

Town of Atkinson
Regular Monthly Meeting

January 2, 2025 – 7:00 PM

Honorable Mayor Pro Tempore Bryan Stewart; Commissioner Denise Lewis;

Commissioner Gary Alsup; Commissioner Penny Stith

Town Clerk, Becky Lanier

Town Attorney Robert Kenan

Attendance:

Mayor Pro-Tempore Bryan Stewart

Commissioner Denise Lewis

Commissioner Penny Stith

Commissioner Gary Alsup

Town Clerk/Finance Officer Becky Lanier

Town Attorney Robert Kenan

- 1. Mayor Pro-Tempore Bryan Stewart called the 1/02/2025 Regular Meeting to order at 7:00 pm**
- 2. Commissioner Gary Alsup led the prayer.**
- 3. Commissioner Denise Lewis led the Pledge of Allegiance.**
- 4. APPROVAL OF MINUTES:**
 - 12/5/2024 Regular Meeting: Motion to approve December 5, 2024, minutes was made by Commissioner Lewis and seconded by Commissioner Stith Motion Carried 4-0**
- 5. Approval of the Agenda:**
 - Motion to accept the agenda with changes was made by Commissioner Lewis and seconded by Commissioner Stith Motion Carried 3-0**
- 6. Public Comment:**
 - Jason Turner read a letter addressed to the Board of Commissioners explaining why he wouldn't be presenting a resignation letter.**

- Dee Turner presented a letter on December 5th requesting the corrective actions of the eight findings outlined in the Town of Atkinson Fiscal Year 2022-2023. She was wondering when a response would be available. She also addressed the December 5, 2024, agenda, as to why we didn't address certain items.

7. Public Information:

- Not currently.

8. Financial/Clerk Report: (Becky Lanier, Town Clerk)

- Motion to admin the Town of Atkinson 2024/2025 budget to create a new line item for the Capitol Building Improvements in the amount of \$50,000.00 under revenue was made by Commissioner Lewis and seconded by Commissioner Alsup Motion Carried 3-0
- Motion to close digital banking, credit, and debit cards under the Atkinson Volunteer Fire Department at First Citizens Bank was made by Commissioner Alsup and seconded by Commissioner Stith Motion Carried 3-0

9. Old Business:

- Cafeteria:
 - Cafeteria Committee consists of Commissioner Stith, Commissioner Alsup, Building Inspector Louis Hesse, and Scott Woher.
 - Christmas Parade: Commissioner Lewis thanked everyone for helping with the Atkinson Christmas Parade. The proceeds helped 9 families.

10. New Business:

- Side Mower
 - Commissioner Lewis made a motion to bid but not to exceed \$3500.00 at the Port City Auction on Saturday, January 4th Commissioner Alsup seconded and Motion Carried 3-0
 - Commissioner Lewis made a motion to resend the motion for \$3500.00 Commissioner Stith seconded and Motion Carried 3-0
 - Commissioner Lewis made a motion to bid but not to exceed \$4000.00 to cover all fees at the Port City Auction on Saturday, January 4th Commissioner Alsup seconded and Motion Carried 3-0
- DOT Meeting
 - Attorney Robert Kenan advised us have a compiled list of questions and concerns for the upcoming meeting on January 16, 2025, he also encouraged everyone to show up at the meeting.

11. Inspections Department: (Inspector Louis Hesse)

- Building:
 - Gave an update on the restaurant, Wendy Hernandez is coming along and has installed all new upgrades.
- Fire Inspections:

12. Planning Director: (Gilbert Combs)

- Mr. Combs will be reviewing the UDO and communicating with the Planning Board and the Board of Commissioners.
- Mr. Combs is trying get approved to adopt maps for the town.

13. Fire Department: (Fire Chief Doyle Retherford)

- See attachment.
- Organizational Chart:
 - ***Commissioner Lewis made a motion to approve the Atkinson Fire Department Organizational Chart Commissioner Stith seconded. Motion Carried 3-0***
- Atkinson Fire Department Job Descriptions
 - Fire Chief 1101
 - ***Commissioner Alsup made a motion to approve the Fire Chief job description Commissioner Stith seconded the Motion Carried 3-0***
 - Assistant Fire Chief 1- 1102
 - ***Commissioner Alsup made a motion to approve the Assistant Fire Chief 1 job description Commissioner Lewis seconded the Motion Carried 3-0***
 - Assistant Fire Chief 2 - 1103
 - ***Commissioner Alsup made a motion to approve the Assistant Fire Chief 2 job description Commissioner Stith seconded the Motion Carried 3-0***
 - Fire Marshall
 - ***Commissioner Alsup made a motion to approve the Fire Marshall job description Commissioner Lewis seconded the Motion Carried 3-0***
 - Captain 1104
 - ***Commissioner Lewis made a motion to approve the Captain job description Commissioner Stith seconded the Motion Carried 3-0***
 - Lieutenant 1 - 1105
 - ***Commissioner Alsup made the motion to approve the Lieutenant 1 job description Commissioner Lewis seconded the Motion Carried 3-0***
 - Lieutenant 2 - 1106
 - ***Commissioner Alsup made the motion to approve the Lieutenant 2 job description Commissioner Lewis seconded the Motion Carried 3-0***
 - Fire Fighter 1

14. Parks and Recreation: (Denise Lewis)

- Will be getting prices on tables and chairs for the Gym.

15. Library Report: (Commissioner Gary Alsup and Commissioner Penny Stith)

- Atkinson Library Monthly Report

16. Maintenance Report: (Commissioner Bryan Stewart)

The motion to adjourn the meeting was made by Commissioner Lewis and seconded by Commissioner Alsup Motion Carried 3-0 Meeting ended at 8:14 pm