

**BRUNSWICK COUNTY BOARD OF COMMISSIONERS
OFFICIAL MINUTES
REGULAR MEETING
May 15, 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 J. Martin Cooke
Commissioner Pat Sykes
Commissioner Frank Williams
Commissioner Mike Forte, Vice-Chairman

STAFF: Steve Stone, County Manager
Bob Shaver, County Attorney
David Stanley, Deputy County Manager
Haynes Brigman, Deputy County Manager
Aaron Smith, Finance Director
LeAnn Weigand, Deputy Clerk/ Executive Assistant
Meagan Kasczak, Communications Director
Currie Elkins, IT
Lt. Beck, 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

Chairman Thompson gave the Invocation and led the Pledge of Allegiance.

III. ADJUSTMENTS/APPROVAL OF AGENDA

Chairman Thompson asked for adjustments to the agenda. No adjustments were requested.

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

IV. PUBLIC COMMENTS

Chairman Thompson opened the public comment period at 6:08 p.m. with the following comments:

Ms. Judy Droitcour spoke to her concerns with strip mining and the impacts on water quality.

Mr. Joe Menendez spoke to his concerns with the wellhead protection and the need for best management practices and performance standards.

Mr. Nick Cherasaro spoke of his concerns with the need to broadcast the Board of Commissioners meetings and the tax revaluation process.

V. APPROVAL OF CONSENT AGENDA

Vice - Chairman Forte 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 Non-Profit Community Assistance Grant Fund Award -Approved

The Board approved the initial batch of ARPA Non-Profit Community Assistance Grant funds to recommended organizations.

2. Administration - Resolution to Authorize Appointment of Alternate Members to the Board of Equalization and Review – Approved

The Board approved a resolution authorizing the appointment of two (2) alternate members to the Board of Equalization and Review. The Resolution reads as follows:

**RESOLUTION TO ADD ALTERNATES TO THE
COUNTY BOARD OF EQUALIZATION AND REVIEW**

WHEREAS, the State of North Carolina, pursuant to North Carolina General Statutes 105-322, et seq., authorizes the County Commissioners of the various counties to appoint a Special Board of Equalization and Review by Resolution to implement those duties outlined in Article 21 of the Machinery Act, as amended; and

WHEREAS, the Brunswick County Board of Commissioners approved such a Resolution in Regular Session on or about the 20th day of February, 1989, and established the Brunswick County Board of Equalization and Review, creating a five-member Board serving one-year terms; and

WHEREAS, the Brunswick County Board of Commissioners amended such Resolution on or about the 3rd day of February, 1997, to minimize the administrative burden of repeated oaths, documentation, and bonding and allow for a five-member Board serving two-year terms; and

WHEREAS, there is now a desire to appoint two (2) alternate members to the Board of Equalization and Review to reduce the burden of the Board appointees' time commitment and ensure Board meetings are not delayed or postponed due to lack of a quorum.

**NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE
BRUNSWICK COUNTY BOARD OF COMMISSIONERS THAT:**

1. The Brunswick County Board of Equalization and Review shall be comprised of five (5) regular and two (2) alternate members. Each regular member shall be appointed from each County electoral district. Each alternate shall be appointed at-large and for two-year terms.

2. This Resolution shall be effective upon adoption.

3. Except as amended herein, the aforementioned Resolutions of the Brunswick County Board of Commissioners remain in full force and effect.

Adopted this the 15th day of May, 2023.

Randy Thompson, Chairman
Brunswick County Board of Commissioners

ATTEST:

Daralyn Spivey, NCCCC
Clerk to the Board

3. Clerk to the Board - Meeting Minutes -May 1, 2023 Special Meeting Budget Workshop and May 1, 2023 Regular Meeting

The Board reviewed and approved the minutes from the May 1, 2023 Special Meeting Budget Workshop and May 1, 2023 Regular Meeting.

4. Code Administration - Resolution Exempting Engineering Services and Contract Approval for Services - Approved

The Board approved a resolution exempting the procurement of engineering services and approved the contract for the services. The Resolution reads as follows:

**RESOLUTION EXEMPTING FLOODPLAIN 316-AD RESPONSE FROM
G.S. 143-64.31**

WHEREAS, G.S. 143-64.31 requires the initial solicitation and evaluation of firms to perform architectural, engineering, surveying, construction management-at-risk services, and design-build services (collectively “Services”) to be based on qualifications and without regard to fee;

WHEREAS, the County proposes to enter into one or more contracts for Engineering Services for work associated with a response to a 316-AD regarding a Letter of Map Revision submitted by Brunswick County; and

WHEREAS, G.S. 143-64.32 authorizes units of local government to exempt contracts for such Services from the qualifications-based selection requirements of G.S. 143-64.31 if the estimated fee is less than \$50,000; and

WHEREAS, the estimated fee for the Services for the above-described project is less than \$50,000.

**NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE BRUNSWICK
COUNTY BOARD OF COMMISSIONERS THAT:**

- 1. The above-described project is hereby made exempt from the provisions of G.S. 143-64.31.
- 2. This resolution shall be effective upon adoption.

Adopted this the 15th day of May, 2023.

Randy Thompson, Chairman
Brunswick County Board of Commissioners

ATTEST:

Daralyn Spivey, NCCCC
Clerk to the Board

- 5. **County Attorney - Southport Crossing Outparcels # 10, 11, & 12 DOD - Approved**
The Board accepted the Deed of Dedication for water and sewer infrastructure for Southport Crossing Outparcels # 10, 11, & 12.
- 6. **Emergency Services - Brunswick County Emergency Operations Plan (EOP) and Continuity of Operations Plan (COOP) - Approved**
The Board received Brunswick County's Emergency Operations Plan (EOP) and Continuity of Operations Plan (COOP) and approved them for adoption and implementation.
- 7. **Finance– Fiscal Items - Approved**
The Board approved Budget Amendments, Capital Project Ordinances, and Fiscal Items of a routing nature on the consent agenda.
 - Budget Amendment Tuberculosis Screening**
Appropriating \$1,369 of additional state revenues restricted to be utilized to enhance tuberculosis infection screening and treatment.
 - **Budget Amendment Sheriff's Office Insurance Proceeds**
Appropriating \$17,712 of insurance proceeds to capital outlay vehicles for the replacement of vehicle SD652.
 - Budget Amendment General Fund Revenues**
Appropriating \$1,400,000 of Register of Deeds revenues and anticipated expenditures of \$904,100, \$800,000 of Solid Waste revenues and anticipated expenditures of \$800,000, Occupancy Tax revenues and expenditures of \$500,000, and increase anticipated expenditures of \$2,000 Soil and Water, \$213 District Judge's Office, and the remaining amount in Non-Departmental miscellaneous

expense for projection of actual needs. Amounts in Non-Departmental are authorized to be transferred within the General Fund by the Fiscal Operations Director as needed to prevent a statutory exception of expenditures in excess of amounts budgeted at year end.

-Budget Amendment Wastewater Tap on Supplies

Appropriating \$425,000 of investment earnings to purchase tap on supplies for the sewer collection system.

-Financial Reports for April 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>

8. Library-ARPA project – Bookmobile - Approved

The Board approved an ARPA allocation of \$250,000 for a Library bookmobile and appropriate future funding for bookmobile staff and associated equipment.

9. Sheriff's Office - 911 Center Phone System Contract Extension - Approved

The Board approved a fifth extension of the existing 911 Center Phone System agreement with ePlus Group, Inc. for six months, maintaining the current monthly rate in the state's Emergency Telephone System Fund (ETSF).

10. Sheriff's Office - SCAAP Grant Application 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.

11. Social Services - Traverse Software Package Renewal - Approved

The Board approved the renewal of the service agreement with Northwoods Consulting Partner's Inc. for the Traverse software package.

12. Tax - Tax Admin - May 2023 Releases

The Board approved the May 2023 releases.

13. Utilities - Northwest WTP Budget Amendment Request to Increase the Line Item Budget for Contracted Services

The Board approved the Northwest WTP request for a budget amendment of \$200,000 to meet the estimated costs of residuals disposal for the remainder of the fiscal year.

14. Utilities - W.K. Dickson & Co. Inc. - Southport Wastewater Study and Design Amendment 1

The Board approved the contract amendment with W.K. Dickson & Co. Inc. to provide engineering services in the amount of \$405,893 and extend the contract until completion of the construction project.

VI. PRESENTATIONS

1. Administration -Trillium Annual Report

The Board received a report from Cecilia Peers, Southern Regional Director for Trillium, regarding the work that Trillium does for the twenty-eight (28) counties in the region.

2. Emergency Services – Proclamation Recognizing Emergency Medical Services Week

Commissioner Cooke read and presented staff with a proclamation announcing Emergency Medical Services Week for May 21-27, 2023. The Proclamation reads as follows:

PROCLAMATION EMS WEEK MAY 21-27, 2023

WHEREAS, the profession of EMS requires passion, dedication and is steeped in tradition; and

WHEREAS, EMS providers work 365 days a year in inclement weather and hazardous weather conditions to provide care and protection to citizens and visitors; and

WHEREAS, EMS providers are also often the first on location during storms and other catastrophic life-changing events, working to care for

victims and families of victims; and

WHEREAS, Brunswick County joins other communities across the nation in recognizing and celebrating the profession of EMS providers and therefore, we honor our Brunswick EMS providers' exemplary service to the County.

NOW, THEREFORE, BE IT RESOLVED, by the Brunswick County Board of Commissioners do hereby proclaim the week of May 21st-27th, 2023 as

EMS WEEK IN BRUNSWICK COUNTY

And call upon all citizens and businesses to acknowledge and thank EMS providers when you see them for the selfless work they perform daily to keep our public safe.

PROCLAIMED this, the day of May 15, 2023.

Randy Thompson, Chair
Board of Commissioners

ATTEST:

Daralyn Spivey, NCCCC
Clerk to the Board

Commissioner Cooke made the motion to adopt the proclamation. Commissioner Sykes seconded the motion with all in favor (5 to 0).

VII. PUBLIC HEARING

1. Planning Unified Development Ordinance (UDO) Proposed Text Amendments Spring 2023.

Kirstie Dixon detailed the text amendments the Planning Board approved and are requesting the Board's consideration to amend the following sections of the UDO as presented:

- Article 6
 - Section 6.12.8.B
 - Section 6.7.2
 - Section 3.1.6

- Article 3
 - Section 3.4.12.G
 - Section 3.2.12
 - Section 3.1.5.B

Appendix C

Chairman Thompson opened the public hearing at 6:44 p.m. With no comments, Chairman Thompson closed the public hearing.

Commissioner Cooke made the motion to approve the text amendments. Commissioner Williams seconded the motion. Vice - Chairman Forte read the following consistency statement:

The Board of Commissioners find the proposed text amendment is consistent with the Blueprint Brunswick 2040 Comprehensive Plan as it will clarify sections in the Brunswick County Unified Development Ordinance (UDO) and further finds that the zoning amendment is reasonable and in the public interest as it will better clarify certain sections of the UDO.

The Board approved the text amendments unanimously (5 to 0).

2. Planning Wellhead Protection Area Overlay Zoning District

Kirstie Dixon detailed the Brunswick County Unified Development Ordinance to add a Wellhead Protections Area Overlay Zoning District and request the following amendments to the UDO as presented:
Article 1 General Provision
Article 5 Use Table

Chairman Thompson opened the public hearing at 7:03 p.m.

Ms. Liz White spoke to her support of the zoning district.

Mr. Jim Board spoke of his concerns about the plan having the performance standards not approved or attached with a maximum depth of ten (10) feet.

Ms. Lynn Dutney spoke of her concerns with the lack of performance standards.

Mr. Patrick Newton spoke of his concerns with the number of special use permits that are listed and using the standards to administer a zoning overlay as opposed to using standards.

Ms. Jean Toner spoke of her support for the zoning district and the need for the performance data to be included.

Mr. Ray Irvin spoke of his support for the zoning district and that water is a critical resource.

Hearing no further comments, Chairman Thompson closed the public hearing at 7:17 p.m.

Commissioner Sykes made the motion to approve the Wellhead Protection Area Overlay Zoning District. The motion was seconded by Vice – Chairman Forte. Commissioner Sykes read the following consistency statement:

The Board of Commissioners find the proposed zoning amendment is consistent with the Blueprint Brunswick 2040 Comprehensive Plan as it will create an overlay for wellhead protection and further finds that the zoning amendment is reasonable and in the public interest as it will protect the aquifer groundwater.

The Board approved the Wellhead Protections Area Overlay Zoning District. unanimously (5 to 0).

VIII. ADMINISTRATIVE REPORT

1. Administration – Recommended Budget Ordinance, Capital Improvement Plan, Schedule of Fees for FY2024

Mr. Stone presented the Recommended Budget Ordinance, Capital Improvement Plan, and Schedule of Fees for FY24 and requested the Board set a public hearing for June 5, 2023, at 3:00 p.m. The Board discussed the current and proposed tax rate along with the necessary resources the County needs to operate. Vice – Chairman Forte made the motion to no longer supplement funds for the fire districts from the general fund. Commissioner Sykes seconded the motion with a vote of 4-1 and the following poll:

- Chairman Thompson: Aye
- Vice Chairman Forte: Aye
- Commissioner Cooke: Aye
- Commissioner Sykes: Aye
- Commissioner Williams: Nay

IX. BOARD APPOINTEMENTS

1. Clerk to the Board – FY 23-24 Annual Board Appointments

The Board received a listing of the various board seats that are ready for appointment/reappointment. Commissioner Williams made the motion to approve the board appointments as presented. The motion was seconded by Vice – Chairman Forte and passed unanimously (5 to 0).

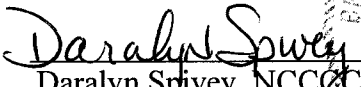
X. OTHER BUSINESS/INFORMAL DISCUSSION

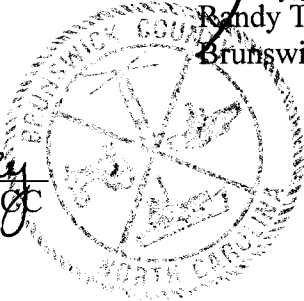
Commissioner Williams commented that the County needs to lead by example referring to the Wellhead Protection Overlay Zoning District for the allowable uses.

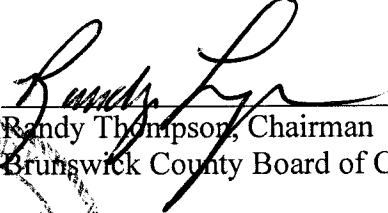
XI. ADJOURNMENT

Vice - Chairman Forte moved to adjourn the meeting at 8:28 p.m. The motion was seconded by Commissioner Williams and passed unanimously (5 to 0).

Attest:


Daralyn Spivey, NCCOC
Clerk to the Board




Randy Thompson, Chairman
Brunswick County Board of Commissioners