department Space Needs – The Fire Department is in need of additional space for sleeping quarters to house firefighters working shifts. After reviewing all the possible options, the most cost-effective solution determined was to create space within the current board room. This would require board meetings to be held in another location and once the old EMS Building renovations are completed, board meetings would be held there permanently. The Board had discussion about this possibility and voted to move forward with converting the space.

Consideration of RFQs for Courthouse Avenue Project – The Commissioners reviewed Requests for Qualifications (RFQs) for design services for streetscape improvements for Courthouse Ave. A total of three (3) firms were selected to present to the Board. The Board voted to select WithersRavenel and solicit cost proposals for the design plans.

Public Hearing – Text Amendments to the Unified Development Ordinance – The Board of Commissioners heard a presentation from Andrea Correll, Planning Director, about the needed updates to the Unified Development Ordinance. These updates mainly consisted of changes to the Table of Permitted Uses and Standards that apply to uses. The Board approved the presented amendments with some minor modifications.

Planning Department – Andrea Correll, Director

- The site plan has been approved for the AutoZone to redevelop the old building in the out-parcel of the Food Lion shopping center on Hwy 117.
- The Planning Board will meet on February 20 at 5:30 pm in the board room at Town Hall 109 N. Walker Street. Planning Staff has been working diligently preparing amendments to the Unified Development Ordinance that flex the changes required by statutes adopted by the NC legislature in 2019.
Police Department - Jim Hock, Police Chief

- Cape Fear Community College graduated a Basic Law Enforcement Training class Monday afternoon. Congratulations to the newest law enforcement officers in our area.

- The PD attended a planning meeting in preparation for the Blueberry Pancake Breakfast to be held on February 22nd at the fire department. There will be numerous officers flipping pancakes, so come out and enjoy breakfast and fellowship.

- The new patrol truck is complete and has been issued to Officer Powell. The truck will give officers more ground clearance and/or traction when handling law enforcement situations during inclement weather such as storms or ice/snow.

- Daisy, the Police Department’s Administrative Assistant will be out of the office effective February 26th for the birth of her child. The PD will be functioning as usual, however, please come in to the town hall main entrance if you need to speak with an officer or obtain a report. Adela, the Customer Service Representative will make contact with an officer to assist you.

R U OKAY?
Let the Burgaw Police Department check on your loved one!

We would like to remind the Town of Burgaw residents and family members of the RU Okay? program established by the Burgaw Police Department. The program calls individuals weekly to check their safety and security. The program is open to Burgaw residents who are elderly, shut-ins, or just could use someone to check in on them throughout the week. Those individuals are also notified during inclement weather conditions such as hurricanes or ice storms of safety concerns. If you or a family member are interested in being added to the program, please contact the Burgaw Police Department at 910-259-4924.

Volunteer Firefighters Needed
Burgaw Fire Department is seeking community members to become volunteer firefighters.
Excellent training and benefits!

Please come by the fire station or call 259-7494 for more information.

Love where you live
LOVE YOUR TOWN
Show your love for your town!

Get Involved
Have fun with our Parks & Recreation Department by volunteering your time to help with special events, activities, and sports. Becoming a volunteer firefighter with the Burgaw Fire Department is a rewarding opportunity, too!

Support Local Businesses
Spend more time in the town you love, shop local, and take advantage of convenient services right at your doorstep.

Attend Public Meetings
Whether it’s a Parks & Recreation Advisory Committee meeting or a Board of Commissioners Meeting, we welcome everyone to attend and stay informed. Our regularly scheduled public meetings are as follows:

- Board of Commissioners Meetings, 2nd Tuesday, 4:00 PM
- Planning & Zoning Board Meetings, 3rd Thursday, 5:30 PM
- Tourism Development Authority Meetings, 1st Thursday, 10:00 AM
- Parks & Recreation Advisory Committee Meetings, TBA Quarterly

All meetings are held at the Burgaw Municipal Building located at 109 N. Walker Street, unless otherwise posted.

Share Your Ideas
We love to hear from our citizens and visitors. Written and oral comments are always welcome on ways we can serve our community better. Applying for a vacancy on our advisory committees is a great way to show your interest in becoming more involved as well.

Help Keep Our Town Clean
Dispose of trash properly, keep your property clean and tidy, and notify Town Hall for any areas that need attention.

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This week the Parks & Recreation worked on getting prepared for the Daddy-Daughter Dance occurring on Saturday, February 15th. The dance is from 5:00pm-8:00pm at the Historic Burgaw Train Depot. The event is shaping up to be a sold out crowd with over 70 tickets sold.

We also worked this week with Pender Early College to make arrangements for the school to participate in multiple sustainability projects across the Town. Six groups presented to the Parks & Recreation regarding plans for improving the existing Parks here in Town and how those improvements would contribute to the overall wellbeing of our parks division. We look forward to working with the school on this project and hope to see some major improvements to our existing parks along the way.

The Burgaw Incubator Kitchen had its quarterly inspection this week by the Pender County Health Department. The Town of Burgaw received a sanitation score of 100% on this quarters inspection. We were happy with the outcome of this inspections and look forward to maintaining this status as we move forward in the future.

Visit our website for more information!
If you need assistance, or do not have access to a computer, please come by Town Hall and we will be happy to assist you with your reservation!

Cody Suggs, Parks & Recreation Director, 300-6401

Facility Rental Reservations Now Submitted Online
Visit our website for more information!
If you need assistance, or do not have access to a computer, please come by Town Hall and we will be happy to assist you with your reservation!
Cody Suggs, Parks & Recreation Director, 300-6401

IN AN EMERGENCY, CAN YOU BE FOUND?
Reflective Address Signs CAN SAVE LIVES!
Get yours today for only $10
See Customer Service to place your order. Ready for pick up within 1-2 days.
Upcoming Recycling Pick-up Schedule
February 19 West Side
February 26 East Side
March 4 West Side
March 11 East Side
March 18 West Side
March 25 East Side
April 1 West Side
April 8 East Side
April 15 West Side
April 22 East Side
April 29 West Side

REMINDER TO ALL RESIDENTS OF THE TOWN OF BURGAW REGARDING CURBSIDE VEGETATIVE DEBRIS COLLECTION

Please be advised of these requirements prior to placing vegetative debris at the street for pickup:

- The Town does not pick up vegetative debris generated by contractors for non-residential and multi-family development customers.
- Do not mix vegetative debris with other materials.
- Do not place vegetative debris in the street. All debris must be a minimum of two feet from the edge of pavement.
- Do not place vegetative debris in front of a fire hydrant.
- Do not place vegetative debris within twenty feet of an intersection or in a manner that will impair the ability of the traveling public to see oncoming traffic.
- Residents should place all debris on their property. Please do not place vegetative debris on town parks, the railroad right of way, or undeveloped/unoccupied property.

Failure to adhere to these rules may result in the debris not being collected and/or fines assessed by the Town of Burgaw.

Public Works Department - Alan Moore, Director

- Ben, Willis, Mark and Lucas helped Cody this week with several tree plantings and the mulch at Rotary Park. After finishing they worked on litter pick-up in the ditches around town to prevent blockages during future heavy rainfall.
- John and Robert repaired a manhole behind L&L Building that was causing major I&I issues. They also worked on checking the manholes along HWY 53 W for additional I&I issues later in the week.
- John, Robert, Mark and Ben cleared debris inside all Osgood Canal pipes that had washed up from the recent heavy rains on Tuesday.
- Roland and Jeremy hauled mulch to the cemetery Wednesday for future beautification of the newly planted hollies along the fence line.
- PW will be working with DOT on Friday, February 14th to repair a water main break at the intersection of Walker and Wilmington Streets. We would like to thank you for your patience while we work diligently to repair the break.

EMERGENCY RESPONSE
Phone Number
(910) 470-0457
Public Works On-call Person this Week is: Charles Hall

REMINDER:
This phone is only answered after hours, 4:30 PM - 7:30 AM 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.

UTILITY BILL REMINDERS
- All utility payments are due by the 10th of the month.
- The Town allows a grace period until the 15th of the month.
- Late fees are imposed on all delinquent accounts on the 16th of the month.
- Disconnects occur on the 21st of the month for delinquent accounts.

NOTE: If you plan to pay around the 15th or 21st, we encourage you to make your payment by phone, visit Town Hall, or utilize the drop box. Online payments take 24-48 hours to reflect on your account in the utility billing system.

Town Hall
109 N. Walker St.
Burgaw, NC 28425
910.259-2151
mail@burgawnc.gov

Office Hours
8:00 AM - 5:00 PM Monday-Friday

Mayor
Kenneth T. Cowan

Mayor Pro Tem
Wilfred Robbins

Commissioners
Jan Dawson
James Murphy
Bill George
Vernon Harrell

Town Manager
James H. Gantt

Town Clerk
Kristin J. Wells

Town Attorney
Zachary Rivenbark

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