



**TOWN OF HOLDEN BEACH
BOARD OF COMMISSIONERS
REGULAR MEETING
TUESDAY, DECEMBER 16, 2025 – 5:00 P.M.**

The Board of Commissioners of the Town of Holden Beach, North Carolina met for a Regular Meeting on Tuesday, December 16, 2025 at 5:00 p.m. in the Town Hall Public Assembly. Present were Mayor J. Alan Holden; Mayor Pro Tem Tom Myers; Commissioners Rick Smith, Tracey Thomas and Page Dyer; Commissioner-Elects Sylvia Pate and Keith Smith; Town Manager Bryan Chadwick; Town Clerk Heather Finnell; Assistant Town Manager Christy Ferguson; Police Chief Jeremy Dixon; Inspections Director Tim Evans; Finance Director Daniel McRainey; Public Works Director Chris Benton; and Town Attorney Sydnee Moore. Commissioner Rick Paarfus was not in attendance.

Mayor Holden asked for a moment of silence and called the meeting to order.

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL

Town Manager Chadwick asked to remove item 25, the audit contract extension.

Motion by Commissioner Smith to approve the amended agenda; second by Commissioner Dyer; approved by unanimous vote.

CONFLICT-OF-INTEREST CHECK

No conflicts were disclosed.

APPROVAL OF MINUTES

Motion by Commissioner Smith to approve (minutes of the November 18, 2025 Regular Meeting); second by Commissioner Thomas; approved by unanimous vote.

PUBLIC COMMENTS ON AGENDA ITEMS

Jim Bauer provided feedback on the referendum results and the pier property. He suggested tearing the pier down.

PRESENTATION OF PLAQUE TO THE OUTGOING BOARD OF COMMISSIONERS BY TOWN MANAGER CHADWICK

Town Manager Chadwick presented a plaque to the outgoing Board.

PRESENTATION OF PLAQUES TO COMMISSIONERS SMITH AND PAARFUS OF THE OUTGOING BOARD OF COMMISSIONERS

Mayor Holden presented a plaque to Commissioner Smith. Commissioner Paarfus was unable to attend the meeting.

BOARD OF COMMISSIONERS' COMMENTS

Commissioner Smith provided his outgoing commissioner comments.

JUDGE ARNOLD WILL PRESENT THE OATH OF OFFICE TO THE INCOMING BOARD OF COMMISSIONERS

Judge Arnold administered the Oath of Office to Mayor Holden and Commissioners Pate and Smith.

ELECTION OF MAYOR PRO TEMPORE

Mayor Pro Tem Myers nominated Commissioner Pate; second by Commissioner Thomas.

Commissioner Smith nominated Commissioner Dyer; second by Commissioner Pate.

Commissioner Pate withdrew her name from being considered.

Commissioner Dyer was unanimously nominated to serve as mayor pro tempore.

ELECTION OF EXECUTIVE SECRETARY

Motion by Commissioner Smith to move it (election of executive secretary) to 15a; second by Mayor Pro Tem Dyer; approved by unanimous vote.

DISCUSSION AND POSSIBLE APPROVAL OF 2026 BOARD OF COMMISSIONERS' MEETING SCHEDULE

Motion by Mayor Pro Tem Dyer to approve the schedule; second by Commissioner Pate; approved by unanimous vote.

DISCUSSION AND POSSIBLE DIRECTION ON RULES OF PROCEDURE FOR THE BOARD OF COMMISSIONERS

Town Clerk Finnell explained she provided the Board with a couple of versions of the rules. Attachment 1 is the current version, Attachment 2 is the previous version and Attachment 3 is the standard School of Government version.

Motion by Mayor Pro Tem Dyer to utilize Attachment 2. No second was made.

Commissioner Thomas suggested the Board take the current version and mark it up for the next meeting for discussion.

Motion by Commissioner Smith that we look at the current version, but we suggest changes tonight and implement them in January.

Commissioner Thomas would like the changes to be brought back in January and then adopt them in January. Commissioner Myers agreed it would be good to see the proposed changes before taking action. Commissioner Smith would like to revisit the power of the mayor to be part of quorum, which would also have to be addressed in the ordinance, and his duties. He also would like to look at the rule requiring two Board members to sponsor an item to be added to the agenda. Commissioner Dyer would like to look at Attachment 2 since those items are already addressed in that version. Commissioner Thomas said she believes there are items that are critical in the current version, like the cover sheet and executive session rules. She said the quorum is directly from the ordinance. She said the executive secretary can wait until January. The Board discussed how to move forward.

Motion by Mayor Pro Tem Dyer to accept Attachment 2 and proceed with that and any changes we can bring to the next meeting; second by Commissioner Smith.

Commissioner Pate asked about the quorum definition since Attachment 2 matches the state statute, not the Town ordinance. Town Clerk Finnell explained if Attachment 2 is adopted, the quorum would need to be changed to match the Town's Code of Ordinances. Commissioner Myers said there are good additions in Attachment 1, like the quorum and the cover sheet and the conflict-of-interest. Commissioner Smith asked if the Board could take Mayor Pro Tem Dyer's motion and add some of these items in. Town Clerk Finnell replied if the Board would like to take one of the versions and make changes to it, they can do that. They could also adopt Attachment 2 now, fix the quorum and then make changes in the future. They are the Board's rules and can be changed however they choose. Using a cover

sheet for agenda items was discussed. Commissioner Thomas would like to start with the current version and make changes. How to proceed was discussed.

Town Clerk Finnell read the current motion. Commissioner Smith called for the vote.

The motion passed by a 3 – 2 vote, with Mayor Pro Tem Dyer and Commissioners Pate and Smith voting for the motion and Commissioners Myers and Thomas voting in the negative.

POLICE REPORT – CHIEF DIXON

- We are fully staffed.
- Provided information on Sergeant Milligan's Advanced Law Enforcement Certificate.
- Have a merry Christmas and happy New Year.

INSPECTIONS DEPARTMENT REPORT – INSPECTIONS DIRECTOR EVANS

- Reviewed the numbers in the report.
- Provided information on substantial improvements.

Commissioner Smith asked about the report. Inspections Director Evans will look at amending the report to see if he can include the value of construction.

FINANCE DEPARTMENT REPORT – FINANCE DIRECTOR MCRAINEY

- The audit was submitted on December 11th. Will be getting final copies. The report is the same as the draft.
- Went over highlights from each fund.

Finance Director McRainey answered questions from Commissioner Smith about the budget posted online.

PUBLIC WORKS DEPARTMENT REPORT – PUBLIC WORKS DIRECTOR BENTON

- Went over current work.
- Re-read number is going down.

TOWN MANAGER'S REPORT

- Greensboro Lift Station – work is completed.
- Ocean Boulevard Stormwater – staff met with the Corps for an initial meeting. Staff is working with them on next steps and to finalize the timeline.
- LWF/Bend Widener Project – staff met with the Corps. They have received all funding. The current timeline has the Corps beginning the project around the end of March.

- Canal Dredging – Harbor Acres CAMA permit has been renewed.
- Employee Updates – Ryleigh Gleason obtained her public notary. Gage Garcia was hired as a Public Works technician. John Trudeau rejoined the Police Department fulltime. Congratulated Sergeant Milligan on his certification.
- Provided information on shag.
- Next month will have some recommendations to move things. One is moving the manager's report to a different area in the agenda.

DISCUSSION AND POSSIBLE APPROVAL OF RESOLUTION 25-09, RESOLUTION APPROVING TRUIST SIGNATURE CARD

Town Clerk Finnell said this would be updating the Truist Signature Card to include Mayor Pro Tem Dyer.

Motion by Mayor Pro Tem Dyer to accept Resolution 25-09; second by Commissioner Pate; approved by unanimous vote.

DISCUSSION AND POSSIBLE ACTION ON CLOSEOUT ITEMS FOR THE REFERENDUM

Assistant Town Manager Ferguson explained the referendum process doesn't end when the polls close. We have some housekeeping items that are required. The Board would need to adopt the resolution. Attachment 2 shows the required advertisement.

Motion by Commissioner Myers to approve Resolution 25-10; second by Commissioner Thomas; approved by unanimous vote.

DISCUSSION AND POSSIBLE ACTION ON BLOCK Q ITEMS

Town Manager Chadwick explained over the coming months, staff will analyze options for the stage area and will come back to the Board with one or two options. At that point, we will do design specs and move forward with a contractor.

Motion by Mayor Pro Tem Dyer to recommend the Board approve a path forward to complete the above-mentioned project; second by Commissioner Smith approved by unanimous vote.

Town Manager Chadwick said the Request for Qualifications (RFQ) will be sent out for design proposals for the Block Q Master Plan. In the future staff will send out RFQs internally.

DISCUSSION AND POSSIBLE ACTION ON PLAYGROUND EQUIPMENT

Assistant Town Manager Ferguson said three companies submitted proposals. After considering this with the Parks & Recreation Advisory Board (PRAB), the one that is selected is marked PRAB choice. This year's budget included phasing the equipment over two years. We have learned it will be better timewise and financially to do this as one construction this

fiscal year. There is a budget amendment in the packets to accomplish that. We would need to take funds from fund balance if the Board wants to do it this fiscal year. It is not the lowest bid. She reviewed budget numbers. The PRAB looked at this for several months. If the Board doesn't approve the budget amendment, the project would be phased.

Motion by Mayor Pro Tem Dyer that we recommend approval of design and purchase of equipment and approval of the budget amendment (Ordinance 25-17); second by Commissioner Smith.

Commissioner Smith explained the reason for his support. Assistant Town Manager Ferguson explained the timeline. The hope is to have it all in before Easter. Mayor Holden asked if the palm trees can be removed easily for a storm. Assistant Town Manager Ferguson answered they are to the same wind strength as everything else we have. She explained we are not getting the mulch shown in the picture.

The motion was approved by unanimous vote.

DISCUSSION AND POSSIBLE ACTION ON FIFTH AMENDMENT TO SOLID WASTE AND RECYCLABLES COLLECTION, TRANSPORTATION AND DISPOSAL AGREEMENT BETWEEN THE TOWN AND GFL ENVIRONMENTAL

Public Works Director Benton stated GFL will go up on their current rate by 3% effective January 2026. He reviewed the new fees. Town Clerk Finnell said staff will recommend the 2026 recycling rate for homeowners at the next meeting. The 2nd pickup is in the BPART Fund.

Motion by Commissioner Smith to accept; second by Mayor Pro Tem Dyer.

Commissioner Smith asked if a budget amendment is needed. Town Clerk Finnell replied this is a standard increase and would have been included in the budget.

The motion was approved by unanimous vote.

DISCUSSION AND POSSIBLE APPROVAL OF RESOLUTION 25-11, RESOLUTION OPPOSING THE FUQUAY-VARINA INTERBASIN TRANSFER AND REQUEST FOR ADDITIONAL COMMENT

Public Works Director Benton reviewed the background and explained how it could harm the Town. Town Manager Chadwick added the resolution is requesting additional public comment. The Board discussed the proposed resolution.

Motion by Commissioner Pate that we adopt Resolution 25-11, Opposing the Fuquay-Varina Interbasin Transfer and Request for Additional Comment; second by Mayor Pro Tem Dyer; approved by unanimous vote.

PUBLIC COMMENTS ON GENERAL ITEMS

No comments were made.

MAYOR'S COMMENTS

- Hopes everyone has been good boys and good girls. Have a good Christmas. Thinks staff and participants in our Christmas events has been excellent. Mentioned local nautical lights.
- Thanked everyone for being here.

BOARD OF COMMISSIONERS' COMMENTS

Commissioner Myers

- Thanks for coming and getting involved. Hopes everyone has a merry Christmas.

Commissioner Pate

- Expressed appreciation for everyone who has voted for her. Would appreciate input and encouraged people to come to meetings. Anxious to get started and work with everyone.
- Wished everyone a merry Christmas and Happy New Year.

Commissioner Thomas

- Thanks for coming. Hope you have a safe and happy holiday.

Mayor Pro Tem Dyer

- Thanked Rick Smith and Rick Paarfus for their service. Welcomed Commissioners Pate and Smith.
- Thanked staff for the holiday events.
- Have a very joyous holiday season.

Commissioner Smith

- Understands we are public body, but he is an individual. Acknowledged his relationship with Jesus.
- Thanked staff for amount of time spent this week. Found we have some of the best staff.
- Is about transparency and explained why he called the vote.
- Would like to look at doing work sessions.
- Has not forgotten the pier. Went over facts concerning the pier. Need to discuss how to move forward together.

CLOSED SESSION PURSUANT TO NORTH CAROLINA GENERAL STATUTE 143-318.11(A)(3), CONSULT WITH ATTORNEY

Town Clerk Finnell read the reason to enter Closed Session.

Motion by Commissioner Smith that we go into Closed Session at 6:26 p.m.; second by Mayor Pro Tem Dyer; approved by unanimous vote.

OPEN SESSION

No action was taken.

ADJOURNMENT

Motion to adjourn at 8:00 p.m. by Commissioner Myers; second by Commissioner Thomas; approved by unanimous vote.

J. Alan Holden, Mayor

ATTEST:

Heather Finnell, Town Clerk