BRUNSWICK COUNTY BOARD OF COMMISSIONERS
OFFICIAL MINUTES
REGULAR MEETING
September 15, 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 Randy Thompson Commissioner J. Martin Cooke, Vice - Chairman 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 Currie Elkins, IT Lt. 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 6:00 p.m.

II. INVOCATION/PLEDGE OF ALLEGIANCE

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

III. ADJUSTMENTS/APPROVAL OF AGENDA

Commissioner Sykes requested to move item V.1 Presentation - Clerk to the Board – Presentation Honoring the South Brunswick (Southport/Oak Island All-Stars) Dixie Youth Baseball Division 2 Majors World Series Championship before Public Comment. Commissioner Williams made the motion to approve the amended agenda. Commissioner Thompson seconded the motion and passed unanimously (5 to 0).

VI. PRESENTATION -Amended

1. **Clerk to the Board – Presentation Honoring the South Brunswick (Southport/Oak Island All-Stars) Dixie Youth Baseball Division 2 Majors World Series Championship**
   Commissioner Sykes read and made the motion for approval of the following Proclamation:

PROCLAMATION HONORING THE SOUTH BRUNSWICK (SOUTHPORT/OAK ISLAND ALL-STARS) DIXIE YOUTH BASEBALL DIVISION 2 MAJORS WORLD SERIES CHAMPIONSHIP

WHEREAS, the sport of baseball expresses the heart and character of America and for many years has been properly recognized as our Nation's pastime; and

WHEREAS, Dixie Youth Baseball is a program of service to the youth of our community, dedicated to teaching sportsmanship and the competitive will to win, as well as furthering physical fitness and well-being through healthful community activity to provide valuable training for the participants and entertainment for the spectators; and

WHEREAS, Brunswick County is extremely proud to be the home of the South Brunswick (Southport/Oak Island All Stars) Dixie Youth Baseball, Division 2 Majors World Series Champions which has served the youth of Brunswick County and the surrounding communities for many years; and

WHEREAS, the Southport Oak Island Dixie Youth Baseball team is comprised of Jake Emmons, Jackson Cook, Beau Casey, Jameson Templeman, Charlie Morris, Levi Owens, Carson (Curly) Strawderman, Garrison Broadwell, Ethan Boone, and Braxton Bryant along with the coaching staff of Charlie Morris, Doug Kiger, and Wes Emmons. Additional recognition goes to Beau Casey for receiving the highest batting championship with an outstanding .773 batting average.

NOW, THEREFORE, the Brunswick County Board of Commissioners, wishes to congratulate the 2025 Dixie Youth Baseball Division 2 Majors World Series Champions and urge all citizens to recognize the excellent standard these talented young men have set with their commitment and dedication to their sport along with the dedication and support of their coaches and parents.

Proclaimed this, the 15th day of September 2025.

Mike Forte, Chairman
Brunswick County Board of Commissioners

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

Vice - Chairman Cooke seconded the motion and passed unanimously (5 to 0).

IV. PUBLIC COMMENT

Carl Parker spoke to his concerns regarding clean water for all citizens of Brunswick County.

Phil Norris spoke to his concerns regarding the Carolina Bay Parkway route currently being considered by NCDOT.

Amy Johnson spoke to her concerns regarding water availability on Albright and Brown Roads.

Robert Fulton spoke to his concerns regarding the stormwater utility listed on the agenda.

V. APPROVAL OF CONSENT AGENDA

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

1. **Clerk to the Board – JCPC Approval of Rachel Crowder as the Local Health Director Designee**
   The Board approved Rachel Crowder as the Local Health Director Designee to the Juvenile Crime Prevention Commission (JCPC).

2. **Clerk to the Board – Meeting Minutes – September 2, 2025, Regular Meeting**

The Boad approved the Meeting Minutes of the September 2, 2025, Regular Meeting.

3. **Code Administration – Reorganization of Code Administration Leadership Structure**
The Board approved the reorganization of the leadership positions within the Code Administration Department to improve organizational structure and efficiency.

4. **EMS – Emergency Transportation Associates, LLC Ambulance Purchase Contract**
The Board approved the contract to purchase two (2) ambulances for Emergency Medical Services from Emergency Transportation Associates, LLC.

5. **EMS – Galls, LLC Agreement**
The Board approved the EMS agreement with Galls, LLC.

6. **EMS – Stryker Medical Equipment Contract**
The Board approved the Emergency Medical Services contract with Stryker Medical Equipment.

7. **Finance – Fiscal Items**
The Board approved Budget Amendments, Capital Project Ordinances, and Fiscal Items of a routine nature as indicated below:

-Health Car Seat Donations Budget Amendment
Appropriated $700 of funds donated as part of Early College High School Key Club student project to purchase car seats for parents unable to afford this necessary item. The Health Services Car Seat Coordinator plans to purchase as many car seats and related supplies as possible and distribute on a first-come, first-serve basis once client needs have been verified.

-PTC8 FEMA Reimbursable
Board Meeting 09/15/2025 - Appropriated budget for FEMA reimbursable expenses for mutual aid support for PTC8 emergency protective measures in the amount of $9,418.00.

8. **Finance – Superior Court Judge – SAMHSA Brunswick County Treatment Court Grant – YR3 Continuation**
The Board approved the budget appropriation and contract agreements for treatment providers, trial court coordinators, and data evaluation for YR 3 of the Substance Abuse and Mental Health Services Administration (SAMHSA). The Treatment Court Grant is a five-year, $2M award with a budget of $400k awarded annually. Continuation for YR 3 grant period 9/30/25-9/29/26 is currently being reviewed by DOGE, which is delaying the timing of issuance for Notice of Award. The notice of award is accepted by requesting the first draw. If this document has not been approved and received from SAMHSA by the date of the board action, we also request authorization to proceed with the first draw, subject to review and approval by the County Attorney's office. All agreements shall also be subject to the notice of award.

9. **Information Technology – Laserfiche – Master Services Agreement with MCCi, LLC and End User License Agreement with Laserfiche**
The Board approved an auto-renewing Master Services Agreement with MCCi, LLC (Municipal Code Corporation Innovations) and an End User License Agreement with Laserfiche for all recurring Laserfiche software licensing, maintenance support, subscriptions and/or other service packages, This SMA and EULA replace the original MSA dated 2006.

10. **Operation Services – Tip Fee Exemption Request**
The Board approved a tip fee exemption at the Brunswick County Landfill for Kenneth Alric Gore, American Legion Post 550, Inc. and Gospel Center Baptist Church.

11. Sheriff's Office – Communication Specialists Sole Source Resolution and Agreement

The Board approved the Sole Source Resolution and associated agreement with Communication Specialist to facilitate a project approved as part of the FY26 budget request. The Resolution reads as follows:

RESOLUTION AUTHORIZING PURCHASE OF PUBLIC SAFETY COMMUNICATIONS TOWER EQUIPMENT 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 purchase 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 and the Brunswick County Sheriff's Office 911 Communications maintain and support a series of towers in the County that assist in the facilitation of public safety communications and notifications; and

WHEREAS, there are needs to establish and maintain redundant systems to support the primary communications systems and its associated towers; and

WHEREAS, Communication Specialists Company, Inc. has extensive background and history in the initial implementation, maintenance, and support of this equipment at all tower locations throughout the County, including the initial site of the Coastal Repeater System; and

WHEREAS, further additions and upgrades to the system, including a new install at the Ash-Waccamaw Tower Site, must be compatible with existing equipment; and

WHEREAS, Communication Specialists Company, Inc. remains the primary vendor with the ability to maintain standardization and compatibility of these tower sites, as well as future related tower projects, to ensure such compatibility with existing infrastructure; 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 15th day of September 2025.

Mike Forte, Chairman
Board of Commissioners

Attest:
Daralyn Spivey NCCCC, CMC
Clerk to the Board

12. Tax – September 2025 Tax Releases

The Board approved the tax releases for September 2025.

13. Utilities - Approval of Baynor Construction Contract for Long-Side Taps
The Board approved a contract with Baynor Construction, Inc. for the installation of water and sewer taps for an amount not to exceed $336,000.00.

14. Utilities – Approval of Contract with Univar Solutions USA, LLC for Wastewater Treatment Chemical Sodium Hypochlorite
The Board approved a contract with Univar Solutions USA, LLC in the amount of $289,674.68 for the purchase and delivery of sodium hypochlorite used in wastewater treatment.

15. Utilities – Chemtrade Chemicals – Wastewater Treatment Chemical Contract
The Board approved a contract with Chemtrade Chemicals in the amount of $82,120.50 for the purchase and delivery of aluminum sulfate for wastewater treatment with two (2) options to renew.

16. Utilities – Crowder – Change Order No. 1- WBR Biosolids Processing and Storage Facility Project
The Board approved Change Order No. 1 for the West Brunswick Regional Biosolids Processing and Storage Facility Project, extending the project completion date by 328 calendar days, with no change to the contract amount.

17. Utilities – DEP Memorandum of Understanding
The Board approved the Memorandum of Understanding with Duke Progress Energy to further evaluate wastewater treatment options and the mutually beneficial use of property and facilities.

18. Utilities – Grant Application Evaluation – North Mulberry Waterline Extension Project (CDBG-I Grant)
The Board approved the Brunswick County Grant Application Evaluation Form for the N. Mulberry Water Line Extension Project, signing of the resolution authorizing Brunswick County to apply for a CDBG grant for the Project, committing to operate and maintain the system in compliance with all requirements, authorized the County Manger to execute necessary documents, and permits staff to submit the required application and background data. The Resolution reads as follows:

RESOLUTION AUTHORIZING GRANT APPLICATION FOR THE NORTH MULBERRY ROAD WATER LINE PROJECT

WHEREAS, Title I of the Federal Housing and Community Development Act of 1974, as amended, has established the U.S. Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Program and has authorized the making of grants to aid eligible units of government in funding the cost of construction, replacement, or rehabilitation of water and wastewater infrastructure; and

WHEREAS, the North Carolina Department of Environmental Quality (NCDEQ) Division of Water Infrastructure (DWI) was delegated the authority by the State legislature to administer the water and wastewater infrastructure portion of the State grant monies received from the U.S. HUD Small Cities (States) CDBG program by Session Law 2013-360, Section 15.15(a) as amended by Section 5.3 of Session Law 2013-363; and

WHEREAS, Brunswick County has a need for and intends to implement a construction project described as the North Mulberry Road Water Line Project; and

WHEREAS, Brunswick County intends to request State grant assistance for the Project.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF BRUNSWICK COUNTY, NORTH CAROLINA:

That Brunswick County, the Applicant, will adopt and place into effect on or before completion of the Project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system.

That the Applicant will provide for efficient operation and maintenance of the Project upon completion of construction thereof.

That Steven T. Stone, County Manager, the Authorized Representative, and successors so titled, is hereby authorized to execute and file an application on behalf of the Applicant with the State of North Carolina for a grant to aid in the construction of the Project described above.

That the Authorized Representative, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the Project; to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the Applicant has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, ordinances, and funding conditions applicable to the Project and to Federal and State grants and loans pertaining thereto.

Adopted this, the 15th day of September, 2025.

Mike Forte, Chairman
Brunswick County Board of Commissioners

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

19. Utilities – Polydyne Inc. – Wastewater Treatment Chemical Contract

The Board approved a contract with Polydyne Inc. in the amount of $69,000 for the purchase and delivery of polymer for wastewater treatment with two (2) options to renew.

20. Utilities – Vision Infrastructure Development Horizontal Directional Drills – George II Highway SE and Holden Beach Rd – PTC #8

The Board approved a budget amendment and authorized the Chairman and Clerk to the Board to execute a contract with Vision Infrastructure Development, in the amount of $198,750.00 for the installation of horizontal directional drills (HDDs) located on George II Highway SE and Holden Beach Rd.

21. Utilities – Vision Infrastructure Development Horizontal Directional Drills – St. James – PTC #8

The Board authorized the Chairman and the Clerk to the Board to execute a contract with Vision Infrastructure Development, in the amount of $198,750.00 for the installation of horizontal directional drills (HDDs) located within the Town of St. James.

22. Utilities – Water Treatment Chemical Supplier Agreement – TSM Enterprises Group Inc.

The Board approved the Supplier Agreement with TSM Enterprises Group Inc. in the amount of $280,000 for sodium chlorite used for water treatment.

VI. **PRESENTATIONS** – Amended as approved in the Adjustments/Approval of Agenda above.

2. Information Technology

Cindy Hewett, Director of Information Technology introduced Mr. Hardik Patel of Chapel Hill, President, and Ms. Helen Nelson of New Hanover County, President Elect, of the North Carolina Local Government Information Systems Association (NCLGISA) who presented to Brunswick County Information Technology Department the "Above and Beyond Award" for IT services rendered during the immediate aftermath of Hurricane Helene in September of 2024.

VII. **PUBLIC HEARING**

1. **Planning – Long Shore Road Closing**

Kirstie Dixon, Planning Director, requested the Board of Commissioners hold a Public Hearing regarding the closing of a portion of Long Shore Road.

Commissioner Sykes made the motion to open the Public Hearing at 6:40 p.m. Vice – Chairman Cooke seconded the motion.

Diane and Kent Miller are the applicants and spoke in favor of the closing of a portion of Long Shore Road.

Hearing no further comments, Vice - Chairman Cooke made a motion to close the Public Hearing at 6:42 p.m. Commissioner Sykes seconded the motion and passed unanimously (5 to 0).

Commissioner Sykes made the motion to approve the resolution closing of a portion of Long Shore Road. Commissioner Thompson seconded the motion and passed unanimously (5 to 0). The Resolution reads as follows:

BRUNSWICK COUNTY BOARD OF COMMISSIONERS
RESOLUTION OF INTENT TO CLOSE A PORTION OF LONG SHORE ROAD

WHEREAS, N.C General Statute 153A-241, provides for the closing of public roads or easements that are not within a municipality or under or supervision of NCDOT control and grants the power to adopt a Resolution of Intent and close a public road; and

WHEREAS, the public right-of-way road requested to be closed not under the supervision of NCDOT;

WHEREAS, the public road requested to be closed is located adjacent to Brunswick County Tax Parcel 230PG014; and

WHEREAS, the petitioner availed themselves of the law and petitioned the County to close a portion of a road right-of-way for Long Shore Road; and

WHEREAS, the petitioner seeks to close a portion of Long Shore Road right-of-way consisting of approximately 0.01 acres that measure 25.94 feet at its longest and 20.35 feet at its widest;

WHEREAS, the property is shown on the survey map drawn by Coastal Geomatics, dated June 3, 2025, consisting of 0.01 acres or 509 sq. ft. of land; and

WHEREAS, the Board of Commissioners held a public hearing to hear from all interested persons who appeared with respect to whether the closing would be detrimental to the public interest or to any individual property rights. Said hearing was held on the 15th day of September 2025, at 6:00 p.m. in the Commissioners Chambers of the Brunswick County Government Complex at 30 Government Center Dr., Bolivia, North Carolina; and

NOW, THEREFORE BE IT RESOLVED that the Brunswick County Board of Commissioners, as required by G.S. 153A-241, hereby declares it is satisfied that the closing is not contrary to the public interest and no individual owning property on the said road would be deprived of reasonable means of ingress and egress to his/her property and orders the closure of a portion of the public road right-of-way known as Long Shore Road.

Adopted on the 15th day of September 2025.

Mike Forte, Chairman
Board of Commissioners

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

VIII. ADMNISTRATIVE REPORT

1. **Administration – Brunswick Center at Waccamaw MOU**
   Mr. Stanley presented the Brunswick Center at Waccamaw Memorandum of Understanding (MOU) for consideration with the main changes from other Senior Center MOU's is the Sheriff Office and EMS both have assigned spaces within the building and utilities will not be charged in this facility. Commissioner Thompson made the motion to approve the MOU. Commissioner Williams seconded the motion and passed unanimously (5 to 0).

2. **Administration – Resolution for General Obligation School Bond Referendum Inclusion on the March 2026 Ballott**
   Commissioner Williams made the motion to table this item to a future date to be determined allowing for more information to be brought before this Board form the Bord of Education and placement on the General Election Ballot in November. Vice Chairman Cooke seconded the motion and passed unanimously (5 to 0).

3. **Administration – Stormwater Utility Feasibility Study**
   Mr. Brooks requested the Board authorize staff to prepare and issue a Request for Qualification (RFQ) from qualified firms to conduct a feasibility study for a potential Stormwater Utility not to exceed $50,000. Commissioner Williams made the motion to approve the issuance of the RFQ with Commissioner Thompson seconding and passing unanimously (5 to 0).

IX. OTHER BUSINESS/INFORMAL DISCUSSION

Chairman Forte:

Noted the passing of former County Commissioner and longtime active member of various boards and organizations throughout Brunswick County, Tom Rabon this week.

Commissioner Thompson:

Regarding Mr. Norris' request to pass a resolution about the current route of the Carolina Bay Parkway, Commissioner Thompson would like to hold that resolution until after the Public Hearing. Should the Board of Commissioners choose to move the resolution forward, it should encourage the NCDOT to review Mr. Norris' proposal.

X. ADJOURNMENT

Vice – Chairman Cooke made the motion to adjourn the meeting at 8:28 p.m. The motion was seconded by Commissioner Sykes 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