



**BELVILLE BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES**

August 27, 2025

Board of Commissioners Present:

Charles Bost, Acting Mayor
Ryan Merrill, Acting Mayor Pro Tem
Hunter Smith, Commissioner

Board of Commissioners Absent:

Morgan Mehler, Commissioner

Staff Present:

Athina Williams, Town Manager
Brenda Williams, Deputy Town Clerk
Chad Staradumsky, Town Planner
Ian McLeod, Event & Outreach Coordinator
Jace Sanchez, Administrative Assistant
Greg Bannerman, Grounds Maintenance Supervisor
Vince Matthews, Director of Communications
Kim Cranford, Administrative Assistant
Randy Collins, Grounds Maintenance Technician
Norwood Blanchard, Town Attorney
Charles Baldwin, Town Attorney

Others Present to Address the Board:

Owen Gidlow, Carolina Surveying PLLC
Honorable Charles W. Miller, NC House of Representatives (19th District)
Gary Green, Speaker

**ITEM # 1 – CALL TO ORDER /INVOCATION/ PLEDGE OF ALLEGIANCE/
APPROVAL OF AGENDA**

Acting Mayor Charles Bost called August 27, 2025, BOC Regular Meeting to order at 6:30 p.m. held at the temporary location at Belville Elementary School, welcomed all. A quorum was present. Acting Mayor Bost thanked everyone for attending the meeting. Acting Mayor Pro Tem Ryan Merrill led the invocation asking for prayers and safety for the Town and all its citizens, safety of our law enforcement and our military and rescue personnel. The invocation was followed by the Pledge of Allegiance.



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

ACTION – Acting Mayor Pro Tem Ryan Merrill **MADE THE MOTION** to amend the Regular Agenda adding item 7b the Resolution for Constitution Week. **VOTE WAS UNANIMOUS.**

ITEM #2 – APPROVAL OF THE CONSENT AGENDA

- a. Approval of the July 28, 2025, BOC Regular Meeting Minutes, and the August 1, 2025 BOC Special Meeting Minutes
- b. Tax Collector Report
- c. Finance Report
- d. Planning Activity Report & Code Enforcement Report
- e. Special Events Report & Park Maintenance Report
- f. R25-33 Resolution by the Belville Board of Commissioners Acknowledging Jace Sanchez's Second Anniversary with Appreciation and Thanks
- g. R25-34 Resolution by the Belville Board of Commissioners Acknowledging Linda Nixon's Second Anniversary with Appreciation and Thanks
- h. R25-36 Resolution by the Belville Board of Commissioners Acknowledging Jeff Gruenewald's Third Anniversary with Appreciation and Thanks

ACTION – Commissioner Hunter Smith **MADE THE MOTION** to approve the Consent Agenda. **VOTE WAS UNANIMOUS.**

ITEM #3 – PRESENTATIONS

a. Special Presentation by Honorable Representative Charlie Miller to Mayor Mike Allen's Family

The Honorable Charles Miller, Member of the NC House of Representatives asked the employees of the Brunswick County Sheriff's Department to join him at the podium as he read both the Resolution from the North Carolina House of Representatives in which he said would also be read on the floor of the North Carolina General Assembly and a letter of Condolence from the White House signed by the 47th President of the United States, Donald J. Trump. Both documents were presented to the family of the late Mayor Mike Allen.

Jason Allen, the late Mayor Mike Allen's son thanked Representative Miller for the presentations on behalf of the family.

b. Proclamation P25-07 Proclamation for Faithful Service and Leadership from the Honorable Mayor Mike Allen Who Proudly Served the Town of Belville From 2009 until July of 2025.



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Acting Mayor Charles Bost, read the Proclamation recognizing the late Honorable Mayor Mike Allen for his remarkable leadership and service to the Town of Belville since 2009. The late Mike Allen served as a Commissioner before he was elected as a Mayor and then serving as Mayor for 15 years until his untimely demise.

ACTION – Acting Mayor Pro Tem Ryan Merrill **MADE THE MOTION** to accept Proclamation P25-07 for the Faithful Service and Leadership of the late Honorable Mayor Mike Allen. **VOTE WAS UNANIMOUS.**

The Proclamation was presented to Jason Allen on behalf of the family.

c. R25-35 Resolution by the Belville Board of Commissioners Acknowledging Randy Collins One Year Anniversary with Appreciation and Thanks.

ACTION – Commissioner Hunter Smith **MADE THE MOTION** approve R25-35 Resolution by the Belville Board of Commissioners Acknowledging Randy Collins One Year Anniversary with Appreciation and Thanks . **VOTE WAS UNANIMOUS.**

Acting Mayor Charles Bost presented Resolution R25-35 to Randy Collins, Grounds Maintenance Technician. He thanked him for his dedication and service within the Town.

ITEM #4 – PUBLIC COMMENTS

Only one person signed up to speak.

Gary Green (Navassa, NC) voiced his account of being approached by the Park's staff about allegedly using the Belville Riverwalk Park to include the park's bathroom as a temporary residence. Mr. Green exited the meeting after his statements. No action was taken by the Board Members.

ITEM #5 – PUBLIC HEARING

a. Public Hearing #1

Public Hearing is for consideration and action on proposed financing for real estate purchase, known as 10449, 10465 and 10481, L-2 Chappell Loop Road, owned by Warren C. Mortley and Theresa V. Mortley (sellers).

ACTION – Commissioner Hunter Smith **MADE THE MOTION** to open Public Hearing #1 **VOTE WAS UNANIMOUS.**



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Madame Town Manager, Ms. Athina Williams introduced the purpose of Public Hearing #1, which concerns the request for funds for the proposed financing of real estate property. The property is known as 10449, 10465 and 10481, L-2 Chappell Loop Road, owned by Warren C Mortley and Theresa V. Mortley (sellers) Owen Gidlow with Carolina Surveying PLLC was present to review and give an additional explanation of the six (6) parcels on the survey provided.

Ms. Williams discussed the purchase amount is \$1.2 million with an agreement for increment payments to the seller (one initial payment of \$500,000 and 2 payments of \$350,000 to the seller).

Acting Mayor Bost opened the floor for questions and comments. The Public and Board Members engaged in discussion. John Clark (Belville Resident) asked about the future plans for the property. Acting Mayor Bost stated that the brick structure had the potential to be a future meeting facility. The wooden structure would need to be refurbished and potentially be ideal for a fire department. Both Acting Mayor Pro Tem Merrill and Commissioner Smith gave positive comments.

Acting Mayor Bost asked for a Motion to approve Resolution R25.37

ACTION – Commissioner Hunter Smith **MADE THE MOTION** to approve R25-37, A Resolution Authorizing An Application For Approval Of A Financing Agreement, Appointment Of An Authorized Representative, And Directing Staff To Request A Financial Proposal. **VOTE WAS UNANIMOUS.**

ACTION – Commissioner Hunter Smith **MADE THE MOTION** to close Public Hearing #1 **VOTE WAS UNANIMOUS.**

b. Public Hearing #2

Public Hearing is for consideration and action upon proposed text amendments to Zoning Ordinance Article 5: Zoning Districts, Permitted Uses: and Dimensional Requirements, particularly modifications to Table 5.1, Table of Permitted Uses to Allow Commercial Recreational Facilities and Batting Cages in the Industrial Zoning District.

ACTION – Commissioner Hunter Smith **MADE THE MOTION** to open Public Hearing #2 **VOTE WAS UNANIMOUS.**

Town Planner, Chad Staradumsky, reviewed the Text Amendments for Article #5 Zoning Ordinance. Mr. Staradumsky informed the Board Members that once the Amendments become less restrictive, it is difficult to return to being more restrictive. Currently, Commercial



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Recreation Facilities are allowed in the Industrial (I) zoning district only through a Special Use Permit (S). Staff propose amending this use to be Permitted by Right (P) in the Industrial (I) Zoning District.

Acting Mayor Bost opened the floor for questions and comments. Board Members engaged in discussion.

ACTION – Acting Mayor Pro Tem Ryan Merrill **MADE THE MOTION** to adopt the Consistency Statement For The Belville Board Of Commissioners’ Review Of Text Amendments To The Zoning Ordinance **VOTE WAS UNANIMOUS.**

ACTION – Acting Mayor Pro Tem Ryan Merrill **MADE THE MOTION** to adopt the 2025-04 Ordinance To Amend Article 5 Of The Zoning Ordinance For The Town of Belville **VOTE WAS UNANIMOUS.**

ACTION – Commissioner Hunter Smith **MADE THE MOTION** to close Public Hearing #1 **VOTE WAS UNANIMOUS.**

ITEM #6 –OLD BUSINESS

Grounds Maintenance Supervisor Greg Bannerman recited the Drill Sergeant’s Creed in honor of the late Mayor Mike Allen. He told everyone that he met the late Mayor Allen in 2000 and served in the Army along with him. A presentation was shown of a token for the Town of Belville and Brunswick County Sheriff’s Department was placed next to his Military Brick at the Belville Riverwalk Park Veteran’s Memorial.

a. Maintenance Report:

- removed dry rotted wood and exposed rebar near the Farmer’s Market Parking area that could potentially be a trip hazard or cause damage to tires
- cut large tree at the Riverwalk entrance that appeared to be a hazard
- Ken’s Tree service removed several low overhanging trees near Maintenance buildings
- removed three buckets of debris from rooftop of maintenance buildings
- assisted Jeff Gruenwald, Chief Maintenance Engineer with installing concrete pad near Multi-use path

Boat Parking is being installed at the Riverwalk Park. Ian McLeod, Event & Outreach Coordinator stated that North Carolina State recommended that the Handicap accessibility be revamped.

b. Street Repairs / Drainage Repairs

Mr. McLeod stated that there are no street repairs at this time to report. Ian said he continues to work with Withers – Ravenel on the feasibility studies on the storm water outflow. Ian reviewed



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the complete water flow map around the entire Town of Belville and provided a breakdown of the outfalls of the drainage.

A discussion ensued among the Staff and Commissioners.

c. Update on Belville Riverwalk

Event report -

Event Coordinator Ian McLeod provided an update on the upcoming Park Events. While we had to cancel our previously scheduled movie night, we continue to move forward with the other upcoming events.

Because of the heat advisory, we had to cancel the Movie Night due to safety concerns and potential inclement weather. There are events scheduled over the next nine weekends.

We originally had the Community Yard Sale scheduled in August, but we have moved it to September 20th.

The golf tournament registration is underway, the Town will have two teams, we are working on sponsorships. If you know of a sponsor, have them contact Event Coordinator, Ian McLeod.

Acting Mayor Bost allowed Joe Henson (ABC Board Chairman) to come to the podium to speak and to and present the Quarterly Distribution.

UNCW are officially in the park as of last week.

ITEM #7 – REGULAR AGENDA

a. Transportation and Project Update

Acting Mayor Bost spoke about the Multi-Use Path. The Cape Fear Bridge Project update and mentioned funding for the bridge is still being discussed at the WMPO meetings.

Madame Town Manager Athina Williams advised the Board Members that we have selected contractor TD Eure for the ***Riverwalk Extension***. Contracts and Bonds have been executed for the Riverwalk project. TD Eure and Surveyors will be staking out the path and natural surface trail along with Riverwalk area. We can go collectively as a group to take a look at it. Invitations will be sent out for a project kickoff and ribbon cutting for the first section of the Multi-use path.

Acting Mayor Pro Tem Merrill asked if there were any updates for the ***NC133 Crossing Project*** which includes adding a traffic light, moving the entrance of the park, getting the crosswalk, and adding additional parking spaces. Mayor Bost stated none at this time.



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b. Constitution Week

ACTION – Acting Mayor Pro Tem Ryan Merrill **MADE THE MOTION** to approve **Resolution R25-38**, Declaring September 17 – September 23, 2025, Constitution week. **VOTE WAS UNANIMOUS.**

ITEM #8 – CLOSED SESSION

Acting Mayor 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 – Commissioner Hunter Smith **MADE THE MOTION** to come back into Open Session. **VOTE WAS UNANIMOUS.**

ITEM #9 – OTHER ITEMS AND REPORTS

a. **Town Attorney** - Attorney Norwood Blanchard stated the Board discussed USG litigation receiving an update on the lawsuit. The Board Members gave instructions to Attorney Charles Baldwin for potential property acquisition, but no action was taken in the closed session.

b. **Board of Commissioners** – Mayor Bost thanked the Staff and said he hopes we have some good news to share soon.

c. **Mayor Pro Tem** -

d. **Mayor** – Acting Mayor Bost thanked everyone for attending.

e. **Town Manager** – Madame Town Manager, Ms. Williams thanked the Staff and the Board for all their support during this difficult time. We are a team. Every part that we play goes forward for Belville's success.

ITEM #10 – ADJOURNMENT



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

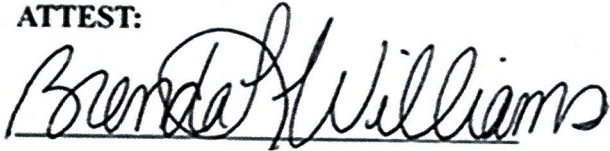
Minutes taken by Brenda L. Williams

SIGNED:



Charles Bost, Acting Mayor

ATTEST:



Brenda L. Williams, Deputy Town Clerk

