

**BRUNSWICK COUNTY BOARD OF COMMISSIONERS  
OFFICIAL MINUTES  
REGULAR MEETING  
JUNE 7, 2021  
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 Randy Thompson, Chairman  
Commissioner Mike Forte, Vice-Chairman  
Commissioner J. Martin Cooke  
Commissioner Pat Sykes  
Commissioner Frank Williams

**STAFF:** Randell Woodruff, County Manager  
Bob Shaver, County Attorney  
Steve Stone, Deputy County Manager  
David Stanley, Deputy County Manager  
Haynes Brigman, Deputy County Manager  
Julie Miller, Finance Director  
Andrea White, Clerk to the Board  
Jared Galloway, Deputy Clerk to the Board  
Meagan Kasczak, Communications Director  
Cpt. Lamar Siler, Sheriff’s Office  
Neal Galloway, 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 Thompson called the meeting to order at 3:00 p.m.

**II. INVOCATION/PLEDGE OF ALLEGIANCE**

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

**III. ADJUSTMENTS/APPROVAL OF AGENDA**

Chairman Thompson asked for adjustments to the agenda. No adjustments were requested.

Commissioner Williams moved to approve the agenda as presented. The motion was seconded by Commissioner Sykes and passed unanimously (5 to 0).

**IV. PUBLIC COMMENTS**

No one signed up to speak.

**V. APPROVAL OF CONSENT AGENDA**

Commissioner Sykes moved to approve the Consent Agenda as presented. The motion was seconded by Vice-Chairman Forte and passed unanimously (5 to 0). The following items were approved:

- 1. Administration - Award of Coronavirus Local Fiscal Recovery Funds - American Rescue Plan (ARP)**  
Approved and authorized the County Manager to make an application for Coronavirus State and Local Fiscal Recovery funds established under the federal American Rescue Plan Act (ARP) and approved a budget amendment and grant project ordinance designating the current estimate of \$27,741,111 to be used for County eligible projects.
- 2. Administration - Brunswick County Schools Waccamaw School Roof Replacement**  
Approved and authorized the Chairman to sign AAR of North Carolina Inc. contract for roof replacement at Waccamaw K-8 Building in the amount of \$805,000.
- 3. Administration - Surplus Property Offers for Upset Bid Process**

Accepted, subject to the upset bid process, the following offers that were submitted for surplus parcels that met the value parameters previously established by the Board:

Parcel	Location	Size	Tax Value	Acquired	Cost	Bid
142HB019	Juniper Rd, BSL	.25 acre	\$4,400.00	9-13-2017	\$2,936.21	\$2,500.00
142OD007	Cottage LN, BSL	.18 acre	\$21,500.00	6-21-2000	\$979.06	\$6,250.00

4.   **Administration - Varnam Request for Deferred Payment Plan**  
Approved a Deferred Payment Plan for ALL-IN, LLC and authorized the County Manager to execute the agreement. Payments will commence July 1, 2021 and shall be remitted to the Holder on or before the 20<sup>th</sup> day of each calendar month to be applied against the outstanding balance of the Deferral amount.
5.   **Brunswick BID - Building Reuse Grant - Contract Amendment - Pacon Manufacturing**  
Approved an amendment to the NC Department of Commerce Rural Development Building Reuse Grant Agreement (Grant #2019-121-3201-2587) associated with Pacon Manufacturing Corporation to extend the term of the agreement from April 18, 2021 to April 18, 2022.
6.   **Clerk to the Board - Meeting Minutes**  
Approved the draft minutes from the May 17, 2021 Regular Meeting.
7.   **Code Administration - Hazard Mitigation Grant Program 4393DR-State Centric Opt In**  
Approved County participation in the Hazard Mitigation Grant Program 4393DR-State Centric Opt In Option for management of the Hazard Mitigation Grant for Hurricane Florence.
8.   **County Attorney - Amend Contract and Purchasing Policy**  
Approved amendments to the Brunswick County Contract and Purchasing Policy to include the following:

1.   Delegation of approval authority to County Manager for certain change orders and contract amendments. (Page 14)

2.   Allow for the donation of surplus property to non-profits consistent with state law. (Page 29)

3.   Amend sole source language to clarify that it does not apply to services. (Pages 12 and 26)
9.   **Emergency Services - RACE-CARS Clinical Research Sub-award**  
Approved Brunswick County EMS’ participation in an “out of hospital cardiac arrest cases” study with Duke University.
10.   **Finance - Fiscal Items**  
Approved the following Budget Amendments, Capital Project Ordinances and Fiscal Items of a routine nature:

-   **Environmental Health Budget Amendment**  
Appropriated \$104,600 of local fee revenues for Environmental Health projection of actual salary and fringe needs through year end.

-   **Airport Grant 36244.58.12.2 Budget Amendment and CPO**  
Appropriated \$150,000 of additional state funding awarded from North Carolina Department of Transportation for use in airport grant 36244.58.12.2.

-   **FY21 JCPC Funding Plan Amendment**  
Approved an updated FY21 JCPC Funding Plan for Brunswick County. Appropriated an additional \$29,560 for Teen Court/Communities In Schools to support training for the entire CIS team across the state. Funds will also benefit Brunswick County CIS/Teen Court. Brunswick County JCPC approved discretionary funding at May 20, 2021 meeting. The Funding Plan also increases Brunswick County’s cash match for the Restitution Program for replacement of hoop house heaters. Total amount is \$3,588 for capital outlay which includes a required 20% cash match. Match of \$717 will be covered by Cooperative Extension's approved FY21 budget.

-   **Airport Grant 36244.58.13.1 Budget Amendment and CPO**

Appropriated \$3,254,231 of state grant funds from the NC Department of Transportation Division of Aviation for the award of grant funding for the West Apron Expansion Phase II project and transfer of local match of \$361,582 to the project.

- **DSS Revenues GASB 84 Budget Amendment**  
Appropriated \$175,000 of DSS Representative Payee Revenue to corresponding expenditure line for the implementation of GASB 84 for the required elimination of agency funds for fiduciary activities.
- **Sheriff’s Office GASB 84 Budget Amendment**  
Appropriated \$275,000 of Sheriff Trust revenue and \$105,000 Sheriff Seizure restricted revenues to be used in corresponding expenditure lines for the implementation of GASB 84 for the required elimination of agency funds for fiduciary activities.
- **Brunswick County Schools GASB 84 Budget Amendment**  
Appropriated \$250,000 of miscellaneous revenues and \$50,000 of NSF Check Penalties revenue for Brunswick County Schools expenditures for the implementation of GASB 84 for the required elimination of agency funds for fiduciary activities.
- **Family Health Personnel Salary Budget Amendment**  
Appropriated \$50,000 of clinic fees and \$40,000 of Medicare revenues associated with administrative fees for vaccines to salary in Family Health Personnel.

11. **GIS - First Reading and Schedule Public Hearing on June 21, 2021 For Street Name Adoptions**  
Approved first reading of the following street names and set the date of the Public Hearing for June 21, 2021:

TO	FROM	TOWNSHIP
Bourne Dr SW	None	Shallotte
Brunswick Beaches Dr SW	Koa Dr SW	Shallotte
Buttonwillow Ct SW	None	Shallotte
Campanella Ct SW	None	Shallotte
Caya Luna Cove SE	None	Lockwood Folly
Colbert Place Dr NE	None	Town Creek
Dabney Park Dr NE	None	Town Creek
Education Ln SE	None	Lockwood Folly
Finley Farms Ct	None	Town Creek
Forest Glen Dr NE	None	Northwest
Hoffman Corners Rd NE	None	Town Creek
Kinsley Ct NE	None	Town Creek
Oak Grove Ct NE	None	Northwest
Pratt Ct NE	None	Town Creek
Putnam Dr NE	None	Town Creek
Rigby Ct NE	None	Town Creek
Selby Ct NE	None	Town Creek
Tabor Way NE	None	Town Creek
Winding Oaks Ct NE	None	Northwest
Windy Pines Farm Ln NW	None	Waccamaw

12. **IT - Courthouse Data & AV Changes**  
Approved the submitted changes and associated cost for additional data drops and Courtroom audio/visual and authorized County Manager to execute contract amendment upon approval of County Attorney.
13. **Operation Service - Solid Waste & Recycling - NC CWRAR Grant Agreement**  
Approved the NC Community Waste Reduction and Recycling Grant Agreement. The grant requires the county provide a cash match of 20% of the grant funds.
14. **Utilities - McKim & Creed West Brunswick Regional Water Reclamation Facility Capacity Study**

Approved the contract amendment with McKim & Creed to extend the term of the contract an additional 180 days for engineering services associated with the Capacity Study of the West Brunswick Regional Wastewater System Water Reclamation Facility (WBR-WRF).

15. **Utilities - USGS Well Monitoring Program**

Approved the Joint Funding Agreement with the U.S. Geological Survey for continued monitoring of groundwater levels in Brunswick County and authorized the Chairman to sign the agreement on behalf of the county.

## **VI. PUBLIC HEARING**

1. **Administration - Public Hearing to Receive Comments on the FY 2021-2022 Brunswick County Budget, Fees, and Capital Improvement Plan (Randell Woodruff, County Manager)**

Request that the Board of Commissioners hold a public hearing on the Manager's FY 2021-2022 Recommended Budget, Proposed Fees and Five-Year Capital Improvement Plan.

Mr. Woodruff provided the following overview of the recommended budget:

The budget was presented to the Board on May 17, 2021, and made available for public review. The budget includes no change in the current tax rate of 48.5 cents and includes minor rate adjustments in various departments. The proposed budget totals \$291,541,119 which is a 9.8% increase over the current year's budget. The budget funds the employee retention program and a pay/classification study for next fiscal year and includes a 3.1% increase to Brunswick County Schools per the funding agreement due to the increase in ad valorem taxes. It also includes a 3.7% increase to Brunswick Community College and the \$350,000 contribution to the Brunswick Guarantee Tuition Assistance Program. Also included is a 6.5% increase to BSRI toward senior center programming and funds a \$200,000 commitment to the Shoreline Protection Program. Twenty-two new positions are proposed within the budget to include: 1 Social Work Supervisor; 1 Program Specialist in Health and Human Services; 2 Telecommunicators in Central Communications; 1 Building Inspector, 1 Fire Inspector, 1 Flood Plain Administrator, 1 Permit Technician in Code Administration; 4 Paramedics in Emergency Services; 1 Programmer, 1 Security Specialist in IT; 1 Library Assistant in the Library; 1 Meter Reader, 1 Safety Officer, 1 Collections Mechanic, 1 Utilities Foreman, 1 Wastewater Operator, 1 Maintenance Mechanic in Utilities. The proposed budget covers all debt service obligations and department operational expenditures for the upcoming fiscal year.

### **CALL TO ORDER**

Chairman Thompson called the Public Hearing to order at 3:06 p.m.

### **PUBLIC COMMENTS**

Chairman Thompson asked if anyone wished to comment on the recommended budget.

The following individual addressed the Board:

1. Mr. Gene Vasile, resident of Shallotte and President of the Alliance of Brunswick County Property Owners' Associations (ABCPOA), spoke regarding the recommended FY2022 water rate changes. Mr. Vasile emphasized that the need for water treatment plant upgrade and the improved water quality system had never been challenged by the ABCPOA and they recognize the necessity for price increases. The goal of the ABCPOA has been to have a better understanding of the circumstances for the increase and to offer suggestions for ways to soften the immediate impact. The ABCPOA suggested system development fees be at a level comparable to those of water systems cited in the January press release to provide resources to mitigate the impact of the bond costs that are driving the proposed increases. Mr. Vasile asked that the County revisit the projections and assumptions underlying the proposed rate increase in a determined effort to soften the increases prior to implementation on January 1, 2022.

### **ADJOURN**

Commissioner Williams moved to recess the Public Hearing at 3:16 p.m. until the June 21, 2021 meeting. The motion was seconded by Commissioner Cooke and passed unanimously (5 to 0).

## **VII. BOARD APPOINTMENTS**

1. **Board Appointment - Health & Human Services Advisory Board - Nurse Position**

Request the Board of Commissioners consider appointing Cynthia Carver to the Health & Human Services Advisory Board - Nurse Position for a 3-year term beginning July 1, 2021 and expiring June 30, 2024.

Commissioner Williams moved to appoint Cynthia Carver to the Health & Human Services Advisory Board – Nurse Position as recommended. The motion was seconded by Commissioner Sykes and passed unanimously (5 to 0).

2. **Board Appointment - Zoning Board of Adjustments - District 4**

Request that the Board of Commissioners reappoint Mr. Clayton Rivenbark to the Zoning Board of Adjustments, representing District 4, for a 3-year term expiring June 30, 2024.

Vice-Chairman Forte moved to reappoint Clayton Rivenbark to the Zoning Board of Adjustments – District 4. The motion was seconded by Commissioner Williams and passed unanimously (5 to 0).

## **VIII. OTHER BUSINESS/INFORMAL DISCUSSION**

1. **Governing Body - NACo Voting Delegate**

Request that the Board of Commissioners appoint a voting delegate to represent Brunswick County at the 2021 NACo Annual Business Meeting on July 12, 2021.

Commissioner Sykes moved to nominate Commissioner Williams to serve as the voting delegate at the 2021 NACo Annual Business Meeting. The motion was seconded by Chairman Thompson and passed unanimously (5 to 0).

2. **Governing Body - NCACC Voting Delegate**

Request that the Board of Commissioners designate a voting delegate and an alternate to represent Brunswick County at the NCACC Annual Conference for the General Business Session on August 14, 2021.

Vice-Chairman Forte moved to nominate Chairman Thompson to serve as the voting delegate and Commissioner Pat Sykes to serve as the alternate voting delegate at the NCACC Annual Conference. The motion was seconded by Commissioner Williams and passed unanimously (5 to 0).

The following items were also discussed:

- Commissioner Sykes announced that she was appointed to the Governing Board of Trillium. She will also continue to serve as Chair of the Advisory Board.
- Commissioner Williams reminded the Board of his appointment to serve on a short-term MOTSU Land Development Committee. The Committee has evolved into a more permanent committee and Commissioner Williams asked if the Board wished for him to continue participating as the Board's representative. It was the consensus of the Board to obtain more information about the new Committee prior to making an appointment.
- Mr. Woodruff introduced Mr. Haynes Brigman as the newest Deputy County Manager. Following brief remarks by Mr. Brigman, the Board welcomed him to Brunswick County.

## **IX. CLOSED SESSION**

1. **Closed Session - Approve Closed Session Minutes and Discuss Personnel**

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)(6) to discuss personnel.

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

Commissioner Williams moved to enter Closed Session as stated at 3:23 p.m. The motion was seconded by Commissioner Sykes and passed unanimously (5 to 0).

Chairman Thompson called the Regular Session to order at 4:38 p.m. There were no items to report from Closed Session.

Commissioner Williams provided additional information regarding the MOTSU Committee noting that it is a new committee with no formal structure or term limits.

Following discussion, Chairman Thompson moved to appoint Commissioner Williams to the new MOTSU Committee with Commissioner Sykes as the alternate. The motion was seconded by Commissioner Cooke and passed unanimously (5 to 0).

X. ADJOURNMENT

Vice-Chairman Forte moved to adjourn the meeting at 4:39 p.m. The motion was seconded by Commissioner Cooke and passed unanimously (5 to 0).

---

Randy Thompson, Chairman  
Brunswick County Board of Commissioners

Attest:

---

Andrea White, NCCCC  
Clerk to the Board