



**BELVILLE BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES**

February 24, 2026

Board of Commissioners Present:

Charles Bost, Mayor
Ryan Merrill, Mayor Pro Tem
Hunter Smith, Commissioner
Tilita "Lee" Alexander, Commissioner (sworn in during meeting)

Board of Commissioners Absent:

Morgan Mehler, Commissioner

Staff Present:

Athina Williams, Town Manager
Sharon Niemann, Town Clerk
Chad Staradumsky, Town Planner
Brenda Williams, Deputy Town Clerk/ Finance Clerk
Jace Sanchez, Administrative Assistant
Richard Trexler, Human Resources, Finance Clerk
Vince Matthews, Director of Communications
Norwood Blanchard, Town Attorney
Adrienne Harrington, Planning Consultant
Amanda Hollingsworth, WithersRavenel Stormwater Feasibility Study
Emily Pettruny, WithersRavenel Stormwater Feasibility Study

Others Present to Address the Board:

Sheila and Michael Hall, Chocolate and S'mores
Joe Henson, ABC Board Chairman

ITEM #1 – CALL TO ORDER

Mayor Charles Bost called the January 27, 2026, BOC Regular Meeting to order at 6:00 p.m., held at our temporary location, NC Highway Patrol, 63 River Rd, Belville, NC 28451. A quorum was present.

ITEM #2 – INVOCATION

Mayor Pro Tem Ryan Merrill led the invocation requesting wisdom to make the right decisions for the Town and its citizens, and protection of those who serve.

ITEM #3 - PLEDGE OF ALLEGIANCE



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Mayor Charles Bost led the Pledge of Allegiance to the flag.

ITEM #4 – WELCOME/ANNOUNCEMENTS

Mayor Bost welcomed everyone and thanked them for attending the meeting.

ACTION – Mayor Pro Tem Ryan Merrill **MADE THE MOTION** to excuse Commissioner Morgan Mehler. **VOTE WAS UNANIMOUS.**

ITEM #5 - APPROVAL OF THE AGENDA

ACTION – Mayor Pro Tem Ryan Merrill **MADE THE MOTION** to approve the Agenda. **VOTE WAS UNANIMOUS.**

ITEM #6 – APPROVAL OF THE CONSENT AGENDA

- a. Approval of the January 27, 2026, BOC Regular Meeting Minutes
- b. Tax Collector Report
- c. Finance Report
- d. Planning Activity Report - Code Enforcement Report
- e. Special Events Report – Park Maintenance Report
- f. After Action Reports
 1. AAR - Christmas in Charleston Trip
 2. AAR – 2nd Annual Belville Classic Charity Golf Tournament
- g. **R26-03 - A Resolution Designating February 2026 as American Heart Month in order to Raise Awareness about Cardiovascular Disease and the Importance of Knowing One's Cholesterol.**
- h. **R26-04 – A Resolution by the Belville Board of Commissioners Expressing Gratitude and Appreciation to Brenda Williams for her Devotion and Commitment to the Town of Belville on this her Eleventh Work Anniversary.**
- i. **R26-05 – A Resolution by the Belville Board of Commissioners Recognizing February as Black American History Month.**

ACTION – Mayor Pro Tem Ryan Merrill **MADE THE MOTION** to approve the Consent Agenda. **VOTE WAS UNANIMOUS.**

ITEM #7 – PUBLIC COMMENTS

ACTION – Mayor Pro Tem Ryan Merrill **MADE THE MOTION** to open the Public Comments. **VOTE WAS UNANIMOUS.**

Sheila and Michael Hall, owners of Chocolate and S'mores mobile food unit, addressed the board to express an idea they have in mind for the Belville Riverwalk. They believe that there is



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a void in farmer's markets in Northern Brunswick County, and proposed to have a weekly market at the Riverwalk with many different vendors. They would appreciate the opportunity and would like for the board to consider it. Mayor Bost thanked them for being here, and said they can reach out to us for further steps in this process. Since it was in Public Comments, there was no further discussion.

ITEM #8 – PRESENTATION

a. Stormwater Feasibility Study presented by Amanda Hollingsworth and Emily Pettruny, WithersRavenel Engineering Consultants. Amanda Hollingsworth brought hard copies of the finalized Stormwater Feasibility Study and was present tonight to give the Board an opportunity to ask questions. Mrs. Hollingsworth presented an overview of the steps in the Multi-year effort compiling the Stormwater Feasibility Study. We worked in partnership with the town for data collection, public input, technical analysis and concept solutions to identify probable costs for stormwater mitigation of problem areas in the town. The detailed report identified five areas prioritized for improvements, listed steps for improvement, provided technical data for grant applications which identified not only potential benefits from the suggested improvements but cost estimates.

Mayor Charles Bost thanked Amanda and Emily for coming tonight and for this thorough study and said that stormwater drainage is an issue that our residents really wanted to have addressed. He reminded the audience that the Town cannot do this alone, the residents must maintain the ditches. He feels the solutions are very viable and thanked the engineers and the Town Staff for the completion of the Study. Commissioner Hunter Smith asked Emily to describe the procedure for gathering information. Emily Hollingsworth detailed how the survey crews were out in the town getting pipe sizes and internal diameter of pipes and elevation (inverts). They also conducted an official survey with modeling software from the Army Corp of Engineers to simulate the capacity of stormwater from rainfall, which utilizes the NOAA coastal data to project where the rainfall is draining. Discussion ensued. Mayor Charles Bost thanked Amanda and Emily and the staff for their hard work on this study.

ACTION – Mayor Pro Tem Ryan Merrill **MADE THE MOTION** to approve **R26-05 A Resolution Adopting the Town of Belville's Stormwater Feasibility Study. VOTE WAS UNANIMOUS.**

ITEM #9 – APPOINTMENTS

a. Board of Commissioners Vacancy

The following candidate submitted an application, to complete the vacancy Commissioner term of Charles Bost, who was elected Mayor:

- Tilita "Lee" Alexander



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Tilita Lee Alexander came forward to introduce herself, gave insights on her experience, which includes being a resident of Belville since 2008, presiding on the Town's ABC Board for the past six years, and her history of working for the state of North Carolina in the court system. She clarified why she is interested in being on the board. Mayor Bost opened the floor for nominations.

ACTION – Mayor Pro Tem Ryan Merrill **MADE THE MOTION** to nominate Tilita “Lee” Alexander to fill the vacancy as a Commissioner with a term expiring in December 2027. Commissioner Hunter Smith **SECONDED THE MOTION. VOTE WAS UNANIMOUS.**

The Oath of Office was administered by Mayor Charles Bost, with Tilita Lee Alexander's daughter holding the Bible, and Ms. Alexander's mother present. Mayor Bost welcomed Lee Alexander to the Board of Commissioners, and invited her to take her seat with the Board.

b. Parks and Recreation Board Vacancy

The following candidate submitted an application, to complete the vacancy on the Parks and Recreation Board upon which the term expires in August of 2026.

- Cynthia “Cindy” Ruggiero

Mrs. Ruggiero came forward to share her experience. She was previously on the Parks and Recreation Board, and her background is in physical education, she reiterated that she is now living in North Carolina permanently, and revealed her desire to return to the Parks and Recreation board.

ACTION – Mayor Pro Tem Ryan Merrill **MADE THE MOTION** to nominate Cynthia “Cindy” Ruggiero to fill the vacancy on the Parks and Recreation Board, the term expires in August of 2026. **VOTE WAS UNANIMOUS.** Mayor Charles Bost exclaimed they are very happy to have Mrs. Ruggiero back on the Parks and Recreation Board.

c. ABC Board Vacancy

The following candidates submitted an application for the vacancy on the ABC Board, for a term of three years, which will expire in February of 2029.

- Tilita “Lee” Alexander
- Kennedy Gilly
- Jason Gaver
- Marshal McKoy
- Tracy Milligan

Tilita “Lee” Alexander's application was withdrawn, since she received the appointment to the Board of Commissioners earlier in the meeting.



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Mayor Charles Bost called the name of each remaining candidate and asked if they were present. Of the four remaining applicants, only Jason Gaver was in attendance at the meeting.

Mr. Jason Gaver came forward to introduce himself. Mr. Gaver announced that he has a long history of service and he would love to serve the Town in this capacity.

Mayor Pro Tem Ryan Merrill nominated Jason Gaver for the ABC vacant position. There were no other nominations.

ACTION – Mayor Pro Tem Ryan Merrill **MADE THE MOTION** to appoint Jason Gaver to the ABC Board to fill a vacancy for a three-year term which expires in February of 2029.

The Oath of Office was administered to Jason Gaver by Mayor Charles Bost, who welcomed Jason Gaver to the board and thanked all who applied.

ITEM #10 – OLD BUSINESS

10a. Parks and Recreation Chairman Vince Matthews explained that the Parks and Recreation Board has been busy planning the upcoming 2026 events. We had our Valentine's Day Pop-Up Market, which brought about \$2,000 in sales, and visitors commented favorably on the quality of the flowers. Next event is the Easter Egg Hunt which is scheduled for March 28, 2026.

- We will have our local photographer Kevin Hubbard taking free pictures with the Easter Bunny, who will be our former Parks and Recreation Director, Jim Bucher, and we will be hiding over 10,000 eggs.
- We are in conversations with the VFW and a few other groups about July 4th 250 Anniversary Celebration, Mayor Bost would love for us to spearhead this.

ITEM #11 – REGULAR AGENDA / NEW BUSINESS

11.a. Project and Transportation Updates

Planning Consultant, Adrienne Harrington gave the projects update. The Phase II Riverwalk project is going well. TD Eure is working on the pilings and the natural surface trail, and they are making good progress. She indicated that we just submitted the RFPs to NCDOT for the crossing project, and for the gap in the Multi-use trail. Once they are reviewed and approved, we can send them out. This will also increase our number of parking spaces by 50. We just adopted the Stormwater Feasibility Study, so I will start looking for sources of funding. Mayor Bost indicated he appreciates Adrienne, and all her grant writing.

Mayor Bost informed all that we are getting complaints about litter in the area, and Belville is taking the lead on this. Mayor Pro Tem Ryan Merrill also commented that the amount of litter is mind boggling.



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Mayor Bost presented the WMPO updates. He is glad we are almost ready to send out the Request for Proposals for the Gap and Crossing projects, and said that the school is very excited about the proposed crosswalk. It will enable students to use the Duke Energy Pavilion and park in their teaching. Mayor Bost informed the group that we are still working on the Downtown.

Joe Henson wanted to come forward. He informed the board that the ABC Board is working on cost savings by purchasing by the barrell. He also informed the board that the son of General Manager Tia Clemmons recently passed away and he was only 40 years old. Please keep her and her family in your prayers. Joe Henson also presented a check to the board from ABC proceeds, that will be the last one until the end of the fiscal year. He complimented the Board of Commissioners on getting our new Commissioner Lee Alexander, and stated she was a wonderful asset on the ABC Board.

ITEM #12 – CLOSED SESSION

Mayor Charles Bost read the statute to go into Closed Session.

- a. **N.C.G.S. § 143-318.11(a)(3)** – To consult with the attorneys including litigation Urban Smart Growth 15 CVS 1217.

ACTION - Commissioner Hunter Smith **MADE THE MOTION** to go into Closed Session.
VOTE WAS UNANIMOUS.

ACTION – Mayor Pro Tem Ryan Merrill **MADE THE MOTION** to come back into Open Session. **VOTE WAS UNANIMOUS.**

ITEM #8 – OTHER ITEMS AND REPORTS

- a. **Town Attorney** - Attorney Norwood Blanchard confirmed that we discussed Urban Smart Growth, but no action was taken in the Closed Session.
- b. **Town Manager** – Thanked the board and commended Brenda Williams on serving 11 years with the Town.
- c. **Board of Commissioners** – None
- d. **Mayor Pro Tem** - None
- e. **Mayor** – Mayor Bost thanked everyone who attended the meeting.

ITEM #9 - ADJOURNMENT

ACTION – Mayor Pro Tem Ryan Merrill **MADE THE MOTION** to adjourn. **VOTE WAS UNANIMOUS.**

Minutes taken by Sharon A. Niemann



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SIGNED:


Charles Bost, Mayor

ATTEST:


Sharon A. Niemann, Town Clerk

