

BRUNSWICK COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING AGENDA
February 3, 2025
3:00 PM

I. Call to Order

II. Invocation/Pledge of Allegiance

III. Adjustments/Approval of Agenda

IV. Public Comments

V. Approval of Consent Agenda

1. Administration - Organizational Structure Change - Reallocate Three Human Services Positions Within Social Services, Health, EMS, and Public Housing
Request that the Board of Commissioners approve the reallocation of three human services positions within Social Services, Health, EMS, and Public Housing.
2. Administration - Organizational Structure Change - Transfer One Health Services Vacant Position to Human Resources
Request that the Board of Commissioners approve the transfer of one vacant position from Health Services to Human Resources.
3. Clerk to the Board - Meeting Minutes - December 2, 2024, Regular Meeting
Request the Board approve the minutes of the December 2, 2024, Regular Meeting.
4. Clerk to the Board - Resolution - Regular Meeting Schedule FY 26
Request the Board adopt the Regular Meeting schedule for FY26
5. Clerk to the Board - Resolution in Support of WMPO's Resilience Improvement Planning Grant Application through the US DOT
Request the Board approve the Resolution in Support of the WMPO's Resilience Improvement Planning Grant Application through USDOT
6. County Attorney - Brunswick County Legislative Public Hearing Policy
Request that the Board of Commissioners review and consider approval of the attached Legislative Public Hearing Policy.
7. County Attorney - Calabash Meadows Senior Living Community Deed of Dedication
Consider accepting the Deed of Dedication for water and sewer infrastructure for Calabash Meadows Senior Living Community.
8. County Attorney - Mulberry Project Brunswick Electric Utility Easement
Consider Granting the Utility Easement to Brunswick Electric Membership Corporation
9. County Attorney - Osprey Isle, Phase 1, Deed of Dedication

Consider accepting the Deed of Dedication for water and sewer infrastructure for Osprey Isle, Phase 1.

10. County Attorney - Rich Square, Single Family Residential Section, Phase 2, Lots 37-97 Deed of Dedication

Consider accepting the Deed of Dedication for water and sewer infrastructure for Rich Square Single Family Residential Section, Phase 2, Lots 37-97.

11. County Attorney - Sterling Oaks Subdivision, Phase 1 Deed of Dedication

Consider accepting the Deed of Dedication for water and sewer infrastructure in Sterling Oaks Subdivision, Phase 1.

12. Engineering - Ash Waccamaw Multi Use Building - Final Adjusting Change Order and Project Closeout

Request the Board of Commissioners review and approve the deductive Final Adjusting Change Order (FACO) for the new Ash Waccamaw Multi Use Building.

13. Emergency Management - Emergency Management - 2025 Hazardous Materials Emergency Preparedness Grant (HMEP)

It is requested that the Board of Commissioners authorize action to apply for the 2025 Hazardous Materials Emergency Preparedness Grant (HMEP).

14. Emergency Management - Emergency Management - 2025 Tier II Grant

Request that the Board of Commissioners authorize action to apply for the 2025 Tier II Grant.

15. EMS - Bald Head Island Ambulance Franchise Agreement

Request the Board of Commissioners approve the annual ambulance franchise agreement with the Village of Bald Head Island.

16. EMS - Brunswick Search and Rescue Contract

Request that the Board of Commissioners approve the contract with Brunswick Search and Rescue.

17. EMS - Oak Island Water Rescue Contract

Request that the Board of Commissioners approve the contract with Oak Island Water Rescue.

18. Finance - Designation of Application's Agent to NC Division of EM and Applicant Disaster Agreement for Debby and PTC8

Request that the Board of Commissioners designate 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 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 Applicant Disaster Agreement for Tropical Storm Debby (DR3608) and Potential Tropical Cyclone #8 (DR 4837). In addition, request approval to delegate the County Manager to electronically sign DAA/SAA for submission in the EM Grants Portal.

19. Finance - Fiscal Items

Request that the Board of Commissioners approve Budget Amendments, Capital Project Ordinances, and Fiscal Items of a routine nature on the consent agenda.

20. Human Resources - Renewal of Medical Insurance

Request that that Board of Commissioners approve of the renewal of the medical insurance with the North Carolina Health Insurance Pool (NCHIP) and authorize the County Manager to execute required renewal documentation. Also, request approval for Human Resources to schedule Open Enrollment for plan year 2025-26 (July 1, 2025 - June 30, 2026).

21. Human Resources - Revision to Personnel Policy#900

Request that the Board of Commissioners approve revisions to Policy# 900 Classification and Pay Plan.

22. Information Technology - IT Policies: Technology Acceptable Use (Updated) and Pornography (New)

Request Board of Commissioners approval regarding the updates to the IT Technology Acceptable Use Policy and the new IT Pornography Policy

23. Library - Better World Books Grant Application Approval

Request the Board approve and ratify the County Managers approval of the application for a Better World Books grant in the amount of \$20,000 to fund a "1,000 Books Before Kindergarten" program

24. Operation Services - Professional Services Agreement - Henry Nemargut Engineering Services and Mini-Brooks Exemption

Request that the Board of Commissioners approve a resolution exempting the Aboveground Storage Tank System Installation Design and SPCC Plan Updates for Fuel Sites located at EMS Base #4 and EMS Base #3 from N.C.G.S. 143-64.31 and approve the associated Professional Services Agreement with Henry Nemargut Engineering Services in the amount of \$24,800.

25. Planning - Request to Adopt a Resolution to Abandon the Right-of-Way and Remove a Portion of Village Point Road (SR 1233) and Sydney Jo Lane (aka Chadwick Way SR 1233) from the North Carolina State Maintained Secondary Road System.

Request to adopt a resolution to abandon the right-of-way and remove approximately 0.02 miles of Village Point Road (SR 1233) and approximately 0.02 miles of Sydney Jo Lane (aka Chadwick Way SR 1233) from the North Carolina State Maintained Secondary Road System.

26. Public Housing - Public Housing Requests to Schedule a Public Hearing.

Request that the Board of Commissioners schedule a public hearing on March 17, 2025, to hear any comments or suggestions on the Public Housing Agency Five-Year Plan.

27. Sheriff's Office - Appropriation and Agreement with Motorola Solutions - Automated Paging Hardware

Request the Board of Commissioners approve an appropriation of \$37,691.00 from the Emergency Telephone System Special Revenue Fund to facilitate a purchase of hardware needed for the ongoing Automated Paging Project in the 911 Center.

28. Sheriff's Office - GHSP LEL Grant Application Approval

Request the Board of Commissioners approve a grant application and ratify the County Managers approval for the continuation of the Law Enforcement Liaison position with the North Carolina Governor's Highway Safety Program. This grant is 100% funded with no match, valued at \$30,000.

29. Sheriff's Office - GHSP Traffic Unit Grant Application Approval

Request the Board of Commissioners approve the application and ratify the County Manager's approval for the North Carolina Governor's Highway Safety Program grant for the Sheriff's Office Traffic Unit, consisting of three deputies. This will be the fourth year of this grant and extending the typical three-year grant project. Extensions like this one come with a 25% Federal contribution.

30. Sheriff's Office - Creative Product Sourcing, Inc. dba DARE Catalog - D.A.R.E. Promotional Materials Sole Source Resolution Approval

Request the Board of Commissioners approve a Sole Source Resolution for the Sheriff's Office to purchase D.A.R.E. materials, merchandise, and workbooks from the only nationally authorized vendor, Creative Product Sourcing, Inc. dba DARE Catalog.

31. Tax - January 2025 MV Discovery Valuation & Levy for November 2024

Request that the Board of Commissioners approve the January 2025 motor vehicle valuation and levy discovery created in November 2024.

32. Tax - Tax Administration - January 2025 Releases

Request that the Board of Commissioners approve the January 2025 releases.

33. Utilities - Approval of Contract with Brady Services for Repair of UOC HVAC

Staff requests that the Board of Commissioners approve the contract with Brady Services in the amount of \$39,500.00 for the repair of the HVAC system at the Utilities Operations Center.

34. Utilities - Approval of Contract with DVANC, Inc. d/b/a Ditch Witch Sales of North Carolina for Purchase of Budgeted Excavator for Utilities

Staff requests approval of a contract in the amount of \$107,679.45 with DVANC, Inc. d/b/a Ditch Witch Sales of North Carolina to purchase a mini excavator in accordance with NCGS 143-129(e)(9).

35. Utilities - Approval of Contract for Purchase of Hydra Stop Insta Valve Tool Under Sole Source Exception

Request the Board of Commissioners approve a contract for the purchase of Hydra Stop Insta Valve Tool in the amount of \$118,485.00 in accordance with N.C.G.S. 143-129(e)(6).

36. Utilities - Consulting Services - Inter-Basin Transfer Engineering Environmental Impact Statement Review

Request that the Board of Commissioners approve a resolution to exempt the qualifications-based selection requirements from the Mini-Brooks Act for the selection of an engineer and approval of the associated Professional Services Agreement with McKim & Creed in an amount not to exceed \$49,900 for engineering services related to the review of an inter-basin transfer Environmental Impact Statement and associated services.

37. Utilities - Sewer Collections Budget Amendment

Request that the Board of Commissioners approve additional funds in the amount of \$100,000 to adequately support the Collections Division budget for repair and maintenance of pump stations for the remainder of the fiscal year

38. Utilities - City Works Southern Vac- Pumper Truck Contract and Purchase Approval

Request that the Board of Commissioners approve a contract with City Works Equipment & Supply LLC. d/b/a Southern Vac in the amount of \$353,650.00 for the purchase of a Pumper Truck in accordance with NCGS 143-129(e)(3).

39. Utilities - Navassa Water Distribution System Rehabilitation – T&H Construction - Change Order # 1

Request that the Board of Commissioners approve Change Order # 1 for work associated with the Town of Navassa Water Distribution System Rehabilitation (WIF-2017) project that increases the amount of the contract by \$85,075.00, with no change in Time of Completion.

40. Utilities - WBR WWTP Old I.P. Tract, Stand 12, Timber Sale (93.2 Acres)

Request that the Board of Commissioners approve the sale of timber on the West Brunswick Regional WWTP , Old I.P. Tract, Stand 12 as identified in the Forest Management Plan to Lumber River Timber Company, Inc., in the amount of \$254,089.76 and authorize the Chairman and Clerk to the Board to approve the contract.

VI. Presentations

1. Clerk to the Board - Gullah Geechee Heritage Trail Feasibility Study

Request the Board receive a presentation from the Wilmington Urban Area Metropolitan Planning Organization (WMPO).

2. Code Administration - Building Inspector of the Year Award

Request the Board of Commissioners Recognize Scott Rabon as the N C Building

Inspector of the Year.

3. Utilities - Lead and Copper Program

Request that the Board Of Commissioners receive the results from Public Utilities staff, and its contractor BlueConduit, that Brunswick County Public Utilities (NC0410045) is recognized as a NON-LEAD system by statistical methodology report.

VII. Administrative Report

1. County Attorney - Consideration of Proposed Text Amendment to Animal Control Ordinance

Request that the Board of Commissioner provide feedback on a potential amendment to the Animal Control Ordinance

2. Sheriff's Office - Design-Build Applied Criteria for APS Adoption Center Project

Request the Board of Commissioners approve the design-build delivery method for the Sheriff's Office Animal Protective Services Adoption Center Project.

VIII. Board Appointments

1. Clerk to the Board - Board Appointment - Brunswick Business & Industry Development District 3

Request consideration of the appointment of Mr. Randy Moffitt to the Brunswick Business and Industry Development Board as a District 3 appointee.

2. Clerk to the Board - Board Appointment - Parks and Recreation District 1

Request the Board consider appointment to the Parks and Recreation Advisory Board.

3. Clerk to the Board - Board Appointment - Shallotte Planning Board ETJ Position

At the request of the Town of Shallotte Board of Alderman, consider approval of the Shallotte ETJ appointment of Amanda Dunn to the Planning Board.

4. Clerk to the Board - Board Appointment - Southeast Brunswick Sanitary District

At the request of the Southeast Brunswick Sanitary District, consider approval of the appointment of Mr. Robert Jarvis

5. Clerk to the Board - Board Appointment - Sunset Beach Planning Board ETJ Position

At the request of the Town of Sunset Beach Council, consider approval of the Sunset Beach ETJ appointment of Kevin Daugherty to the Planning Board.

IX. Other Business/Informal Discussion

X. Adjournment