

**BRUNSWICK COUNTY BOARD OF COMMISSIONERS  
OFFICIAL MINUTES  
REGULAR MEETING  
APRIL 19, 2021  
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, Vice-Chairman  
Commissioner J. Martin Cooke  
Commissioner Pat Sykes  
Commissioner Frank Williams
- ABSENT:** Commissioner Randy Thompson, Chairman
- STAFF:** Randell Woodruff, County Manager  
Bob Shaver, County Attorney  
Steve Stone, Deputy County Manager  
David Stanley, Deputy County Manager  
Julie Miller, Finance Director  
Andrea White, Clerk to the Board  
Jared Galloway, Deputy Clerk to the Board  
Neal Galloway, MIS  
Meagan Kascsak, Communications Director

**Board Action, containing all items in this set of minutes, is filed within the Clerk to the Board’s office.**

**I. CALL TO ORDER**

Vice-Chairman Forte called the meeting to order at 6:00 p.m. and announced the absence of Chairman Thompson due to a family matter.

**II. INVOCATION/PLEDGE OF ALLEGIANCE**

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

**III. ADJUSTMENTS/APPROVAL OF AGENDA**

Vice-Chairman Forte asked for adjustments to the agenda.

Commissioner Williams requested the addition of a Special Presentation as item IV as part of his motion to approve the agenda as amended. The motion was seconded by Commissioner Cooke and passed unanimously (4 to 0 – Chairman Thompson being absent).

Commissioner Williams requested Commissioner Sykes to join him at the podium.

**IV. SPECIAL PRESENTATION *(Added under Adjustments/Approval of Agenda)***

Commissioner Sykes joined Commissioner Williams at the podium to receive a Resolution honoring her for her efforts establishing the Charters of Freedom settings in Brunswick County. Commissioner Williams noted that the resolution would be framed once signed by the Chairman.

Following the reading, Commissioner Williams moved to approve the resolution honoring Commissioner Sykes. The motion was seconded by Vice-Chairman Forte and passed unanimously (4 to 0 – Chairman Thompson being absent).

Commissioner Sykes expressed her enthusiasm while working on this educational project and hopes that the settings will benefit the citizens/students of Brunswick County.

**RESOLUTION HONORING COMMISSIONER PAT SYKES FOR HER EFFORTS  
ESTABLISHING THE CHARTERS OF FREEDOM SETTINGS IN BRUNSWICK COUNTY**

**WHEREAS**, the Charters of Freedom prominently displays full size replicas of our nation’s founding documents: the Declaration of Independence, the United States Constitution, and the Bill of Rights; and

**WHEREAS**, the Charters of Freedom settings are an invaluable historic, educational, and civic resource for the people of Brunswick County to enjoy and learn about their nation’s foundations and freedoms for decades to come; and

**WHEREAS**, Commissioner Pat Sykes spent countless hours over the past four years forming plans and organizing the placement of the Charters of Freedom settings in Brunswick County; and

**WHEREAS**, Commissioner Pat Sykes helped raise tens of thousands of dollars to ensure that the Charters of Freedom would be on permanent display in Brunswick County; and

**WHEREAS**, Commissioner Pat Sykes fostered partnerships and worked with business and civic organizations countywide to bring the Charters of Freedom to Brunswick County; and

**WHEREAS**, the Charters of Freedom settings in front of the Brunswick County Courthouse were officially dedicated Friday, April 16<sup>th</sup>, 2021, becoming the 34<sup>th</sup> Charters of Freedom settings installed outside of the U.S. National Archives in Washington, D.C.

**NOW, THEREFORE**, the Brunswick County Board of Commissioners honors Commissioner Pat Sykes for her passion and success in bringing the Charters of Freedom to Brunswick County.

This the 19th day of April, 2021.

Randy Thompson, Chairman  
Brunswick County Commissioners

Attest:  
Andrea White, NCCCC  
Clerk to the Board

**V. PUBLIC COMMENTS**

Vice-Chairman Forte briefly reviewed the Public Comments Policy and called those who had signed up to speak. The following individuals addressed the Board:

1. Peggy Traugh, resident of Oak Island, spoke regarding beach renourishment and requested that tourism revenue be reinvested in the Town’s beaches.
2. Nancy McMurray, resident of Oak Island, spoke regarding beach renourishment and requested that the County assist all oceanfront communities with beach renourishment.
3. Kerri McCullough, resident of Oak Island and representing the Oak Island Involved Citizens group, spoke regarding the 20-year, \$40 million beach renourishment project and inquired as to why funding is not received from the County and where funding can be found to maintain and protect the beaches.

Vice-Chairman Forte noted that Yasin Holland, representing Coastal Horizons’ Rape Crisis Center, was in attendance for Presentations and signed up for public comments in error.

**VI. APPROVAL OF CONSENT AGENDA**

Commissioner Williams moved to approve the Consent Agenda as presented. The motion was seconded by Commissioner Cooke and passed unanimously (4 to 0 – Chairman Thompson being absent). The following items were approved:

1. **Administration - Brunswick County Schools Leland Middle School HVAC Upgrade**  
Approved and authorized the Chairman to sign the Schneider Electric contract for Leland Middle School HVAC Upgrade in the amount of \$1,996,000, subject to County Attorney approval of the final contract.
2. **Clerk to the Board - Meeting Minutes**  
Approved the draft minutes from the April 5, 2021 Regular Meeting.
3. **Code Administration - City of Boiling Spring Lakes Interlocal Agreement**  
Approved an interlocal agreement with the City of Boiling Spring Lakes for the County to provide all necessary building code administration, plan review, and enforcement services (“Services”) to the Municipality for a construction and renovation project at South Brunswick High School and South Brunswick Middle School in accordance with all applicable laws, rules, and regulations.
4. **Communications Department - Amendment to FY22 Mission, Vision, Goals, and Focus Areas**

Approved an amendment to the Respect value currently in the adopted Fiscal Year 2021-2022 Mission, Vision, Goals, and Focus Areas to include the protection and preservation of our residents' personal rights and freedoms at every level of government.

5. **County Attorney - Declaration of Surplus Property**  
Declared Parcel 142CE010, obtained by the County through tax foreclosure, as surplus property to be placed on the County website for possible future purchase:
6. **County Attorney - Northern Lights, Phase 2 DOD**  
Accepted the Deed of Dedication for water and sewer infrastructure in Northern Lights, Phase 2.
7. **Finance - Fiscal Items**  
Approved the following Budget Amendments, Capital Project Ordinances, and Fiscal Items of a routine nature:
  - **Brunswick Community College Foundation Grant Budget Amendment**  
Transferred \$15,312 of Commissioner's contingency for the Brunswick Guarantee Administrative and Marketing costs for academic year 2020-2021 over the \$350,000 budgeted amount.
  - **Spring 2021 Lockwood Folly Inlet Dredging Project Budget Amendment**  
Appropriated \$34,382 of local shared revenues from Town of Holden Beach and Town of Oak Island and transferred \$34,383 to Lockwood Folly and Shallow Inlet Dredging line for the Lockwood Folly Inlet Spring 2021 dredging project match.
  - **FY22 JCPC Certification & Annual County Plan**  
Approved the FY2021-22 JCPC Certification, Annual Plan, Program Agreements, and the FY2021-22 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) needed County Commissioner approval for programs funded annually. Programs recommended for funding for FY2021-22 were Brunswick County Restitution Program \$63,125, Providence Home \$20,441, Guiding Good Choices (GGC) & Systematic Training for effective Parenting (STEP) by Coastal Horizons \$47,289, Teen Court 13th District by Communities in Schools \$59,141, A.R.T. by Coastal Horizons \$44,990 and JCPC Administration \$7,500; a total annual funding plan of \$242,486.
  - **Operations Services Position Transfer Budget Amendment**  
Transferred vacant Equipment Operator II position from Operation Services to Solid Waste as Landfill Equipment Operator. The construction crew had consistently supplemented landfill staff and this transfer moved the position to Solid Waste where the position was needed.
  - **Financial Statements for March 2021 (unaudited)**  
Included Summary Information for General and Enterprise Funds, key indicators of Revenues and Expenditures and Cash and Investments. All reports provided at <http://brunswickcountync.gov/finance/reports>.
8. **Health and Human Services - Health Services - AA-543 ELC Enhanced Detection Activities (Revision 2)**  
Approved the revised agreement addendum for Activity 543 and authorized the Health Director's executing signature on the form.
9. **Health and Human Services - Health Services - Trailers of the East Coast Goods and Services Agreement**  
Ratified the County Manager's signature on the goods and services agreement for the purchase of a mobile command office trailer to be used for administration of COVID-19 vaccination sites.
10. **Health and Human Services - Public Housing Execution of Annual Civil Rights Certification**  
Reviewed and executed the Annual Civil Rights Certification for Public Housing.
11. **Tax Administration - April 2021 Releases**  
Approved the April 2021 releases.

VII. PRESENTATION

1. **Presentation - Proclamation Designating April 2021 as Sexual Assault Awareness Month (Yasin Holland, Victims Advocate, Rape Crisis Center of Coastal Horizons)**  
Request that the Board of Commissioners receive a presentation from the Rape Crisis Center of Coastal Horizons and issue a Proclamation designating the month of April 2021 as Sexual Assault Awareness Month in Brunswick County.

Mr. Holland presented the Sexual Assault Awareness month proclamation issued by the Rape Crisis Center of Coastal Horizons and revealed the theme of this year’s campaign as “We Can Build Safe Online Spaces.” The campaign calls on individuals to create online spaces that are built on the foundational values of practicing consent, keeping kids safe, and supporting survivors.

Following the reading of the proclamation, Vice-Chairman Forte read the County’s Proclamation Designating April as Sexual Assault Awareness Month.

Commissioner Williams moved to approve the Sexual Assault Awareness Month Proclamation as presented. The motion was seconded by Commissioner Sykes and passed unanimously (4 to 0 – Chairman Thompson being absent).

**PROCLAMATION  
SEXUAL ASSAULT AWARENESS MONTH**

**WHEREAS**, Sexual Assault Awareness Month calls attention to sexual violence and its impacts to people in this community; and

**WHEREAS**, rape, sexual assault, and sexual harassment harm our community; and

**WHEREAS**, child sexual abuse prevention must be a priority; and

**WHEREAS**, we must work together to educate our community about sexual violence prevention, supporting survivors, and speaking out against harmful attitudes and actions; and

**WHEREAS**, prevention is possible when everyone gets involved. The first step is increasing education, awareness, and community involvement.

**NOW, THEREFORE, BE IT PROCLAIMED THAT** the Brunswick County Board of Commissioners does hereby proclaim April as Sexual Assault Awareness Month and encourages all citizens to join advocates and communities across the country in taking action to prevent sexual violence. Each day of the year is an opportunity to create change for the future.

This the 19<sup>th</sup> day of April, 2021.

Mike Forte, Vice-Chairman  
Brunswick County Commissioners

Attest:  
Andrea White, NCCCC  
Clerk to the Board

2. **Presentation - Proclamation Recognizing 2021 National County Government Month (Meagan Kasczak, Communications Director)**  
Request the Board of Commissioners issue a proclamation recognizing 2021 National County Government Month.

Ms. Kasczak presented a proclamation recognizing April as National County Government Month, celebrating more than 3,000 counties and the services they provide. The theme for 2021 is “Counties Matter.”

Following a reading of the proclamation, Commissioner Cooke moved to approve the National County Government Month proclamation as presented. The motion was seconded by Commissioner Sykes and passed unanimously (4 to 0 – Chairman Thompson being absent).

It was the consensus of the Board, upon request of Commissioner Williams, that the proclamation be sent to the media to educate others on the services counties provide.

**PROCLAMATION  
NATIONAL COUNTY GOVERNMENT MONTH - APRIL 2021**

**WHEREAS**, the nation’s 3,069 counties, parishes and boroughs serving more than 300 million Americans provide essential services to create healthy, safe and vibrant communities; and

**WHEREAS**, counties provide public health services, administer justice, keep communities safe, deliver essential water and wastewater services, foster economic opportunities and much more; and

**WHEREAS**, Brunswick County and all counties take pride in our responsibility to protect and enhance the health, wellbeing and safety of our residents in efficient and cost-effective ways; and

**WHEREAS**, both Brunswick County and the National Association of Counties are committed to demonstrating how counties matter, especially in supporting residents and businesses during the coronavirus pandemic; and

**WHEREAS**, each year since 1991 the National Association of Counties has encouraged counties across the country to elevate awareness of county responsibilities, programs and services; and

**WHEREAS**, Brunswick County is a team of more than 1,000 public service professionals serving one of the nation’s fastest growing counties with more than 140,000 residents, 19 municipalities, and numerous businesses, industries, tourists, students, and community partners with essential services to support opportunities for success and to sustain a high quality of life.

**NOW, THEREFORE, BE IT RESOLVED THAT** the Brunswick County Board of Commissioners does hereby proclaim April 2021 as National County Government Month.

This the 19<sup>th</sup> day of April, 2021.

Mike Forte, Vice-Chairman  
Brunswick County Commissioners

ATTEST:  
Andrea White, NCCCC  
Clerk to the Board

3. **Presentation - Utilities - Project Updates (John Nichols, Public Utilities Director)**  
Request that the Board of Commissioners receive information regarding the status of various key Utilities projects.

Mr. Nichols provided an update on several major utilities projects to include the Northeast Wastewater Treatment Plant (NEWWTP), Northwest Water Treatment Plant, 74/76 MAP/ILP Industrial Park Sewer, and Shallotte Water Transmission Main projects.

- The NEWWTP Expansion (\$41.6M project) is approximately 70% to 75% complete and is scheduled to be in service in January or February of 2022.
- The Northwest WTP Expansion (\$129.1M project) to provide additional capacity and advanced treatment low pressure reverse osmosis is approximately 20% complete and the reverse osmosis beneficial use is scheduled for June 2023.
- The 74/76 Industrial Park Sewer project is anticipated to be complete prior to the construction of any of the buildings that require the use of sewer.
- The Shallotte Water Transmission Main project will provide a secondary water feed to the southwest area and is anticipated to be complete in early 2022.

No action was taken.

**VIII. PUBLIC HEARING**

1. **Health and Human Services - Public Housing - Public Hearing to Review Program Goals and Objectives (Catherine Lytch, Social Services Director)**  
Request that the Board of Commissioners conduct a Public Hearing to receive comments or suggestions on the Public Housing Agency goals, objectives, and policies.

Ms. Lytch explained that each year the US Department of Housing and Urban Development requires Public Housing agencies to hold a public hearing to discuss the goals of the agency. The hearing was advertised, and no comments were received by the department. Ms. Lytch requested that a public hearing be held to receive comments.

Vice-Chairman Forte opened the Public Hearing at 6:39 p.m. and asked those wishing to comment on the Program Goals and Objectives to come forward.

There were no comments.

Vice-Chairman Forte closed the Public Hearing at 6:40 p.m.

No action was taken.

**IX. ADMINISTRATIVE REPORT**

**1. Utilities - Grant Acceptance and WithersRavenel Task Order (John Nichols, Public Utilities Director)**

Request that the Board of Commissioners accept the Clean Water State Reserve Fund grant in the amount of \$2,852,818 and Drinking Water State Revolving Fund principal forgiveness loan in the amount of \$2,218,967 to repair the recently acquired Navassa utility system. Also request that the Board approve the proposed Task Order No. 1 with WithersRavenel in the amount of \$20,000 and Task Order No. 2 in the amount of \$20,000 to provide engineering services associated with the preparation of Engineering Reports required to secure each of the above funds.

Mr. Nichols announced receipt of a grant and principal forgiveness loan totaling over \$5M to rehabilitate the Town of Navassa’s water and wastewater systems. The Town merged with the County approximately one year ago. Mr. Nichols recognized Brent Lockamy, Project Manager, and Rhonda Olson, Project Coordinator, for their efforts in obtaining the grant, and expressed his appreciation of the State Revolving Fund. Mr. Nichols requested that the Board accept the grant funds and principal forgiveness loan, along with an amount of \$40,000 for an Engineering Report with WithersRavenel.

Commissioner Sykes moved to approve the request as presented. The motion was seconded by Commissioner Cooke and passed unanimously (4 to 0 – Chairman Thompson being absent).

**X. OTHER BUSINESS/INFORMAL DISCUSSION**

No items were brought forth.

**XI. CLOSED SESSION**

**1. Closed Session**

Request that the Board of Commissioners enter into Closed Session pursuant to N.C.G.S. 143-318.11(a)(1) to approve closed session minutes and 143-318.11(a)(3) to consult with its attorney.

Mr. Shaver noted that the statutory requirements were included in the agenda with the purpose to approve closed session minutes and consult with the attorney.

Commissioner Cooke moved to enter Closed Session as stated at 6:45 p.m. The motion passed unanimously (4 to 0 – Chairman Thompson being absent).

Vice-Chairman Forte called the Regular Session to order at 8:00 p.m. Nothing was reported from Closed Session.

**XII. ADJOURNMENT**

Commissioner Williams moved to adjourn the meeting at 8:00 p.m. The motion was seconded by Commissioner Sykes and passed unanimously (4 to 0 – Chairman Thompson being absent).

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Mike Forte, Vice-Chairman  
Brunswick County Board of Commissioners

Attest:

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Andrea White, NCCCC  
Clerk to the Board