

**BRUNSWICK COUNTY BOARD OF COMMISSIONERS
OFFICIAL MINUTES
REGULAR MEETING
January 17, 2023
6:00 P.M.**

The Brunswick County Board of Commissioners met in Regular Session on the above date at 6:00 p.m., Commissioners’ Chambers, David R. Sandifer Administration Building, County Government Center, Bolivia, North Carolina.

PRESENT: Commissioner Randy Thompson, Chairman
Commissioner Mike Forte, Vice-Chairman
Commissioner J. Martin Cooke
Commissioner Pat Sykes
Commissioner Frank Williams

STAFF: Steve Stone, County Manager
Bob Shaver, County Attorney
David Stanley, Deputy County Manager
Haynes Brigman, Deputy County Manager
Aaron Smith, Finance Director
Daralyn Spivey, Clerk to the Board
LeAnn Weigand, Executive Assistant
Meagan Kasczak, Communications Director
Currie Elkins, IT
Lt. Bond, Sheriff’s Office

Board Action, containing all items in this set of minutes, is filed within the Clerk to the Board’s office.

I. CALL TO ORDER

Chairman Thompson called the meeting to order at 6:00 p.m.

II. INVOCATION/PLEDGE OF ALLEGIANCE

Commissioner Williams gave the Invocation and led the Pledge of Allegiance.

III. ADJUSTMENTS/APPROVAL OF AGENDA

Chairman Thompson asked for adjustments to the agenda.

Commissioner Cooke made the motion to approve the agenda. The motion was seconded by Commissioner Williams and passed unanimously (5 to 0).

IV. PUBLIC COMMENTS

Ms. Mary Gipson informed the Board and gallery there is the availability of small business loans through the Small Business Administration as a result of Hurricane Ian.

Mr. Kenny House from Coastal Horizons commented on the support for the forthcoming request on the agenda for a clinician as part of the Opioid Settlement Funding through the Department of Social Services.

V. APPROVAL OF CONSENT AGENDA

Commissioner Cooke moved to approve the Consent Agenda. The motion was seconded by Commissioner Williams and passed unanimously (5 to 0). See individual items for approval status:

1. **Administration – ARPA – Brunswick County Non-Profit Fire Department Grant Award- Approved**

The Board approved the County distribution of \$50,000 of County funds freed up by ARPA receipts to each non-profit Fire Department in Brunswick County to supplement equipment and radio needs, and the corresponding Budget Amendment. Each of the non-profit / non-municipal fire departments must execute a Fire Services Agreement: Supplement Funding contract, in order to receive the funds.

2. **Administration – ARPA Funding Allocation Request for Pre-Pandemic Employment - Approved**

The Board appropriated \$3.5 million of American Rescue Plan Act funds towards restoring pre-pandemic employment.

3. **Clerk to the Board – Amended Resolution FY22-23 Board Meeting Schedule - Approved**

The Board approved the resolution amending the FY 22-23 Meeting Schedule to include a February 6, 2023, Board of Commissioners Meeting. The Resolution reads as follows:

RESOLUTION OF THE BRUNSWICK COUNTY BOARD OF COMMISSIONERS AMENDING THE FY 2022-2023 REGULAR MEETING SCHEDULE

WHEREAS, N.C.G.S. 153A-40, provides for a resolution establishing regular meeting dates of the Board of Commissioners.

WHEREAS, the FY2022-2023 Regular Meeting Schedule was established by resolution of the Board of Commissioners on January 18, 2022; and

WHEREAS, the Board of Commissioners desires to add the meeting of February 6, 2023 at 3:00 p.m. as a regular meeting of the Board.

NOW, THEREFORE, BE IT RESOLVED that the Brunswick County Board of Commissioners’ does hereby amend the FY 2022-2023 meeting schedule to add the February 6, 2023 meeting at 3:00 p.m..

REGUAR MEETING SCHEDULE

July 5, 2022 at 3:00 p.m.	January 17, 2023 at 6:00 p.m.
August 1, 2022 at 3:00 p.m.	February 6, 2023 at 3:00 p.m.
August 15, 2022 at 6:00 p.m.	February 20, 2023 at 6:00 p.m.
September 6, 2022 at 3:00 p.m.	March 6, 2023 at 3:00 p.m.
September 19, 2022 at 6:00 p.m.	March 20, 2023 at 6:00 p.m.
October 3, 2022 at 3:00 p.m.	April 3, 2023 at 3:00 p.m.
October 17, 2022 at 6:00 p.m.	April 17, 2023 at 6:00 p.m.
November 7, 2022 at 3:00 p.m.	May 1, 2023 at 3:00 p.m.
November 21, 2022 at 6:00 p.m.	May 15 2023 at 6:00 p.m.
December 5, 2022 at 3:00 p.m	June 5, 2023 at 3:00 p.m.
	June 19, 2023 at 6:00 p.m.

Adopted this the 17th day of January, 2023.

Randy Thompson, Chairman
Brunswick County Board of Commissioners

ATTEST:
Daralyn Spivey, NCCCC
Clerk to the Board

4. **Clerk to the Board - Meeting Minutes - December 5, 2022 Regular Meeting and December 12, 2022 Special Meeting - Approved**

The Board approved the Minutes from the December 5, 2022 Regular Meeting and December 12, 2022 Special Meeting.

5. **Clerk to the Board – Resolution FY23-24 Board Meeting Schedule - Approved**

The Board approved and adopted the resolution establishing the Commissioners meeting schedule for FY23-24. The Resolution reads as follows:

**RESOLUTION OF THE BRUNSWICK COUNTY BOARD OF
COMMISSIONERS ESTABLISHING THE FY 2023-2024
REGULAR MEETING SCHEDULE**

WHEREAS, N.C.G.S. 153A-40, provides for a resolution establishing regular meeting dates of the Board of Commissioners.
NOW, THEREFORE, BE IT RESOLVED that the Brunswick County Board of Commissioners’ establishes the FY 2023-2024 meeting schedule to include one Regular meeting to occur the first Monday of each month at 3:00 p.m. and one Regular meeting to occur the third Monday of each month at 6:00 p.m., excluding holidays as shown below, and that such meetings will be held in the David R. Sandifer County Administration Building, 30 Government Center Drive NE, Bolivia, NC, in the County Commissioners’ Chambers. Special meetings will be scheduled as needed.

REGULAR MEETING SCHEDULE

July 17, 2023 at 6:00 p.m.	February 5, 2024 at 3:00 p.m.
August 7, 2023 at 3:00 p.m.	February 19, 2024 at 6:00 p.m.
August 21, 2023 at 6:00 p.m.	March 4, 2024 at 3:00 p.m.
September 5, 2023 at 3:00 p.m.	March 18, 2024 at 6:00 p.m.
September 18, 2023 at 6:00 p.m.	April 1, 2024 at 3:00 p.m.
October 2, 2023 at 3:00 p.m.	April 15, 2024 at 6:00 p.m.
October 16, 2023 at 6:00 p.m.	May 6, 2024 at 3:00 p.m.
November 6, 2023 at 3:00 p.m.	May 20, 2024 at 6:00 p.m.
November 20, 2023 at 6:00 p.m.	June 3, 2024 at 3:00 p.m.
December 4, 2023 at 3:00 p.m.	June 17, 2024 at 6:00 p.m.
January 16, 2024 at 6:00 p.m.	

Adopted this the 17th day of January, 2023.

Randy Thompson, Chairman
Brunswick County Board of Commissioners

ATTEST:
Daralyn Spivey, NCCCC
Clerk to the Board

- 6. **County Attorney – Autumn Trail Townhouses DOD - Approved**
The Board approved the Deed of Dedication for water and sewer infrastructure for Autumn Trail Townhouses.
- 7. **County Attorney – Cameron Woods, Phase 5 DOD - Approved**
The Board approved the Deed of Dedication for water and sewer infrastructure Cameron Woods, Ph 5.
- 8. **County Attorney – Hawthorne at Pine Forest, Ph.2 DOD - Approved**
The Board approved the Deed of Dedication for water and sewer infrastructure at Hawthorne at Pine Forest Ph 2 Apartments.
- 9. **County Attorney – In the Pines RV and Cabin Village DOD – Approved**
The Board approved the Deed of Dedication for water and sewer infrastructure for the Pines RV and Cabin Village.
- 10. **County Attorney – Retreat at Ocean Isle Beach, Sec. 2, Ph. 4, Lots 336-341 & 356-361**
The Board approved the Deed of Dedication for water and sewer infrastructure the Retreat at Ocean Isle Beach Sec. 2, Ph. 4, Lots 336-341 & 356-361.
- 11. **County Attorney – Retreat at Ocean Isle Beach, Sec. 2, Ph 5, Lots 342-355 DOD -Approved**

The Board approved the Deed of Dedication for water and sewer infrastructure for the Retreat at Ocean Isle Beach, Sec. 2, Ph 5, Lots 342-355.

12. Engineering - Courthouse Addition & Renovation - Monteith Construction Final Adjusting Change Order - Approved

The Board approved the courthouse contractor's Final Adjusting Change Order in the deductive amount of (\$2,259.00) and additive contract time of completion of (68) additional contract days.

13. Finance – Brunswick County Schools Contract for Southport Elementary Window and Door Replacement - Approved

The Board approved and authorized the Chairman to sign a contract in the amount of \$1,053,730 with Port City Builders, Inc. for window and door replacements at Southport Elementary School.

14. Finance - Fiscal Items- Approved

The Board approved Budget Amendments, Capital Project Ordinances and Fiscal Items of a routine nature on the consent agenda to include the following:

-Smithville Park Improvements Budget Amendment and CPO
Transfer \$14,500 of funding designated for Smithville Park Improvements from the reserve to the project for change order in the amount of \$14,500 for soccer field evaluation.

-Financial Reports for November and December 2023 (unaudited)
Summary Information for General and Enterprise Funds, ARPA and Opioid project statuses, key revenue indicators, and Cash and Investment details are included. All year-to-date fiscal reports are provided at: <http://brunswickcountync.gov/finance/reports>

15. Finance – Resolution for Designation of Applicant’s Agent to NC Division of Emergency Management and Applicant Disaster Agreement for Hurricane Ian – Approved

The Board approved the Designation of Applicant's Agent (DAA) naming Steve Stone as the Primary Agent and Aaron Smith as the Secondary Agent for Brunswick County to the NC Division of Emergency Management for the purpose of executing and filing applications for federal and/or state public assistance under the Robert T. Stafford Disaster Relief & Emergency Assistance Act and representing the county in all dealings with the State of NC and the FEMA for all matters pertaining to disaster assistance required by grant agreements and approve the State Applicant Disaster Agreement (SAA) for Hurricane Ian.

16. Finance – SaaS Agreement for Employee Time Keeping Software to Migrate from Workforce Central to UKG Dimensions – Approved

The Board approved the SaaS agreement for Employee Time-Keeping Software to Migrate from Workforce Central to UKG Dimensions.

17. Finance – Water and Wastewater System Development Fee Study – Approved

The Board approved a proposal from RVE, Inc. for a Water and Wastewater System Development Fee Study in the amount of \$36,345.

18. Health Services – Annual Flu Vaccine Order for FY23-24 – Approved

The Board reviewed and approved the annual flu vaccine order for FY23-24 and authorizes staff to execute an agreement subject to County Attorney approval.

19. Operation Services – Community Waste Reduction and Recycling Grant Application - Approved

The Board approved the application for the 2023 Community Waste Reduction and Recycling Grant.

20. Operation Services – Morbark, LLC Supplier Agreement - Approved

The Board approved an agreement with Morbark, LLC to purchase a horizontal grinder.

21. Operation Services – Piedmont Truck Center, Inc. Supplier Agreement - Approved

The Board approved an agreement with Piedmont Truck Center, Inc. to purchase a tandem dump truck.

22. Operation Services – Water Management Project – Approved

The Board approved the proposed water management project by the mosquito control division.

23. Planning – NC Map Review Resolution Update – Approved

The Board approved the updated North Carolina Map Review Officers Resolution that amends the list of NC Map Review Officers designated within Brunswick County. The Resolution reads as follows:

**RESOLUTION AMENDING BRUNSWICK COUNTY
MAP REVIEW OFFICER DESIGNATIONS FOR
MAPS AND PLATS**

WHEREAS, North Carolina General Statute §47-30.2 has been enacted into law by the North Carolina General Assembly of 1997, and pursuant to that statute, the Brunswick County Commissioners have to designated certain persons as map review officers, and

WHEREAS, there has been staffing changes within Brunswick County, and

WHEREAS, it is the intent of the Brunswick County Commissioners to provide an adequate number of map review officers to prevent patrons from unnecessarily waiting and to avoid delay in the recording maps or plats.

NOW THEREFORE, the Brunswick County Commissioners hereby amend the Map Review Officer Resolution of September 15, 1997, to add the names of and hereby charge Ron Meredith and Dennis Rabon to execute the duties and obligations of that office, as proscribed in the above-named General Statute. Furthermore, the Brunswick County Commissioners hereby amend the said Resolution to remove the names of Gilbert Combs. Except as Amended herein, the previous Resolution of September 15, 1997, remains in full force and in effect. This instrument shall be duly executed and then filed with the Brunswick County Register of Deeds Office and indexed in the Grantor Index in the name of the Map Review Officer named above.

ADOPTED at a regular meeting this 17th day of January 2023.

Randy Thompson Chairman
Brunswick County Board of Commissioners

ATTEST:

Daralyn Spivey, NCCCC
Clerk to the Board

24. Planning – Resolution Supporting the Wilmington Urban Area Metropolitan Planning Organization’s Grant Application for the Gullah- Geechee Greenway/Blueway Heritage Trail – Approved

The Board adopted a resolution supporting the Wilmington Urban Area Metropolitan Planning Organization’s grant application to the NCDOT’s Integrated Mobility Division Feasibility Study Grant Program for the Gullah Geechee Greenway/Blueway Heritage Trail. The Resolution reads as follows:

**RESOLUTION SUPPORTING THE WILMINGTON URBAN
AREA METROPOLITAN PLANNING ORGANIZATION’S
APPLICATION TO THE NORTH CAROLINA DEPARTMENT**

**OF TRANSPORTATION FOR THE INTEGRATED MOBILITY
DIVISION FEASIBILITY STUDY GRANT PROGRAM TO
COMPLETE A FEASIBILITY STUDY FOR A MULTI-USE
PATH ALONG THE GULLAH GEECHEE HERITAGE
CORRIDOR WITHIN BRUNSWICK COUNTY**

WHEREAS, the Gullah Geechee Cultural Heritage Corridor is a National Heritage Area and was established by the U.S. Congress to recognize the unique culture of the Gullah Geechee people who have traditionally resided in the coastal areas and the sea islands of North Carolina, South Carolina, Georgia and Florida — from Pender County, North Carolina, through Brunswick County, to St. John’s County, Florida;

WHEREAS, Brunswick County has worked with its citizens, municipalities, communities, and local transportation organizations to develop the Brunswick County Trail Plan in 2017 identifying a comprehensive network of trails throughout Brunswick County that will assist with preserving natural resources, wildlife habitats, and cultural resources while acting as a catalyst to promote healthy communities and economic growth;

WHEREAS, the Brunswick County Trail Plan Proposed Map identifies proposed trails that are consistent with the proposed Gullah Geechee Cultural Heritage Corridor Multi-Use Greenway/Blueway Trail that will establish a major regional greenway / blueway link for communities along the Cape Fear River and beyond;

WHEREAS, the Wilmington Urban Area Metropolitan Planning Organization is committed to the planning and construction of trail and sidewalk facilities;

WHEREAS, a feasibility study would improve the pipeline of this project to access state and federal funding and produce a well-conceived project with demonstrated community support that will be competitive in the State Transportation Improvement Program (STIP) and for federal investment;

WHEREAS, to encourage the development of feasibility studies the North Carolina Department of Transportation has created a grant program to fund plan development;

WHEREAS, the North Carolina Department of Transportation’s Integrated Mobility Division seeks to bridge the gap between conceptual planning and programming of projects and build upon higher-level planning efforts and take a comprehensive approach to identify possible route alternatives of multimodal corridors;

WHEREAS, the Feasibility Study Grant Program seeks to create plans that include planning level considerations for the study area such as demographics, existing and future land uses, the natural environment, the human environment, producing a final analysis of alternative route alignments;

WHEREAS, the North Carolina Department of Transportation is accepting proposals for the Integrated Mobility Division Feasibility Study Grant Program until January 9, 2023; and

NOW THEREFORE, be it resolved that Brunswick County hereby supports an application by the Wilmington Urban Area Metropolitan Planning

Organization to the North Carolina Department of Transportation for the Integrated Mobility Division Feasibility Study Grant Program for a feasibility study along the Gullah Geechee Heritage Corridor.

ADOPTED at a regular meeting of the Brunswick County Board of Commissioners on January 17, 2023.

Randy Thompson, Chairman
Brunswick County Board of Commissioner

Attest:
Daralyn Spivey, NCCCC
Clerk to the Board

25. Register of Deeds – Register of Deeds Grant Program – Approved

The Board approved the acceptance of the Register of Deeds Grant Program award as appropriated by the North Carolina General Assembly and administered by the Office of State Budget and Management and authorize the County Manager to sign MOA.

26. Sheriff's Office – GHSP LEL Grant Application Approval – Approved

The Board approved a grant application for the North Carolina Governor's Highway Safety Program Law Enforcement Liaison position. This grant is valued at \$25,000 with no county match required.

27. Sheriff's Office – GSHP Traffic Unit Grant Application - Approved

The Board approved the application for the North Carolina Governor's Highway Safety Program grant for the Sheriff's Office Traffic Unit, consisting of three deputies. This is the second year of this grant has a 30% county match required.

28. Sheriff's Office - SCAAP Grant Award Approval – Approved

The Board approved a grant application for the State Criminal Alien Assistance Program (SCAAP) offered by the Office of Justice Programs (OJP) of the U.S. Department of Justice (DOJ). This grant requires no matching funds from the County, is submitted annually by the Sheriff's Office, and is typically valued between \$10,000 and \$30,000.

29. Tax Administration - December 2022 MV Discovery Valuation & Levy for November 2022 – Approved

The Board approved the December 2022 motor vehicle value and levy discoveries created in November 2022.

30. Tax – January 2023 Releases – Approved

The Board approved the January 2023 releases.

31. Utilities – Mulberry Branch Water Reclamation Facility Project – Bid – Approved

The Board ratified the rejection of all bids for the Wastewater Treatment and Disposal for the City of Southport - Mulberry Branch Water Reclamation Facility Project as received on November 16, 2022 and directed staff to re-bid the project.

32. Utilities – Wastewater Taps & Connections Budget Increases – Approved

The Board approved an increase of \$1,200,000 to wastewater "Tap On Supplies" line item (627225-459601) to increase funds available to purchase sewer grinder basin packages used at homes served by a low pressure sewer collection system.

VI. BOARD APPOINTMENTS

1. Chairman Thompson made the motion to appoint James Bruno for the District 1 (Calabash) seat vacated by Ronnie Mitchell and Commissioner Sykes made the motion to appoint Michael Sellers for the District 3 (Sunset Harbor) seat vacated by Michelle Ingram on the Fire Fee Committee. The motion was seconded by Vice – Chairman Forte and passed unanimously (5 to 0).

VII. PRESENTATION

- 1. Social Services – Opioid Settlement Authorization Fund Request
Ms. Lytch requested the Board adopt Option A activities as defined in the North Carolina Opioid Settlement MOA and the Social Services funding request. This will include the approval of a Resolution and the addition of a staff member for a clinician in the Department of Social Services. Commissioner Williams made the motion to adopt the resolution. The motion was seconded by Vice – Chairman Forte and passed unanimously (5 to 0). Commissioner Williams made the motion to approve the hiring of the clinician as part of the fund request. The motion was seconded by Commissioner Cooke and passed unanimously (5 to 0). The Resolution reads as follows:

**A RESOLUTION BY THE COUNTY OF
BRUNSWICK TO DIRECT THE EXPENDITURE OF
OPIOID SETTLEMENT FUNDS**

WHEREAS Brunswick County has joined national settlement agreements with companies engaged in the manufacturing, distribution, and dispensing of opioids, including settlements with drug distributors Cardinal, McKesson, and AmerisourceBergen, and the drug maker Johnson & Johnson and its subsidiary Janssen Pharmaceuticals;

WHEREAS the allocation, use, and reporting of funds stemming from these national settlement agreements and certain bankruptcy resolutions (“Opioid Settlement Funds”) are governed by the Memorandum of Agreement Between the State of North Carolina and Local Governments on Proceeds Relating to the Settlement of Opioid Litigation (“MOA”);

WHEREAS Brunswick County has received Opioid Settlement Funds pursuant to these national settlement agreements and deposited the Opioid Settlement Funds in a separate special revenue fund as required by section D of the MOA;

WHEREAS section E.6 of the MOA states:

E.6. Process for drawing from special revenue funds.

- a. Budget item or resolution required. Opioid Settlement Funds can be used for a purpose when the Governing Body includes in its budget or passes a separate resolution authorizing the expenditure of a state mound of Opioid Settlement Funds for that purpose or those purposes during a specified period of time.
- b. Budget item or resolution details. The budget or resolution should (i) indicate that it is an authorization for expenditure of opioid settlement funds; (ii) state the specific strategy or strategies the county or municipality intends to fund pursuant to Option A or Option , using the time letter and/or number in Exhibit A or Exhibit B to identify each funded strategy, and (iii) state the amount dedicated to reach strategy for a state period of time.

NOW, THEREFORE BE IT RESOLVED, in alignment with the NC MOA, Brunswick County authorizes the expenditure of opioid settlement funds as follows:

- 1. First strategy authorized:
 - a. Name of strategy: Recovery Support and Early Intervention Services
 - b. Strategy is included in Exhibit
 - c. Item letter and/or number in Exhibit A or Exhibit B to the MOA: #3 and #6
 - d. Amount authorized for this strategy: \$169,703.00
 - e. Period of time during which the expenditure may take place: start date January 17, 20223 through June 30, 2024

- f. Description of the program, project, or activity: Hire a Mental Health Clinician to provide the following services: care navigation, assessments, and crisis support for children and their parents who are involved with DSS
- g. Provider: Department of Social Services

The total dollar amount of Opioid Settlement Funds appropriated across the above-named and authorized strategies is \$169,703.00.
Adopted this the 17th day of January, 2023.

Randy Thompson, Chairman
Brunswick County Board of Commissioners

ATTEST:
Daralyn Spivey,
Clerk to the Board

VIII. ADMINISTRATIVE REPORT

1. Risk Management – ARPA Funds for Purchasing Automated External Defibrillators (AED) for County Parks and Facilities.

Mr. Yoos requests the Board consider the purchase of fifty-one (51) LIFEPAK AED's for designated county parks and facilities that service both staff and the public. The AEDs quoted are 100% compatible with the heart monitors EMS uses. Vice – Chairman Forte made the motion to approve the purchase. The motion was seconded by Commissioner Williams and passed unanimously (5 to 0).

IX. OTHER BUSINESS/INFORMAL DISCUSSION

No further discussions.

X. CLOSED SESSION

1. The Board entered into closed session pursuant to G.S. § 143-318.11(a)(1)(3)(4) to consult with the attorney, approve Closed Session Minutes from September 19, 2022, October 3, 2022 and November 21, 2022 and to consult with the attorney to discuss matters relating to the location or expansion of industries or other business.

Mr. Shaver noted the above statutory requirements.

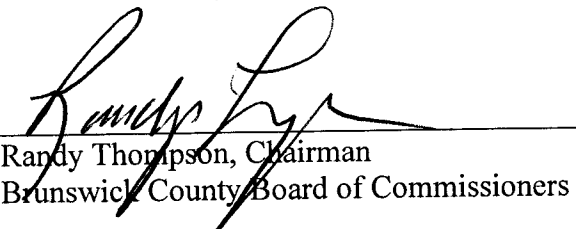
Commissioner Williams made the motion to enter Closed Session at 6:32 p.m. The motion was seconded by Commissioner Cooke and passed unanimously (5 to 0).

Chairman Thompson called the Regular Session to order at 7:00 p.m.

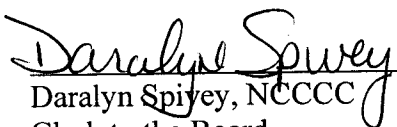
Mr. Shaver stated there was nothing to report from Closed Session.

XI. ADJOURNMENT

Commissioner Cooke moved to adjourn the meeting at 7:00 p.m. The motion was seconded by Commissioner Sykes and passed unanimously (5 to 0).


Randy Thompson, Chairman
Brunswick County Board of Commissioners

Attest:


Daralyn Spivey, NCCCC
Clerk to the Board

