

Town of Atkinson
Regular Monthly Meeting
September 4, 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 - Absent

Town Clerk/Finance Officer Becky Lanier

Town Attorney Robert Kenan

1. Mayor Gary Alsup called the 9/4/2025 Regular Meeting to order at 7:00 pm
2. Mayor Gary Alsup led the prayer.
3. Commissioner Denise Lewis led the Pledge of Allegiance.
4. **APPROVAL OF MINUTES:**
 - **8/7/2025 Regular Meeting: *Motion to approve August 7, 2024, minutes was made by Commissioner Lewis and seconded by Commissioner Stewart. 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 Lewis. Motion carried 3-0***
6. **Garver LLC: Rob McIntyre and Jonathan Williams**
 - Mr. McIntyre started the presentation by introducing the Garver Company, Jonathan Williams, and himself. Mr. McIntyre and Mr. Williams are here to talk about our town's future with sewer and a small wastewater treatment plant.

Each member of the council received an Agreement for Planning Services for the Town of Atkinson Project No. 2500817. Mr. McIntyre went over the recitals, definitions, scope of services, payment, amendments, owner's responsibilities, general requirements, insurance, documents, indemnification/waivers, dispute resolution, termination, and miscellaneous sections of the memorandum.

- Mr. Williams went over Exhibit A: Scope of Services, Exhibit B: Compensation Schedule, Exhibit C: Insurance, and Exhibit D: Form of Amendment sections in the memorandum.
- The goal is for the Town of Atkinson not to spend any money. Pender County is trying to get all the services funded so the citizens won't have to pay a dime.
- DEQ gives up to \$50,000 towards the feasibility study that Garver LLC will apply on behalf of the town.
- Commissioner Stewart made a motion to authorize Garver LLC to proceed with a grant application from the NC DEQ to assist in funding a feasibility study for the regionalization of sewer and the Town of Atkinson and the areas of Pender County. Commissioner Lewis seconded. Motion Carried 3-0
- Commissioner Stewart made the motion to request the Town of Atkinson's Legislative Designation of the NC General Assembly for funding of a regionalization sewer feasibility study for \$125,000.00. Commissioner Stith seconded the motion carried 3-0

7. **Public Comment:**

- Not Currently

8. **Public Information:**

- Not currently.

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

- The Clerk read a letter from the Pender County Board of Elections that stated they would no longer need our gym for a voting site.
- Attorney Robert Kenan asked the Clerk to call and ask for an explanation for not needing our facility, and if the citizens of our town have been notified.

10. **Old Business:**

- **Cafeteria:**
 - Commissioner Stith presented to the board a scope of work plan.
- **Park:**
 - No update

11. **New Business:**

- Not Currently

12. **Inspections Department: (Inspector Louis Hesse)**

- **Building:** Valentino Lopez will need a text change about putting LP Filling Station in the Town
- **Fire Inspections:**

13. Planning Director:

- No Report
- Louis Hesse presented the board with a contract from Sam Shore.
- Commissioner Stewart made a motion to approve the Services Contract between Shoreside Planning LLC and the Town of Atkinson. Commissioner Stith seconded the motion carried 3-0.

14. Fire Department: (Fire Chief Doyle Retherford)

- See attachment.
- Remodel of FD:
 - Chief Retherford has met with two separate design teams.
 - Loans from Four County are zero percent interest up to 10 years. USDA requires twenty percent up front.
- We have received all the grant items from the 50/50.
- September 20, 2025, is our Biannual BBQ Sale starting at 4 pm.
- Chief Retherford has asked for a rate increase for the FD paid staff, from the current \$11.00 to \$12.00. The Chief will present a rate study to the board at the next meeting.
- Pender Fire and EMS has asked the AFD to enter a Memorandum of Understanding regarding the medical response plan.

15. Parks and Recreation: (Denise Lewis)

- Not currently.

16. Library Report: (Commissioner Penny Stith)

- Atkinson Library Monthly Report

17. Maintenance Report: (Commissioner Bryan Stewart)

- Monthly Water Report
- ***Commissioner Stewart made a motion to accept Joey Hutcheson's estimates for mowing the main canal ditch and for mowing all the Town's ditches and cutting back vegetation for \$9000.00. Commissioner Stith seconded, and the motion carried 3-0***
- ***Commissioner Stewart made a motion to accept Joey Hutcheson's estimate for scraping the side of the roads for the Town of Atkinson, with the Clerk sharing the estimate through email. Commissioner Stith seconded, and the Motion Carried 3-0***

The motion to adjourn the meeting was made by Commissioner Stewart and seconded by Commissioner Lewis. Motion Carried 3-0. Meeting ended at 9:00 pm