



ORIGINAL

**BELVILLE BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES**

**February 24, 2025**

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  
Brenda Williams, Finance Clerk  
Jim Bucher, Director of Parks and Recreation  
Ian McLeod, Event Coordinator  
Randy Collins, Grounds Maintenance  
Norwood Blanchard, Town Attorney  
Kemmy Goodson, Town CPA  
Adrienne Harrington, Planning Consultant (via telecommunications)

Others Present to Address the Board:

Joe Henson, ABC Board Chairman

**ITEM # 1 – CALL TO ORDER**

Mayor Mike Allen called the February 24, 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 prayers for our Belville families, military and law enforcement, and guidance to make the right decisions. The invocation was followed by the Pledge of Allegiance.

**ITEM #3 – APPROVAL OF THE AGENDA**

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

**ITEM #4 – APPROVAL OF CONSENT AGENDA**





**BELVILLE BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES**

**February 24, 2025**

- a. Approval of the January 27, 2024 BOC Regular Meeting Minutes.
- b. Tax Collector Report
- c. Finance Report
- d. Code Enforcement Report – Street Maintenance Report
- e. Planning Activity Report
- f. Special Events Report
- g. R25-04 A Resolution by the Belville Board of Commissioners Expressing Gratitude and Appreciation to Jenni McDaniel of the Brunswick County Sheriff's Office
- h. R25-07 A Resolution By the Belville Board of Commissioners Expressing Support for the Designation of February as National Cancer Prevention Month.

Mayor Allen asked to move one item R25-06 A Resolution Designating February 2025 as American Heart Month in Order to Raise Awareness about Cardiovascular Disease and the Importance of Knowing One's Cholesterol to the Regular Agenda.

**ACTION** – Mayor Pro Tem Chuck Bost **MADE THE MOTION** to approve the Consent Agenda with the above change moving R25-06 to the Regular Agenda Presentation Item #6b. **VOTE WAS UNANIMOUS.**

**ITEM #5 – PUBLIC COMMENTS**

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

Joe Henson, ABC Board Chairman addressed the Board to provide a check for ABC store proceeds. Mr. Henson indicated that the check was in the amount of \$75,892.95, which was the balance due to the Town over the estimated \$350,000 they projected for the last year's budget.

Mayor Mike Allen thanked Joe Henson for all he does on the ABC Board, and also thanked the ABC Board staff for their hard work.

**ACTION** – Mayor Pro Tem Chuck Bost **MADE THE MOTION** to close the Public Comment period. **VOTE WAS UNANIMOUS.**

**ITEM #6 – PRESENTATIONS**

- a. R25-08 – Resolution By the Belville Board of Commissioners Expressing Gratitude & Appreciation for Brenda Williams For Her Devotion and Commitment to the Town of Belville on This Her Tenth Anniversary.

**ACTION** – Mayor Mike Allen **MADE THE MOTION** to approve **R25-08 - Resolution By the Belville Board of Commissioners Expressing Gratitude & Appreciation for Brenda Williams for Her Devotion and Commitment to the Town of Belville on This Her Tenth Anniversary.** **VOTE WAS UNANIMOUS.**

Mayor Allen exclaimed that Brenda was here when we only had two employees and has worn many hats to get the job done, she now works in Finance and works on the budget and with our auditors, and we





**BELVILLE BOARD OF COMMISSIONERS  
REGULAR MEETING                      MINUTES**

**February 24, 2025**

sincerely appreciate all she has done for the Town. He congratulated Brenda, and asked if she could stay maybe 15 or 20 more years. Brenda replied that she will try.

b. R25-06 – A Resolution Designating February 2025 as American Heart Month in Order to Raise Awareness About Cardiovascular Disease and the Importance of Knowing One's Cholesterol.

Finance Clerk, Ms. Brenda Williams volunteered to read Resolution R25-06 and proclaimed she is a heart patient, Resolution R25-06 explains why it is so important to raise awareness about heart disease.

**ACTION – Mayor Mike Allen MADE THE MOTION to approve R25-06 – A Resolution Designating February 2025 as American Heart Month in Order to Raise Awareness About Cardiovascular Disease and the Importance of Knowing One's Cholesterol. VOTE WAS UNANIMOUS.**

**ITEM #7 – OLD BUSINESS**

a. Belville Riverwalk Project

Jim Bucher, Parks and Recreation Director came forward to give the update. He explained they have been doing a Winter Clean-up, removing logs that were under the fishing pier, and working on the trails, cleaning up winter debris. They are also prepping the equipment for Spring.

1. Upcoming Events

Mr. Bucher relayed the upcoming Events, including the New Orleans trip which has 17 people traveling there on March 24-28<sup>th</sup>. On April 5<sup>th</sup> we will be holding the first Community Yard Sale, and we already have 13 spaces purchased. Town Manager Athina Williams will update you on the Valentine Sweetheart Sale. We also have the Easter Egg Hunt coming up on April 12<sup>th</sup>, there is no registration needed this year, and we will still have the three age groups as last year. We already have 38 vendors, and 9 food trucks registered for Founders Day on May 3<sup>rd</sup>, which is a great start for the event.

2. Reflections on Valentine Market Sweetheart Shop

Town Manager Athina Williams reported that the inaugural Sweetheart Shop at the Belville Riverwalk was provided for convenience and successfully served over 150 customers. The 75 bouquets were quality flowers purchased from Castle Haynes Farms. Over \$1,800 in flowers were sold; we had signage at the park, a raffle and the Girl Scouts joined us to sell cookies. Full details will be provided in the After-Action Report at the next meeting. Mayor Allen stated he thinks these events add to our Small Town Charm. Town Manager Williams thanked the staff for all their help with this fundraiser.

b. Town Hall Relocation

Mayor Allen briefed the board and explained that he believes that having the State Troopers located in at our Town Hall will be an asset for the Town, and he is also excited about redevelopment of our Downtown Area.

**ITEM #8 – REGULAR AGENDA**





**BELVILLE BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES**

**February 24, 2025**

a. Transportation and Project Updates - Planning Consultant Adrienne Harrington joined via telecommunications to provide the commentary for her PowerPoint presentation as follows:

1. **NC Crossing Project** – This project will realign the park entrance with the Belville Elementary School entrance, and we are almost ready to request authorization for engineering. The parking capacity at the Riverwalk will increase by 50%.

2. **Gap in Multi-use Path** – We will be soliciting bids for engineering services soon. Money for the gap was awarded. We will request additional funds for reworking the utility lines.

3. **Stormwater Feasibility Study** - The stormwater feasibility study is focusing on five main areas, three of which will get extra detail. High level cost estimates are coming soon, which will enable us to apply for grant funding.

4. **Stormwater Projects - Flooding on East Wood and Two Pine Lane** – Two firms have provided estimates of what improvements are needed for remediation.

5. **Riverwalk Extension** – We are close to putting out the bid for Phase I – Natural surface trail and the Southernmost gazebo and boardwalk. The construction documents are 99% complete, and we are hoping the bid goes out on March 3<sup>rd</sup>; contractors will have 3 or 4 weeks to respond and then we will have the bid opening.

6. **Multi-Use Path** – We have a request for additional funds from the WMPO which they will answer at the WMPO meeting on Wednesday this week.

7. **NC133 Closure** – A portion of NC133 is currently closed for construction and the project seems to be on track to be completed by August.

Mayor Allen thanked Adrienne Harrington for her report, and commented she has been with us so long, she is like our family.

**b. Budget Amendment**

Town CPA Kemmy Goodson rendered an explanation for the Budget Amendment showing increase in certain expenses (totaling \$127,900), that were over the budgeted amount, and corrected the fund balance after adding additional sales tax revenues of \$45,000 over the projected budget.

**ACTION** - Mayor Mike Allen **MADE THE MOTION** to approve **Budget Amendment #2025-BA2 in the amount of \$127,900. VOTE WAS UNANIMOUS.**

**ITEM #11 – CLOSED SESSION**

- a. **N.C.G.S § 143-318.11(a)(3) – To consult with the attorney including litigation Urban Smart Growth 15 CVS 1217; N.C.G.S § 143-318.11(a)(5) To discuss matters relating to acquisition of property.**

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





**BELVILLE BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES**

**February 24, 2025**

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

**ITEM #10 – OTHER ITEMS ND REPORTS**

Mayor Allen informed all that in Closed Session we discussed the sale of the Town Hall Building.

**ACTION** – Mayor Pro Tem Chuck Bost **MADE THE MOTION** to sign **#REA2025-01** A real estate option agreement between the Town of Belville and the State of North Carolina, a transaction in the amount of \$2.1 million dollars to sell the Belville Town Hall at 63 River Road, Belville, NC 28451.  
**VOTE WAS UNANIMOUS.**

- a. Town Attorney Norwood Blanchard – Mentioned we also discussed Urban Smart Growth in the closed session.
- b. Board of Commissioners – Commissioner Ryan Merrill stated he saw our former Commissioner David Long and his wife at the Wilmington Marathon, and he sends his best regards.
- c. Mayor Pro Tem – None
- d. Mayor – Mayor Allen thanked everyone for attending.
- e. Town Manager – reminded everyone about the upcoming Budget meeting on March 22<sup>nd</sup> at 9:00 a.m.

**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