

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

DATE: July 10, 2018
TIME: 4:00 PM
PLACE: Burgaw Municipal Building
BOARD MEMBERS PRESENT: Mayor Kenneth Cowan
Mayor Pro-tem Wilfred Robbins
Commissioners Jan Dawson, Bill George, Vernon Harrell and James Murphy
STAFF PRESENT: Joseph Pierce, Town Manager
Sylvia W. Raynor, Town Clerk
Zachary Rivenbark, Town Attorney
Alan Moore, Director of Public Works
Louis Hesse, Building Inspector
Jim Hock, Chief of Police
William George, Fire Department Representative
Tiffany Byrd, Accounting Technician
Karen Dunn, Planning Administrator
Kristin Wells, Deputy Clerk
Zachary White, Parks/Recreation Coordinator
MEDIA PRESENT: None
INVOCATION: Reverend Bryant Crosson
PLEDGE OF ALLEGIANCE: All

The meeting was called to order by Mayor Kenneth Cowan at 4:00PM. The invocation was delivered by Reverend Bryant Crosson. The Pledge of Allegiance was said by all.

Approval of Agenda

Mayor Cowan requested the board amend the agenda to include a special presentation and a closed session. Commissioner Dawson made a motion to approve the agenda with the amendment of adding a special presentation and a closed session. The motion was seconded by Commissioner Harrell and carried by unanimous vote.

Approval of Consent Agenda

Commissioner Robbins made a motion to approve the consent agenda as presented. The motion was seconded by Commissioner Dawson and carried by unanimous vote. The consent agenda and the following items were approved:

- Minutes of the June 12, 2018 Regular and Closed Session Meetings
- Minutes of the June 21, 2018 Special Meeting
- Amendments to the Burgaw Community House Rental Application and Usage Policy

Special Presentation

Mayor Cowan presented John Lewis with The Old North State Award on behalf of Governor Roy Cooper for his outstanding service to the Town of Burgaw during his tenure as an employee with the Burgaw Public Works Department. Mayor Cowan spoke highly of Mr. Lewis' dedication and hard work and thanked him for his service to the Town.

DEPARTMENTAL ITEMS

Parks and Recreation – Zachary White, Parks and Recreation Coordinator

Depot and Street Closure request for New Year's Eve Blueberry Drop

Mr. White advised he and the NC Blueberry Festival Association are planning the New Year's Eve Blueberry Drop for December 31, 2018. He requested use of the Depot and street closures for the event. He requested Dickerson

Street to be closed on December 31, 2018, from NC Highway 53 to Courthouse Avenue from 4:00 PM to 7:30 PM. Mr. White gave a brief overview of the plans for the event and how many people this event has already reached via social media. Commissioner Robbins made a motion to approve the request as presented. The motion was seconded by Commissioner Dawson and carried by unanimous vote.

Street Closure Request for 2018 Ghost Walk

Mr. White advised Tammy Proctor was unable to attend this meeting and requested street closures on behalf of the Ghost Walk committee for the Ghost Walk to be held on October 12-13, 2018. The committee requested the following street closures for October 12th and 13th: Closure of Dickerson Street at 5:00 PM from NC Highway 53 to Fremont Street, Wright Street at 6:00 PM from NC Highway 53 to Fremont Street, Courthouse Avenue at 6:00 PM from Wright Street to Dickerson Street, and Fremont Street at 6:00 PM from Walker Street to Wright Street. Commissioner Dawson made a motion to approve the request as presented. The motion was seconded by Commissioner Robbins and carried by unanimous vote.

Resignation of Dance2Fit Instructor

Mr. White made the board aware that Dance2Fit Instructor Christina Hoffman has given her resignation and her last day of class was July 9, 2018. Commissioner Harrell asked if Yoga was the only other type of exercise class still available. Mr. White advised that was correct. Commissioner Harrell asked how many Yoga instructors we currently have and if the class was still only two days a week. Mr. White advised there are four or five instructors and Yoga is being held on Tuesdays and Thursdays.

Planning – Karen Dunn, Planning Administrator

Approval of Resolution 2018-09 Requesting the North Carolina Department of Transportation Install a Traffic Signal at the Intersection of NC Highway 53 (Wilmington Street) and Wright Street under the R-5701 Intersection Improvements Project included in the approved 2016-2025 NCDOT STIP

Ms. Dunn gave an overview of the request. She advised the NCDOT engineers did a study on the intersection per the board's request in March 2018, and they are in favor of including this in the R-5701 plan upon approval of the resolution presented. Mayor Cowan asked if there was a timeline for this installation or if it was all part of the R-5701 plan. Ms. Dunn advised this project is part of the R-5701 plan. Ms. Dunn reminded the board that Mark Walton worked on adding the bulb outs at this location and the NCDOT has already incorporated this as part of their plan. Mayor Cowan asked when NCDOT will be presenting us with the designs of the plans. Ms. Dunn advised she will reach out to project manager, Michael Bass, in regards to this answer. She will include a schedule in the weekly update once she speaks with Mr. Bass.

Commissioner Harrell made a motion to approve Resolution 2018-09 as presented. The motion was seconded by Commissioner George and carried by unanimous vote.

RESOLUTION 2018-09

RESOLUTION REQUESTING THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION INSTALL A TRAFFIC SIGNAL AT THE INTERSECTION OF NC 53 (WILMINGTON STREET) AND WRIGHT STREET UNDER THE R-5701 INTERSECTION IMPROVEMENTS PROJECT INCLUDED IN THE APPROVED 2016-2025 NCDOT STIP

WHEREAS, NCDOT is proposing to construct intersection improvements along N.C. Highway 53 and U.S. 117 Business in the following downtown locations: (1) Bridgers Street at Walker Street; (2) Walker Street at Wilmington St; and (3) Wilmington Street at Wright Street;

WHEREAS, the N.C. 53 corridor is a gateway for residents and tourists into historic downtown Burgaw, while also providing regional connectivity between I-40 and U.S. 421;

WHEREAS, the NC 53 Corridor Study was conducted in an effort to address travel safety and aesthetic improvement of the NC Highway 53 corridor in Burgaw, NC from its intersection with US Highway 117 Bypass to just west of the central business district;

WHEREAS, the traffic is a mix of passenger vehicles, pedestrians, and a high volume of large trucks often conflicting with pedestrians crossing the streets;

WHEREAS, the Town of Burgaw understands the importance of its transportation system in maintaining the quality of life of its residents and attracting visitors, new businesses, and industry;

WHEREAS, NCDOT held a public meeting for the R-5701 project on January 16, 2018 and received comments specifying that modifications are needed to improve safety for vehicles and pedestrians in downtown Burgaw;

WHEREAS, the Burgaw Board of Commissioners at their March 13, 2018 meeting voted unanimously to move forward with the traditional intersection improvements and have CALYX engineers begin making detailed plans for the improvements including a stop light at Wright and Wilmington Streets, pedestrian signals, and bulb-outs along the project corridor;

WHEREAS, in May 2018, NCDOT traffic engineers evaluated the intersection at Wright and Wilmington Streets for the design year of 2040 and one of the signal warrants was met with the 2040 projected volumes;

NOW THEREFORE BE IT RESOLVED BY THE TOWN OF BURGAW BOARD OF COMMISSIONERS THAT the Board is in approval of a signal being installed by NCDOT at the intersection of NC 53 (Wilmington Street) and Wright Street as a component of the R-5701 project.

Adopted this 10th day of July 2018.

Approval of Resolution 2018-10 In Support of the Town of Burgaw Highway, Pedestrian and Multi-Use Infrastructure Improvement Projects included in the 2016-2025 North Carolina Department of Transportation State Transportation Improvement Program 5.0

Ms. Dunn gave an overview of the request. She advised every two years NCDOT updates the program by a point system and provides a public comment period. At this time, there are eight projects included in the plan for consideration:

- Sidewalk on US 117 Business (Timberly Lane)
- Sidewalk on East Fremont Street
- Sidewalk on SR 1400 (Smith Street, Clark Street, West Fremont Street)
- Bike Lane on SR 1332 (Penderlea Highway)
- NC Highway 53 Improvements
- Widen NC Highway 53 East
- Ridgewood Avenue Extension
- Burgaw Highway 53 Truck Route

After a brief discussion, Commissioner Harrell stated that he has concerns with the idea of the truck route going through two neighborhoods, going by a school, two churches and an apartment complex. Commissioner Harrell stated he would like to see a bypass go around town for the truck route and he commented that the town turned the idea around several years ago when this was being discussed. Mayor Cowan stated the town approved the bypass when it was presented in the past by NCDOT; Commissioner Robbins commented that the NCDOT removed the bypass from their project list during that time. Commissioner Dawson commented that she does not like the idea of the truck route going through town either. Commissioner Robbins believes there should be more details available about the truck route, such as a stop light at the intersection of North Wright and Wallace Street. Ms. Dunn advised this is only in the concept stage at this point; the public comment period available by NCDOT would be the time that details are discussed.

Commissioner Harrell made a motion to approve Resolution 2018-10 with the removal of the Burgaw Highway 53 Truck Route project. The motion was seconded by Commissioner Dawson and carried by unanimous vote.

**RESOLUTION 2018-10
RESOLUTION IN SUPPORT OF THE TOWN OF BURGAW HIGHWAY, PEDESTRIAN AND MULTI-USE
INFRASTRUCTURE IMPROVEMENT PROJECTS INCLUDED IN THE 2016-2025 NORTH CAROLINA DEPARTMENT
OF TRANSPORTATION STATE TRANSPORTATION IMPROVEMENT PROGRAM 5.0**

WHEREAS, over the past decade, the Town of Burgaw Board of Commissioners has increased investment in road, pedestrian and multi-use infrastructure;

WHEREAS, because the town's demographics are changing and infrastructure needs are growing, the town has adopted several plans with community input and support to implement road improvements, bicycle and pedestrian amenities in a cost-effective and strategic manner;

WHEREAS, due to limited funding for such projects, the Burgaw Bicycle and Pedestrian Plan, Burgaw 2030 Comprehensive Land Use Plan, the NC 53 Corridor Study, the Burgaw Parks and Recreation Plan, the Pender County Comprehensive Transportation Plan, and the Cape Fear Regional Bicycle Plan all outline community priorities so the town can coordinate infrastructure projects with other local and regional projects and activities to increase safety and mobility throughout the region;

WHEREAS, the North Carolina Department of Transportation Strategic Prioritization Office of Transportation is updating the Prioritization Process and has created Prioritization 5.0;

WHEREAS, the Cape Fear Rural Planning Organization and the Town of Burgaw have developed a list of proposed pedestrian, bicycle, and highway projects to submit to the North Carolina Department of Transportation for Prioritization 5.0 evaluation including:

- **Sidewalk on US 117 Bus (Timberly Ln)/NC 53 (SPOTID B150517)**

Construct sidewalk along the west side of NC Hwy 53 from the existing sidewalk to the Osgood Canal Trail, improve trail crossings of US 117 Business and NC Hwy 53, and construct sidewalk along the north side of NC Hwy 53 from the Osgood Canal Trail across US 117 Bypass to the existing sidewalk at KFC, including crosswalks at US 117 Bypass, per 2015 Burgaw Bike/Ped Plan and 2014 Pender County Comprehensive Transportation Plan (CTP)

- **Sidewalk on E Fremont St. (SPOTID B150514)**

Construct sidewalk along E Fremont Street connecting the existing sidewalk east of S Cowan Street to the entrance to the Pender Memorial Hospital, per the 2015 Burgaw Bike/Ped Plan

- **Sidewalk on SR 1400 (Smith St)/Clark St/W Fremont St. (SPOTID B150515)**

Construct sidewalk along the north side of Clark Street from the existing sidewalk on S Dickerson Street to Smith St, along the west side of Smith Street to W Fremont Street, and along the north side of W Fremont Street to the existing along the west side of Smith Street to W Fremont Street, and along the north side of W Fremont Street to the existing sidewalk on S Dickerson Street, per the 2015 Burgaw Bike/Ped Plan

- **Bike Lane on SR 1332 (Penderlea Hwy) (SPOTID B150520)**

Construct on-road bike lanes on Penderlea Hwy from W Bridgers Street westward to the Burgaw municipal limits, per 2014 Pender Co CTP, 2015 Burgaw Bike/Ped Plan, and 2017 Cape Fear Regional Bicycle Plan

- **NC Highway 53 Improvements (SPOTID H090805)**

Modernize NC Hwy 53 in Burgaw from US 117 Bypass to SR 1400 (Smith Street) and construct streetscape improvements, per the NC Hwy 53 Corridor Study. Improvements include upgrading the intersection at US 117 A (Timberly Ln.) and NC Hwy 53 (Bridgers St.) to include a roundabout and stormwater enhancements

- **Widen NC Highway 53 East (SPOTID H150503)**

Widen NC Hwy 53 to 3 Lanes from US 117 to Stag Park Rd.

- **Ridgewood Ave. Extension (SPOTID H150507)**

Ridgewood Ave Ext - Extend Ridgewood Ave on new location to the Walmart traffic signal to reduce congestion and improve traffic safety at intersection of US 117 Bypass and NC Hwy 53 per Pender Co CTP

NOW THEREFORE BE IT RESOLVED BY THE TOWN OF BURGAW BOARD OF COMMISSIONERS THAT the Board committedly supports Burgaw's proposed pedestrian, bike, and highway projects submitted by the Cape Fear Rural Planning Organization to the North Carolina Department of Transportation State Transportation Improvement Program 5.0.

Adopted this 10th day of July 2018.

ITEMS FROM ATTORNEY – Zachary Rivenbark, Town Attorney

Attorney Rivenbark stated he had an item for discussion in closed session.

Attorney Rivenbark advised he has not received any feedback regarding prior discussion of Dr. Davis' property.

Attorney Rivenbark advised he has spoken with Sammy Williams in regards to the WLS Property on NC Highway 53. He said Mr. Williams is waiting on his surveyor to record the map. Once the map is recorded, Attorney Rivenbark can take care of the easement.

ITEMS FROM MANAGER – Joseph Pierce, Town Manager

Approval of Resolution 2018-08 Amending the Town of Burgaw Personnel Policy

In June, the Board approved the FY 2018-2019 Budget which included one additional personnel position. With the addition of one position, subsequent amendments in duties were necessary. Additionally, the auditors recommended a couple of changes in the Finance Officer's job description for better compliance with the internal controls and segregation of duties. As a result, staff has adjusted the job descriptions for Human Resources Technician/Deputy Town Clerk, Accounting/Billing Technician, Accounting Technician II, and Customer Service Representative. Commissioner Dawson asked if we are sure the Customer Service Representative will be able to handle the Burgaw Community House, Depot and Incubator Kitchen, as well as maintain the operations of the front window. Commissioner Robbins said he has the same concerns. Commissioner Harrell recommends there be two positions that share the facility rental duties.

After discussion, it was decided that Mr. Pierce would make the facility rental job task an ancillary duty of the Accounting/Billing Technician that way two people can handle these duties. Commissioner Robbins made a motion

to approve Resolution 2018-08 with the recommendations requested. The motion was seconded by Commissioner Harrell and carried by unanimous vote.

RESOLUTION 2018-08
CONSIDERATION OF A RESOLUTION AMENDING THE TOWN OF BURGAW'S PERSONNEL POLICY

WHEREAS, the Town of Burgaw Board of Commissioners approved the use of the Personnel Policy on September 11, 2012; and

WHEREAS, the Board of Commissioners wishes to amend the Personnel Policy by revising the current job descriptions of *Customer Service Representative* and *Finance Officer*.

WHEREAS, the Board of Commissioners wishes to amend the Personnel Policy by renaming the current job description, *Accounting Technician* to *Accounting Technician II*.

WHEREAS, the Board of Commissioners wishes to amend the Personnel Policy by adding a new job description, *Accounting/Billing Technician*, as the result of a new position approved within the FY 18-19 budget.

NOW THEREFORE, BE IT RESOLVED BY THE TOWN OF BURGAW BOARD OF COMMISSIONERS THAT the Town of Burgaw Board of Commissioners hereby amends the Personnel Policy to reflect the changes attached.

Adopted this 10th day of July 2018.

Commissioner Dawson asked about the review of the Deputy Town Clerk job description and the Town Clerk job description. She feels that these need to be looked at since the duties are interrelated.

Giving Town Manager authority to amend job descriptions and annexes in the Personnel Policy

Mr. Pierce stated there are changes that need to be looked at with job descriptions and annexes that are part of the Personnel Policy. He requested the board give the Town Manager/Personnel Officer authority to amend job descriptions and annexes as he and the department heads see fit. Mr. Pierce advised he would make the board aware of changes as they were made. Commissioner George made a motion to give the Town Manager/Personnel Officer authority to amend job descriptions and annexes. The motion was seconded by Commissioner Harrell and carried by unanimous vote.

Repair of Old Jail Roof

Mr. Pierce advised he received a request from Louis Hesse in regards to replacing the Old Jail roof due to recent leakage issues. After brief discussion, Mr. Pierce asked the board to consider appropriating \$17,000 from the general fund for the purchase of a new roof and related repairs at the Old Jail. Mayor Cowan and Commissioner Harrell agree that Pender County should be approached as the building is shared between both entities. Commissioner Harrell made a motion to appropriate \$17,000 from the general fund for repairs to the Old Jail. The motion was seconded by Commissioner Robbins and carried by unanimous vote.

Inflow and Infiltration/Infrastructure Needs

Mr. Pierce advised the town is looking at significant growth on the US Highway 117 Corridor. If developments come to fruition, we don't have the infrastructure in place to fully support the requests. A new wastewater line and pump station would need to be installed.

Mr. Pierce also advised the town is aware of Inflow and Infiltration issues in regards to treating wastewater. It appears that we are treating twice as much wastewater as we are producing. He advised a few years ago the town began relining pipes, but wasn't fully inspected at the time of installation. He advised this problem could be from poor seals or coming from other areas into our pipes. Mr. Pierce advised there are several options we can take into narrowing this issue down to where the problems are coming from.

After much discussion, Mr. Pierce advised he will update the board as he receives more information.

ITEMS FROM MAYOR AND BOARD OF COMMISSIONERS

Commissioner Murphy asked Mr. Hesse for an update on the nuisance abatement issues. Mr. Hesse apologized that he has fallen behind on this project, but hoping to work on it this coming weekend.

Commissioner Robbins asked the status of the crosswalks. Ms. Dunn explained that Terry Spell has made contact with her to advise they have been busy but still working on it.

Commissioner Robbins asked the status on Dees Park. Mr. White commented the board needs to advise if they want to move forward with Mr. Westbrook's ideas, and if so, plans would need to be done. Mr. Pierce advised if the board would like to move forward with cost estimates, this could be done within the next month. Commissioner Dawson requested to see more options. Commissioner Robbins said he would like to make a decision and move forward with this project. Mayor Cowan advised Tim Hines from Wilmington will be coming soon to look at the park area. Commissioner Robbins requested Mr. Pierce and Mr. White work together to find someone else to look at the property for a third option.

Commissioner Robbins advised Bob Hugh Corbett said the town killed a pink dogwood tree over the years at the fence located at the edge of his property. Mr. Moore is not aware of anything regarding this issue. Commissioner Robbins commented this tree was planted as a memorial for Mr. Corbett's mother. He advised something fell on the tree and broke the top and last year when the town sprayed for weeds, it damaged the bottom of the tree. Commissioner Robbins requested Mr. Moore look into this matter and speak with Mr. Corbett regarding replacement of the tree.

Commissioner Dawson asked Mr. Moore for an update on street paving. He advised that Wright Street is currently being done. Lloyd Street, Satchwell Street, Hayes Street are scheduled to be done as well.

Commissioner Harrell asked Mr. Moore if anything had been done about the oak tree at the old Bank of America building. Mr. Moore advised Tim Matthews recommended cutting the asphalt around the umbrella on the east side and filling it back in with 57 stone. Commissioner Harrell suggested we should block off the entrance to the parking lot at the location of the tree so the roots would not get compacted. Mayor Cowan commented the parking spaces would need to be restriped.

Commissioner Harrell commented that there was no notice given to the previous Parks and Recreation Committee members that the committee had been dissolved. He requested the town staff prepare a letter of appreciation and notify each of the previous committee members. Commissioner Dawson and Robbins agreed. Commissioner Harrell said he knows of one member on the new board will be coming off and he believes we should give the previous committee members an opportunity to fill the vacancy. Ms. Raynor advised she will need a resignation letter from the committee member before the vacancy can be advertised. Commissioner Harrell thinks if any previous Parks and Recreation committee member applies for the vacancy, at the time it becomes available, they should be on the top of the list for consideration.

BREAK 5:24PM – 5:34PM

PUBLIC FORUM

Speakers:

Michael Clayton, 114 Giles Marshburn Road, said someone came out to fix the end of his driveway and drainage issues, and was told to let the rock pack down. He is still having issues with drainage. He commented that he has reached out to two Town Managers in the past and no one has visited his property to observe the issues. He has concerns as to why nothing has been done yet. After brief discussion, it was decided that Mr. Pierce and Mr. Moore will contact NCDOT to set up a meeting with Mr. Clayton.

PUBLIC HEARING

Public Hearing 1 – Joseph Pierce, Town Manager

Consideration of amendment to the Town of Burgaw Code of Ordinances Chapter 34, Trees and Shrubs, Article II, Tree Board

Mayor Cowan declared the public hearing open at 5:41PM.

Mr. Pierce requested amendment to the Code of Ordinances Chapter 34 pertaining to the Trees and Shrubs in regards to a Tree Board. As part of the Town's participation in the Tree City USA program, we are required to have a tree board. The Tree Board responsibilities were absorbed by the Building and Grounds Board in 2014 but in March 2018, the Building and Grounds Board was dissolved in an effort to reduce redundancy and create a more efficient governing process. At the time of reorganization, the Tree Board responsibilities were to be placed in the purview of the Planning Board. Approval of this ordinance places those responsibilities within the scope of duties of the Planning Board. Mayor Cowan asked if there were any questions. There being no further discussion, Mayor Cowan closed the public hearing at 5:42PM.

Approval of Ordinance 2018-07 Amending the Town of Burgaw Code of Ordinances Chapter 34, Tree and Shrubs, Article II, Tree Board

Commissioner Dawson made a motion to approve Ordinance 2018-07 as presented. The motion was seconded by Commissioner Robbins and carried by unanimous vote.

ORDINANCE 2018-07 AMENDING THE TOWN OF BURGAW CODE OF ORDINANCES CHAPTER 34, TREES AND SHRUBS, ARTICLE II, TREE BOARD

WHEREAS, the Town of Burgaw (hereinafter "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, the Town of Burgaw Code of Ordinances Chapter 34, Article II outlines the composition and responsibilities of the town's tree commission; and

WHEREAS, the Town of Burgaw Board of Commissioners desires that the Planning and Zoning Board act as the tree commission; and

WHEREAS, the Planning and Zoning Board's role as the tree commission is not outlined in the current code of ordinances;

NOW THEREFORE BE IT ORDAINED BY THE TOWN OF BURGAW BOARD OF COMMISSIONERS THAT:

SECTION 1. The Town of Burgaw Code of Ordinances Chapter 34, Trees and Shrubs, Article II, Tree Board now reads:

Section 34-31. Creation; composition.

The Town of Burgaw Planning and Zoning Board will also serve as the Town of Burgaw Tree Commission in coordination with designated town staff and/or consultants who will serve as ex officio members.

Section 34-32. Duties and responsibilities.

- (a) It shall be the responsibility of the tree commission to study, investigate, counsel, develop, update annually, and administer a written plan for the care, preservation, pruning, planting, replanting, removal or disposition of trees and shrubs in parks, along streets, and in other public areas. Such plan will be presented annually to the board of commissioners and upon its acceptance and approval shall constitute the official comprehensive town tree plan.*
- (b) The tree commission, when requested by the board of commissioners, shall consider, investigate, make findings, report and recommend upon any special matter or questions coming within the scope of its work.*
- (c) The tree commission shall meet no less than two times per year to prepare and administer the official comprehensive town tree plan.*

SECTION 2. This amendment to the Town of Burgaw Code of Ordinances becomes effective immediately upon adoption of this ordinance on the 10th day of July, 2018.

Additional Comments from the Mayor

Mayor Cowan commented on the park project on Courthouse Avenue. He stated that he understands Commissioner Robbins is pleased with Johnny Westbrook's presentation from the June meeting and wanted to know how the rest of the board members felt. Commissioner Harrell stated he liked Mr. Westbrook's presentation as well. Mayor Cowan suggested if everyone is satisfied with the idea, then we need to approach Mr. Westbrook to draw up plans. He requests if the board wishes to do this, a budget for the architect needs to be set in place prior to doing so. Commissioner Dawson stated she wants to see other options.

CLOSED SESSION – 5:43PM

Commissioner Harrell made a motion to go into closed session pursuant to GS 143-318.11 (a) (3) Attorney/Client Privilege. The motion was seconded by Commissioner Dawson and carried by unanimous vote.

OPEN SESSION RECONVENED – 6:10PM

Commissioner Harrell made a motion to go out of closed session. The motion was seconded by Commissioner Dawson and carried by unanimous vote.

Upon reconvening to open session it was noted the closed session discussion was in regards to the purchase of property.

ADJOURNMENT

Commissioner Harrell made a motion to adjourn. The motion was seconded by Commissioner Dawson and carried by unanimous vote. The meeting adjourned at 6:11PM.

Kenneth T. Cowan, Mayor

Attest: _____
Sylvia W. Raynor, Town Clerk