

Town of Atkinson
Regular Monthly Meeting

May 1, 2025 – 7:00 PM

Honorable Mayor Gary Alsup, Mayor Pro Tempore Bryan Stewart, Commissioner Denise Lewis

Commissioner Penny Stith, Commissioner Ramos

Town Clerk, Becky Lanier

Town Attorney Robert Kenan

Attendance:

Honorable Mayor Gary Alsup

Mayor Pro-Tempore Bryan Stewart

Commissioner Denise Lewis

Commissioner Penny Stith

Commissioner Ray Ramos

Town Clerk/Finance Officer Becky Lanier

Town Attorney Robert Kenan

1. Mayor Alsup called the 5/01/2025 Regular Meeting to order at 7:00 pm
2. Mayor Alsup led the prayer.
3. Commissioner Denise Lewis led the Pledge of Allegiance.
4. **APPROVAL OF MINUTES:**
 - **4/3/2024 Regular Meeting: Motion to approve April 3, 2024, minutes was made by Commissioner Stewart and seconded by Commissioner Stith. Motion carried 3-0**
5. **Approval of the Agenda:**
 - **Motion to accept the agenda with changes was made by Commissioner Stith and seconded by Commissioner Stewart, Motion carried 3-0**
6. **Swearing in of Commissioner:**
 - Mayor Alsup swore in Ray Ramos as Commissioner of the Town of Atkinson.

7. Pender County Utility Staff: Sewer

- Anthony Colon with the Pender County Utilities addressed the board of Commissioners on behalf of PCU. Mr. Colon let the board know that Pender County was very interested in helping our town but couldn't take any action at this time. Sewer is doable but, there are a lot of steps in the process. Mr. Colon instructed the board to set up a meeting with Margaret Blue as soon as possible. We will have to meet with the Pender County Board of Commissioners in a closed session. The town will have to have an engineering study done first. The county commissioners and the state will have to approve before Burgaw can move forward. To receive grants, a certain percentage of the town's people will have to be on board.

8. Public Comment:

- Not currently.

9. Public Information:

- Not currently.

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

- Not currently.

11. Old Business:

- **Cafeteria:**
 - Need to have a plan drawn up for the remodel. Once the plan is drawn, we can put it out for bids. Mr. Combs is in the process of designing a floor plan.

12. New Business:

- **Paid Deputy:**
 - Commissioner Stewart spoke with the Pender County Sheriff's Office, and we can hire an off-duty officer for a minimum of 4 hours at \$40.00 an hour. We would pay the officer directly for his time. We will also have to pay the Pender County Sheriff's office \$50.00 for the rental of the patrol car.
 - Attorney Kenan suggested that we have the Sheriff come to our next meeting to have our questions answered.

13. Inspections Department: (Inspector Louis Hesse)

- **Building:** Going slow now.
- **Fire Inspections:**
- Louis Hesse asked if the town would consider letting the Clerk work for the Village of St. Helena for 4 hours a week. The board shared that maybe on a Wednesday would work. Louis said that he would have to talk to St. Helena.

14. Planning Director: (Gilbert Combs)

- Still going over the UDO

15. Fire Department: (Fire Chief Doyle Retherford)

- See attachment.
- Fire Chief Retherford informed the board that we need to implement a fee schedule for the Fire Marshall of the town.
- Chief Retherford would like to increase the starting salary of the paid staff. He would also like to start a split schedule, come in early stay late to cover the volunteers going and coming from work. He would also like to have a paid staff member to come in on the weekend, the paid staff's money from the county should cover their pay.
- Fireman's Relief Fund Committee:
 - Commissioner Lewis made a motion to recommend Fred Cromartie and Joey Stith for the Fireman's Relief Fund Committee Commissioner Stewart seconded Motion Carried 4-0
- QRV-11 Tires:
 - Commissioner Stith made a motion to surplus the QRV-11 Tires Commissioner Ramos seconded Motion Carried 4-0
 - Commissioner Stewart made motion to have sealed bids on the tires Commissioner Ramos seconded Motion Carried 4-0
- Refrigerator:
 - Commissioner Stewart made a motion to surplus the Industrial Refrigerator Commissioner Stith seconded Motion Carried 4-0
 - Commissioner Ramos made a motion to place the Industrial Refrigerator on gov.deals for resale Commissioner Stewart seconded Motion Carried 4-0
- Request for Proposals:
 - Commissioner Stewart made a motion to advertise in the Wilmington Star News for bids from Designers to design improvements to the Atkinson Fire Department pursuant to three different design proposals:
 - Design proposal #1
 - Renovate one existing bay, dayroom/office, kitchen into a new design for sleeping quarters, kitchen, dayroom, and office with a firewall and septic.
 - Design Proposal #2
 - Design Proposal #1 plus upgrading existing bay to modernize with a Decontamination Room.
 - Design Proposal #3
 - Design Proposal #1 & #2 plus the addition of one fire bay.

Commissioner Stith seconded Motion Carried 4-0

16. Parks and Recreation: (Denise Lewis)

- Not currently.

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

- Atkinson Library Monthly Report

18. Maintenance Report: (Commissioner Bryan Stewart)

- Monthly Water Report

The motion to adjourn the meeting was made by Commissioner Stewart and seconded by Commissioner Ramos. Motion Carried 4-0. Meeting ended at 9:30 pm