

**TOWN OF BURGAW BOARD OF COMMISSIONERS
REGULAR MEETING**

DATE: June 11, 2013
TIME: 4:00 PM
PLACE: Burgaw Municipal Building
BOARD MEMBERS PRESENT: Mayor Kenneth T. Cowan
Mayor Pro-tem Howard Walker
Commissioners Jan Dawson, Wilfred Robbins, Charles Rooks and Elaine Tyson
STAFF PRESENT: Chad McEwen, Town Manager
Sylvia W. Raynor, Town Clerk
Robert Kenan, Town Attorney
Rebekah Costin, Planning Administrator
Bill Fay, Director of Public Works
Louis Hesse, Building Inspector
Ashley Loftis, Finance Officer
Montrina Sutton, Chief of Police
MEDIA PRESENT: Andy Pettigrew – The Pender Post
Stephanie Bowens, Star News
INVOCATION: Bryant Crosson, Chaplain
PLEDGE OF ALLEGIANCE: All

The meeting was called to order by Mayor Kenneth Cowan at 4:00 PM.

Approval of Agenda

Mayor Cowan asked if there were any requests for amendments to the agenda. Commissioner Dawson requested a closed session at the end of the meeting. There being no further requests, Commissioner Robbins made a motion to approve the agenda as amended. The motion was seconded by Commissioner Walker and carried by unanimous vote.

Approval of Consent Agenda

Mayor Cowan asked if there were any requests for amendments to the consent agenda. There being no requests for amendments, Commissioner Tyson made a motion to approve the consent agenda as presented. The motion was seconded by Commissioner Robbins and carried by unanimous vote. The consent agenda and the following items were approved:

A. Minutes of the May 14, 2013 Budget Workshop and May 14, 2013 Regular Session

SWEARING IN OF FIRE DEPARTMENT OFFICERS

Mayor Cowan administered the oath of office to the following recently elected fire department officers:

- William George IV, Chief
- Samuel B. George, Deputy Chief
- Timothy C. Jasper, Battalion Chief
- Johnny B. Head, Captain
- George T. Garriss, Lieutenant
- Jared N. Smith, Chaplain

ITEMS FROM THE ATTORNEY

None.

ITEMS FROM THE MANAGER

Feast Down East Contract - Chad, McEwen, Town Manager advised the initial agreement with Feast Down East that was approved by the Board of Commissioners last year terminates on June 30 of this year. With the termination of this agreement and the expressed desire of Feast Down East to continue to occupy the Depot facility it is required that a new contract be considered by the Board. Mr. McEwen said the proposed contract includes only a few minor changes from the original contract. He said most of these changes involve clarification regarding the areas and types of use covered by the agreement. He advised it is proposed that the rent charged to Feast Down East be increased from \$3,000 annual to \$5,000 annual. He reviewed a breakdown of the basis for proposing this fee.

Dr. Leslie Hossfeld, Jane Steigerwald and Molly Rousey were present on behalf of Feast Down East. Dr. Hossfeld presented handouts to the Board about Feast Down East. She briefly reviewed the purpose of the organization. Upon completion of her presentation she requested that the Board consider reducing the rental fees by going with a graduated fee scale over the next four years. After much discussion, Commissioner Robbins made a motion to approve the proposed contract to a four year contract and to include changing the fee schedule to increase the rental fees by \$500 per year over a period of four years beginning with \$3500 this year (FY13-14). The motion was seconded by Commissioner Rooks and carried by unanimous vote.

OCS Recycle Service – Mr. McEwen introduced Mr. Jim Cox with Onslow Container Service (OCS). Mr. McEwen advised he has negotiated a contract with OCS to convert the town's recycling service to an every other week pick up with the use of recycling roll carts instead of the bins currently being used. He advised this change could be made with a 75 cents increase with OCS providing and servicing the roll carts. Mr. McEwen advised this would be a contract amendment and the owner of OCS would like for the town to consider adding three additional years onto the remaining two years of the current solid waste contract along with the recycling amendment. He advised the owner has also requested the addition of a processing fee for handling of the recycle materials. Mr. Cox stated that the processing fee will only be charged to the town if OCS is charged. After a lengthy discussion, Commissioner Rooks made a motion to accept the offer of the 75 cents per month increase for the recycle roll cart service to include the three year extension of the current contract and to require a notarized invoice from OCS for any processing fees that may be incurred. The motion was seconded by Commissioner Robbins and carried by unanimous vote.

Pender Post Contract – Mr. McEwen advised the Board needs to discuss the continuation of the advertising contract with the Pender Post-Voice. Mr. McEwen advised there has been discussion regarding use of the website for advertising purposes (with the exception of legals) or continuing with the annual contract with the Pender Post-Voice. Commissioners Robbins and Rooks stated they are in favor of continuing with the newspaper. After a brief discussion, Mayor Cowan asked Mr. Andy Pettigrew, Editor of the Post-Voice to submit a new contract for the upcoming year.

ITEMS FROM THE MAYOR AND BOARD OF COMMISSIONERS

Commissioner Robbins advised he sat in on a Blueberry Festival executive committee meeting and said that what they do to put together the festival is extraordinary.

Mayor Cowan commented that Mr. McEwen has done an outstanding job as chairperson of the tenth annual Blueberry Festival. He also commented there will be twenty additional scholarships awarded this year.

Closed Session (4:35PM)

There being no further business until the public forum and public hearings at 5:00 PM, it was the consensus of the Board to go ahead and hold the closed session at this time. Commissioner Dawson made a motion to go into closed session pursuant to GS 143-318.11 (a) (5) to discuss a proposed contract. The motion was seconded by Commissioner Tyson and carried by unanimous vote.

Open Session Reconvened (4:50PM)

Commissioner Dawson made a motion to go out of closed session. The motion was seconded by Commissioner Robbins. No action was taken in closed session.

BREAK 4:50PM – 5:00PM

PUBLIC FORUM

Johnny Stringfield of 311 South McRae Street appeared before the Board with a request for the Board to consider making a donation to assist with expenses for two outstanding students that will be going to basketball camp this summer. He advised each student received a scholarship from Four County to attend basketball camp that will cover the cost of the trip for the students. Mr. Stringfield mentioned in his request that if the town decided to donate for the cause the funds would go to aid in the expenses for the chaperones that will go with the students. Mr. McEwen stated that donations from the Town usually go to school affiliated teams and not to support individuals in athletic events. After much discussion, it was the consensus of the Board to be consistent with donations to school groups or non-profits. Mr. Stringfield also mentioned that he would like to see the Board consider building a family activity center or placing basketball goals in a public area for the benefit of area children.

PUBLIC HEARINGS

Public Hearing #1 – Consideration of Adoption of the FY 2013-2014 Budget for the Town of Burgaw

Mayor Cowan declared the public hearing open at 5:15PM.

Mr. McEwen reviewed the highlights of the proposed budget noted within the budget message. He advised the Board that the only unknown at this time is the final numbers for the property and casualty insurance but he expects to get those numbers next week. Commissioner Rooks asked if the insurance has been shopped. Mr. McEwen advised it has been shopped but the issue is getting wind coverage. Mr. McEwen advised the worst case scenario would be a ten percent increase which has been allowed for in the proposed budget. He said he is expecting only a slight increase. There being no further discussion, Mayor Cowan declared the public hearing closed at 5:20PM.

Commissioner Tyson made a motion to approve Ordinance 2013-09 Adopting the FY 2013-2014 Budget as presented. The motion was seconded by Commissioner Dawson and carried by unanimous vote. (Budget message and accompanying documents inserted below.)

Date: June 3, 2013

To: Mayor Kenneth T. Cowan and Members of the Board of Commissioners

From: Chad McEwen, Town Manager

Re: Fiscal Year 2013-2014 Budget Message

INTRODUCTION

In accordance with Chapter 159-11 of the North Carolina General Statutes, I am pleased to submit the proposed Fiscal Year 2013-2014 Annual Budget Ordinance for the Town of Burgaw. The proposed budget establishes a tax rate of \$0.48 cents per \$100 of valuation and based on current valuations, .01 cent generates approximately \$25,770. In FY 12-13, real and personal property within the Town of Burgaw was valued at \$232,556,365 which represented a decrease of \$9,586,150 over FY 11-12 values. However, modest growth occurred in other property tax categories such as motor vehicles and state appraised property which incurred increased values of \$900,000 and \$870,000 respectively.

Highlights of the FY 13-14 budget include the following:

- No tax increase proposed
- A 3% cost of living allowance (COLA) increase for town employees.
- Net increase of two full time employees
- No fund balance appropriation for obligations in either the general or water and sewer funds
- No rate or fee increases are proposed as part of the FY 13-14 budget
- 4.19% increase in health insurance cost over FY 12-13
- Estimated 10% increase for property and casualty coverage over FY 12-13

REVENUES AND EXPENDITURES

Estimated revenues for FY 13-14 increased approximately \$2,000 over last fiscal year. From a line item perspective, most revenue sources are anticipated to remain relatively flat as compared to FY 12-13. However, ad valorem tax distribution decreased \$39,424 and sales tax distribution increased \$13,000 over FY 12-13 revenues. The Town of Burgaw experienced a significant financial boost in FY 12-13 related to the filming industry. However, since there is virtually no means of forecasting whether filming will occur in our area during the upcoming fiscal year, the proposed FY 13-14 budget places only a modest reliance on these funds reoccurring.

Health insurance renewals continue to experience below market increases. This year our renewal is only 4.19% higher than the current year’s premium. The primary factors for the Town experiencing a modest increase are the implementation of the town’s wellness program and high level of participation among town staff. In addition, over the last two years we have worked diligently with our employees to improve the utilization of our coverage.

Although we haven’t received a formal renewal quote from our property, liability, and workers compensation provider, we anticipate, based on conversations with the provider, that coverage costs will increase approximately 10% over FY 12-13 premiums.

CAPITAL IMPROVEMENT PLAN

In February, the Board of Commissioners held a Strategic Planning Session to discuss the capital priorities for the next five years. During this Strategic Planning Session all requested expenditures over \$5,000 were ranked in terms of priority and anticipated funding year. The Capital Improvement Plan (CIP), which was developed as a result of this meeting, will serve as a guidepost during the budget process for the next five years. For FY 12-13 the following capital purchases were prioritized and budgeted for:

<u>Capital Item</u>	<u>Estimated Cost</u>
• Continued Renovations to the Community House	\$16,000
• Sewer Rehab (Phase 2)	\$2,100,000
• Street Paving and Maintenance	\$160,000
• Protective Equipment for FD (5 sets)	\$9,000
• Two Equipped Police Cars	\$60,000
• Infrastructure Inventory	\$83,000
• Front Deck Mower	\$18,000
• 3 Computers(scheduled replacement)	\$3,500
• Financial Software	\$50,000
• Implementation of Phone Tree System	\$3,000
• New Public Works Employee (FTE)	\$30,000
• Conversion of Planning/Inspections PTE to FTE	\$16,500
• Senior Center Sidewalk	\$250,000
• COLA (3%)	\$45,000
TOTAL	\$2,874,000

Please be advised that many of these capital expenditures scheduled for funding in FY 13-14 involve grants, designated revenue sources (i.e. Powell Bill), unencumbered funds through the Wallace sewer project, bond proceeds, and/or current fiscal year transfers. Also, many of the capital expenditures listed in the CIP for funding in FY 13-14 were actually funded in the current fiscal year in order to help reduce the number of capital purchases that would require consideration in FY 13-14.

FUND BALANCE

In FY 09-10 the Board of Commissioners established a goal of retaining a fund balance goal of 25% of the town’s annual operating expenses. Following the end of FY 11-12, it was estimated that the town’s fund balance level will be around 60%. During FY 12-13, the town utilized a portion of the fund balances for the general and water and sewer fund to eliminate some of the items on the debt service schedule. In addition, the Town was able to refinance other debt service items into more favorable interest rate terms than were previously in place. At this time it is estimated that the fund balance for the general fund and water and sewer fund are 53% and 72%, respectively.

SUMMARY

In summary, the proposed FY 13-14 budget insures the personnel and resources are retained to sustain the high level of services the residents have come to expect of the Town of Burgaw. Although the current economic environment presents several challenges in meeting these expectations, it also provides us with an opportunity to refocus our priorities to those services that are truly essential of a local government entity. This budget includes several proactive cost-cutting measures that will provide the Town with greater responsiveness, efficiency, and utilization of its taxing authority.

Respectfully submitted,

Chadwick W. McEwen, Town Manager

**ORDINANCE 2013-09
BUDGET ORDINANCE
FISCAL YEAR 2013-2014**

BE IT ORDAINED by the Board of Commissioners of the Town of Burgaw, North Carolina:

SECTION 1: The following amounts are hereby appropriated in the General Fund for the operation of the town government and its activities for the fiscal year beginning July 1, 2013 and ending June 30, 2014 in accordance with the chart of accounts established for this town:

GENERAL FUND EXPENDITURES

Governing Body	\$ 84,390
Administration	\$ 376,710
Boards and Commissions	\$ 36,367
Police	\$ 846,585
Fire	\$ 285,150
Planning	\$ 98,385
Inspections	\$ 111,455
Powell Bill	\$ 102,332
Streets	\$ 252,180
Sanitation	\$ 262,198
Non Departmental	\$ 263,385
City Parks	\$ 67,280
Cemetery	\$ 48,692
Garage	\$ 81,418
Special Appropriations	\$ 69,224
Community House	\$ 8,680
Depot Facility	\$ 22,760
Incubator Kitchen Facility	<u>\$ 16,610</u>

TOTAL **\$ 3,033,801**

SECTION 2: It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2013 and ending June 30, 2014 at a tax rate of \$0.48 per \$100 valuation:

GENERAL FUND REVENUES

Ad Valorem Taxes	\$1,249,576
Other Taxes and Licenses	\$ 815,500
Unrestricted Intergovernmental	\$ 269,500
Restricted Intergovernmental	\$ 126,650
Permits and Fees	\$ 23,400
Sales and Services	\$ 516,420
Investment Earnings	\$ 2,950
Miscellaneous	<u>\$ 29,805</u>

TOTAL **\$ 3,033,801**

SECTION 3: The following amount is hereby appropriated in the Water and Sewer Fund for expenditures consistent for the proper operation of the water and sewer utility for the fiscal year beginning July 1, 2013 and ending June 30, 2014 in accordance with the chart of accounts established for this fund:

Water Distribution	\$ 679,750
Sewer Collection and Treatment	\$ 372,535
Transmission Line	<u>\$ 489,785</u>

TOTAL **\$ 1,542,070**

SECTION 4: It is estimated that the following revenue will be available in the Water and Sewer Fund for the fiscal year beginning July 1, 2013 and ending June 30, 2014 based upon a flat water rate of \$9.26 and a per 1,000 gallons rate per Attachment I and a sewer rate of \$8.39 per 1,000 gallons. A 3% per year increase in water and sewer rates for each of five years was initiated in fiscal year 2008-2009:

Water Distribution	\$ 605,180
Sewer Collection and Treatment	\$ 921,890
Impact Fees	<u>\$ 15,000</u>
TOTAL	\$ 1,542,070

SECTION 5: There is hereby levied a tax rate of \$.48 per one hundred dollars valuation of property as listed for taxes as of January 1, 2013 for the purpose of raising revenue as listed by category of General Fund Revenues in Section 2 of this Ordinance. This rate is based upon an estimated rate of collection of 95%.

SECTION 6: The Finance Officer with the approval of the Town Manager is hereby authorized to transfer appropriations within a fund contained herein as follows:

- a. Transfer amounts between objects of expenditure within a department without limitation and without a report being required.
- b. Transfer amounts between departments of the same fund with an official report on such at the next regular meeting of the Board of Commissioners must be approved by the Town Manager. No transfers shall be made of any amount between funds appropriation within any fund without Board authorization.
- c. In an emergency situation the Town Manager in consultation with the Mayor or Mayor Pro Tem may expend funds from any source. The Board will be notified as soon as possible of the expenditure.

SECTION 7: The Finance Officer with the approval of the Town Manager is hereby authorized to carry-over in the appropriations for the fiscal year any previously approved purchase orders and accompanying budget authority.

SECTION 8: This ordinance includes Attachment I - Schedule of Fees, Attachment II - Building and Inspection Permit Fees, Attachment III - Pay and Classification Schedule.

Adopted this, the 11th day of June, 2013 by the Board of Commissioners of the Town of Burgaw.

**TOWN OF BURGAW
SCHEDULE OF FEES
FISCAL YEAR 2013-2014
(ORDINANCE 2013-09 ATTACHMENT I)**

GENERAL

Copies – black and white	\$.05 each
Copies – color	\$.15 each
CD	\$ 1.00 each

UTILITIES

Utility Deposit (water, sewer)	\$0 - \$150.00 Based on Credit History \$250 without verifiable identification
Residential Credit Check	\$5.00
Commercial Deposit	\$100.00
Master Meter Deposit	\$150.00 per Unit in Multi-Family Complexes
Irrigation Deposit	\$25.00

Water Rate (inside city limits, incl. bulk)

0-2000 gals.	\$ 9.26
2001-3000 gals.	.00463 per gal
3001-9000 gals.	.00493 per gal
9001-20000 gals.	.00507 per gal
20001- gals.	.00522 per gal

(outside city limits, incl. bulk)

0-2000 gals.	\$18.54 per gal
2001-3000 gals.	.00927 per gal
3001-9000 gals.	.00987 per gal
9001-20000 gals.	.01015 per gal
20001- gals.	.01044 per gal

Sewer Rate (inside city limits)	\$ 16.78 .00839 per gal
(outside city limits)	\$ 33.58 .001678 per gal

Solid Waste	\$17.00 (residential 1cart, recycling)
	\$34.00 (residential 2 carts, recycling)
	\$34.00 (commercial roll cart, recycling)

Vegetative/Construction/Demolition Debris pickup generated by services of a contractor	Labor	\$30.00 per hour
	Backhoe	\$40.00 per hour
	Dump truck	\$25.00 per hour

Low Flow Device Credit	\$25.00 toilet
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\$20.00 shower, faucet

Connection Fees		(Inside city limits)		(Outside city limits)		<u>Sewer</u>
		<u>Water</u>	<u>Sewer</u>	<u>Water</u>	<u>Sewer</u>	
	¾"	\$ 950	N/A	\$1,900		N/A
	1"	\$1,100	N/A	\$2,200		N/A
	Turbo	\$1,500	N/A	\$3,000		N/A
	Compound	\$1,500	N/A	\$4,000		N/A
	2"					
	4"		\$650			\$1,300
Additional tap fee		\$250 if bore is involved				
Meter Purchase (installed)		¾"	\$250.00			
		1"	\$400.00			
		2"	\$1,300.00			

Irrigation Meter Connection \$300.00 Connection from existing service ¾"
 \$400.00 Connection from main line ¾"

Administrative Fee (amended 9/12/06) \$35.00 Charge for non-payment or disconnect

Temporary Connect/Disconnect Fee \$10.00 Clean up water - 3 day limit

Inactive Account Fee \$25.00 (3 months or less)

\$50.00 (greater than 3 months)

Returned Check Fee \$25.00

Impact Fee (Per gallon per day) \$4.89 water \$10.00 Sewer

CEMETERY

Cost of land \$6.82 per square foot (standard lot is 4' x 11')

Perpetual Care per space \$300.00 (in town)

\$600.00 (out of town)

FILMING

Low Impact \$300.00

Medium Impact \$600.00

High Impact \$1,200.00

Additional daily fee associated with filming at public property or building such as Town Park, Old Jail or Depot \$1000.00

FACILITIES

Reservation Depot Parking Lot \$25.00

Reservation Fee – Hankins Park \$25.00 Town Residents

\$40.00 Non-resident

Application filed with Chief of Police no less than three (3) days prior to scheduled event. Payment must be made to Town of Burgaw by 5:00 P.M. on the last business day prior to event. Fee is non-refundable, unless cancellation is due to inclement weather. Applicant's driver's license will be required as proof of residency.

LAW ENFORCEMENT

Report copy- black & white \$ 0.05 each

Impound Storage Fee \$ 10.00 per day

Vehicle Unlocks (exceptions for emergency) \$ 10.00 per unlock

Officer Vehicle for Movie/Film \$ 30.00 per hour

Officer Vehicle for Escort of Oversized Equipment \$40.00 per hour (2 hour minimum)

Administration Fee- Escort \$20.00 per escort

Bow Hunting Permit Fee \$ 25.00

ANNEXATION

Voluntary Annexation (up to 100 acres)* \$500.00

Voluntary Annexation (greater than 100 acres)* \$1000.00

ZONING

Zoning Compliance Permit Fees

New Construction, Additions and Changes of Use \$ 30.00

Home Occupations \$ 10.00

Application for Conditional Use Permit	
General	\$300.00*
Planned Unit Developments	
Fewer than 100 lots or dwelling units	\$500.00*
100-500 lots or dwelling units	\$750.00*
Over 500 lots or dwelling units	\$1,000.00*
Appeal to Board of Adjustment	\$250.00*
Application for Variance	\$250.00*
Application for Rezoning	\$250.00*
Petition for Text Change Amendment	\$100.00
Subdivision Review	
Plat Review	\$ 30.00
Minor Subdivision	\$ 75.00
Major Subdivision	\$350.00*
Plat Review Deposit	\$ 20.00 (hold for 15 days)
Flood Determination Letter	\$ 30.00
Zoning Compliance Letter	\$ 50.00
Street/Alley Closing	\$125.00**
Street/Alley Name Change	\$125.00**
Tree Removal Permit	\$ 10.00/ per regulated or protected tree
Sign Permit	\$ 30.00
Ordinance and Map copies (printed, unbound)	
Unified Development Ordinance	\$25.00
Zoning Map (17" x 22" or larger)	\$25.00
Land Use Plan	\$25.00

*Plus an additional fee of \$6.15 per property owner that is legally required to be notified of public hearing. All fees shall be collected at the time of filing the request.

**Plus an additional fee of \$6.15 per property owner abutting subject road or alley. All fees shall be collected at the time of filing the request.

NOTE: Building Inspection fees on separate schedule

**TOWN OF BURGAW
BUILDING INSPECTIONS
FY 2013-2014 SCHEDULE OF FEES
ORDINANCE 2013-09 ATTACHMENT II**

Permits are required on all construction when costs exceed \$500.00, unless the construction is exempt under NC General Statute 160A-417.

Any person who commences any work on a building, structure, electrical, gas, mechanical or plumbing system before obtaining the necessary permits may be subject to a penalty of up to 100 percent of the usual permit fee and/or a fine of \$100.00.

BUILDING PERMIT

Building fees shall be calculated on the basis of a realistic estimate of the construction cost of a building using the latest building valuation data compiled by the International Building Code for commercial and residential construction.

http://www.georgetown.org/pdfs/upload_pdfs/BuildingCodeValuationTable.1Feb06.pdf

Building Permit Fee Schedule	
\$500.00-\$1000	\$ 40.00
\$1,001-\$3,000	\$ 50.00
\$3,001-\$6000	\$ 75.00
\$6,001-\$10,000	\$ 80.00
\$10,001-\$15,000	\$100.00

\$15,001-\$25,000	\$130.00
\$25,001-50,000	\$150.00
\$50,001 and over	\$150.00 plus \$5.00 per thousand dollars in cost

MANUFACTURED HOUSING PERMITS

*Marriage wall inspection required

SET-UP AND FOUNDATIONS

Singlewide home	\$125.00
Doublewide home	\$175.00
Triple wide home	\$250.00
Modular Home	\$ 45.00 per sq. ft.
Relocation of home	\$150.00
Electrical	\$ 60.00
Plumbing	\$ 60.00
Mechanical	\$ 60.00

MECHANICAL PERMIT

New Electric, gas or oil – 1 st unit	\$ 80.00
Additional units	\$ 50.00
Change-outs no duct work	\$ 60.00
Change-out with duct work	\$ 75.00
Gas line pressure test	\$ 30.00 First + 5 each additional
Electrical to unit (same contractor)	\$ 20.00
Hood canopies – cooking areas	\$ 75.00
Walk-in coolers	\$ 50.00
Electrical to unit (same contractor)	\$ 20.00

PLUMBING PERMIT

RESIDENTIAL AND COMMERCIAL

0-12 fixtures	\$ 80.00
Each fixture over 12	\$ 5.00
Full Bathroom addition	\$ 50.00
Kitchen sink/washer hook-up	\$ 50.00
Water service connection	\$ 30.00
Sewer service connection	\$ 30.00
Hose bib	\$ 5.00
Laundry room	
Floor drain	\$ 5.00
Laundry tub	\$ 5.00

ELECTRICAL PERMIT

RESIDENTIAL (new construction)

200 amp service	\$ 80.00
201-400 amp service	\$120.00
401 amp and over	\$130.00 plus \$.30/A
Temporary pole	\$ 30.00

COMMERCIAL (new construction)

200 amp service	\$100.00
201-400 amp service	\$140.00
401 amp and over	\$150.00 plus \$.40 per amp
Temporary pole	\$ 30.00
Verification	\$ 30.00

COMMERCIAL (service upgrade)

200 amp service	\$ 75.00
201-400 amp service	\$100.00
401 amp and over	\$100.00 plus \$.40 per amp
Inspection for existing service	\$ 30.00

WIRING (no service change)

1-12 outlets	\$ 30.00
More than 12 outlets	\$ 50.00

SWIMMING POOL PERMIT

RESIDENTIAL AND COMMERCIAL	
Pool inspection barriers	\$ 40.00
Electrical (grounding, pump, GFI)	\$ 30.00

INSULATION PERMIT

Inspection Fee	\$ 30.00
Multi-unit dwellings	\$ 30.00 each

MISCELLANEOUS FEES

Demolition	\$ 70.00
Re-inspection fee	\$ 30.00 for second failed inspection \$ 50.00 for third and subsequent failed inspection.
NOT READY	\$ 30.00 if three major descriptions found (Inspection will be stopped)

FAILURE TO OBTAIN FINAL INSPECTION:

(A final inspection must be requested upon completion of work)
\$100.00

FAILURE TO CORRECT DISCREPANCIES IN A TIMELY MANNER.

Discrepancies for occupied buildings shall be corrected and inspected in 10 days or processing fee will be charged and the 10 days will start again.	\$50.00
Minimum building permit	\$ 30.00
Minimum electrical permit	\$ 30.00
Minimum plumbing permit	\$ 30.00

EXPIRATION OF PERMITS

After obtaining the appropriate permits, the person in possession of the permits has 6 months to begin work as it is listed on the permit. If the person has not commenced construction in that period of time, the permit shall expire. The person will then need to purchase another permit and pay the corresponding fees. The permit will also expire if construction is suspended or abandoned for a period of 12 months or more after commencement of the initial construction.

**TOWN OF BURGAW
BUDGET YEAR 2013-2014
PAY CLASSIFICATION SCHEDULE
ORDINANCE 2013-09 ATTACHMENT III**

<u>POSITION</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>	<u>ACTUAL</u>
TOWN MANAGER	65,000.00	91,000.00	81,900.00
TOWN CLERK	41,089.00	57,525.00	56,594.38
FINANCE OFFICER	55,864.00	78,210.00	57,539.92
PERSONNEL TECH./ DEPUTY TOWN CLERK	32,000.00	44,800.00	42,422.61
CUSTOMER SERVICE REPRESENTATIVE	23,961.00	33,545.00	28,840.00
ACCOUNTING TECHNICIAN	32,000.00	44,800.00	39,140.00
BUILDING CODE ADMINISTRATOR/ ASSISTANT FIRE ADMINISTRATOR	46,429.00	65,000.00	62,126.51
PLANNING ADMINISTRATOR	43,256.00	60,558.00	47,266.70
INTERN/PERMITTING TECHNICIAN (PART-TIME)	17,160.00	17,160.00	17,160.00
POLICE CHIEF	46,664.00	65,330.00	54,428.29
POLICE CAPTAIN	32,990.00	46,186.00	42,745.00
POLICE MAJOR	36,426.00	50,996.00	VACANT
POLICE SERGEANT	31,403.00	43,964.00	40,460.46

POLICE CORPORAL	32,000.00	44,800.00	34,505.00
PATROL OFFICER	29,400.00	41,600.00	31,355.50
POLICE ADMIN ASSISTANT	20,800.00	29,120.00	23,690.00
PUBLIC WORKS DIRECTOR	44,923.50	62,892.90	58,975.74
ASSIST. DIR OF PUBLIC WORKS DIRECTOR	40,973.40	57,362.00	56,849.82
FOREMAN/EQUIPMENT OPERATOR	25,697.00	35,976.00	34,590.00
UTILITY & COMPLIANCE SUPERVISOR/ ORC	35,731.73	50,023.69	49,562.54
UTILITY SYSTEM OPERATOR/ COMPLIANCE SPECIALIST	24,582.00	34,415.00	34,126.99
MECHANIC	29,044.00	40,661.60	40,392.48
MAINTENANCE WORKER I	20,800.00	29,120.00	24,285.11
MAINTENANCE WORKER II	23,564.00	32,990.00	28,101.49
FIRE ADMINISTRATOR	35,000.00	60,000.00	VACANT
FIRE FIGHTER (PART-TIME)	20,800.00	20,800.00	20,800.00
FIRE DRIVER ENGINEER (PART-TIME)	24,960.00	24,960.00	24,960.00

Public Hearing #2 – Consideration of the adoption of the proposed Burgaw 2030 Comprehensive Land Use Plan

Rebekah Costin, Planning Administrator advised the Planning Department and Planning Board have been working to draft the Burgaw 2030 Comprehensive Land Use Plan for several years. She said the Planning Board has been presented with draft versions of each portion of the plan as they have been written, and the public has been invited to these regular Planning Board meetings, as well as special and focus group meetings. Ms. Costin advised an additional forum for public input was held on April 30, 2013 at the Pender County Library, and the open house attracted several citizens. While there were quite a few questions about the proposed plan, the only comment received indicated that there may be issues with designating the portion of E. Bridgers St. from 117 to Timberly Lane as Mixed Use Transition due to additional traffic and driveway access in those areas. Ms. Costin advised the Planning Board has recommended approval of the Burgaw 2030 Comprehensive Land Use Plan as presented.

Upon completion of the presentation there was much discussion. Commissioner Rooks asked Ms. Costin what kind of attendance was at the meetings she held. She advised attendance was primarily people who had a particular interest in a certain area; she said maybe 4-5 attended the special meetings and fewer for the other meetings. Commissioner Rooks said he can see that an extensive amount of work has been done on the Land Use Plan but he said he can foresee a problem with complying with all the actions required by the plan. He asked Ms. Costin how the town’s current level of staff is going to handle all the actions listed in the plan. Mr. McEwen commented that the Land Use Plan is a working document and can be amended as needed. Ms. Costin said it gives direction on how to handle the items. Commissioner Rooks asked if he is going to hear from the planning department that now that we have this plan in place we need more staff to implement the plan. He said he is looking at it from a cost standpoint. Mr. McEwen said this document will help with the decision making process when there are difficult issues to be handled.

Commissioner Rooks asked if someone wants to put in a Planned Use Development (PUD) do they (the developer) get to decide what they put in their PUD. Ms. Costin advised there are limitations on what can go into a PUD. She cited several examples.

Mayor Cowan asked if the golf course is currently zoned as a PUD. Ms. Costin advised it is zoned PUD. She also advised the issue of the golf course zoning will come up at next month’s meeting. Commissioner Rooks inquired as to whether there had been requests from residents or someone else to rezone the golf course property or if it is town staff that feels it needs to be rezoned. Mr. McEwen advised there are numerous issues with the golf course property. He said there are multiple property owners competing against each other using open space requirements of the golf course which they don’t own and if the golf course goes away that will eliminate the PUD that all that density was

based on. Ms. Costin said there are issues with the ordinance setting up PUDs that we are trying to correct and if we can fix that then the PUDs will no longer be able to work. She said in order to change the process we have to change the zoning. Commissioner Rooks asked if we are changing any zoning with the adoption of the Land Use Plan. Ms. Costin advised “no”. She said the only thing tied to the plan is that the town is supposed to be able to say whether or not text change amendments and rezonings are in compliance with the comprehensive plan. There was much detailed discussion regarding the issues surrounding the golf course and Ms. Costin advised there will be two public hearings on that issue at the next meeting.

There being no further discussion, Mayor Cowan declared the hearing closed at 5:36PM.

Mayor Cowan called for a vote on Ordinance 2013-10. There was a question as to whether it should be an ordinance or a resolution. Attorney Kenan said it should be a resolution because it was adopting a policy, therefore it was renamed and amended as Resolution 2013-21 to include striking the word “Ordinance” from the heading and changing the last line to read “Wherefore it is hereby resolved that the Town of Burgaw Board of Commissioners adopts the Burgaw 2030 Comprehensive Land Use Plan effective June 11, 2013”.

Commissioner Dawson made a motion to adopt Resolution 2013-21 as amended above. The motion was seconded by Commissioner Tyson. Commissioners Dawson, Tyson, Robbins and Walker voted “aye”. Commissioner Rooks voted “nay”. The motion carried 4-1.

**RESOLUTION 2013-21
ADOPTING THE BURGAW 2030 COMPREHENSIVE LAND USE PLAN**

WHEREAS, the Town of Burgaw (hereafter “the Town”) is a municipal corporation organized under the laws of North Carolina, invested with the powers enumerated in Chapter 160A of the North Carolina General Statutes; and

WHEREAS, Section 160A-383 of the North Carolina General Statutes states that zoning regulations shall be made in accordance with a comprehensive plan; and

WHEREAS, the last comprehensive plan adopted by the Town of Burgaw Board of Commissioners was the 1997 CAMA Land Use Plan; and

WHEREAS, the 1997 CAMA Land Use Plan no longer accurately represents the existing conditions of the Town of Burgaw; and

WHEREAS, the Town of Burgaw Planning Board has worked with citizens to develop a comprehensive plan for the activities and development of the Town of Burgaw; and

WHEREAS, at their May 16, 2013 regular meeting, the Town of Burgaw Planning Board recommended approval of the Burgaw 2030 Comprehensive Land Use Plan;

WHEREFORE IT IS HEREBY RESOLVED THAT THE TOWN OF BURGAW BOARD OF COMMISSIONERS ADOPTS THE BURGAW 2030 COMPREHENSIVE LAND USE PLAN EFFECTIVE JUNE 11, 2013.

Mr. McEwen thanked Ms. Costin for the hard work that she has put into the Land Use Plan. He commented that it has taken a long time and a lot of hard work and by Ms. Costin doing it instead of hiring a consultant it has saved the town a lot of money.

Closing Comments

Commissioner Robbins inquired as to the status of hiring a fire administrator. Mr. McEwen responded by saying that five applicants have been interviewed and he plans to do some follow up interviews within the next week.

Adjournment

There being no further business, Commissioner Tyson made a motion to adjourn. The motion was seconded by Commissioner Dawson and carried by unanimous vote.

The meeting adjourned at 5:45 PM.

Kenneth T. Cowan, Mayor

Attest: _____
Sylvia W. Raynor, Town Clerk