

**BRUNSWICK COUNTY BOARD OF COMMISSIONERS
OFFICIAL MINUTES
REGULAR MEETING
August 16, 2021
6:00 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
Daralyn Spivey, Clerk to the Board
Meagan Kascsak, Communications Director
Lt. Tate Bond, Sheriff's Office
Neal Galloway, IT
Raquel Perez, Executive Assistant

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 Sykes 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.

Chairman Thompson offered, on behalf of the Board of Commissioners, congratulations to Commissioner Williams for his Presidential appointment to the North Carolina Association of County Commissioners.

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

No one signed up to speak.

V. APPROVAL OF CONSENT AGENDA

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

1. **Administration - Surplus Property Offers for Upset Bid Process**
The Board of Commissioners accepted, subject to the upset bid process, offers that were submitted for surplus parcels that met the value parameters previously established by the Board.
2. **Clerk to the Board - 2023-2027 5311 Designee Certification Form**
The Board of Commissioners approved the below Resolution provided by Brunswick Transit System Inc:

5311 DESIGNEE CERTIFICATION FORM

Resolution authorizing the filing of applications with the North Carolina Department of Transportation– Integrated Mobility Division for grant years FY2023– FY2027, for federal transportation assistance authorized by 49 U.S.C. 5311, United States Code, other federal statutes administered by the Federal Transit Administration or state statutes administered by the State of North Carolina.

WHEREAS, the North Carolina Department of Transportation has been delegated authority to award federal financial assistance for transit projects as allocated throughout North Carolina by County;

NOW, THEREFORE, BE IT RESOLVED BY the County Commission of BRUNSWICK County;

1. That Yvonne Hatcher is authorized to execute and file an application for federal assistance on behalf of Brunswick Transit System, Inc. with the State of North Carolina for federal assistance authorized by 49 U.S.C. Chapter 5311 United States Code, other federal statutes or state statutes authorizing a project administered by the Federal Transit Administration.
2. That Yvonne Hatcher is authorized to execute and file with its applications the annual certifications and assurances and other documents the State of North Carolina requires before awarding a federal assistance grant or cooperative agreement.
3. That Yvonne Hatcher is authorized to execute grant and cooperative agreements with the State of North Carolina on behalf of Brunswick Transit System, Inc.

The undersigned duly qualified Chairman of the BRUNSWICK COUNTY Board of Commissioners, acting on behalf of the County Commission of BRUNSWICK County, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the County Commission of BRUNSWICK County held on August 16, 2021.

Randell Thompson
Chairman, Board of Commissioners

Attest:
Daralyn Spivey
Clerk to the Board

3. **Clerk to the Board - Meeting Minutes**
The Board of Commissioners approved the draft minutes from the August 2, 2021, Regular Meeting.
4. **County Attorney - Ocean Ridge Plantation Ph 3, Sec 2, Barrington Lots # 18-32 DOD**
The Board of Commissioners accepted the Deed of Dedication for water and sewer infrastructure at the Ocean Ridge Plantation, Ph 3, Sec 2, Barrington Lots # 18-32.
5. **County Attorney - Retreat at Ocean Isle Beach, Ph 4B, Sec 1, Lots 140-171 & 194-197 DOD**
The Board of Commissioners accepted the Deed of Dedication for water and sewer infrastructure at the Retreat at Ocean Isle Beach, Ph 4, Sec 1, Lots 140-171 & 194-197.
6. **Finance - Fiscal Items**
The Board of Commissioners approved the following Budget Amendments, Capital Project Ordinances and Fiscal Items of a routine nature:
-Navassa Water System Rehabilitation Project Grant Correction Budget Amendment and CPO
Due to correction from the State, expenditures will not be eligible for the 2% loan fee and the fee will need to be paid to the State. Return budget to the 2% loan fee originally budgeted for payment to State.
7. **Health and Human Services - Health Services - AA - 543 ELC Enhanced Detection Activities - FY22 Rollover**
The Board of Commissioners approved the Agreement Addendum for 543 ELC Enhancing Detection Activities for FY22.
8. **Health and Human Services - Health Services - AA - 716 CDC COVID-19 Vaccination Program - FY22 Rollover:**
The Board of Commissioners approved the Agreement Addendum for 716 CDC COVID-19 Vaccination Program.
9. **Health and Human Services - Health Services - Contract for School Nursing FY 21-22**

The Board of Commissioners approved the FY 2021-2022 contract agreement with Brunswick County Schools for funding school nurses utilizing state-restricted funds.

10. **Health and Human Services - Social Services - Non-Emergency Medicaid Transportation Contract for FY 21-22 - Ivory's Accessible Transport Service, Inc.**

The Board of Commissioners approved the Non-Emergency Medicaid Transportation contract with Ivory's Accessible Transport Service, Inc. for FY 21-22.

11. **Human Resources - Temporary Advancement of Sick Leave Policy**

The Board of Commissioners approved the Temporary Advancement of Sick Leave Policy.

12. **Operation Services - Generator Transfer Switch Replacement**

The Board of Commissioners approved the appropriation of funds for a replacement transfer switch for the generator that services the Courthouse, Building I and part of the Detention Center.

13. **Tax Administration - August 2021 Releases**

The Board of Commissioners approved the August 2021 tax releases.

VI. PRESENTATION

1. **Clerk to the Board – Resolution Commemorating the 40th Anniversary of the Brunswick Family Assistance Agency Inc.**

Request that the Board of Commissioners consider the following Resolution:

**RESOLUTION COMMEMORATING THE 40th ANNIVERSARY OF
BRUNSWICK FAMILY ASSISTANCE AGENCY, INC.**

WHEREAS, Brunswick Family Assistance Agency, Inc. was initially founded in 1981 as the Volunteer Information Center focusing on providing volunteer opportunities in Brunswick County; and

WHEREAS, the organization quickly recognized the need to expand its services to address the growing number of requests received from those who needed assistance in Brunswick County; and

WHEREAS, despite limited funding, the organization began to implement community-based service programs as a source of aid and comfort to those in need; and

WHEREAS, the organization continued to expand its program offerings and was incorporated in 1998 as a private non-profit organized under 501(c)(3) as Brunswick Family Assistance Agency, Inc. ("BFA"); and

WHEREAS, BFA has been a leader in collaborative partnerships with other federal, state, and local organizations to address community needs in the most effective way possible; and

WHEREAS, BFA, through its Board of Directors, staff, volunteers, and partners, now offers a wide variety of programs and services to serve its diverse client base in Brunswick County, including, among others, emergency food pantries ; a summer food program ; financial assistance for rent, utilities, prescriptions, emergency shelter, and transportation; a financial literacy program ; a back-to-school bookbag program ; educational and skills development programs; and an annual holiday "Angel Tree" program ; and

WHEREAS, in 2021, BFA is celebrating its 40th anniversary of steadfastly carrying out its mission of assisting low-income families and individuals in Brunswick County to enhance quality of life; and

WHEREAS, Brunswick County and the Brunswick County Board of Commissioners proudly recognizes BFA and the importance of its transformative, decades-long commitment to providing such critical programs and services to Brunswick County.

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

1. That Brunswick County does hereby extend its warmest congratulations to BFA on its 40th anniversary and its sincerest appreciation for the many remarkable years of serving the needs of Brunswick County; and
2. That Brunswick County does hereby pledge its continued support of BFA in furtherance of its invaluable mission.

Adopted this the 16th day of August, 2021.

Randell Thompson, Chairman
Brunswick County Board of Commissioners

Attest:
Daralyn Spivey

Clerk to the Board

Commissioner Cooke moved to adopt the Resolution with the motion seconded by Commissioner Williams. and passed unanimously (5 to 0).

2. Clerk to the Board - Resolution in Support of Brunswick Business and Industry Development

Request that the Board of Commissioners consider the following Resolution:

**BRUNSWICK COUNTY RESOLUTION IN SUPPORT OF BRUNSWICK
BUSINESS & INDUSTRY DEVELOPMENT**

WHEREAS, Brunswick Business and Industry Development was created in 2018 and is the economic partnership driver of commerce, opportunity, and growth in Brunswick County; and

WHEREAS, the purpose of Brunswick Business and Industry Development is to encourage and promote the development of new business and industry, to assist in the retention of existing business and industry, and to promote the industrial development and general economic welfare of Brunswick County; and

WHEREAS, Brunswick Business and Industry Development promotes infrastructure, workforce, education along with quality-of-life opportunities available in Brunswick County; and

WHEREAS, Brunswick Business and Industry Development encourages both small and international business growth along with megasite development; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Brunswick County supports the Brunswick Business & Industry Development and their endeavors to bring businesses, commerce, and infrastructure to the County.

Adopted this the 16th day of August 2021.

Randell Thompson, Chairman

Brunswick County Board of Commissioners

Attest:

Daralyn Spivey

Clerk to the Board

Vice-Chairman Forte moved to approve the Resolution as requested. The motion was seconded by Commissioner Williams and passed unanimously (5 to 0).

3. Engineering - County Complex Site and Buildings Master Plan Study (Wm. L. Pinnix, P.E.)

The Board of Commissioners received the final complex site and buildings master plan report presentation by Charles Boney, FAIA, and Matt Barnstedt of LS3P Associates, along with Michael Cole of Cole, Jenest and Stone. Mr. Woodruff will also be putting a task force together to assist in this project. The consensus of the Board is to continue to move forward with the project.

4. Presentation - Health and Human Services - COVID-19 Update (David Stanley, Deputy County Manager)

Mr. Stanley updated the Board on County and State statistics, vaccination rates along with Emergency Service's challenges relevant to the current COVID – 19 Pandemic.

VII. ADMINISTRATIVE REPORT

1. Health and Human Services – Social Services: Social Worker III Child Welfare Positions (Catherine Lytch, DSS Director):

The Board of Commissioners heard a request from Ms. Lytch for four (4) new full time Social Worker III positions and to reclassify a vacant Social Worker II position to a Social Worker III position in the Child Welfare Division of Social Services. Commissioner Sykes made the motion to add and to reclassify the requested staff with Commissioner Williams seconding and all in favor (5 to 0).

2. Human Resources – Temporary Employee Referral Bonus Program:

Commissioner Sykes made a motion to return the item to Administration to collect data and return with an overall recruitment plan to include how much overtime is being utilized and to investigate other ways to improve recruitment. Commissioner Williams seconded the motion with all in favor (5 to 0)

3. Human Resources – Temporary Sign On Bonus:

Commissioner Sykes made a motion to return the item to Administration to collect data and return with an overall recruitment plan to include how much overtime is being utilized and to investigate other ways to improve recruitment, such as job fairs and other outreach methods. Commissioner Williams seconded the motion with all in favor (5 to 0).

VIII. OTHER BUSINESS/INFORMAL DISCUSSION

No other business to discuss

IX. CLOSED SESSION

1. Closed Session - Consult with Attorney

Request that the Board of Commissioners enter into Closed Session pursuant to N.C.G.S. 143-318.11(a)(3) to consult with attorney and to preserve attorney/client privilege.

Mr. Shaver noted that the statutory requirements were included in the agenda with the purpose to consult with attorney and to preserve attorney/client privilege.

Commissioner Sykes moved to enter Closed Session as stated at 7:50 p.m. The motion was seconded by Commissioner Cooke and passed unanimously (5 to 0).

Chairman Thompson called the Regular Session to order at 8:41 p.m.

X. ADJOURNMENT

Commissioner Williams moved to adjourn the meeting at 8:42 p.m. The motion was seconded by Commissioner Cooke and passed unanimously (5 to 0).

Randy Thompson, Chairman
Brunswick County Board of Commissioners

Attest:

Daralyn Spivey, NCCMC
Clerk to the Board