

**TOWN OF BURGAW
BOARD OF COMMISSIONERS MEETING
BURGAW MUNICIPAL BUILDING
December 12, 2017
4:00 PM**

AGENDA

1. **Call to Order – Mayor Eugene Mulligan**
2. **Invocation –Chaplain Nick Smith**
3. **Pledge of Allegiance – All**

OLD BUSINESS

4. **Approval of Agenda – Old Business, Special Presentation and Organizational Meeting**
5. **Approval of Consent Agenda**
 - A. **Approval of Minutes of November 14, 2017 Regular Meeting and Closed Session**
 - B. **Ordinance 2017-23 Refund of Donations for Proposed Splash Pad Project
(Refund to citizens/businesses)
Ordinance 2017-24 Refund of Donations for Proposed Splash Pad Project
(Refund to TDA)**
 - C. **Resolution 2017-32Amendment to Parks and Recreation Coordinator Job Description**

**Items under Consent are generally of a routine nature. The Board may take action to approve/disapprove all items in a single vote. Any item may be withheld from a general action, to be discussed and voted upon separately at the discretion of the Board.*

SPECIAL PRESENTATION

6. **To be announced by Mayor Pro-tem Robbins**

ORGANIZATIONAL MEETING

7. **The Oath of Office will be administered to newly re-elected Commissioner Jan Dawson and newly elected Commissioner James Murphy**
8. **The Oath of Office will be administered to newly elected Mayor Kenneth T. (Pete) Cowan**
9. **Election of Mayor Pro-tem – Board of Commissioners**
10. **Oath of Office will be administered to Mayor Pro-tem Elect**
11. **Appointment of Council of Governments (COG) Representative – Mayor and Board of Commissioners**
12. **Other organizational business if necessary**

FIVE MINUTE BREAK

13. There will be a five minute break to allow time for congratulations and for guests to depart before the *New Business* begins.

NEW BUSINESS

Call to Order - Mayor Kenneth T. Cowan

14. Approval of New Business Agenda
15. Approval of Consent Agenda
- A. Resolution 2017-33 Approving Board Meeting Schedule for 2018
 - B. Resolution 2017-34 Approving Incorporation of 2017 Municipal Elections Abstract into Minutes of December 12, 2017 Meeting

SPECIAL PRESENTATION

16. Justian Pound, Tax Assessor, Pender County Tax Administration will brief the Board on the upcoming Pender County Tax Reappraisal Process

DEPARTMENTAL ITEMS

Fire Department – *Jim Taylor, Fire Chief*

17. Approval of Fire Department Officers

Planning – *Karen Dunn, Planning Administrator*

18. Review and approve Wilmington St. Sidewalk improvements to be presented to NCDOT for encroachment agreements
19. **A.** Consideration to approve Resolution 2017-35 to adopt the 2010 Pender County Parks and Recreation Master Plan as an addendum to the 2015 Town of Burgaw Bicycle and Pedestrian Plan
- B.** Consideration to approve Resolution 2017-36 to adopt the 2010 Pender County Parks and Recreation Master Plan as an addendum to the 2016 Town of Burgaw Parks and Recreation Master Plan
20. **A.** Consideration to approve Resolution 2017-37 to adopt the West Side Trail in concept (with final location to be determined) as an addendum to the 2016 Town of Burgaw Parks and Recreation Master Plan
- B.** Consideration to approve Resolution 2017-38 to adopt the West Side Trail in concept (with final location to be determined) as an addendum to the 2015 Town of Burgaw Bicycle and Pedestrian Plan
21. Consideration of a Request from Allen Serkin, Cape Fear Area Rural Planning Organization (RPO) representative for Burgaw Board of Commissioners to consider Resolution 2017-39 to Adopt the Cape Fear Regional Cycling Plan

ITEMS FROM ATTORNEY – *Robert Kenan, Attorney*

- 22. Town of Burgaw/Burgaw Methodist Church Parking Lot Agreement**
- 23. Other Items to be announced**

ITEMS FROM MANAGER – *Joseph Pierce, Town Manager*

- 24. To be announced**

ITEMS FROM MAYOR AND BOARD OF COMMISSIONERS

- 25. Discussion - Appointment of Rural Transportation Planning Organization (RPO) Representative**
- 26. Re-appointment of Jakim Friant to Promotions/Special Events Committee**
- 27. Appointment of Planning Board Member to fill vacancy created by recent municipal election**
- 28. Continue discussion from November meeting regarding street paving**
- 29. Other Items to be announced**

BREAK (5:30 or thereabout)

- 30. There will be a five minute break in order to allow citizens to sign-up for Public Forum.**

PUBLIC FORUM

- 31. The Public Forum is for non-public hearing items only. Speakers must sign in, step to the podium when recognized, state your name and residence address and limit remarks to three (3) minutes per speaker.**

CLOSED SESSION – if applicable

ADJOURNMENT