

**BRUNSWICK COUNTY BOARD OF COMMISSIONERS  
OFFICIAL MINUTES  
REGULAR MEETING  
JUNE 21, 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 Randy Thompson, Chairman  
Commissioner Mike Forte, Vice-Chairman  
Commissioner J. Martin Cooke  
Commissioner Pat Sykes  
Commissioner Frank Williams

STAFF: Randell Woodruff, County Manager  
Steve Stone, Deputy County Manager  
David Stanley, Deputy County Manager  
Haynes, Brigman, Deputy County Manager  
Bob Shaver, County Attorney  
Bryan Batton, Assistant County Attorney  
Julie Miller, Finance Director  
Andrea White, Clerk to the Board  
Jared Galloway, Deputy Clerk to the Board  
Meagan Kascak, Communications Director  
Neal Galloway, IT  
Lt. Tate Bond, 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 Thompson called the meeting to order at 6:00 p.m.

**II. INVOCATION/PLEDGE OF ALLEGIANCE**

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

**III. ADJUSTMENTS/APPROVAL OF AGENDA**

Chairman Thompson asked for adjustments to the agenda.

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

**IV. PUBLIC COMMENTS**

Chairman Thompson reviewed the Public Comments Policy and asked if those who had signed up to speak from Brunswick Plantation would be agreeable to have a spokesperson speak on their behalf. All agreed. The following individuals addressed the Board:

1. Al Sansone, resident of Brunswick Plantation and speaking on behalf of the property owners, read prepared comments to the Board regarding the identified Non-Encroachment Area (NEA) within Brunswick Plantation. Mr. Sansone requested a separate meeting with the Chairman to discuss this issue.

Chairman Thompson asked Steve Stone, Deputy County Manager, to provide information regarding the NEA's.

Following Mr. Stone's comments, Chairman Thompson asked Mr. Sansone to leave his contact information with staff and a follow up meeting would be scheduled to discuss this issue.

2. Carol Brolley, resident of Southport and President of the Friends of the Library for Southport and Oak Island, shared information on the activities of the organization and an initiative to identify the needs of the community, in terms of library services, that may be shared with the Board at a later date.

Due to a communication issue, it was the consensus of the Board to allow a second person to speak from Brunswick Plantation

- 3. Joan Wilsusen, resident of Brunswick Plantation, spoke in reference to the NEA’s and the Caw Caw.

Chairman Thompson called for a brief recess at 6:29 p.m. to allow participants to exit the meeting.

Chairman Thompson called the meeting back to order at 6:30 p.m.

V. APPROVAL OF CONSENT AGENDA

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

- 1. **Administration - Brunswick County Schools Phone System Projects**  
Approved and authorized the Chairman to sign the DISYS Solutions, Inc. contract for a new phone system in the amount of \$876,086.96.
- 2. **Administration - Proclamation - Elder Abuse Prevention Awareness**  
Proclaimed the month of June 2021 as Elder Abuse Prevention Awareness Month in Brunswick County.

PROCLAMATION

BRUNSWICK COUNTY BOARD OF COMMISSIONERS  
ELDER ABUSE PREVENTION AWARENESS

**WHEREAS**, elder abuse is the broad term used to identify mistreatment of elderly and disabled adults; and

**WHEREAS**, abuse, neglect and exploitation of elderly and disabled adults is one of the most under-recognized and under-reported social problems in this country; and

**WHEREAS**, the magnitude of the problem is likely to increase for several reasons, especially with the increasing rise in the number of elderly population; and

**WHEREAS**, mistreatment can take many forms: physical abuse, emotional abuse, sexual abuse, neglect by a caregiver, self-neglect, exploitation, and financial exploitation; and

**WHEREAS**, it is estimated that approximately five million people age 60+ suffer elder abuse every year; and

**WHEREAS**, it is estimated that approximately one out of every twenty-four cases of elder abuse is reported; and

**WHEREAS**, abuse of the elderly and disabled is preventable.

**NOW, THEREFORE, BE IT PROCLAIMED** by the Brunswick County Board of Commissioners that the month of June, 2021 be recognized as “**Elder Abuse Prevention Awareness Month**” in Brunswick County and all residents and other jurisdictions are encouraged to become more aware of this problem and join in the prevention of elder abuse.

This the 21<sup>st</sup> day of June, 2021.

Randy Thompson, Chair  
Brunswick County Commissioners

Attest:  
Andrea White, NCCCC  
Clerk to the Board

- 3. **Administration - Property Liability Insurance Renewal**  
Approved the renewal proposal for Property Liability Insurance for FY 2021-22 with the North Carolina Association of County Commissioners Risk Management Pools (NCACC).
- 4. **Administration - Surplus Property Offers for Upset Bid Process**  
Accepted, subject to the upset bid process, the following offers submitted for surplus parcels that met the value parameters previously established by the Board:

Parcel	Location	Size	Tax Value	Acquired	Cost	Bid
2140005204	Marsh Hen Dr, SW	.56 acre	\$4,000.00	06-03-2019	\$2,477.56	\$4,500.00
214MA122	Mallard St, SW	.20 acre	\$1,600.00	01-06-2017	\$967.44	\$1,650.00

214MA148	3077 Hyde St, SW	.23 acre	\$1,600.00	06-03-2019	\$770.61	\$1,650.00
214MA149	1585 Hyde St, SW	.29 acre	\$1,600.00	02-14-2017	\$913.20	\$1,500.00
142HA023	Beech Rd, BSL	.37 acre	\$4,400.00	12-16-2019	\$2,141.95	\$4,400.00

5.    **Administration – Worker’s Compensation Insurance Renewal**  
Approved the worker’s compensation insurance coverage proposal from the North Carolina Association of County Commissioner's Risk Management Pools (NCACC).
  
6.    **Clerk to the Board - Meeting Minutes**  
Approved the draft minutes from the June 7, 2021 Regular Meeting.
  
7.    **Code Administration - Caw Caw Swamp and Little Caw Caw Swamp Study**  
Awarded the professional services agreement for architectural, engineering and/or surveying services to Applied Technology & Management of North Carolina, Inc. to complete the Caw Caw and Little Caw Caw Swamp Detailed Floodplain Study. Also approved the fee for the described scope of work services of \$195,400.00 and the fee for the expanded scope of work services of \$18,740.00.
  
8.    **County Attorney - Temporary Easement for Leland for Multi-Use Path**  
Granted a 101 sq. ft. temporary construction easement to the Town of Leland across the Leland Library property.
  
9.    **District Attorney - Communities in Schools Agreement**  
Approved the annual Funded Agency Agreement with Communities in Schools for Teen Court and other program services in the amount of \$40,000.
  
10.   **Finance - Agreement for a Vendor Payment Platform**  
Approved the service agreement with PaymentWorks that provides a secure vendor payment platform and authorized the Chairman and Clerk to the Board to approve the multi-year contract.
  
11.   **Finance - Fiscal Items**  
Approved Budget Amendments, Capital Project Ordinances and Fiscal Items of a routine nature on the consent agenda.
  - **Solid Waste Revenues Budget Amendment**  
Appropriated \$264,500 of solid waste fees for anticipated expenditures in the solid waste operating budget through the end of the fiscal year.
  
  - **Northeast Regional Wastewater Budget Amendment**  
Appropriated \$30,000 of wholesale wastewater sales for repair and maintenance of pump station.
  
  - **Financial Statements for May 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>.
  
12.   **Superior Court Judge’s Office - Memorandum of Agreement with NC Administrative Office of the Courts**  
Approved the annual renewal of a Memorandum of Agreement between Brunswick County, Judge Jason C. Disbrow, and the North Carolina Office of the Courts for the Trial Court Coordinator State Employee Position.
  
13.   **Tax Administration - June 2021 Releases**  
Approved the June 2021 releases.
  
14.   **Utilities - Northeast Regional WWTP Expansion Change Order**  
Approved a change order in the amount of \$70,967.74 and a time extension of 71 calendar days for work associated with the Northeast Brunswick Regional Wastewater Treatment Plant 2.5 MGD Expansion Project. This will adjust the not-to-exceed total contract amount from \$41,653,213.31 to \$41,724,180.05, and the project completion deadline from October 28, 2021, to January 7, 2022.
  
15.   **Utilities - Southport Wholesale Water Service Agreement**  
Approved the renewed Wholesale Water Service Agreement between Brunswick County and the City of Southport inclusive of an additional provision for elevated water tank storage

capacity and authorized the Chairman to execute the agreement upon review by the County Attorney.

- 16. **Utilities - Testing Residential & Commercial Backflow Prevention Assemblies**  
Approved the proposal submitted by Sunny Wright’s Backflow Services for the testing of residential and commercial backflow prevention assemblies countywide and authorized the Chairman and Clerk to the Board to approve the multi-year contract. The contract is subject to review and approval by the County Attorney.

VI. **PRESENTATION**

- 1. **Presentation - Operations During the COVID Pandemic (The Honorable Jason Disbrow, Senior Resident Superior Court Judge, and The Honorable Scott Ussery, Chief District Court Judge)**  
Request that the Board of Commissioners receive a brief presentation from Senior Resident Superior Court Judge Jason Disbrow, and Chief District Court Judge Scott Ussery, regarding operations during the COVID pandemic.

Judge Ussery expressed his appreciation of the efforts that went into keeping the court system running during the pandemic, specifically the efforts of the County offices, the Sheriff and his staff, the Clerk of Court’s office, the District Attorney’s office and Judge Disbrow’s staff. He also expressed his appreciation of the County for the courthouse renovation project.

Judge Disbrow expressed his appreciation as well, and recognized the efforts of Randell Woodruff, Steve Stone, David Stanley, Cris Harrelson and employees of the Health Department, Cathy Lytch, the Sheriff’s office, Jeff Gaskill, Keith Danhorn in Operation Services, Branden Isenhour and the Housekeeping staff, specifically Michelle Mitchell, Emily Grissett, and Mary Varnam, as well as the Board of Commissioners. Judge Disbrow shared that Brunswick County is one of 13 counties in the state that does not have a backlog in caseload

VII. **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 continue the public hearing on the Manager’s FY 2021-2022 Recommended Budget, Proposed Fees and Five-Year Capital Improvement Plan.

**CALL TO ORDER**

Chairman Thompson called the recessed Public Hearing to order at 6:40 p.m.

**PUBLIC COMMENTS**

Chairman Thompson asked if anyone wished to comment on the recommended budget. No one wished to speak.

**ADJOURN**

Chairman Thompson closed the Public Hearing at 6:41 p.m.

- 2. **GIS - Street Adoption (Jan Clemmons, GIS Address Administrator)**  
Request that the Board of Commissioners approve the second reading and adoption of the proposed street names following a public hearing.  
  
Ms. Clemmons requested that, following the public hearing, the Board approve the proposed street names. Ms. Clemmons also explained that KOA Drive SW is recommended to be renamed due to a change in ownership of the property which is no longer a campground.

**CALL TO ORDER**

Chairman Thompson called the Public Hearing to order at 6:41 p.m.

**PUBLIC COMMENTS**

Chairman Thompson asked if anyone wished to comment on the recommended street names. No one wished to speak.

**ADJOURN**

Chairman Thompson closed the Public Hearing at 6:42 p.m.

Commissioner Williams moved to approve second reading and adoption of the street names as proposed. The motion was seconded by Commissioner Cooke and passed unanimously (5 to 0).

The following street names were approved:

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

**VIII. ADMINISTRATIVE REPORT**

1.   **Administration - Fiscal Year 2021-2022 Budget Ordinance, Fees and Capital Improvement Plan (Randell Woodruff, County Manager)**

Request that the Board of Commissioners adopt the Fiscal Year 2021-2022 Budget Ordinance, Schedule of Fees and Five-Year Capital Improvement Plan.

Chairman Thompson recognized County Manager Randell Woodruff.

Mr. Woodruff gave an overview of the recommended FY 2021-2022 budget totaling \$291,541,119 for all funds, with no change in the property tax rate of 48.50 cents. Following the review, Mr. Woodruff recommended adoption of the Budget Ordinance, Schedule of Fees and Five-Year Capital Improvement Plan.

Vice-Chairman Forte moved to approve the Fiscal Year 2021-2022 budget as presented. The motion was seconded by Commissioner Cooke and passed unanimously (5 to 0).
2.   **Operation Services - NC Department of Transportation MOA (Randell Woodruff, County Manager)**

Request that the Board of Commissioners enter into a Disaster Related Debris Removal Agreement with the North Carolina Department of Transportation (NCDOT).

Chairman Thompson asked that he be recused from voting on the NC Department of Transportation MOA item as it deals with debris removal *(based on his employment as a contract employee of Southern Disaster Recovery)*.

Commissioner Williams moved to recuse Chairman Thompson from voting and requested that Vice-Chairman Forte preside over the item. The motion was seconded by Commissioner Cooke and passed unanimously (5 to 0).

Vice-Chairman Forte recognized Mr. Woodruff to present the item.

Mr. Woodruff explained that this disaster related debris removal agreement with the North Carolina Department of Transportation, if approved, would be in place in the event it is needed and would not be activated unless an event required such.

Commissioner Williams moved to approve the agreement as presented. The motion was seconded by Commissioner Sykes and passed 4 to 0, Chairman Thompson being recused.

Vice-Chairman Forte turned the meeting over to Chairman Thompson.

**IX. OTHER BUSINESS/INFORMAL DISCUSSION**

No items were brought forth.

**X. CLOSED SESSION**

- 1. **Closed Session**  
Request 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 Williams moved to enter Closed Session as stated at 6:49 p.m. The motion was seconded by Vice-Chairman Forte and passed unanimously (5 to 0).

Chairman Thompson called the Regular Session to order at 7:00 p.m. There were no items to report from Closed Session.

**XI. ADJOURNMENT**

Vice-Chairman Forte moved to adjourn the meeting at 7:00 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