



ORIGINAL

**BELVILLE BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES**

August 26, 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
Chad Staradumsky, Town Planner
Brenda Williams, Finance Clerk
Kerry Wooding, Deputy Finance Officer
Ian McLeod, Event Coordinator
Jeff Gruenewald, Chief Maintenance Engineer
Linda Nixon, Maintenance Engineer
Jace Sanchez, Administrative Assistant
Brenda Hewlett, Admin Support Specialist
Kemmy Goodson, Town Accountant
Norwood Blanchard, Town Attorney
Charles Baldwin, Attorney

Others Present to Address the Board:

Nancy Moore, 251 River Birch Ridge Ct, Belville, NC 28451
Rana LaBrunda, 10261 S. Olde Towne Wynd, SE, Belville, NC 28451
Vince Matthews, 136 Rice Hope Run, Belville, NC 28451

ITEM # 1 – CALL TO ORDER

Mayor Mike Allen called the August 26, 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.

ORIGINAL



**BELVILLE BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES**

August 26, 2024

ITEM #3 – APPROVAL OF THE AGENDA

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

ITEM #4 – APPROVAL OF CONSENT AGENDA

- a. Approval of the July 22, 2024, BOC Special Meeting Minutes – **This item was removed from the consent agenda.**
- b. Tax Collector Report
- c. Finance Report
- d. Code Enforcement Report / Street Maintenance Report
- e. Storm Damage Report
- f. Resolutions for Staff Anniversaries
 - 1.) **R24-29 - A Resolution by the Belville Board of Commissioners Expressing Sincere Appreciation and Thanks to Greg Devone On His Third Year Anniversary and Previous Service To the Town of Belville**
 - 2.) **R24-31 - A Resolution by the Belville Board of Commissioners Acknowledging Angelia Munford's Second Anniversary and all Her Time with the Town of Belville With Appreciation and Thanks**
 - 3.) **R24-32 - A Resolution by the Belville Board of Commissioners Expressing Sincere Appreciation and Thanks to Jeff Gruenewald On His Second Year Anniversary.**
 - 4.) **R24-33 - Resolution by the Belville Board of Commissioners Acknowledging Jace Sanchez's First Anniversary with Appreciation and Thanks**
 - 5.) **R24-34 - Resolution by the Belville Board of Commissioners Acknowledging Linda Nixon's First Anniversary with Appreciation and Thanks**

ACTION – Mayor Pro Tem Chuck Bost **MADE THE MOTION** to approve the Consent Agenda with two changes: the removal of line a.) Approval of the July 22, 2024 BOC Special Meeting Minutes, and a change on the Financial Report, under Expenditures, the Powell Bill is showing 99% spent, this should be changed to 7.7%. **VOTE WAS UNANIMOUS.**

Mayor Allen Called Jace Sanchez forward to receive Resolution **R24-33 Resolution by the Belville Board of Commissioners Acknowledging Jace Sanchez's First Anniversary with Appreciation and Thanks** and told Jace how much we appreciate his service to the Town.

Mayor Allen also presented Linda Nixon with **R24-34 - Resolution by the Belville Board of Commissioners Acknowledging Linda Nixon's First Anniversary with Appreciation and Thanks** and expressed our appreciation for all she does for the Town.



**BELVILLE BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES**

August 26, 2024

ITEM #5 – PUBLIC COMMENTS

ACTION – Commissioner Morgan Mehler **MADE THE MOTION** to open the Public Comments.
VOTE WAS UNANIMOUS.

Mrs. Nancy Moore, 251 River Birch Ridge Ct, Belville, NC 28451 wanted to alert the Board of Commissioners about safety problems by the Divergent Diamond. She believes the yield sign should be changed to a stop sign, because drivers do not look and do not yield. Mrs. Moore stated the drivers dart out into the lane of traffic, when they don't have the right-of-way, which will likely cause an accident. Mrs. Moore asked to share a video which showed a close call.

Mayor Mike Allen replied that we have reported the problem to NCDOT, and they will come out and do a study, and will see if any modifications can be done. Mayor Allen reported that this is mostly driver error, as they are not yielding, but we will share the results of the study with you.

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

Mayor Allen asked Jeff Gruenewald, who had just joined the meeting to come forward. Mayor Mike Allen presented Jeff with **Resolution R24-32 - A Resolution by the Belville Board of Commissioners Expressing Sincere Appreciation and Thanks to Jeff Gruenewald On His Second Year Anniversary**, as this item was previously approved on the Consent Agenda. Mayor Allen expressed his sincere appreciation and thanks to Jeff for using his talents to help the town, which saves us a lot of money. Mayor Allen remarked that it has been wonderful to have extra people at the Town, as previously we only had a few employees.

ITEM #6 – PUBLIC HEARING

The Public Hearing is for the consideration and action on amendments to the Town's Subdivision Ordinance. The proposed amendments to the Subdivision Ordinance are regarding Guarantee of Improvements in Sections 501 – 503.

Town Manager Athina Williams introduced the Guarantee of Improvements stating that our Planner, Chad Staradumsky worked with the Planning Board to get the right language, which was reviewed by our attorney, Norwood Blanchard, and the proposed text amendments were properly advertised and are in the Agenda Packets. Planner, Chad Staradumsky reiterated that the language supports the applicant for the final plat approval process, and holds them liable for the installation of all the improvements, which could be roads, water, sewer, utilities, or amenities. Lots would not be able to be sold, until the improvements have been completed. This language is supported by the 160D general statutes, and attorney Norwood Blanchard agreed that this language is necessary.

Mr. Stardumsky explained that the text amendments require a performance bond which will be reviewed annually and hold the applicant responsible (either by an escrow account or surety bond) which is held until all the conditions are met. The guarantee is reviewed annually until all improvements are



**BELVILLE BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES**

August 26, 2024

satisfactorily installed. He asserted that some of these projects take years to complete, and it will prevent problems by holding the applicant responsible, which will keep the Town from spending unnecessary money resolving these issues.

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

Mayor Mike Allen asked if anyone wished to comment on the text amendment changes. There was no one who wished to speak.

ACTION – Commissioner Hunter Smith **MADE THE MOTION** to close the Public Hearing. **VOTE WAS UNANIMOUS.** Discussion ensued on if Section 503 of the Ordinance was to be included. Planner Chad Staradumsky informed the board that although only 501 and 502 were listed on the Agenda, that the packets and the text amendments to the ordinance included Section 503.

ACTION – Mayor Pro Tem Chuck Bost **MADE THE MOTION** to approve **Ordinance 2024-07 – Ordinance Amending the Town of Belville Zoning Ordinance, Subdivision Ordinance Sections 501-503, Guarantee of Improvements.** **VOTE WAS UNANIMOUS.**

Town Manager Athina Williams tasked the Town Clerk to correct and repost the Agenda.

ITEM #7– APPOINTMENTS

a. Park and Recreation Board Vacancies

Mayor Allen explained that we currently have two vacancies on the Parks and Recreation Board and asked the first applicant, Vince Matthews to come forward. Mr. Matthews concurred that he has served on the board for the last few years, and is currently the Chairman, and greatly enjoys the opportunity to serve the people. He helps with the events and often is the emcee and shows up in costume. He would like to continue being Chairman and additionally help drive revenue and sponsorships, to help reduce the cost of events.

Mayor Allen added that Vince Matthews has been a huge help and thanked him for his service on the board. Mayor Allen asked applicant #2 Nancy Moore to come forward and tell the groups why she would like to serve on the Parks and Recreation Board. Mrs. Moore who has a Masters in Business Administration and Accounting shared her interest in being on the board, and mentioned she has a ton of clients who may want to sponsor events, and that she has a real interest in parks and recreation. Mayor Allen thanked her for her application. Mayor Allen asked applicant #3 – Rana LaBrunda to tell the board why she would like to be on the Parks and Recreation Board. Mrs. LaBrunda shared her love of doing things for the Community, and particularly children, and told of some of the things she has already done for the community and the Town. While her background is in family emergency counseling and mental health, she has a generous heart and provides large gift baskets and feeds the homeless and less fortunate for free. She and her neighbors try to help those individuals by cooking and providing what they need, often raffling off items to raise money. Mayor Allen expressed his sincere appreciation for Rana and all the support and donations she has given to the Town.



**BELVILLE BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES**

August 26, 2024

ACTION – Mayor Pro Tem Chuck Bost **MADE THE MOTION** to appoint Vince Matthews and Rana LaBrunda, each for a two-year term beginning August 26, 2024 and ending August 25, 2026. **VOTE WAS UNANIMOUS.** Mayor Mike Allen **MADE THE MOTION** to appoint Nancy Moore as an alternate on the Parks and Recreation Board. **VOTE WAS UNANIMOUS.**

The Oath of Office was administered to all three applicants by Mayor Mike Allen.

Mayor Allen moved the Closed Session on the Agenda to Item #8, to accommodate a presenter's time schedule.

ITEM #8– CLOSED SESSION

- a. N.C.G.S § 143-318.11(a)(3) – To consult with the attorney including litigation and N.C.G.S § 143A-158.1(1) – To discuss matters relating to acquisition of property**

ACTION – Commissioner Morgan Mehler **MADE THE MOTION** to go into closed session. **VOTE WAS UNANIMOUS.**

ACTION – Commissioner Morgan Mehler **MADE THE MOTION** to return to open session at 8:07 p.m. **VOTE WAS UNANIMOUS.**

Attorney Norwood Blanchard commented, 'let the minutes reflect that we discussed the Holt case and the USG case, but no action was taken in the Closed Session.'

ITEM #9– OLD BUSINESS

a. Update on the Belville Riverwalk

Ian McLeod, Event and Outreach Coordinator addressed the board to talk about the updates to the walkway leading to the trailhead at the Belville Riverwalk which was installed last week. While there is a lot of conversation about the persistent mosquitos, we have been having the park sprayed daily.

1. Upcoming events – Mr. McLeod informed the board that the Savannah trip is popular, and we almost have enough people for a second bus.

Ian commented that the Heritage Riverside Ride will be September 28th, the Feast of the Pirates is September 14th, then the Fall Festival the first weekend in October. Our Belville Golf Classic is on October 28th, and we are getting a lot of sponsors. We also plan to have a trunk-or-treat event, and a Halloween Movie night in October. Commissioner Morgan Mehler suggested that we have something to fill the gap in between the two events like games or something fun for the kids to do. Ian will look into this.

Ian McLeod reported that The Parks and Recreation Board is proposing a Community Yard Sale, which he has been working on with Brenda Hewlett. This would be well received by people whose HOA's do not allow yard sales. We are thinking about holding them twice a year and will be presenting a proposal to the Board of Commissioners.



**BELVILLE BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES**

August 26, 2024

b. Street Repairs and Drainage Repairs

Ian McLeod reported on the drainage issues following Tropical Storm Debby. Public Works surveyed the area following the storm, and the major issues were near East Wood Ln, River Birch Ridge and Two Pine, and the last property on Chappell Loop before East Wood Lane. The pond on East Wood owned by Mark Stocks, does not have a catch basin, which needs to be improved so it will properly drain. Mayor Allen commented that we have some pressing issues, and we will be meeting with NCDOT about the drainage. Ian McLeod mentioned that a layer of asphalt is missing on River Birch Creek Road.

ITEM #10 – REGULAR AGENDA

a. Project Updates

Relocation of the Town Hall.

Town Manager Athina Williams gave an update on the Relocation of the Town Hall. – We have rented Storage Space, which we are already utilizing, and have secured the rental for temporary relocation to 497 Olde Waterford Way, Suite 200. We have provided a draft of a press release and social media and will be looking for feedback from the board.

NC133 and Multi-use path.

NCDOT installed the crosswalk and signals, they and are working on the railings near the Town Hall where it is steep. The Multi-use path from Belville Elementary School to Rice Hope is in progress. We do have a gap in the Multi-use path before the first entrance to Hawkeswater. A resolution attached authorizes the Town to submit a grant application to the WMPO to request grant funds as part of the Gullah Geechee Heritage Trail gap project.

ACTION – Commissioner Ryan Merrill MADE THE MOTION to approve Resolution R24-35 – A Resolution by the Belville Board of Commissioners Authorizing the Town of Belville to Submit A Grant Application to the Wilmington Metropolitan Planning Organization's (WMPO) Surface Transportation Block Grant Program (STBGP) for Engineering, Design and Construction of the Gullah Geechee Heritage Trail Gap Project. VOTE WAS UNANIMOUS.

Discussion ensued among the board about the potential widening of the remaining parts of NC133, and the positive comments received about the clearing of trees across from Westport Lofts.

ITEM #11 – OTHER ITEMS AND REPORTS

- a. Town Attorney
- b. Board of Commissioners
- c. Mayor Pro Tem
- d. Mayor – Mayor Allen thanked everyone for attending.
- e. Town Manager

ITEM #12 – ADJOURNMENT



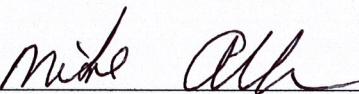
**BELVILLE BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES**

August 26, 2024

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

