

MINUTES
Foxfire Village Council
Regular Business Meeting
January 13, 2026 ~ 5:30 PM
Village Hall Meeting Room

1. Call to Order: Mayor Gregorich called the meeting to order at 5:30 PM. Members present included Mayor Pro Temp Chris Kragel, Councilmembers Mary Gilroy, Stephen Gunn, and Kevin Robbins. Others in attendance were Police Chief Michael Amezquita, and Several members of the public.

2. Opening Prayer and Pledge of Allegiance

Councilmember Mary Gilroy led the opening prayer followed by the Pledge of Allegiance.

3. Approval of January 13, 2026, Regular Business Meeting Agenda

Councilmember Gilroy moved to adopt the agenda as presented, motion seconded by Councilmember Kragel. Motion unanimously carried.

4. Consent Agenda

All items listed below are considered routine and will be enacted by one motion and without discussion.

A. Approval of Minutes

- October 30, 2025 Work Session
- November 4, 2025 Special Closed
- November 18, 2025 Work Session
- November 18, 2025 Regular Business Meeting

Councilmember Gilroy moved to adopt the consent agenda as presented, motion seconded by Councilmember Kragel. Motion unanimously carried.

5. Zoning Administrator's Report

The following 2025 Year End Totals Report was provided:

- Approved Single Family Residence Construction Permits 16 (this includes 2 in the ETJ)
- Certificate of Zoning Compliance/Certificate of Occupancy 23 (this included 3 in the ETJ)
- Accessory Buildings 6
- Fence 20
- Swimming Pools 8
- Pool House 2
- Structure Modification 1
- Barn 2
- Run-in Shed 1
- Screened Porch 4
- Deck 2
- Well House 1
- Propane Tank 3
- Temporary Sign 9

There is a 52% decrease from 2024 in both new single family residence applications and CO's issued.

6. Public Comment Period for Items Not on the Agenda

Sally Cunliffe (1 Ridge Road) reported that the Foxfire Property Association has been renamed Events in Foxfire and continues under member-approved bylaws, supporting community engagement through events and volunteer activities. Residents receive updates via Facebook, email, and village signage and are encouraged to share questions privately.

Ms. Cunliffe thanked the Village officials, public safety, local businesses, members, and volunteers for supporting 2025 events. The 2026 event schedule is in draft form. The Annual General Meeting is set for January 28th, 6:00–8:00 PM. Membership dues remain \$30.

Laura Bunch (1 Birdie Ct) followed Ms. Cunliffe's comments, noting she manages the official Facebook group by posting events, sharing community content, and removing inappropriate users. She clarified she does not control other websites or social media, and any claims about the FPOA on those platforms are not affiliated with the official group.

7. Council Member Reports:

A. Finance – Mary Gilroy

- Financial Report

Councilmember Gilroy reported the following cash balance report as of December 31, 2025:

General Fund:

Petty Cash: \$100

First Bank Checking: \$701,857

First Bank Money Market: \$205,756

Total First Bank: \$907,613.85

Capital Trust Accounts:

General Fund: \$1,201,644

Street Reserve: \$1,032,000

Police Vehicle Reserve: \$11,570

Capital Reserve: \$517,068

Separation Allowance Reserve: \$85,000

Pool Maintenance Reserve: \$65,000

Employee Compensation Fund: \$125,000

Total Capital Trust: \$3,037,283

Total General Fund Cash: \$3,944,997.05

Water Fund:

Petty Cash: \$100

First Bank Checking: \$218,592

Capital Project Well #13 Fund: \$120,669

First Bank Money Market: \$20,066

Total First Bank: \$359,328

Capital Trust Accounts:

Water Fund: \$736,224

Tank Maintenance: \$75,000

Infrastructure: \$100,000

Total Capital Trust: \$911,224

Total Water Fund Cash: \$1,270,653.12

Gilroy added the yearly audit was complete. The Village is in strong financial condition, with a planned bank review on Friday expected to show around \$500,000. This amount will be moved into the Capital Trust account, which currently earns 3.6%. If the new councilmembers would like to hear more about the Capital Trust, a presentation can be scheduled at the next meeting.

Regarding the audit, for the past couple of years we've received letters requesting details on how we're maintaining the water system. She met with Chris and Jesse to review this, so when the notice arrives, we will be ready to respond.

B. Streets and Park – Kevin Robbins

- Village Pool Update

Councilmember Robbins reported researching past pool issues over the previous month and consulting subcontractors about delays caused by permitting, weather, and scheduling. He identified sequencing and coordination as the primary problem.

All permits and inspections are now complete, and the pool builder is ready. Concrete work remains the final critical step, with a pour expected within two weeks. Afterward, plastering, filling, and testing will follow, aiming for spring opening, weather permitting.

C. Public Safety – Stephen Gunn

- Fire Station Flood Update

Councilmember Gunn reported that on December 17th, the fire station experienced a major water leak, which was quickly contained during a shift change. ServPro handled the cleanup, and repair quotes are being collected. The station remains out of service, though two fire trucks are still on site. Repairs will begin once quotes are finalized and insurance approvals are obtained from both the Village and Fire Department insurance carriers.

- Police Department Update

Police Chief Amezquita reported that the department had a busy holiday season, participating in the annual golf cart parade and organizing a successful Christmas food drive. Appreciation was extended to citizens, staff, and community partners, including the Care Group of West End and Fox Brew Coffee House, for their support.

The department’s 2018 Dodge Charger has been stripped of all equipment, including radios and lights, and will be sold once the remaining decals are removed. Last month, the department responded to approximately 1,500 calls, contributing to over 18,000 incidents for the year, including residence checks, citations, tickets, and investigations.

Chief Amezquita highlighted a recent vehicle theft case. A stolen vehicle from Durham was recovered within 90 minutes, and the suspect from the Winston-Salem/Greensboro area was charged. Officer James Coughenour was recognized for his role in resolving the case.

- Fire Department Update

Fire Chief Stromberg reported that West End Fire Department hosted several holiday events, including Toys for Tots, a canned food drive, the golf cart parade, and Santa visits, with community support from Stephen Gunn and Fox Brew Coffee House. In 2025, the department responded to 1,161 calls that include fire, rescue/EMS, hazardous conditions, service calls, false alarms, and special incidents. Approximately 30.7% of these calls occurred within the Village of Foxfire. Yearly data is available on the WEFD website. The fire station’s water leak has been fully remediated, with repairs awaiting insurance approval; a brief discussion followed.

D. Water Department – Chris Kragel

- New Well #13 Update

Councilmember Kragel reported that well #13 is progressing well, thanks to prior work by former Councilmember Warren Morgan. The electrical system is installed, and the next steps include Duke Energy installing the water/electric meter, followed by the required state inspection. Once approved, the SCA computer system and chemical setups will be completed. The well may be operational within three to six weeks, though timelines are not guaranteed.

Councilmember Kragel also noted that water usage is expected to rise in March and April, and residents are encouraged to conserve water, as the recent winter was dry and the new well does not eliminate the need for conservation.

E. Mayors Report – Janice Gregorich

Mayor Gregorich reported that a recent social media post showed unauthorized use of the Foxfire Village logo/trademark. She reminded residents that the Foxfire Village logo is a registered trademark and may be used only by Foxfire Village for official town business.

Mayor Gregorich added that the village’s long-time auditor is retiring. The village will now begin searching for a new auditing firm, with guidance expected from the current CPA.

8. Unfinished Business and Legislative Actions

- Resolution #R26-01 Adopting the Cape Fear Hazard Mitigation Plan

Mayor Gregorich moved to adopt Resolution #26-01 Adopting the Cape Fear Hazard Mitigation Plan, seconded by Councilmember Gunn. The vote was called as follows and motion carried:

Robbins	aye
Gunn	aye
Gregorich	aye
Kragel	aye
Gilroy	aye

- Adoption of the Cash Procedures Policy

The council discussed and agreed to formally document the cash handling procedure reviewed in the work session. Under this policy, the village may hold up to \$500 in cash on site. Any amount over \$500 must be deposited in the bank.

Councilmember Gunn moved to approve the Cash Procedure Policy, seconded by Councilmember Gilroy. The vote was called as follows and motion carried:

Robbins	aye
Gunn	aye
Gregorich	aye
Kragel	aye
Gilroy	aye

- Police Department Blood Drive Approval

The council previously discussed the police department's proposed blood drive, planned for some time in March at the village park. All council members supported the event.

Mayor Gregorich moved to approve the Blood Drive event at the Village Park, seconded by Councilmember Robbins. The vote was called as follows and motion carried:

Robbins	aye
Gunn	aye
Gregorich	aye
Kragel	aye
Gilroy	aye

9. Discussion Items

Mayor Gregorich explained the following topics were brought up by council members for review. Most items will either be addressed today or moved to a work session.

- Village Website-Report a Concern

Councilmember Robbins suggested using the "Report a Concern" feature on the Village website as a way to improve communication with residents. The Council also discussed other communication tools currently in use, including CodeRed and E-Notify. No action was taken.

- Clarification of Previous Meeting Public Comments - resolved
- Events in Foxfire 2026 – moved to work session to discuss potential partnerships
- Holiday Event Planning by Village - moved to work session
- Village Park - cleanliness, signage, and pavilion upgrades – discuss during budget process
- Foxfire Board Composition, Reorganization of Council Member Duties, Volunteer Recognition Program – discuss at work session or as retreat topics
- Part-time Maintenance Position – discuss during budget process
- Foxfire Disaster Recovery Plan – plan needs regular updates, similar to the Fire department procedures
- Water system assessment and master plan – discuss at work session or as a retreat topic

10. Public Comment Period - Comments on items listed on this agenda.

Jennifer Gunn (41 Forest Lake Drive) suggested placing a sticker on the water bill to explain how residents can sign up for E-Notify on the website.

Laura Bunch (1 Birdie Ct.) suggested the Village look for and hire pool staff in advance of the pool repair completion and pool opening.

Dan Leary (73 N. Shamrock) said he worked in the insurance field for 10 years and commented about the fire department insurance claim. He added that the insured party can choose who does the repairs, but the insurance company usually won't pay the full amount upfront. There are often additional negotiations, called supplements, to cover the full cost. In some cases, you may need to hire an independent adjuster if the insurance payout is too low. Also, many policies cover the damage caused, but not the original cause itself.

11. Adjourn

Councilmember Gunn moved to adjourn the meeting, seconded by Councilmember Gilroy.
Motion unanimously carried and the meeting adjourned at 6:33 PM



Lisa A. Kivett, *MMC, NCCMC, CZO*
Village Administrator/Clerk



Janice Gregorich
Mayor