

Town of Atkinson
Regular Monthly Meeting

February 6, 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 2/06/2025 Regular Meeting to order at 7:05 pm**
- 2. Commissioner Gary Alsup led the prayer.**
- 3. Commissioner Denise Lewis led the Pledge of Allegiance.**
- 4. APPROVAL OF MINUTES:**
 - 1/2/2024 Regular Meeting: Motion to approve January 2, 2024, minutes was made by Commissioner Lewis and seconded by Commissioner Alsup, Motion carried 4-0**
 - 1/16/2025 Special Meeting with NCDOT: Motion to approve January 16, 2025, minutes was made by Commissioner Lewis and seconded by Commissioner Alsup, Motion carried 4-0**
- 5. Approval of the Agenda:**
 - Motion to accept the agenda with changes was made by Commissioner Stith and seconded by Commissioner Lewis, Motion Carried 4-0**

6. Chuck Nance with Port City Auctions

- Mr. Nance partitioned the board to lease the cafeteria on a month-to-month basis. Mr. Nance would also make the cafeteria presentable.
- Per Attorney R. Kenan this will be a non-exclusive rental and he will draw up the lease agreement.
- Before the rental is to take place the door lock needs to be fixed. Mr. Nance said that he would take care of the doors.
- Commissioner Stith made a motion to start the lease with Chuck Nance of Port City Auctions starting on March 1, 2025 and ending on February 28, 2026, with a \$300.00 monthly rental fee due on the 1st of every month Commissioner Lewis seconded. Motion carried 4-0

7. Public Comment:

- Not currently.

8. Public Information:

- Not currently.

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

- Need to set dates for the Budget committee workshop.

10. Old Business:

- Cafeteria:
 - Need to have a plan drawn up for the remodel. Once the plan is drawn, then we can put it out for bids

11. New Business:

- **Burgaw time capsule:** They would like us to put something in the time capsule that would be opened at the 250th United States Celebration. Commissioner Stith is going to put a copy of the history of the blueberry in the time capsule.
- **Business cards:** Commissioner Stith would like the town to purchase some business cards.
- **NCLM Finance class:** Commissioner Stith asked if the town would pay for her and the Clerk to attend this class. The cost of the class is \$40.00. The town said there is money budgeted for classes.
- **Town Minutes:** Commissioner Stith would like the Clerk and Librarian to update the town's website to reflect the current minutes.
- **Gym Floor:** Commissioner Alsup would like the town to purchase a gym floor covering. He will also get some estimates together to present to the town at the next board meeting.

12. 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:**
- **Public Hearing Meeting:**
 - Commission Stith made a motion to set a Public Hearing to amend the Town of Atkinson Flood Damage Prevention Ordinance with the public hearing to be held on Thursday, March 6th at, 7pm Seconded by Commissioner Lewis Motion Carried 4-0

13. Planning Director: (Gilbert Combs)

- Mr. Combs will be reviewing the UDO and communicating with the Planning Board and the Board of Commissioners. Meetings will be held on 2/20, 3/6, and 3/20 at 6 pm. Meetings that are being held on non-meeting nights will last 1.5 hours.
- Will put together a 2D floor plan of the cafeteria.

14. Fire Department: (Fire Chief Doyle Retherford)

- See attachment.
- Fireman's Banquet to be held at the Fire Department on February 8th.
- Meet the Chiefs to be held on February 21st at 10 am.

15. Parks and Recreation: (Denise Lewis)

- Commissioner Lewis shared that the table and chairs cost roughly \$4000.00. Chuck Nance said that he would keep an eye for table and chair.

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

- Atkinson Library Monthly Report

17. Maintenance Report: (Commissioner Bryan Stewart)

The motion to adjourn the meeting was made by Commissioner Lewis and seconded by Commissioner Alsup Motion Carried 4-0 Meeting ended at 8:25 pm