

**BRUNSWICK COUNTY BOARD OF COMMISSIONERS
OFFICIAL MINUTES
REGULAR MEETING
May 2, 2022
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: Steve Stone, County Manager
Bob Shaver, County Attorney
David Stanley, Deputy County Manager
Haynes Brigman, Deputy County Manager
Aaron Smith, Finance Director
Daralyn Spivey, Clerk to the Board
Meagan Kascak, Communications Director
Currie Elkins, MIS
Lt. 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 3:05 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. 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

Ms. Pam Hardy from Duke Energy introduced herself as the new District Manager of Government Community Relations.

Mr. Jeff Mount spoke to the need of funding for a county-wide bookmobile during the budget process.

V. APPROVAL OF CONSENT AGENDA

Commissioner Williams moved to approve the Consent Agenda as presented. The motion was seconded by Commissioner Cooke and passed unanimously (5 to 0). See individual items for approval status:

1. Board of Education – Request to Delay Budget Submittal - Approved

The Board the Brunswick County Schools' request to submit their budget after the Statutory Date due to the current funding agreement.

- 2. **Clerk to the Board – Board of Appointment – City of Southport ETJ Appointments to Board Adjustments - Approved**
The Board approved the City of Southport's recommended appointment of Ms. Kate Seigler to fill the vacant ETJ position on the City of Southport's Board of Adjustments for a term expiring April 2025.
- 3. **Clerk to the Board – Juvenile Crime Prevention Council Appointments – Approved**
The Board approved the selection of Travis Greer as the Local Health Director Designee, Jennifer McCrea for the Juvenile Defense Attorney Designee and Shirley Smircic as the DA Officer Designee on the Juvenile Crime Prevention Council.
- 4. **Clerk to the Board – Meeting Minutes – Approved**
The Board approved approve the draft minutes from the Regular Meeting of April 18, 2022.
- 5. **Clerk to the Board – Proclamation – Municipal Clerks Week – Approved**
The Board of Commissioners approved and honored the Municipal Clerks of Brunswick County with the below Proclamation.

PROCLAMATION RECOGNIZING MAY 1-7, 2022 AS MUNICIPAL CLERKS WEEK IN BRUNSWICK COUNTY, NORTH CAROLINA

WHEREAS, the office if Municipal Clerk, a time honored and vital part of local government exists throughout the world; and

WHEREAS, the Office of the Municipal Clerk is the oldest among public servants; and

WHEREAS, the Office of the Municipal Clerk provides the professional link between the citizens, the local governing body, and the agencies of government at other levels; and

WHEREAS, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all; and

WHEREAS, the Municipal Clerk serves as the information center on functions of local government and community; and

WHEREAS, Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, county and international professional organizations; and

WHEREAS, it is most appropriate that we recognize the accomplishments of the Office of Municipal Clerk.

NOW, THEREFORE, BE IT RESOLVED THAT, the Brunswick County Board of Commissioners recognize May 1-7, 2022 as Municipal Clerks Week and commend _____, Clerk for the vital service she provides and exemplary dedication to the _____ and in turn, to Brunswick County.

This the 2nd day of May, 2022.

Randy Thompson, Chairman
Brunswick County Commissioners

ATTEST:

Daralyn Spivey, NCCCC
Clerk to the Board

- 6. **County Attorney – Refund Request for Excise Tax - Approved**

The Board authorized a refund requested for excise taxes paid in error in the amount of \$1037.00.

7. Emergency Services – North Carolina Emergency Management Capacity Building Competitive Grant – Approved

The Board of Commissioners approved the application for the North Carolina Emergency Management Capacity Building Competitive Grant program for \$107,250.00.

8. Finance Fiscal Items – Approved

The Board approved the following Budget Amendments, Capital Project Ordinances, and Fiscal Items of a routine nature on the consent agenda:

-Sheriff's Office Insurance Proceeds Budget Amendment

Appropriated \$90,000 of insurance proceeds funding for the replacement of two total loss vehicles (SD467, SD590).

-Child Health Miscellaneous Revenues Budget Amendment

Appropriated \$1,000 of funds donated as part of Early College High School Key Club student project to purchase car seats for parents that are unable to afford one. The Health Services car seat coordinator plans to purchase as many car seats and related supplies before the end of FY21-22 and distribute on a first come, first serve basis once client needs have been verified.

9. Health and Human Services – Health Services – AA 546 – Communicable Disease Pandemic Recovery - Approved

The Board approved the Agreement Addendum for Activity 546 - Communicable Disease Pandemic Recovery and authorize the Health Director's executing signature.

10. Health and Human Services – Health Services – AA 620 ARPA COVID-19 School Health Team Workforce - Approved

The Board approved the Agreement Addendum for Activity 620 - ARPA COVID-19 School Health Team Workforce and to authorize the Health Director's executing signature.

11. Operation Services – Lease Agreement for Shallotte Probation & Parole Office - Approved

The Board approved a lease agreement for the Probation and Parole Office in Shallotte.

12. Register of Deeds Grant Program – Approved

The Board approved the application submission of the Register of Deeds Grant Program and delegated authority to the County Manager to sign the grant agreement if awarded as appropriated by the North Carolina General Assembly and administered by the Office of State Budget and Management.

13. Utilities – Grant Application Ratify – Approved

The Board ratified the Brunswick County Grant Application Evaluation Form.

VI. PRESENTATIONS

1. Clerk to the Board – NC DOT Update Presentation

The Board heard a presentation from NC DOT Division Engineer Chad Kimes regarding projects and budgets.

VII. ADMINISTRATIVE REPORT

1. Administration - APRA Policies & Procedures Approval and Preliminary Finding Priorities

The Board heard a request to adopt the Resolution regarding policies to aid in the expenditure of American Rescue Plan Act of 2021. Vice - Chairman Forte made the motion to adopt the Resolution. The motion was seconded by Commissioner Williams and passed unanimously (5-0). The Resolution reads as follows:

**RESOLUTION ADOPTING POLICIES TO AID IN THE
EXPENDITURE OF CORONAVIRUS STATE AND
LOCAL FISCAL RECOVERY FUNDS UNDER H.R. 1319**

AMERICAN RESCUE PLAN ACT OF 2021

WHEREAS, on January 6, 2022, US Treasury issued its Final Rule implementing the Coronavirus State and Local Recovery Fund Program of H.R. 1319 American Rescue Plan Act of 2021 (“ARP/CSLFRF”); and

WHEREAS, under ARP/CSLFRF, certain recipients, including eligible units of local government, will receive allocated funds which may be used for approved expenditures in the following categories, to the extent authorized by state law:

1. Supporting the COVID-19 public health response by funding COVID-19 mitigation and prevention efforts, providing certain medical and behavioral healthcare services, and providing funding for certain public health and safety staff to the extent they perform duties in connection with the COVID-19 response;
2. Addressing negative economic impacts caused by the public health emergency, including economic harms to households, small businesses, non-profits, impacted industries, and the public sector;
3. Replacing lost public sector revenue and using funding to provide government services to the extent the reduction in revenue is due to the pandemic;
4. Providing premium pay for essential workers and offering additional support to those who have borne and will bear the greatest health risks because of their service in critical infrastructure sectors;
5. Investing in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, supporting vital wastewater and stormwater infrastructure, and expanding access to broadband internet; and

WHEREAS, Brunswick County will receive \$27,741,111 of ARP/CSLFRF funds, which are subject to the Award Terms and Conditions and the Assistance Listing, specifically including, without limitation, the provisions of Title 2 U.S. Code of Federal Regulations, Part 200, commonly known as Uniform Guidance (“UG”); and

WHEREAS, Brunswick County intends to fully implement all compliance requirements to ensure its proper expenditure of ARP/CSLFRF funds; and

WHEREAS, Brunswick County has revised its existing policies or created new policies to ensure compliance with the Award Terms and Conditions and UG.

NOW, THEREFORE, BE IT RESOLVED, that the following policies, attached hereto and incorporated herein by reference, are adopted by the Brunswick County Board of Commissioners:

1. Allowable Costs and Costs Principles Policy
2. Conflict of Interest Policy
3. Eligibility Determination Policy
4. Grant Project Ordinance (sample for projects falling within the \$10 million standard allowance)
5. Human Resources Policies
 - Premium Pay Policy (as adopted November 1, 2021)
 - Effort Certification Policy
6. Nondiscrimination Policy
7. Procurement Policy
 - Contract and Purchasing Policy (as amended)
8. Program Income Policy
9. Property Management Policy
10. Record Retention Policy
11. Subaward and Monitoring Policy

Adopted this the 2nd day of May, 2022.

Randell Thompson, Chairman

Brunswick County Board of
Commissioners

ATTEST:
Daralyn Spivey, NCCCC
Clerk to the Board

Clerks Note: The Board will hold a special meeting on May 16, 2022 at 4:00 p.m. to further discuss the funding opportunities that will be allowed as a result of the guiding priorities and the standard \$10M allocation.

2. **Emergency Services – Governor’s Volunteer Services Award**
The Board heard a request to adopt the Resolution honoring the 2020-2021-2022 Governor’s Volunteer Service Award recipients. Commissioner Williams made the motion to adopt the Resolution. The motion was seconded by Vice-Chairman Forte and passed unanimously (5-0). The Resolution individually reads as follows:

**RESOLUTION HONORING THE RECIPIENTS OF THE 2020
GOVERNOR’S VOLUNTEER SERVICE AWARD**

WHEREAS, the Governor's Volunteer Service Award honors the true spirit of volunteerism by recognizing individuals, groups and businesses that make a significant contribution to their community through volunteer service; and,

WHEREAS, any person, group, or entity from the public – non-profit and private sector – may be nominated for an award through a county award coordinator. County award coordinators submit their top 10 volunteer nominations per county; and,

WHEREAS, there are eligibility requirements and several categories for the type of nominee (senior, youth, faith-based, family, group, business, etc.). Additional categories are based upon the area of service (animal, environmental, disaster, youth, preservation, etc.). County recommendations are reviewed by the State Commission and awards are given out in the counties; and,

WHEREAS, Brunswick County Volunteer and Non-Profit Coordinator is responsible for coordinating our county efforts, advertises, collects applications, and with a review panel, makes recommendations to the State of North Carolina; and,

WHEREAS, the Board of Commissioners and the Brunswick County Volunteer and Non-Profit Coordinator have organized to publicly recognize the 2022 recipients of the Governor's Service Award and the Governor’s Medallion Award for Volunteer Service.

NOW, THEREFORE, BE IT RESOLVED that the Brunswick County Board of Commissioners congratulates and extend its deepest appreciation James McAdams, Brunswick County 4-H Club Leaders, Ann Hollingsworth, Doshier Memorial Hospital Volunteers, Eunice Diehle, John Bodie, Nick Micale, Sherry Ross, Sacred Heart Volunteers for W.A.R.M and Roy “Red” Martin upon being named the 2020 Recipients of the Governors Volunteer Award and further recognizes these individuals and organizations for their outstanding and exemplary volunteer service to Brunswick County.

Adopted this, the 2nd day of May, 2022.

Randy Thompson, Chair
Board of Commissioners

ATTEST:

Daralyn Spivey, NCCCC
Clerk to the Board

**RESOLUTION HONORING THE RECIPIENTS OF THE 2021
GOVERNOR’S VOLUNTEER SERVICE AWARD**

WHEREAS, the Governor's Volunteer Service Award honors the true spirit of volunteerism by recognizing individuals, groups and businesses that make a significant contribution to their community through volunteer service; and,

WHEREAS, any person, group, or entity from the public – non-profit and private sector – may be nominated for an award through a county award coordinator. County award coordinators submit their top 10 volunteer nominations per county; and,

WHEREAS, there are eligibility requirements and several categories for the type of nominee (senior, youth, faith-based, family, group, business, etc.). Additional categories are based upon the area of service (animal, environmental, disaster, youth, preservation, etc.). County recommendations are reviewed by the State Commission and awards are given out in the counties; and,

WHEREAS, the Brunswick County Volunteer and Non-Profit Coordinator is responsible for coordinating our county efforts, advertises, collects applications, and with a review panel, makes recommendations to the State of North Carolina; and,

WHEREAS, due to the pandemic, the Board of Commissioners and the Brunswick County Volunteer and Non-Profit Coordinator have organized to publicly recognize the 2021 recipient of the Governor's Service Award.

NOW, THEREFORE, BE IT RESOLVED that the Brunswick County Board of Commissioners congratulates and extend its deepest appreciation to Timothy Steven Heath, Gail Faust, James McGibeny and Jim Rewalt upon being named the 2021 recipients of the Governor’s Volunteer Service Award and further recognizes these individuals for their outstanding and exemplary volunteer service to Brunswick County.

Adopted this, the 2nd day of May, 2022.

Randy Thompson, Chair
Board of Commissioners

ATTEST:

Daralyn Spivey, NCCCC
Clerk to the Board

**RESOLUTION HONORING THE RECIPIENTS OF THE 2022
GOVERNOR’S VOLUNTEER SERVICE AWARD**

WHEREAS, the Governor's Volunteer Service Award honors the true spirit of volunteerism by recognizing individuals, groups and businesses that make a significant contribution to their community through volunteer service; and,

WHEREAS, any person, group, or entity from the public – non-profit and private sector – may be nominated for an award through a county award coordinator. County award coordinators submit their top 10 volunteer nominations per county; and,

WHEREAS, there are eligibility requirements and several categories for the type of nominee (senior, youth, faith-based, family, group, business, etc.). Additional categories are based upon the area of service (animal, environmental, disaster, youth, preservation, etc.). County recommendations are reviewed by the State Commission and awards are given out in the counties; and,

WHEREAS, the Brunswick County Volunteer and Non-Profit Coordinator is responsible for coordinating our county efforts, advertises, collects applications, and with a review panel, makes recommendations to the State of North Carolina; and,

NOW, THEREFORE, BE IT RESOLVED that the Brunswick County Board of Commissioners congratulates and extend its deepest appreciation to Barbara Morris, BC Band of Brothers, Mary Pat Lynch, Mabell DeShields, Maureen Meisen, John Bronneck, Paulette Johnson, Celeste McConnell, Albert Plant and Cindy Carver upon being named the 2022 recipients of the Governor's Volunteer Service Award. Cindy Carver also received the 2022 Governor's Medallion Award for Volunteer Services and recognized as one of the top volunteers in the State. The Board further recognizes these individuals for their outstanding and exemplary volunteer service to Brunswick County.

Adopted this, the 2nd day of May, 2022.

Randy Thompson, Chair
Board of Commissioners

ATTEST:

Daralyn Spivey, NCCCC
Clerk to the Board

3. Tax Administration – Contract for Revaluation Vendor

The Board heard a request to approve the contract with Piner Appraisal, Inc to assist with the 2023 countywide revaluation of commercial properties in the county. Vice-Chairman Forte made the motion to approve the contract. Commissioner Williams seconded with all in favor (5-0).

VIII. CLOSED SESSION

The Board of Commissioner entered into closed session pursuant to G.S. § 143-318.11(a)(1) and (3) to approve draft Closed Session Minutes from April 4, 2022 and to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body.

Mr. Shaver noted the above statutory requirements and that these were noted in the agenda.

Commissioner Sykes made the motion to enter Closed Session at 4:31 p.m. The motion was seconded by Commissioner Williams and passed unanimously (5 to 0).

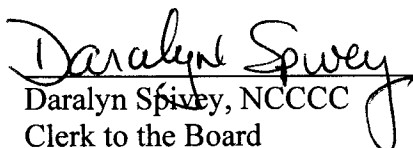
Chairman Thompson called the Regular Session to order at 4:40 p.m.

IX. ADJOURNMENT

Commissioner Sykes moved to adjourn the meeting at 4:41 p.m. The motion was seconded by Commissioner Williams and passed unanimously (5 to 0).


Randy Thompson, Chairman
Brunswick County Board of Commissioners

Attest:


Daralyn Spivey, NCCCC
Clerk to the Board



