



**BELVILLE BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES**

April 25, 2024

Board of Commissioners Present:

Mike Allen, Mayor
Chuck Bost, Mayor Pro Tem
Ryan Merrill, Commissioner
Morgan Mehler, Commissioner
Hunter Smith, Commissioner

Board of Commissioners Absent:

None

Staff Present:

Athina Williams, Town Manager
Sharon Niemann, Town Clerk
Jim Bucher, Director of Parks & Recreation
Kerry Wooding, Deputy Finance Officer
Jace Sanchez, Admin Assistant
Chad Staradumsky, Town Planner
Kemmy Goodson, Town Accountant
Norwood Blanchard, Town Attorney

Others Present to Address the Board:

Allison Dixon, Principal Belville Elementary School
Wendy Godbey, Belville Elementary School Teacher of the Year
Kristin McPeters, Boys and Girls Club of Southeastern North Carolina Chief Development Officer
Barbara Scott Akinwale, AARP NC Executive Council, AARP NC Volunteer Leader
Glenn Harbeck, Glenn Harbeck Associates Planning and Public Involvement Consultant
Joe Henson, ABC Board Chairman

ITEM # 1 – CALL TO ORDER

Mayor Mike Allen called the April 25, 2024, Regular Meeting to order at 6:30 p.m., welcomed all. A quorum was present.

ITEM #2 – INVOCATION / PLEDGE OF ALLEGIANCE

ACTION – Mayor Allen led the invocation asking for guidance and protection of our Town, followed by the Pledge of Allegiance to the flag.



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ITEM #3 – APPROVAL OF THE AGENDA

ACTION - Commissioner Ryan Merrill **MADE THE MOTION** to approve the Agenda. **VOTE WAS UNANIMOUS.**

ITEM #4 – APPROVAL OF CONSENT AGENDA

- a. Approval of the March 21, 2024, BOC Special Budget Workshop Meeting Minutes and the March 25, 2024, Regular Meeting Minutes.
- b. Tax Collector Report
- c. Finance Report
- d. Code Enforcement Report / Street Maintenance Report
- e. After Action Report – Easter Egg Hunt
- f. After Action Report – Super Mario Bros. Movie Night
- g. **R24-15 Resolution by the Belville Board of Commissioners Expressing Support for Earth Day.**

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

ITEM #5 – PUBLIC COMMENTS

No one was present who wished to speak.

ITEM #6 – PUBLIC HEARING

The Public Hearing is to consider the question of annexing as requested in a petition filed by Ray Medlock Yeoman and Edith Mae Yeoman, pursuant to N.C.G.S. 160A-31, identified as 10039 Blackwell Road, Brunswick County NC 28451, further described as parcel ID#038JA038, and to approve Ordinance #2024-04 An Ordinance to Extend the Corporate Limits of the Town of Belville in Connection with Annexation of parcel # 038JA038, the Yeoman property on Blackwell Road.

Town Manager Athina Williams explained that staff received the annexation petition from Mr. and Mrs. Ray Yeoman on February 15th, who wish to be annexed into the Town. Town Planner, Chad Staradumsky furnished the Staff report, which stipulated the Yeoman property is 1.57 acres contiguous to the Town of Belville, and pointed out that most of the surrounding properties are residential, Brunswick County R6000, with one commercial and one CD – Conservation district. The property across the road from the Yeoman property is zoned Business Highway. The desired Zoning district is Residential R10. The staff recommendation is to approve the annexation and the initial zoning of R10. Signs were posted, along with advertisements in the Star News, and letters were sent to all abutting properties.

ACTION – Mayor Pro Tem Chuck Bost **MADE THE MOTION** to open the public hearing. **VOTE WAS UNANIMOUS.**



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There was no one present who wished to comment.

ACTION – Commissioner Morgan Mehler **MADE THE MOTION** to close the public hearing. **VOTE WAS UNANIMOUS.**

ACTION – Mayor Pro Tem Charles Bost **MADE THE MOTION** to approve **Ordinance 2024-04 – ORDINANCE TO EXTEND THE CORPORATE LIMITS OF THE TOWN OF BELVILLE IN CONNECTION WITH AN ENXATION OF THE YEOMAN PROPERTY ON BLACKWELL ROAD, AND ZONE IT R10, INCLUDING APPROVAL OF THE CONSISTENCY STATEMENT.** **VOTE WAS UNANIMOUS.**

ITEM #7- PRESENTATIONS

a. **Donation Request** – Boys and Girls Club of Southeastern North Carolina, Chief Development Officer.

Kristin McPeters Boys and Girls Club of Southeastern North Carolina Chief Development Officer joined the meeting to update the Board of Commissioners on the expansion and growth of the Boys and Girls Club to Brunswick County. They are currently present at Town Creek Middle School and Supply Elementary, helping students with their curriculum, homework help and tutoring. They also hold STEM programs and provide fun and engaging activities to promote cognitive and strategic thinking.

Mayor Allen commented he knows they have a great program, and we don't want kids falling behind. Mayor Pro Tem Chuck Bost stated that he is honored to be on the Boys and Girls Club Board and is impressed with the club's commitment.

ACTION – Mayor Mike Allen **MADE THE MOTION** to a donation of \$2,500 to the Boys and Girls Club. **VOTE WAS UNANIMOUS.**

b. **Belville Elementary School**

Allison Dixon of Belville Elementary School principal presented Wendy Godbey, who was awarded the Teacher of the Year.

ACTION – Commissioner Ryan Merrill **MADE THE MOTION** to approve **Resolution R24-16 A Resolution by the Belville Board of Commissioners Expressing Appreciation and Thanks to Wendy Godbey, 2023-2024 Teacher of the Year at Belville Elementary School.** **VOTE WAS UNANIMOUS.**

Ms. Godbey was presented with the resolution, a gift basket and gift certificate.

c. **AARP Senior Services** –

Barbara Scott Akinwale AARP NC Executive Council and AARP NC Volunteer Leader explained the organization of the AARP and relayed some of the services available for seniors: such as, legal counsel, technology education, and explained the Home Fit Guide, a service to help make a home easier to



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navigate for elderly people. She brought a wealth of publications for distribution. Mayor Allen thanked Ms. Akinwale for being here and her presentation. Mayor Pro Tem Chuck Bost reiterated that AARP is a much-needed resource.

d. Vision Retreat

Glenn Harbeck, a municipal planner with 45 years of experience will be helping the town with the Vision Retreat. This is an opportunity to take our priorities, concerns and aspirations and draft vision statements, which we can build on to create a plan for the next decade. Mayor Allen relayed that he is thankful to have Mr. Harbeck's experience and he is looking forward to an engaging retreat. Town Manager Athina Williams explained that we will send a doodle poll with suggested dates for the board to consider.

ITEM #8 – OLD BUSINESS

a. Update on the Belville Riverwalk Park

1. Parks and Recreation Director Jim Bucher updated the board on recent street repairs on Gray Fox Court and South Olde Towne Wynd, which were completed this week. Town Staff cut back all the vegetation, which really opened up the area.

2. Upcoming Events – Mr. Bucher talked about Founders Day, which will be on May 4th, and he is looking for Commissioners to be in the Dunk Tank. Boys and Girls Club is our charity for the event. We will have waterslides for the kids and 50 vendors. We are also having a Food Truck Rodeo on June 1st which will have 14 Food vendors and offer beer and wine. Mayor Allen encouraged everyone to come to these events.

b. Project Updates

Planning Consultant Adrienne Harrington updated the board on all the transportation projects, the Stormwater Feasibility Study, and the Riverwalk Extension and the Gullah Geechee trail. She also debriefed the board on the NCSU College of Design's Riverwalk development Report. Mayor Allen, Mayor Pro Tem and Town Staff visited NCSU in Raleigh to see the student's final presentations, which blew us away. The students embraced our ideas of connectivity from the riverwalk to the downtown and developed creative concepts and ideas for future park and downtown expansion. The report was done pro bono, and we so appreciate the dedication of the students, and all their hard work on this project. Some of the images and ideas will be useful in applying for grant funds. Mayor Allen stated he is excited for the Commissioners and the public to see this amazing publication when it is finished in June. Mayor Pro Tem agreed that the NCSU students knocked it out of the park, and he was very impressed by how they grasped the ideas that were important to us and incorporated them into this report.

Mayor Allen thanked Adrienne for her time, efforts and reports.

c. FY 2024/2025 Draft Budget

1. Update on Fire Fees



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Mayor Allen sits on the board to assess fees, and mentioned that they remain the same, as they are at the highest allowed level. Discussion ensued.

2. Parks and Recreation Fee Analysis

An update of the proposed Parks and Recreation fee increases is included in the packets. Commissioners are asked to review this information and email Ian McLeod with any questions.

3. Budget Amendment

Accountant Kemmy Goodson proposed a budget amendment to increase the expenditures in the FY 2023-2024 Budget by \$17,300.

ACTION – Commissioner Morgan Mehler **MADE THE MOTION** to approve the Budget Amendment in the amount of \$17,300. **VOTE WAS UNANIMOUS.**

4. Update on Fringe Benefits

Town Manager Athina Williams explained that Health Insurance Benefits are going up. We need to decide if we are going to stay with NCLM. Mayor Allen wants to meet with other insurance companies so we can get the best rates possible for our employees. Since we only have 8 full-time employees, it's hard to get good prices unless we are in a group plan. Commissioner Ryan Merrill asked if we had explored the state health plan, he feels their prices are substantially better.

5. Update ABC Board

Joe Henson, ABC Board Chairman gave the ABC Report and presented the board with a check for \$84,303.39 for the quarter. He requested that we give the ABC Board members a raise of \$25 per meeting.

ACTION – Mayor Mike Allen **MADE THE MOTION** to approve the increase in pay for ABC Board members effective July 1, 2024. **VOTE WAS UNANIMOUS.**

ITEM #9 – REGULAR AGENDA

a. Phase II Vegetative Debris Removal Contractor Selection – Bid Tabulation

Town Manager Athina Williams shared that our Debris contractor Barry Johnson prepared the bid tabulation and vetted the applicants. Town Staff recommends that we choose State Tree Services, Inc. as the primary Debris removal contractor, and Santee Modular Homes as the secondary contractor. These contracts would only be activated in a storm event.

ACTION – Mayor Pro Tem Chuck Bost **MADE THE MOTION** to approve the primary contractor for Phase II Vegetative Debris Removal Contractor as State Tree Service and the secondary contractor as Santee Modular Homes. **VOTE WAS UNANIMOUS.**

b. Transportation Update



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Mayor Allen reported that the Cape Fear bridge repairs should be completed by Memorial Day and are anticipated to be on schedule. He is hopeful that we will get the federal grant to replace the old bridge.

ITEM #10 – CLOSED SESSION

- a. N.C.G.S. § 143-391.11(a)(3) – To consult with the attorney including litigation and N.C.G.S. § 153A-158.1(a) To discuss matters relating to acquisition of property.

ACTION – Commissioner Ryan Merrill **MADE THE MOTION** to go into Closed Session. **VOTE WAS UNANIMOUS.**

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

ITEM #9 – OTHER ITEMS AND REPORTS

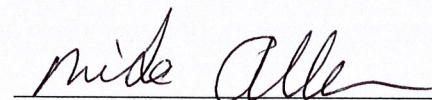
- a. Town Attorney Norwood Blanchard – informed all that in the Closed Session we discussed litigation with USG, and acquisition of property, but no action was taken in the Closed Session.
b. Board of Commissioners – None
c. Mayor Pro Tem - None
d. Mayor – Mayor Allen thanked everyone for attending.
e. Town Manager – None

ITEM #10 – ADJOURNMENT

ACTION – Commissioner Ryan Merrill **MADE THE MOTION** to Adjourn the Meeting. **VOTE WAS UNANIMOUS.**

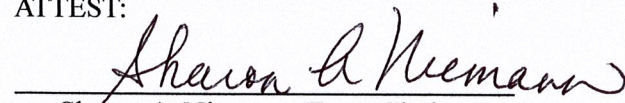
Minutes Compiled by Sharon A. Niemann

SIGNED:


Mike Allen, Mayor



ATTEST:


Sharon A. Niemann, Town Clerk