

**TOWN OF BURGAW BOARD OF COMMISSIONERS
SPECIAL MEETING
CAPITAL IMPROVEMENT PLAN**

DATE: February 23, 2016
TIME: 8:30 AM
PLACE: Burgaw Municipal Building
BOARD MEMBERS PRESENT: Mayor Eugene Mulligan
Mayor Pro-tem Howard Walker
Commissioners Jan Dawson, Bill George, Vernon Harrell & Wilfred Robbins
STAFF PRESENT: Chad McEwen, Town Manager
Sylvia W. Raynor, Town Clerk
Robert Kenan, Town Attorney
Bill Fay, Director of Public Works
Louis Hesse, Building Inspector
Jim Hock, Chief of Police
Wendy Pope, Finance Officer
Rebekah Roth, Planning Administrator
Kristin Wells, Deputy Clerk
Allen Wilson, Fire Administrator
Joshua Barton, Intern
MEDIA PRESENT: None
OTHERS PRESENT: None

The meeting was called to order by Mayor Eugene Mulligan at 8:30 AM. The invocation was delivered by Mayor Pro-tem Howard Walker. The Pledge of Allegiance was said by all.

Mayor Mulligan desired to know if the Board would be voting on each item as we go through the list. Mr. McEwen advised we will go down the list and give any explanation/justification desired by the Board and at the end of the meeting each Board member will be given a score sheet to take home and choose their priorities. Upon return of all the score sheets, numbers will be tallied and the priorities will be presented at the policy/finance meeting for review and budgeting.

Mayor Mulligan turned the meeting over to Chad McEwen, Town Manager and asked him to proceed with the Capital Improvement Plan (CIP) presentation. Mr. McEwen presented a brief review of the current CIP priorities and where we stand at this time. He then continued on to discuss the CIP requests for the upcoming fiscal year. The following items were reviewed and discussed.

BUILDING & GROUNDS

- Security Cameras at Public Works Yard & Vehicle Impound Area: Safety and security of buildings, employees and assets - \$4,000. *Jim Hock, Bill Fay and Allen Wilson spoke at length regarding the advantages of having a camera system at the town garage facility which would include surveillance of the buildings, grounds and the police impound lot.*
- Resurface Tennis Courts: Current condition of courts will need attention in the future - \$30,000. *Mr. McEwen advised this item has been on the CIP to be taken care of in FY 16-17. Preliminary estimates came in at around \$30,000.*
- Cemetery Driveways: Current condition of driveways will need attention in the future - \$75,000. *Consider in FY 18-19.*
- Christmas Decorations: Discussed by Board, would require install of electrical service and new decorationswreaths, lights, etc. Cost to be determined. *Mr. McEwen advised this item was discussed recently at the joint meeting. There was a request to put Christmas decorations on NC Hwy 53.*

- Street Banners on 53 East and West: Would require banners and brackets, TDA contribution of \$2,000; area covered from Smith Street to Walmart. *Cost to be determined.*
- Furniture for Board Room: Replace existing board room tables and member chairs - \$4,000. *Consider.*
- Town Hall Annex Roof: Evaluated in 2013 and given five years of useful life, no current problems. *Consider in FY 18-19.*
- Town Hall Roof: New membrane roof with increased insulation - \$47,000. *Consider in FY 18-19.*
- Roof on old jail: New membrane roof - \$9,000. *Consider in FY 20-21.*
Louis Hesse spoke at length regarding the abovementioned roof repairs for the town hall, town hall annex and the old jail.
- ADA accessible entrance at Police Department: Provide handicap accessibility to public for Police Department - \$5,300. *Consider in FY 20-21.*
- Community House A/C booster: 1.5 ton boost would help cool building for events that involve doors being opened frequently - \$4,100. *Consider in FY 20-21. Louis Hesse advised during hot weather the building not staying comfortably cool. Mayor Mulligan asked why this is scheduled for FY 20-21. Mr. Hesse advised this is not an urgent issue but needs to be considered for comfort of renters. Mr. Hesse said there have been some complaints about difficulty in cooling down the building.*
- Depot Painting: Exterior of depot and dock - \$8,000. *Mr. Hesse advised he feels this needs to be done this year. He said the spray on paint job is not holding up and it will be brushed next time.*
- Depot Dock Board Replacement: Replacement of existing rotting oak planks with treated pine - \$15,000. *Mr. McEwen advised the plan is to put the replacement of the depot dock boards on a five year plan at \$3,000 per year until all boards are replaced.*
- Splash Pad: Location, timeline and grant decision needed; TDA contribution. Proposed cost - \$180,000. *Mr. McEwen advised there has been much discussion regarding the location of the proposed splash pad and a decision for a location needs to be made. The following locations were mentioned: vacant lot at corner of Fremont and Walker Streets, Hood property, corner lot across from the railroad right of way diagonally across from the south end of the depot; the Piggly Wiggly lot south of building towards the intersection of Dudley and Fremont; Hankins Park; Rotary Park (no longer preferred because of concerns expressed by the consultant). Mr. McEwen advised the ultimate decision must come from the Board.*

Mr. McEwen said in regards to grants the only grant available for this type of project would be the PARTF grant. Ms. Roth advised there is not enough time to prepare for a grant for this year. Commissioner Robbins stated that he believes that if we find a location that instead of waiting for a grant to be approved, we should go ahead and build the splash pad because we have the money and it would be beneficial to the town.

After a very lengthy discussion the following motions were made:

- *Commissioner Harrell made a motion to make the railroad right of way the first priority location. The motion was seconded by Commissioner Robbins and carried by unanimous vote.*
- *Commissioner Robbins made a motion to make the Piggly Wiggly lot the second priority. The motion was seconded by Commissioner Harrell and carried by unanimous vote.*
- *Commissioner Dawson made a motion to make Rotary Park the third priority. The motion was seconded by Commissioner Robbins and carried by unanimous vote.*

INFRASTRUCTURE (Water, Sewer, Drainage, Roads, Utilities, Sidewalks)

- Wilmington Street and Wright Street Improvements: Bulb outs at all four corners, crosswalks and parking realignment - \$30,000. *Commissioner Harrell said he feels that the bulb outs should be done before the roundabout project is done.*
- Streetscaping of Court House Avenue (Board): Includes bulb-outs, curbing, sidewalks, lighting, etc. - \$100,000. *Commissioner Robbins said he feels that the town should start setting aside funding to make improvements to Court House Avenue. He suggested setting aside \$150,000 per year for two or more years until we have a plan and know how much will be needed. Commissioner Harrell was in agreement with Commissioner Robbins suggestion. After much discussion, Commissioner Robbins made a motion to start a Capital Project Ordinance and to set aside \$175,000 for the streetscape of Court House Avenue to include funding for the bulb-outs at Wilmington and Wright Streets. The motion was seconded by Commissioner Harrell and carried by unanimous vote.*
- Touchless Meter Conversion and Water System Rehabilitation: Meter conversion (AMI), water line upsizing to meet AWWA requirements, generator and ATS at N. Smith Street Well - \$1.36 million. *Mr. McEwen advised this project is in progress and it may be April before the contracts are approved. He advised the meters, gateways etc. have been ordered and will hopefully be installed by the time the contractor mobilizes.*
- Water System Rehabilitation CDBG Eligible: Water main loops for TTHM reduction; intersections of Satchwell and McCullen, Vann and Bodenheimer and West Williams Street - \$430,000. *Mr. McEwen advised this project is waiting on the funding cycle to be opened up and for Skip Green to let us know when this is available and if we need to apply again.*
- Upgrades to Pump Station #1 (Wallace Street): Upgrades to Pump Station #1 (Wallace Street). Install bar screen, safety nets and safety rails. Current condition presents safety concerns and operability issues due to solids - \$208,000. *Mr. McEwen said he is not ready to commit to the bar screen at this time due to the situation with Wallace, but he would like for the Board to consider the safety upgrades for both lift stations. Mayor Mulligan said he has visited PS 1 and agrees the safety upgrades are a necessity.*
- Upgrades to Pump Station #2 (Chubb Road): Upgrades to Pump Station #2 (Chubb Road). Install flow meter, wet well mixer, safety nets, and safety rails. Current condition presents safety concerns and operability due to solids - \$10,000. *Allen Wilson advised the safety rails need to be engineered to OSHA standards to ensure that if a person is tied to the rail that it will hold them if they lose footing and fall. Mr. McEwen asked the Board if they are in favor of prioritizing \$25,000 for safety improvements and get the engineer's input on the proper equipment and then talk about this with the finance board. The Board was in agreement with this suggestion.*
- Continued Public Ditch and Canal Maintenance: Mowing and cutting ditches and canals on private property that provide public drainage.
- Dudley Street/Railroad ROW Crossing Repair: Repair significant damage to Dudley Street ROW at culvert north of MOJO - \$15,000. *Mr. McEwen advised this situation continues to deteriorate and needs attention. He advised we need to move on this before we not only have to re-stabilize this bank but also have to replace the north bound lane of Dudley Street. Mr. McEwen advised this project will have to be contracted out because this is beyond the capabilities of Public Works. Mr. Fay will get bids on the cost of this project and bring this item back to the Board.*
- Pender Memorial Hospital and Osgood Canal Flooding and Stormwater Mitigation Project: Approved stormwater master plan involves stormwater repairs at PMH, Fremont and Cowan Streets; partnership with PMH, \$825,000 grant applied for from Golden LEAF, town obligation - \$47,000. Total - \$1,150,790. *Mr. McEwen advised we have made it through two rounds of Golden Leaf grant applications and we are in the final round now.*

- Sewer Manhole Rehabilitation: Address I&I recently located by public works department - \$10,000. *Mr. McEwen advised he would like to set aside \$10,000 per year for Public Works to be able to hire a contractor after four or five of these issues have been identified. He said this will be money well spent to prevent storm water from getting into the sewer system.*
- Well House Rehabilitation: Three well houses; pipework, valves, fittings, etc. - \$32,000. *Mr. McEwen advised we are proposing \$8,000 per year for each well house.*
- 6" Bypass Pump: Mobile pump to serve in place of generator at Village on 18 lift station - \$10,000 - \$15,000. *Bill Fay advised past practices would be to place a stationary generator as a backup power supply at a lift station, but there is a shift in the industry to put in a backup pump instead. He said this will be a portable pump that can be moved to another location if necessary if there is a problem.*
- Annual Street Paving and Maintenance: Priorities being determined for Spring/Fall paving, anticipated revenues are \$105,000. *Mr. McEwen advised cost to be determined on paving.*
- Fremont Street Paving: Conducted as part of water rehab project, Cowan Street to US 117, fog lines, center lines, stop bars, hospital crosswalks - \$125,000. *Mr. McEwen said he has spoken with the contractor and the total cost of paving Fremont Street will be just above \$200,000 with \$125,000 coming from Powell Bill and \$75,000 to \$80,000 coming from the loan.*
- Phase 1 NC 53 Corridor Improvement Plan: Engineering and Permitting Complete. ROW acquisition being performed. Funding options being explored - \$910,000. *Mr. McEwen advised NCDOT has taken over this project; this is no longer a town project. He advised this is an NCDOT TIP project.*
- Debris Grinding: Grinding vegetative debris at the yard debris site - \$15,000.
- Senior Center Sidewalk: Engineering and permitting complete. Funding options being explored - \$305,000.
- Sidewalk along Cripple Creek: Connection from Cripple Creek to Cowan Street along Wilmington Street - \$15,000.
- Sidewalk Crossings at Railroad Right of Way: Locations of crossings discussed: Clark Street and NC Hwy 53 - \$30,000. *Commissioner Robbins desired to go ahead and prioritize at least two sidewalk crossings; he suggested Wilmington and Fremont and then possibly Hayes. Commissioner Harrell agreed and also stated that at some point we need to deal with Clark Street and join the middle school to the park. All Board members were in agreement with that priority.*
- Sidewalk Replacement – Bridgers/Cowan Streets: Replace damaged existing sidewalks - \$10,000.
- Sidewalk from Bridgers Street to Trail: New sidewalk would connect existing sidewalk in front of Sparkman house to trail near Timberly and Ashe Streets, would require NCDOT encroachment -
- Sidewalk to Hospital: Discussed as a priority in years past - \$40,000. *Mr. McEwen said this is logistically challenging until the Fremont Street project is complete. Commissioner Walker expressed a desire to connect the sidewalks from the elementary school north to the new development. After much discussion, it was the consensus to include this item in the upcoming FY budget.*
- Bicycling Boulevards: Cowan Street, Ashe Street, McRae Street, Hayes Street - \$25,000.
- Bike and Ped Shared Lane Markings: S. Walker St., NC Hwy 53, Wilmington St., Fremont Street - \$38,000.
- Pedestrian Safety Light at Trail on NC 53: Designed to slow down traffic on NC Hwy 53 East, protect pedestrians on the trail. *Mr. McEwen advised he has spoken with the local NCDOT engineer regarding signage and is waiting for cost estimates.*

BREAK 10:35AM – 10:50AM (Commissioner George departed from the meeting at 10:35 and returned at 11:10AM.)

EQUIPMENT

- Mower: Replace John Deere Mower - \$15,000. *Consider in FY 17-18*
- Sewer Jetter: Replacement of existing jetter that is over 20 years old - \$70,000. *Consider in FY 18-19.*
- 2WD Service Truck: Replace #51, 145K + miles - \$30,000. *Mr. McEwen requested to purchase 2 service trucks now (to replace # 51 and # 41 see below) with \$40,000 that was budgeted for dump truck in this current fiscal year.*
- 2WD Service Truck: Replace #41, 145K + miles - \$30,000. *See above.*
- Lift Station Rehab at Village on Eighteen: Repairs are regularly required on this lift station due to its temporary nature - \$30,000. *Bill Fay advised these repairs will be done during this budget year.*
**Chief Hock presented an overview of the request for radios, speed trailer, mobile data terminals, body cameras, Tasers and police vehicles.*
- Motorola Radios – Portable (PD): *Repair of current radios not guaranteed after 2019 - \$11,750. Consider in FY 20-21.*
- Motorola Radios – Car (PD): *Repair of current radios not guaranteed after 2019 - \$11,750. Consider in FY 20-21.*
- Police Speed Trailer: Current speed trailer is old, doesn't work for long periods of time, and is an eye sore - \$8,000. *Consider in FY 18-19.*
- Mobile Data Terminals (PD): In car computers \$2,500 each for a total of 4 units - \$10,000. *Two units in FY 16-17; Two units in FY 17-18.*
- Police Body Cameras: 13 cameras record when officers are away from vehicles, protect officers/town from lawsuits, requires new PD server - \$14,000. *There was a very lengthy discussion regarding justification for the use of cameras. Many situations were presented in which cameras can make a difference.*
- Tasers (PD): Would provide all officers with individual Tasers - \$3,200. *Consider in FY 17-18. There was a lengthy discussion regarding the need for/purchase of Tasers. Mr. McEwen recommended going ahead and purchasing the Tasers out of this year's budget. He advised the money could be found to cover this expense this year. Commissioner George made a motion to purchase anything the police officers need such as Tasers, body cameras etc. be done this year. Commissioner George said he wanted to appropriate the money for the body cameras; anything to help that officer on the street, I'm for it. Commissioner Dawson asked if there is enough money in the police department budget to purchase everything. Mr. McEwen advised no; this will require a fund balance appropriation. Commissioner George said he will incorporate an appropriation from fund balance into the motion as well. Commissioner Robbins seconded the motion. Motion carried by unanimous vote.*
- 2 Police Cars: Replace 2009 Crown Victoria – 70k miles; 2010 Charger – 70k miles, both cars have maintenance issues \$72,500. *Chief Hock advised he wants to replace two patrol cars next year. He gave a detailed description of the issues with the two vehicles he desires to replace which included a bad steering column and wiring problems. Commissioner Robbins made a motion to go ahead and replace the Dodge Charger out of fund balance and then purchase one per year. Upon further discussion, Commissioner Robbins withdrew his motion.*
- 2 Police SUVs: Replace 2010 Charger, 60k miles; 2008 Mercury Mountaineer 83k miles \$77,000. *Consider in FY 17-18.*

- 2 Police Cars (PD) Replacement of existing patrol cars in service \$75,000. *Consider in FY 20-21.*
- 2000 GPM Engine (FD): \$550,000. *Consider in FY 17-18. Allen Wilson advised this truck has been on the list for a while and he feels that if this truck is spec'd out properly, this truck can replace two trucks. He advised this truck would replace a 1990 model truck and a 1998 model truck. After a very lengthy discussion, Commissioner George made a motion to allow the fire department to begin pursuit of seeking grants and working on specs for the purchase of a new fire truck for the FY 17-18 budget year. The motion was seconded by Commissioner Dawson and carried by unanimous vote.*
- 2000 GPM Engine (FD): \$600,000. *Consider in FY 20-21*
- SCBA Replacement (FD): Seeking grants - \$120,000. \$40,000 in FY 16-17; \$40,000 in FY 17-18; \$40,000 in FY 18-19. *Mr. Wilson advised it will be later in the year before we know if a grant is approved this item.*
- Protective Gear (FD): \$10,000 per year for next five - \$50,000.

TECHNOLOGY UPGRADES

- Scheduled Computer Replacement: *Scheduled 5 year replacement of computers - \$3,000.*
- Police Pak Server: *Server will run police pak software, current server is no longer supported /out of warranty - \$2,300. Chief Hock advised this item is the records management server for the police department as required by the State for reporting.*
- Netmotion System, Server and License (PD): *Allows officer to remain connected to network from their cars without coming inside building - \$5,800.*
- Video Computer and Data Storage System (PD): *Would be used for officers to review videos in building, provides storage for videos - \$3,000. Mayor Mulligan asked about the cost of the server. Mr. McEwen advised by Mr. Harvey's own admission, he is a bit heavy handed when it comes to quotes on IT equipment. Mr. McEwen advised he thinks these numbers are at the higher end. Chief Hock advised the reason for this system is to separate the police video evidence from town's system.*
- Web Filter (All): *Protects Town's network from web-borne malware and viruses - \$2,200.*
- Purchase of IPADs for BOC: *Discussed as an option to printed material for Mayor & Board members - \$3,000. After discussion, the consensus of the Board was that this item is not a priority at this time.*
- Plotter Replacement (Planning): *Current plotter is obsolete, parts unavailable within next few years - \$9,000. Consider in FY 18-19.*
- Sewer Camera: *Current camera is having operation issues and requires frequent repairs - \$76,000. Consider in FY 18-19.*

PERSONNEL

- 2 Seasonal PW Laborers: *Employee needed for special projects, landscaping, and property maintenance during growing season – to be determined. Mr. McEwen advised these two temporary employees will provided by the Employment Security Commission at no charge to the town.*
- Intern/Fellowship with UNCW MPA: *2 year commitment for a fellowship program; started in FY 15-16, will continue through FY 16-17. \$20,000 over 2 year period.*
- Community Development Coordinator or Parks and Recreation Coordinator: *depot/community house, develop and administer parks/recreation programs, economic development etc. - \$45,000. Mr. McEwen advised the \$45,000 is based on a full time employee with benefits. After discussion, it was the consensus of the Board to include this position in the budget.*

- Patrol Officer (PD): Increased call volume, issues at apartment complexes, spillover effect of criminal acts from Wilmington, New Hanover County - \$42,850. *Chief Hock advised during the transition from one police chief to him there was a restructure of the department. He advised during that restructure the police department went from a twelve sworn position department to an eleven sworn position department. He said his department is now fully trained and he is requesting to reinstate that officer that was lost during the transition. He advised out of the twelve apartment complexes in town nine of them are subsidized housing. He said there has been an increase in calls in those areas. He advised he needs extra enforcement for narcotics issues in those areas and is asking the Board to consider allowing him to reinstate this twelfth position by hiring another patrol officer.*
- K-9 Officer and K-9 (PD): Hiring and officer and purchasing a dog dedicated to drug work; will require vehicle, special training and equipment – Officer, \$43,000; Dog, officer training \$12,000. *Consider in FY 19-20.*
- 2 Additional Full Time Employees in Fire Department: 2 positions would allow for 24 hour coverage thus reducing response time - \$93,000. *Allen Wilson advised all aspects of fire service are increasing at a rapid pace and volunteer numbers are decreasing. He presented detailed statistics on fire department calls and response times. He advised having someone here twenty four hours per day would help reduce response times and increase our ISO rating. During Mr. Wilson’s presentation, he presented several scenarios on how coverage could be increased. After a lengthy discussion, Mr. McEwen advised he will prepare something for the finance committee to review regarding how these additional employees can be funded and their recommendation can be brought back to the Board for the budget workshop discussion.*

POLICY, PROCEDURAL, ADMINISTRATIVE

- Economic Development Incentive Grant Program: Creation of policy outlining Town’s willingness to contribute to industrial relocation, tied to criteria and reimbursement or grant based. To be determined. *After discussion, Commissioner George made a motion to explore for an economic development policy. The motion was seconded by Commissioner Harrell. Commissioners George and Harrell voted “aye”. Commissioners Dawson, Robbins and Walker voted “no”. Motion failed.*
- Arts Council Contract: Contract expired for \$15,000/yr. utility bills and insurance at old EMS building. Board of Commissioner decides whether or not to renew. *Mr. McEwen advised he understands that the Arts Council representatives will be present at the next meeting to request continued use of the building so this matter can wait until then to be discussed.*
- Business Improvement District Grant program: Promote economic development downtown, grants considered on a case by case basis. *To be determined.*
- COLA: *To be determined.*
- Merit Pay Pool: *To be determined.*

Mr. McEwen asked if there is anything the Board wants to discuss at this time.

Commissioner Harrell asked if we are going to come back to the whole issue of COLA. Mr. McEwen said we would have to unless you want to talk about it now and give us some guidance as to what you want proposed in the budget. Commissioner Harrell said he doesn’t understand why we are even discussing it as far as he is concerned because the employees received a 3% COLA two seasons ago and a 1.5% COLA for this year. He said the inflation figures that he has seen from the Bureau of Labor Statistics don’t

indicate that it is even close to that. Mr. McEwen advised the CPI for the Southeast two years ago was 2.9% and last year it was 1.5%. He said prior to the update of the personnel policy, the COLA was whatever the Board decided, it was not tied to the CPI. He said instead of using an arbitrary number, we now tie our COLA to the Southeast CPI which is what was used in the past two years. Commissioner Harrell asked where the CPI comes from. Mr. McEwen advised he believes it comes from the Census Bureau; he is not sure but will check on it.

Mayor Mulligan said in the last election there was much talk about a community center and outdoor basketball courts. He said while we are discussing putting the splash pad on the railroad right of way he would like to ask if we would be allowed to put an outdoor basketball court opposite of Stover's Auction House.

There being no further discussion, Mr. McEwen presented score sheets for each Commissioner to complete and return to him in order to determine the Board's priorities for the budget.

Adjournment

Commissioner George made a motion to adjourn. The motion was seconded by Commissioner Harrell and carried by unanimous vote.

The meeting adjourned at 1:05PM.

Eugene Mulligan, Mayor

Attest: _____
Sylvia W. Raynor, Town Clerk