BRUNSWICK COUNTY BOARD OF COMMISSIONERS
OFFICIAL MINUTES
REGULAR MEETING
February 17, 2025
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 Mike Forte - Chairman Commissioner J. Martin Cooke, Vice – Chairman Commissioner Randy Thompson Commissioner Pat Sykes Commissioner Frank Williams
STAFF:	Steve Stone, County Manager Bryan Batton, County Attorney David Stanley, Deputy County Manager Niel Brooks, Deputy County Manager Aaron Smith, Finance Director Daralyn Spivey, Clerk to the Board LeAnn Weigand, Executive Assistant/Deputy Clerk Meagan Kascsak, Communications Director Jim Hartsell, IT

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

II. INVOCATION/PLEDGE OF ALLEGIANCE

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

III. ADJUSTMENTS/APPROVAL OF AGENDA

Chairman Forte requested adjustments to include the addition of an Information Technology – Approval of TEGO Agreement and Signatory Authority under Administrative Report VIII.3.

Commissioner Williams made the motion to approve the amended agenda to include the addition of the Information Technology item above. Commissioner Sykes seconded the motion and passed unanimously (5 to 0).

IV. PUBLIC COMMENT

Ms. Mary Anne Harris addressed the Board regarding dogs that live outside year around and protecting those animals by strengthening the existing ordinances.

V. APPROVAL OF CONSENT AGENDA

Vice - Chairman Cooke made the motion to approve the Consent Agenda. The motion was seconded by Commissioner Thompson and passed unanimously (5 to 0).

1. **Clerk to the Board – JCPC Roster Changes and Approval**

The Board approved the current roster for the Juvenile Crime Prevention Council dated January 16, 2025

2. **Clerk to the Board – Meeting Minutes – January 21, 2025, Goals and Objectives Workshop and the February 3, 2025, Regular Meeting**
   The Board approved the Minutes of January 21, 2025, Goals and Objectives Workshop and February 3, 2025, Regular Meeting.

3. **County Attorney – Coastal Haven Subdivision Phase 1 Deed of Dedication**
   The Board accepted the deed of dedication for water and sewer infrastructure for the Coastal Haven Subdivision, Phase 1.

4. **Finance Fiscal Items**
   The Board approved Budget Amendments, Capital Project Ordinances, and Fiscal Items of a routine nature to include the following:

   -Financial Reports for January 2025 (unaudited)
   Summary Information for General and Enterprise Funds, ARPA, and Opioid project statuses, key revenue indicators, and Cash and Investments details are included. All year-to-date fiscal reports are provided at: https://brunswickcountync.gov/finance/reports

   -Public Housing Port-In Revenues Budget Amendment
   The Board appropriated port-in voucher revenue and port-in admin fee revenue due to limited funding, BC Public Housing Agency was directed by HUD to stop issuing new vouchers, thus, the PHA is required to accept voucher holders who moved to the area as Port In instead of absorbing them. As a result, these voucher holders are porting into the county. The change requires the department to amend the budget to accept the pass-through funds for these voucher holds. The Board approved the amendment of the Port In Revenue and Expense to $10,000 each and Port In Admin fees to $1000.

   -Utilities Property Purchase - NWWTP Reservoir
   The Board approved the current request to include November 2024, Board approval to pursue the condemnation of reservoir property. This raw water reservoir would supply water to the Northwest Water Treatment Plant if needed. Additionally, the reservoir could be used to stabilize the raw water supply from the Kings Bluff Transmission System, helping to increase the LCFWSA system capacity from peak to average daily capacity, which is currently 96 MGD. The budget amendment and associated capital project ordinance appropriates $1,000,000 of designated capital reserves and $815,000 of undesignated reserves for the condemnation of land for a BC Utility System reservoir.

5. **Finance – Financial Software Provider Agreement**
   The Board approved the Solutions and Support Agreement with CentralSquare Technologies.

6. **Human Resources – Renewal of Dental Insurance**
   The Board approved the renewal of the dental insurance with Delta Dental and authorized the County Manager to execute the required renewal documentation.

7. **Parks and Recreation – Global Fence and Supply LLC – Perimeter Chain Link Fencing and Automated Gates at Various Brunswick County Parks and Recreation Locations**
   The Board approved the construction agreement with Global Fence and Supply in the amount of $97,264.40.

8. **Risk Management – ARPA Funds Appropriation for Risk Management CPR Training Mannequins**

The Board approved the appropriation of ARPA funds for the purchase of Risk Management CPR training mannequins.

9. **Sheriff's Office – SCAAP Grant Award**
   The Board accepted the award from the BJA Fy2024 State Criminal Alien Assistance Program (SCAAP) grant in the amount of $39,556 with no county match requirement.

10. **Tax – Annual Tax Advertisement Order for 2024 Unpaid Taxes**
    The Board approved the advertisement for the 2024 unpaid taxes on real property.

11. **Tax – February 2025 Releases**
    The Board approved the February 2025 releases.

12. **Utilities – 211 WTP Sludge Removal Contract – Kenneth McClain Landscaping, LLC**
    The Board approved the service agreement with Kenneth McClain Landscaping LLC in the amount of $134,550.

13. **Utilities – Bolton and Menck PSA – Sturgeon Lift Station Rehabilitation**
    The Board authorized the Chairman and the Clerk to the Board to execute the Professional Services Agreement with Bolton & Menk in the mount of $123,440 for engineering related services for the Sturgeon Creek Lift Station Rehabilitation Project.

VI. **PRESENTATIONS**

No Presentations

VII. **PUBLIC HEARING**

1. **Planning – UDO Text Amendment – Accessory Dwellings**
   Marc Pages, Principal Planner, requested the Board consider amending the Brunswick County Unified Development Ordinance (UDO) to remove the minimum lot area requirement for accessory dwelling units (ADU). Both Staff and the Planning Board supports the amendment.

   Commissioner Williams made the motion to open the Public Hearing at 6:14 p.m. Commissioner Sykes seconded the motion and passed unanimously (5 to 0).

   Cecily Lomar spoke her objection not with the content but with the process of hearing the amendment.

   Hearing no other comments from the public, Commissioner Williams made the motion to close the public hearing at 6:17 p.m. Commissioner Cooke seconded the motion and passed unanimously (5 to 0).

   Commissioner Williams made the motion to accept the amendment and that it meets the consistency statement as follows:

   Consistency Statement

   Per NCGS, zoning regulations shall be made in accordance with a comprehensive plan. Prior to adopting or rejecting any zoning amendment (including map and text amendments), a statement regarding plan consistency shall be adopted.

   This request is consistent with the goals, recommendations, and policies of the following plans adopted by Brunswick County and is reasonable and appropriate based upon the following findings:

   - Support efforts to increase workforce and affordable housing.

- Expand housing choices within Brunswick County to respond to changing preferences and to increase housing affordability in the county.

Vice – Chairman Cooke seconded the motion to approve the text amendment. The motion failed with a vote of 3-2 with the poll as follows:

Commissioner Thompson: Nay
Commissioner Forte: Nay
Commissioner Cooke: Aye
Commissioner Sykes: Nay
Commissioner Williams: Aye

VIII. ADMINISTRATIVE REPORT

1. **Utilities – H2GO**
Mr. Nichols, Utility Director, reported that H2GO has requested the waterlines that are currently owned but not in use by Brunswick Public Utilities be transferred to H2GO. This line is near Brunswick Forest where H2GO currently provides water.

Commissioner Williams made a motion to approve the transfer of this line to H2GO. Motion failed with no second.

Commissioner Williams withdrew his motion to approve the transfer and restated his motion to table this for consideration at the March 17, 2025, Regular Meeting. Vice – Chairman Cooke seconded the motion to table and passed unanimously (5 to 0).

2. **Utilities – Succession Planning and Meter Only Installation Backlog Reduction**
Mr. Nichols requests the Board consider the approval of additional staff, materials and equipment to facilitate the reduction of the meter-only installation backlog and to provide a succession plan for the Northwest Water Treatment Facility.

Commissioner Sykes made the motion to approve the Northwest Water Treatment Plant Deputy Director position and table, until the March 17, 2025, Regular Meeting, the remaining items. The motion failed for a lack of a second.

Commissioner Sykes made the motion to add the three (3) positions needed to address the meter backlog, a fee of $2,000 for the damaged meter box replacement to be charged to the person making the application and add one (1) Deputy Director position for the Northwest Water Treatment Facility. Commissioner Thompson seconded the motion and passed unanimously (5 to 0).

3. **Information Technology – Approval of TEGO Agreement and Signatory Authority**
*Clerk's Note: This is the item that was added as an Amendment to the Agenda at the beginning of the meeting.

Due to the impending tariff imposed by the Federal Government, Cindy Hewett, IT Director, requests the Board to review and approve IT's Compute, Storage, and Virtualization Environment Upgrade proposal from TEGO Data Systems LLC and grant signatory authority to County Manager Steve Stone.

Commissioner Williams made the motion to approve the proposal as presented. Commissioner Sykes seconded the motion and passed unanimously (5 to 0).

IX. BOARD APPOINTMENTS

1. **Clerk to the Board – Board Appointment – Shallotte Planning Board ETJ Position**

Chairman Forte made the motion to approve the appointment of Amanda Dunn to the Shallotte Planning Board as the ETJ appointee. Vice – Chairman Cooke seconded the motion and passed unanimously (5 to 0).

2. **Clerk to the Board – Board Appointment – JCPC**
   Vice – Chairman Cooke made the motion to appoint Ms. Rachel Saunders to the vacated seat on the Juvenile Crime Prevention Council. The former Board of Commissioners appointee, Erin Rutkowski, was appointed in the capacity as the Brunswick County School Board appointee in January creating this vacancy. Commissioner Williams seconded the motion and passed unanimously (5 to 0).

X. OTHER BUSINESS/INFORMAL DISCUSSION

Commissioner Thompson:
Rowan County currently funds Volunteer Fire Departments and Brunswick County should look to them to find solutions. Volunteer Fire Departments are responding to calls without compensation while simultaneously saving costs with EMS not requiring to be dispatched as a result.

Update on the status of the Community Paramedicine Program.

The lack of assistance to the Volunteer Fire Departments during PTC8 needs to be corrected to determine the extent of any funds that could be utilized because of the state and federal declarations, whether or not recovery of funds can be secured.

Historically funding for volunteer fire departments and fire fees has been discussed but no action has been taken, and the county is beginning the budget process. Information needs to be brought forward regarding any resolution.

Concerns with the EMS organization becoming a rescue-based versus a medical services-based organization and would like a copy of an organizational chart to reference.

Concerns about the need for the fire departments to bring grant funding not related to the county government to the oversight committee.

XI. ADJOURNMENT

Vice – Chairman Cooke moved to adjourn the meeting at 7:28 p.m. The motion was seconded by Commissioner Williams and passed unanimously (5 to 0).

Mike Forte, Chairman
Brunswick County Board of Commissioners

Attest:

Daralyn Spivey
Daralyn Spivey, NCCCC, CMC
Clerk to the Board

BRUNSWICK COUNTY
NORTH CAROLINA