

**BRUNSWICK COUNTY BOARD OF COMMISSIONERS
OFFICIAL MINUTES
REGULAR MEETING
May 5, 2025
3:00 P.M.**

The Brunswick County Board of Commissioners met in Regular Session on the above date at 3:00 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
Currie Elkins, IT
Lt. Nathan Hester, 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 Forte called the meeting to order at 3:00 p.m.

II. INVOCATION/PLEDGE OF ALLEGIANCE

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

III. ADJUSTMENTS/APPROVAL OF AGENDA

Mr. Stone requested two (2) amendments to the agenda to include an additional item under Administrative Report as Item VII2 Administration – NC Department of Military and Veterans Affairs Grant and as VI3 Administration – NC Forestry Update tot eh Sunset Rd Wildfire in Boiling Spring Lakes.

Commissioner Williams made the motion to approve the amended agenda. Commissioner Sykes seconded the motion and passed unanimously (5 to 0).

IV. PUBLIC COMMENT

Mr. Albert Harrison spoke about his concerns with water quality for those who have wells in the County.

Ms. Marilyn Shapiro spoke about her support of the Brunswick County Library system and the programming it offers.

V. APPROVAL OF CONSENT AGENDA

Commissioner Williams made the motion to approve the Consent Agenda with the changes that he requested to Item V5 below and heard no objection from other members of the Board or Staff. The motion was seconded by Vice - Chairman Cooke and passed unanimously (5 to 0).

1. Clerk to the Board – Meeting Minutes – April 7, 2025, Regular Meeting, April 17, 2025, Special Meeting, and April 21, 2025, Regular Meeting

The Board approved the Meeting Minutes of April 7, 2025, Regular Meeting, April 17 Special Meeting April 21, 2025, Regular Meeting.

2. Clerk to the Board – NACo Voting Delegate

The Board approved the appointment of Commissioner Williams, who is attending the 2025 NACo Annual Conference, as the Brunswick County Voting Delegate in matters before that Board.

3. County Attorney- Modification to the Brunswick County Contracting and Purchasing Policy

The Board adopted the proposed modification to include those drafted by Commissioner Williams and submitted via email.

4. County Attorney – Wood Creek Ph. 1 Water Deed of Dedication

The Board accepted the deed of dedication for water infrastructure for Wood Creek, Ph. 1.

5. EMS – Purchase 800 MHZ Radios from Motorola Solution

The Board approved the purchase of 800mhz radios for EMS from Motorola Solutions.

6. Finance – First national Bank – Treasury Management – Master Services Agreement

The Board approved a master services agreement with First National Bank and the approved Steven T. Stone, County Manager and Aaron C. Smith, Finance Director as authorized representatives of Brunswick County.

7. Finance - Fiscal Items

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

- FY26 JCPC Certification & Annual County Plan

The Board approved the FY2025-26 JCPC Certification, Annual Plan which includes Program Agreements and the FY25-26 Funding Allocation for the Juvenile Crime Prevention Council funded by, and to include needed resources from, the Department of Public Safety, Juvenile Justice and Delinquency Prevention: Brunswick County Juvenile Crime Prevention Council (JCPC) needs the County Commissioner's approval for programs funded annually. Programs recommended for funding for FY25-26 are: Brunswick County Restitution, Community Service, & Teen Court Program \$140,076, Providence Home \$13,500, Guiding Good Choices (GGC) & Systematic Training for effective Parenting (STEP) by Coastal Horizons \$41,342, A.R.T. by Coastal Horizons \$39,068, and JCPC Administration \$8,500. The total FY25-26 Brunswick County JCPC annual funding plan is \$242,486.

-Environmental Health Insurance Proceeds Budget Amendment

Appropriated \$2,810 of insurance proceeds for the repair of Health vehicle H1850.

-Environmental Health State Revenues Budget Amendment

Appropriated \$23,426 of additional state revenues for Food and Lodging inspections above the originally budgeted amount. These funds will be utilized to maintain appropriate supplies needed for Food and Lodging inspections.

-Maternal Health Clinic Fees Budget Amendment

Appropriated clinic fees of \$619 in Maternal Health for anticipated provider expenditures that increased due to the larger maternal health client case load.

- 8. **Soil & Water – Division of Soil and Water District Master Agreement 2024-2028**
The Board approved the 2024-2028 District Master Agreement contract awarded by the NCDA&CS Division of Soil & Water Conservation. Funding agreement period is effective July 1, 2024, through June 30, 2028.

- 9. **Utilities – Approval of Heyward Incorporated contract for purchase of Seepex Pumps Under Sole Source Exception.**
The Board approved a bidding exception and contract in the amount of \$97,460.82 with Heyward Inc. for the purchase of Seepex pumps. The Resolution reads as follows:

RESOLUTION AUTHORIZING PURCHASE OF ATAD FEEDER PUMPS BY SEEPEX INC. UNDER SOLE SOURCE EXCEPTION TO FORMAL BIDDING REQUIREMENTS

WHEREAS, N.C.G.S 143-129(e)(6), Procedure for Letting of Public Contracts, allows for the waiver of formal bidding requirements for purchases of apparatus, supplies, materials, or equipment when performance or price competition for a product are not available, or a needed product is available from only one source of supply, or standardization or compatibility is the overriding consideration; and

WHEREAS, Brunswick County Public Utilities operates the West Brunswick Regional Wastewater Treatment Plant ("WBRWWTP"), which requires reliable and continuous operation of advanced treatment systems to ensure compliance with environmental regulations and the protection of public health; and

WHEREAS, the WBRWWTP employs an Autothermal Thermophilic Aerobic Digestion ("ATAD") process, which relies on specialized feeder pumps to manage the precise and consistent delivery of sludge to the treatment system; and

WHEREAS, the SEEPEX® brand ATAD feeder pumps currently in use at the WBRWWTP are engineered to integrate with the existing ATAD process equipment and control systems ensuring optimal performance, efficiency, and system compatibility; and

WHEREAS, SEEPEX Inc. is the original equipment manufacturer of the aforementioned ATAD feeder pumps and has designated Heyward-Charlotte Incorporated as its exclusive and sole representative and distributor of the equipment, parts, service, and training for the entire SEEPEX Inc. product line, including the ATAD feeder pumps and replacement parts, for all of North Carolina and South Carolina; and

WHEREAS, the governing board must approve the purchase under this bidding exemption prior to awarding the contract.

NOW, THEREFORE BE IT RESOLVED, that the Brunswick County Board of Commissioners approves the purchases described herein utilizing the exception to formal bidding requirements contained in N.C.G.S. 143-129(e)(6) and finds that the conditions described in that statute have been met.

Adopted this, the 5th day of May, 2025.

Mike Forte, Chairman
Brunswick County Board of Commissioners

Attest:
Daralyn Spivey, NCCCC, CMC
Clerk to the Board of Commissioners

10. Utilities – East Coast Construction, Inc – Town of Navassa Wastewater Collection System Rehabilitation Project (DWI Project No. SRP-W-0186)

The Board approved the appropriations, authorizes staff to issue a Notice of Award, authorizes the Chairperson and Clerk to execute the contract with East Coast Contracting, Inc., in the amount of \$3,313,797.56 for the construction of the Town of Navassa Wastewater Collection System Rehabilitation Project (DWI Project No. SRP-W-0186) and authorizes the use of \$1,150,000 in County Funds to supplement the N.C. Department of Environmental Quality Clean Water State Reserve Grant (SRP) funding for the repair and rehabilitation of the Town of Navassa Wastewater Collections System.

VI. PRESENTATIONS

1. Code Administration – Building Safety Month Proclamation

Vice – Chairman Cooke read and made the motion to approve the below proclamation. Commissioner Williams seconded the motion and passed unanimously (5-0). The Proclamation reads as follows:

**PROCLAMATION DESIGNATING MAY AS BUILDING SAFETY MONTH IN
BRUNSWICK COUNTY, NORTH CAROLINA**

WHEREAS, Brunswick County is committed to recognizing that our growth and strength depends on the safety and essential role our homes, buildings and infrastructure play, both in everyday life and when disasters strike, and;

WHEREAS, our confidence in the resilience of these buildings that make up our community is achieved through the devotion of vigilant guardians—building safety and fire prevention officials, architects, engineers, builders, tradespeople, design professionals, laborers, plumbers and others in the construction industry—who work year-round to ensure the safe construction of buildings, and;

WHEREAS, these guardians are dedicated members of the North Carolina Building Inspectors Association and certified by the Office of State Fire Marshal, who are experts in the built environment to create and implement the highest quality codes and standards to protect us in the buildings where we live, learn, work and play, and;

WHEREAS, these modern building codes and standards include safeguards to protect the public from hazards such as hurricanes, snowstorms, tornadoes, wildland fires, floods and earthquakes, and;

WHEREAS, Building Safety Month is recognized by the International Code Council to remind the public about the critical role of our communities' largely unknown protectors of public safety—our code officials—who assure us of safe, sustainable and affordable buildings that are essential to our prosperity, and;

WHEREAS, each year, in observance of Building Safety Month, people all over the world are asked to consider the commitment to improve building safety, resilience and economic investment at home and in the community, and to acknowledge the essential service provided to all of us by local, state, tribal, territorial, and federal building safety and fire prevention departments, in protecting lives and property.

NOW, THEREFORE, BE IT RESOLVED, by the Brunswick County Board of Commissioners do hereby proclaim May 2025 as Building Safety Month and call up all citizens and businesses to acknowledge and thank the building officials, fire officials and permit technicians for the selfless work they perform every day in keeping Brunswick County a safe place to live and grow.

Proclaimed, this the 5th day of May, 2025

Mike Forte, Chairman

Attest:
Daralyn Spivey, NCACC, CMC
Clerk to the Board

- 2. **Utilities – Source Water Resiliency and Response Plan (SWRRP)**
Commissioner Williams made the motion to approve the Source Water Resiliency and Response Plan (SWRRP) and authorized the Brunswick County Public Utilities Director to certify the plan as required by the North Carolina Administrative Code rule for Source Water Protection Planning. Commissioner Sykes seconded the motion and passed unanimously (5-0).
- 3. **N. C. Forestry Report – Sunset Road Fire, Boiling Spring Lakes Status**
Alan Matthews updated the Board on the latest statistics from the Sunset Road Fire in Boiling Spring Lakes. The fire currently has burned 1369 acres with an expectation of that number to increase, ten percent (10%) containment and has a total of 73 personnel with the incident management team.

VII. ADMINISTRATIVE REPORT

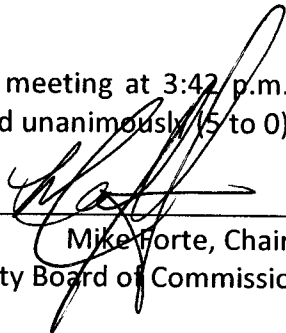
- 1. **Administration – Renewal of Agreement with Ward and Smith P.A.**
The Board received information regarding the renewal agreement for services related to governmental matters with Ward and Smith P.A. Chairman Forte made the motion to approve the agreement. Commissioner Thompson seconded the motion. The vote for approval passed (4 to 1) in favor. The poll is as follows:
Commissioner Thompson: Aye
Commissioner Forte: Aye
Commissioner Cooke: Aye
Commissioner Sykes: Nay
Commissioner Williams: Aye
- 2. **Administration – N.C. Department of Military and Veterans Affairs Grant**
Mr. Stanley presented grant information that was applied for and requested the Commissioners to review and accept the awarded grant of \$18,288.97 from the NC Department of Military and Veteran Affairs and delegate signing authority to the County Manager. Vice - Chairman Cooke made the motion to approve the request. Commissioner Sykes seconded the motion with all in favor (5-0).

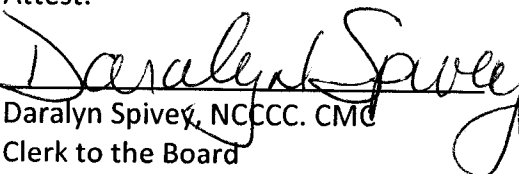
VIII. OTHER BUSINESS/INFORMAL DISCUSSION

Commissioner Thompson: Recommended that the County use a one-time general fund allocation to establish a 24-hour operation for all fire districts of a standard crew determined by the Fire Administrator to protect the citizens of Brunswick County while future funding options are determined. Administration should return with a formal recommendation going forward. No other action taken at this time.

IX. ADJOURNMENT

Vice – Chairman Cooke made the motion to adjourn the meeting at 3:42 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, NCCCC, CMC
Clerk to the Board

