

**BRUNSWICK COUNTY BOARD OF COMMISSIONERS
OFFICIAL MINUTES
REGULAR MEETING
June 19, 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 Pat Sykes
Commissioner Frank Williams
Commissioner Mike Forte, Vice-Chairman

ABSENT: Commissioner J. Martin Cooke

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
Jim Hartsell, 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 6:02 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 to include a briefing from the Forestry Service regarding the Green Swamp Preserve and current conditions.

Commissioner Sykes advised there would be comments made regarding clear cutting and Kirstie Dixon from Planning is present and can answer any questions as needed.

Commissioner Williams made the motion to approve the agenda with the addition of the Forestry Service updates. The motion was seconded by Vice – Chairman Forte and passed unanimously (4 to 0).

IV. FORESTRY UPDATE

Shane Hardy with the North Carolina Forestry Service updated the Board on the conditions at the Green Swamp Preserve on Highway 211 and the status of the current fire.

V. PUBLIC COMMENTS

Chairman Thompson opened the public comment period at 6:29 p.m. with the following comments:

Ms. Andrea Combs spoke to the need for affordable housing within the county and county well water testing.

Mr. Erik Tamaru spoke the FY24 Budget and the need for the tax rate to be revenue neutral.

Ms. Shaunda Blake spoke to the FY24 Budget and her concerns for the current spending.

Mr. Anthony Clemmons spoke to the need to place a temporary moratorium on clear cutting of property in Brunswick County and the overall infrastructure within the County.

Mr. Jim Bradshaw representing the ABC POA has been working with Ms. Dixon (Planning Director) and the revamping of the Unified Development Ordinance (UDO) to ensure the UDO works for Brunswick County.

VI. APPROVAL OF CONSENT AGENDA

Vice - Chairman Forte moved to approve the Consent Agenda. The motion was seconded by Commissioner Williams and passed unanimously (4 to 0). See individual items for approval status:

- 1. **Clerk to the Board – Meeting Minutes – June 5, 2023, Regular Meeting Minutes and June 5, 2023, Special Meeting Minutes - Approved**
The Board approved the minutes from the June 5, 2023 Regular Meeting and the June 5, 2023 Special Meeting
- 2. Clerk to the Board – Resolution in Support of Wilmington Urban Area MPO’s Action Planning Grant Application. The Resolution reads as follows:

**BRUNSWICK COUNTY, NORTH CAROLINA
A RESOLUTION OF SUPPORT FOR THE WILMINGTON URBAN
AREA MPO’S ACTION PLANNING GRANT APPLICATION
THROUGH THE SAFE STREETS AND ROADS FOR ALL PROGRAM**

WHEREAS, the USDOT has developed a discretionary grant program to address roadway safety through the new Safe Streets and Roads for All Program; and

WHEREAS, the Bipartisan Infrastructure Bill has appropriated \$5 billion for the Safe Streets and Roads for All Program through FY 2026; and

WHEREAS, the program supports the development of a comprehensive safety action plan (Action Plan) that identifies the most significant roadway safety concerns in a city, town, or region, and the implementation of projects and strategies to address roadway safety issues; and

WHEREAS, the Safe Streets and Roads for All Program requires that entities, including local governments, that are interested in utilizing implementation funds through the Safe Streets for All Program have an adopted Action Plan; and

WHEREAS, the Wilmington Urban Area MPO planning area has observed an increase in roadway crashes and fatalities; and

WHEREAS, an Action Plan that covers the Wilmington Urban Area MPO would include Brunswick County.

NOW THEREFORE, BE IT RESOLVED that the Brunswick County Board of Commissioners supports the application from the Wilmington Urban Area MPO to develop an Action Plan for the region through the Safe Streets and Roads for All Program.

Adopted and approved on the 19th day of June, 2023.

Randy Thompson, Chair
Board of Commissioners

ATTEST:
Daralyn Spivey, NCCCC
Clerk to the Board

3. **Code Administration – Fire Marshal – 2 Way Radio Acquisition - Approved**
The Board appropriated funding for the acquisition and programming of ten (10) Motorola 2-Way radios for Fire Marshal Staff as part of one of the Revenue Replacement Projects and the ARPA implementation. The radio upgrades request was approved in the August 1, 2022 Commissioners meeting valued at \$54,872.50.
4. **County Attorney- Allston Park DOD - Approved**
The Board approved the Deed of Dedication for water and sewer infrastructure for Allston Park.
5. **County Attorney – Olde Georgetown Phase 1 B-A DOD - Approved**
The Board approved the Deed of Dedication for water and sewer infrastructure for Old Georgetown Phase 1B-A.
6. **Finance – ARPA Funding Allocation Request for Pre-Pandemic Employment FY23 Qtr. 4 - Approved**
The Board approved the appropriation of \$1,000,000 if American Rescue Plan Act funds to increase the restoring of pre-pandemic employment project.
7. **Finance – Fiscal Items - Approved**
The Board approved the following Budget Amendments, Capital Project Ordinances, and Fiscal Items of a routine nature in the consent agenda. See individual items for approval status:
 - **ARPA Project Amendments - Premium Pay and AEDs in County Buildings- Approved**
Amending ARPA Premium Pay and AEDs in County Building Projects to correlate with actual project costs. Reduce ARPA Premium Pay project from \$2.4 million to \$2,369,543 and adjust salary and benefit lines to reflect actual costs. Decrease ARPA AEDs in County Buildings project from \$100k to \$93,215 to cover AED equipment and advertising costs for RFP solicitation. Approve acknowledgment of no documented conflicts of interest for ARPA AEDs in County Buildings project for public officials, employees and agents. All individuals involved in the selection, award, and/or administration of the AED contract with Coro Medical have been identified and provided a copy of the Conflict-of-Interest Policy. Unused funds for ARPA Premium Pay and AEDs in County Building projects will revert back to the American Rescue Plan unobligated balance for future projects.
 - **Budget Amendment Brunswick County Schools Miscellaneous Revenues - Approved**
Appropriated \$30,000 of miscellaneous revenues for miscellaneous expense for Brunswick County Schools.
 - **Budget Amendment AA361 and AA546 - Approved**
Appropriated federal revenues restricted for the following Addendum Agreements: AA361 \$115,000 for ELC Reopening Schools and AA546 \$217,048 Communicable Disease Pandemic. Unused FY23 funds are anticipated to be rolled over by the state for use in FY24. The budget amendment will accurately reflect funds received in the FY23 budget cycle.
 - **Water Capital Project Funds Budget Amendment - Approved**
Appropriated and transfer \$4,000,000 to the water capital reserve to undesignated to fund future planned projects.
 - **Wastewater Capital Project Funds Budget Amendment - Approved**
Appropriated and transfer \$3,500,000 to the wastewater capital reserve to undesignated to fund future planned projects.
 - **Register of Deeds Additional Revenues Budget Amendment - Approved**
Appropriated \$185,000 of Register of Deeds revenues and anticipated expenditures.
 - **Budget Amendment ARPA Enabled Non-Profit Community Assistance American Legion - Approved**
Disappropriating ARPA Enabled Non-Profit Community Assistance allocation of \$2,000 to the American Legion per organization's request. Funds were approved at the May 15, 2023 board meeting to support a social media/podcast program in relation to Veteran's Suicide Awareness. Funds will revert back to unobligated ARPA Enabled Non-Profit Community Assistance unobligated balance to support future projects.

-Sheriff's Office Additional Revenues Budget Amendment - Approved
Appropriate \$252,700 of Sheriff's Office anticipated additional revenues and expenditures.

-Financial Reports for May 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. Sheriff's Office – Classical Charter Schools of America School Resources Officer Agreements - Approved

The Board approved the School Resource Officer Agreements between Classical Charter Schools of Leland and Brunswick County Sheriff's and between Classical Charter Schools of Southport and Brunswick County's Sheriff's Office,

9. Sheriff's Office – GSHP LEL Grant Resolution - Approved

The Board approved the Resolution and Agreement of Conditions as the next stage in the application process for the Governors Highway Safety Program grant for the three- person traffic Unit. This is the second year of the grant and federal funding covers 70% of the salary expenses this year. The Resolution reads as follows:

**NORTH CAROLINA GOVERNOR'S HIGHWAY SAFETY PROGRAM
LOCAL GOVERNMENTAL RESOLUTION**

WHEREAS, the Brunswick County Sheriff's Office has completed an application contract for traffic safety funding; and that Brunswick County Board of Commissioners has thoroughly considered the problem identified and has reviewed the project as described in the contract;

THEREFORE, NOW BE IT RESOLVED BY THE BRUNSWICK COUNTY BOARD OF COMMISSIONERS IN OPEN MEETING ASSEMBLED IN THE CITY OF BOLIVIA, NORTH CAROLINA, THIS 19th DAY OF JUNE 2023, AS FOLLOWS:

1. That the project referenced above is in the best interest of the Governing Body and the general public; and
2. That Sheriff Brian M. Chism is authorized to file, on behalf of the Governing Body, an application contract in the form prescribed by the Governor's Highway Safety Program for federal funding in the amount of \$30,000 to be made to the Governing Body to assist in defraying the cost of the project described in the contract application; and
3. That the Governing Body has formally appropriated the cash contribution of \$0 as required by the project contract; and
4. That the Project Director designated in the application contract shall furnish or make arrangement for other appropriate persons to furnish such information, data, documents and reports as required by the contract, if approved, or as may be required by the Governor's Highway Safety Program; and
5. That certified copies of this resolution be included as part of the contract referenced above; and
6. That this resolution shall take effect immediately upon its adoption.

DONE AND ORDERED in open meeting by:
Chairman Randy Thompson.

ATTESTED:
Daralyn Spivey
6-19-2023

10. Sheriff's Office – GHSP Traffic Grant Resolution – Approved

The Board approved the Resolution and Agreement of Conditions as the next stage in the application process for the Governors Highway Safety Program grant for the three-person traffic unit. This is the second year of the grant and federal funds cover 70% of salary and expenses this year. The Resolution reads as follows:

**NORTH CAROLINA GOVENOR’S HIGHWAY SAFETY
PROGRAM LOCAL GOVERNMENTAL RESOLUTION**

WHEREAS, the Brunswick County Sheriff’s Office has completed an application contract for traffic safety funding; and Brunswick County Board of Commissioners has thoroughly considered the problem identified and has reviewed the project as described in the contract;

THEREFORE, NOW BE IT RESOLVED BY THE BRUNSWICK COUNTY BOARD OF COMMISSIONERS IN OPEN MEETING ASSEMBLED IN THE CITY OF BOLIVIA, NORTH CAROLINA, THIS 19TH DAY OF JUNE 2023, AS FOLLOWS:

- 1. That the project referenced above is in the best interest of the Governing Body and the general public; and
- 2. That Sheriff Brian M. Chism is authorized to file, on behalf of the Body, an application contract in the form prescribed by the Governor’s Highway Safety Program for federal funding in the amount of \$ 190,145 to be made to the Governing Body to assist in defraying the cost of the project described in the contract application; and
- 3. That the Governing Body has formally appropriated the cash contribution of \$81,490 as required by the project contract; and
- 4. That the Project Director designated in the application contract shall furnish or make arrangement for other appropriate persons to furnish such information, data, documents and reports as required by the contract, if approved, or as may be required by the Governor’s Highway Safety Program; and
- 5. That certified copies of this resolution be included as part of the contract referenced above; and
- 6. That this resolution shall take effect immediately upon its adoption.

DONE AND ORDERED in open meeting by:
Chairman Randy Thompson

ATTESTED BY
Daralyn Spivey
Clerk
6-19-2023

- 11. Sheriff’s Office – School Resources officer Agreement - Approved**
The Board approved the Sheriff’s Office School Resources Officers Reimbursement Agreement with Brunswick County Schools.
- 12. Social Services – Fiscal Year 2023-2024 Energy Outreach Plan - Approved**
The Board approved the Social Services Energy Outreach Plan for fiscal year 2023-2024.
- 13. Social Services – Non-Emergency Medical Transportation Contracts - Approved**
The Board approved the Non-Emergency Medicaid Transportation contract with Brunswick Transit System and Med Trans.
- 14. Social Services – Wortman Law Firm Contract FY23-24 - Approved**
The Board approved the contract with Wortman Law Firm, PLLC. for FY 23-24
- 15. Soil and Water StRAP Service Agreement for the Removal of the River Street Bridge Located in Supply NC - Approved**
The Board approved the service agreement between Brunswick County and CCIR, LLC. for demolition/stream debris removal services in the amount of \$ 105,469, as included in the Streamflow Rehabilitation Assistance Program River Street Bridge Demolition and Removal RFP dated May 09, 2023 Scope of work.
- 16. Superior Court – Superior Court Judges Office- FY24 MOA with NC Administrative Office of the Courts - Approved**
The Board approved the annual renewal of the Memorandum of Agreement between Brunswick County, Judge Jason C. Disbrow and the North Carolina

Office of the Courts for the Trial Court Coordinator State Employee Position and delegate signing authority of agreement to the County Manager.

17. Tax Administration – June 2023 Releases

The Board approved the June 2023 releases.

18. Utilities - CDM Professional Services Agreement - PER for OIB WWTP ARPA Project #8 - Approved

The Board authorized the Chairman and Clerk to the Board to execute the Professional Services contract with CDM Smith in the amount of \$1,530,000 for engineering services to develop a Preliminary Engineering Report (PER) for the expansion of the Ocean Isle Beach (OIB) Wastewater Treatment Plant.

19. Utilities - Ratification of Sea Trail Transfer Pump Replacement - Approved

The Board ratified an emergency purchase of a critical transfer pump and approve a budget amendment in the amount of \$107,381.80 for the Sea Trail Wastewater Treatment Plant.

20. Utilities - Rotor Rebuild Parts for NE Brunswick WRF - Approved

The Board approved a budget amendment for the purchase of Kruger oxidation ditch rotor repair parts from Veolia Water Technologies for NE Brunswick WRF in the amount of \$81,552.25 in accordance with N.C.G.S 143-129(e)(6). Additionally, staff requests an amendment to correct a typographical error in the 8/15/2022 BOC-approved Sole Source for this item. The correct Sole Source provider for the Oxidation Ditch Treatment Process is Veolia Water Technologies, Inc (dba Kruger). Carotek was previously noted as the Sole Source provider on the 8/15/2022 board-approved Sole Source List.

21. Utilities - Testing Residential & Commercial Backflow Prevention Assemblies - Approved

The Board approved the one-year extension of the current contract with Sunny Wright's Backflow services for testing residential and commercial backflow prevention assemblies.

VII. ADMINISTRATIVE REPORT

1. Administration – Administration - Fiscal Year 2024 Budget Ordinance, Fees, and Capital Improvement Plan

Mr. Stone reported the proposed tax rate is currently .3425 understanding the revenue neutral tax rate is .3370. The public hearing has been held as required. This rate is slightly above revenue neutral.

Chairman Thompson requested a proposed tax rate of .3420 instead of .3425 allowing the County to accomplish those items within the budget.

Commissioner Sykes made the motion to postpone the approval of the budget until another public hearing is held and amend the budget appropriately. There is no second to the motion, the motion fails.

Chairman Thompson made the motion to propose the tax rate of .3420 and to approve the budget as presented. Vice – Chairman Forte seconded the motion with a vote of 3 to 1 with the Commissioners voting as follows:

- Chairman Thompson - Aye
- Vice – Chairman Forte – Aye
- Commissioner Sykes – Nay
- Commissioner Williams - Aye

2. Administration - Funding of Deferred One-Time Maintenance, Major Operating, and Capital Items

Mr. Stone stated Brunswick County has historically taken a conservative approach to budgeting revenues and expenditures. This approach and growth outpacing expectations have created the opportunity to fund one-time maintenance costs, major operating items, and capital items with available fund balances in the current year. The total request for items to be funded is \$5,690,139. Vice – Chairman Forte made the motion to approve the expenditures. Commissioner Williams seconded the motion and passing with a vote of 3 to 1 with the Commissioners voting as follows:

Chairman Thompson - Aye
Vice – Chairman Forte – Aye
Commissioner Sykes – Nay
Commissioner Williams – Aye

VIII. BOARD APPOINTMENT

1. Clerk to the Board – Board Appointment Ocean Isle Beach Planning Board ETJ

The town of Ocean Isle Beach requested the re-appointment of Frank Williamson and the initial appointment of Mr. Jim Memory to the Planning Board as ETJ members. Chairman Thompson made the motion to approve the appointments with Vice – Chairman Forte seconding the motion and all in favor (4-0)

2. Clerk to the Board – Board Appointment Southport Planning Board ETJ Alternate

The City of Southport requested the reappointment of Christopher Jones to the Planning Boars as the ETJ Alternate. Commissioner Sykes made the motion to approve the appointments with Vice – Chairman Forte seconding the motion and all in favor (4-0).

3. 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. The following appointments/ re-appointments were nominated by district:

District 1:

Library Board – Anne Smith

District 4:

Brunswick Senior Resources – Justin Lovin

At Large Appointments:

Health and Human Services – Dr. Travis Pickin - Optometrist

Board of Equalization and Review Alternates:

Jeannie Triplett

Timothy Randall

The following appointments were tabled until the July 17, 2023 Board of Commissioners Meeting by district:

District 1:

Parks and Recreation

At Large:

Juvenile Crime Prevention Council

Substance Use and Abuse Commission

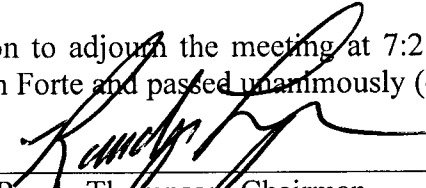
Commissioner Williams made the motion to approve the board appointments as presented and to table those requested until the July 17, 2023 meeting. The motion was seconded by Vice – Chairman Forte and passed unanimously (4 to 0).

IX. OTHER BUSINESS/INFORMAL DISCUSSION

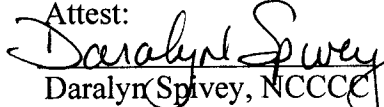
No other business to come before the Board.

X. ADJOURNMENT

Commissioner Williams made the motion to adjourn the meeting at 7:28 p.m. The motion was seconded by Vice – Chairman Forte and passed unanimously (4 to 0).



Randy Thompson, Chairman
Brunswick County Board of Commissioners

Attest:

Daralyn Spivey, NCCCC
Clerk to the Board

