

**BRUNSWICK COUNTY BOARD OF COMMISSIONERS  
OFFICIAL MINUTES  
REGULAR MEETING  
June 6, 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 Kascsak, Communications Director  
Currie Elkins, MIS  
Lt. Siler, 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 3:00 p.m.

**II. INVOCATION/PLEDGE OF ALLEGIANCE**

Commissioner 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.

**IV. PUBLIC COMMENTS**

Mr. Herbert Lett requested the Board take action on a property on Deer Vista Street in Supply.

Mr. John Williams spoke to the need of parks county-wide to be ADA accessible and the need for more buildings to be ADA compliant within the County.

**V. APPROVAL OF CONSENT AGENDA**

Vice-Chairman Forte 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. Administration - Brunswick County Schools Contracts with S.T Wooten for WBHS and Jessie Mae Monroe Parking Lots Paving- Approved**

The Board approved and authorized the Chairman to sign the S.T. Wooten contracts in the amount of \$447,584 for the paving of the West Brunswick High School parking lot and \$566,078 for the paving of the Jessie Mae Monroe Elementary School parking lot.

2. **Clerk to the Board – Meeting Minutes – Approved**  
The Board approved the draft minutes from the Regular Meeting of May 16, 2022 and the Special Budget Meeting of May 16, 2022.
3. **County Attorney - Amendment to ARPA Program Income Policy - Approved**  
The Board approved an amendment to the County's Program Income Policy for the use of American Rescue Plan Act funds.
4. **County Attorney - Deed of Dedication for Calabash Station Subdivision, Ph 1, Lots 1-11, 70-74, and 138-219 - Approved**  
The Board accepted the Deed of Dedication for water and sewer infrastructure for Calabash Station Subdivision, Ph. 1, Lots 1-11, 70-74, and 138-219.
5. **County Attorney – Deed of Dedication for Holden Beach Campground Water – Approved**  
The Board accepted the Deed of Dedication for water infrastructure for Holden Beach Campground.
6. **County Attorney - Easement Request– Approved**  
The Board granted a utility easement over Parcel # 2250013204, which is currently being developed as the back-up 911 call center.
7. **County Attorney - MOU for Marine Corps Training Exercises – Approved**  
The Board approved the Memorandum of Understanding between U.S. Marine Corps Forces, Special Operations Command (MARSOC), Brunswick County, and the Brunswick County Sheriff's Office.
8. **Courthouse Addition and Renovation - Alfred Williams and Company - Goods and Services Agreement - Courthouse Furniture – Approved**  
The Board approved and authorized the Chairman to sign the Alfred Williams and Company - Goods and Services Agreement - Courthouse Furniture contract in the amount of \$936,793.60 for the Courthouse furniture previously approved on November 15, 2021 subject to terms as approved by the County Attorney.
9. **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:
  - Lower Cape Fear Water Additional Expense Budget Amendment**  
Transfer \$275,000 to the raw water expense line for the purchase of raw water through June 30, 2022.
  - Sheriff's Office Insurance Proceeds Budget Amendment**  
Appropriate \$10,075 insurance proceeds revenue for the repair of wrecked vehicles.
  - Mulberry Branch WRF .75MGD Southport Budget Amendment and CPO**  
Appropriate \$2,000 of Southport revenue for the Mulberry Branch WRF .75 NMGD Southport funded project additional project expenditures.
  - Donations to DSS Budget Amendment**  
Appropriate \$7,600 of Donations for DSS to the expenditure line for use in the DSS program.
  - Emergency Telephone Fund Budget Amendment**  
Appropriate \$5,280 of transfer from general fund for ineligible expenditures and \$5,720 for additional expenditures through June 30, 2022.
  - LIEAP Additional Funding Budget Amendment**  
Appropriate \$476,234 of additional Low Income Energy Assistance program funding and \$688,354 of additional Low Income Energy Assistance program ARPA funding for additional federal funding authorizations.
  - Fleet Services Additional Funding Budget Amendment**  
Appropriate \$235,000 of solid waste revenues for fleet services anticipated expenditures through June 30, 2022.
  - Water Construction Additional Funding Budget Amendment**  
Reduce transfer to water capital projects \$60,000 and increase Water construction fuel and repair and maintenance equipment.
  - Excess Collections to Brunswick County Schools Budget Amendment**

Appropriate estimated excess collections of Ad Valorem and Legislated Sales Tax in excess of budget for transfer to the school’s capital reserve and to authorize the Fiscal Operations Director to adjust the budget for final collections as of June 30, 2022.

**-Courthouse Additional Funds Budget Amendment and CPO**

Transfer funds from the reserve undesignated to the courthouse project for NC Sound change order 7, pending change order 8 for courtroom 6, pending change order 9 for additional entry security, mounting courtroom seals not included in original bid, hourly rate billed by Sawyer Sherwood and Associates as allowable by the contract due to the construction administration fees being completely expended with continued time extensions.

**10. Operation Services - Amended Resolution to Post-Disaster Debris Policy - Approved**

The Resolution reads as follows:

**RESOLUTION TO AMEND THE POST DISASTER  
DEBRIS POLICY**

**WHEREAS**, the County through its Commissioners, wishes to eliminate any immediate threats to lives, public health and safety.

**WHEREAS**, the County of Brunswick, through its Commissioners, may use a significant portion of the available capacity of the landfill to dispose of incident-related debris.

**WHEREAS**, although the Federal Emergency Management Agency (FEMA) cannot provide public assistance funding for the value of the loss of landfill capacity due to incident- related debris.

**WHEREAS**, tipping fees will continue to be paid by the residents of Brunswick County to cover the county’s waste disposal, recycling and/or reduction cost.

**WHEREAS**, when the disaster debris management and monitoring contracts and debris management sites are activated, FEMA provides public assistance funding for collection, disposal and/or processing of debris.

**NOW THEREFORE**, the Brunswick County Commissioners are hereby resolved to establish the following policies and procedures for post-disaster planning:

- Immediately following a significant disaster or debris event, debris management contractors will be directed to complete debris assessments of unincorporated areas.
- Activation of the County’s disaster debris contracts should be dependent upon the initial debris assessments. The threshold for reimbursement by the state for an undeclared event is damages in excess of 1% of the County’s overall annual budget. Federal declaration criteria based on NCEM county threshold is currently \$4.10 per capita, which would equal an activation trigger of 30,000 cy’s of debris based on current contract pricing and current population estimate.
- When disaster debris management and monitoring contracts are activated, temporary debris management sites will be required, and tipping fees will remain in place for the Brunswick County Landfill.
- Landfill airspace utilized for debris disposal will not be eligible for funding.
- Municipalities that activate disaster debris management contracts or that perform disaster debris collections may be required to use a temporary debris site instead of the landfill due to traffic and volume constraints.
- Debris disposal, recycling and/or reduction completed at the Brunswick County Landfill will be considered normal operations and tipping fees will not be waived.
- Storm debris collections performed by the County’s disaster debris

contractors should include private and orphaned roads and gated communities in the unincorporated areas. Collections in gated communities will only be conducted upon request and if the debris is determined to be a public safety issue.

- When disaster debris management and monitoring contracts are activated for all unincorporated areas countywide, then the county will also initiate the Memorandum of Agreement with NCDOT for debris collection on state roads in order to minimize confusion and maximize efficiency for residents.

Randell Thompson, Chairman  
Brunswick County Board of Commissioners

ATTEST:

Daralyn Spivey, NCCCC  
Clerk to the Board

**11. Sheriff's Office – Sheriff's Office - Grant Award Acceptance- Approved**

The Board approved and accepted a grant from the North Carolina Sheriffs' Association to assist the Sheriff's Office with the investigation of reports of internet crimes against children (ICAC). The Board further authorized Sheriff Ingram to sign the ICAC Grant Contract with the North Carolina Sheriffs' Association and the associated Mutual Assistance Agreement and Memorandum of Understanding with the North Carolina State Bureau of Investigation. The total grant award is valued at \$72,678.87 with no county match requirement.

**12. Sheriff's Office – Second Amendment to Detention Food Service Agreement – Approved**

The Board approved a second amendment to the Sheriff's Office Detention Center food service agreement with Summit Food Service, LLC. The amendment outlines a sliding pricing scale to better account and invoice according to weekly inmate populations and requires no budget amendment.

**13. Utilities – I and E Bay Enclosure Project Budget – Approved**

The Board approved additional funds in the amount of \$108,340.00 for the Instrumentation and Electrical Bay enclosure project.

**14. Utilities – SCADA Tower NWWTP Budget Amendment – Approved**

The Board approved the additional funds in the amount of \$90,000 for the SCADA tower project at the NWWTP.

**15. Clerk to the Board - Proclamation - Alpha Psi Omega Day – Approved**

The Board adopted the Proclamation for Alpha Psi Omega. The Proclamation reads as follows:

**PROCLAMATION RECOGNIZING JUNE 2, 2022 AS  
ALPHA PSI OMEGA DAY IN BRUNSWICK  
COUNTY NORTH CAROLINA**

**WHEREAS**, Alpha Kappa Alpha Sorority, Incorporated © was established as the first sorority for African American women on January 15, 1908, on the campus of Howard University; and,

**WHEREAS**, the purpose of Alpha Kappa Alpha Sorority © , Incorporated is to cultivate and encourage high scholastic and ethical standards, to promote unity and friendship among college women, to study and help alleviate problems concerning girls and women in order to improve their social stature, to maintain a progressive interest in college life, and to be of "Service to All Mankind"; and

**WHEREAS**, on June 2, 1932, Alpha Psi Omega Chapter became the sixth chapter chartered in the state of North Carolina by five visionary educators: Alice

Wood Lofton, Fannie Penelope White, Betty Estelle Graves, Doris Tyne Jones Smith, and Catherine Howze Robinson Copeland; and,

**WHEREAS**, Alpha Psi Omega established the first African American Greek-lettered organization in Southeastern North Carolina on June 2, 1932; and,

**WHEREAS**, Alpha Psi Omega Chapter has provided service to Brunswick County, N.C., and surrounding communities through various youth enrichment, civic, health and educational programs and services; and hosting fundraisers including Ebony Fashion Fair, Green Tie and other events to provide scholarships to Debutantes presented in the community; and,

**WHEREAS**, Alpha Psi Omega Chapter has assisted organizations including the Brunswick County NAACP, American Heart Association, and the 1898 Memorial Foundation to enrich the lives of citizens; and,

**WHEREAS**, Alpha Psi Omega Chapter continues to support Brunswick County by promoting voter registration, voter mobilization and overall civic engagement by women and marginalized people.

**NOW, THEREFORE, BE IT RESOLVED THAT**, the Brunswick County Board of Commissioners do hereby proclaim June 2, 2022, as Alpha Psi Omega Day in celebration Alpha Kappa Alpha Sorority’s 90 years of service and positive impact on Brunswick County and the surrounding communities.

This the 6<sup>th</sup> day of June, 2022

Randy Thompson, Chair  
Board of Commissioners

ATTEST:

Daralyn Spivey, NCCCC  
Clerk to the Board

**VI. PRESENTATIONS**

- 1. Clerk to the Board – Presentation - Brunswick County Arts Council**  
The Board heard a presentation from the Brunswick County Arts Council and the work that is currently being done in the community. The Arts Council also requested the Board recognize the following students for their artwork regarding substance abuse; Jay Lancaster, Livia Bedillion, Shania Spicer, JaMya Hansley, Kaiya Royall, and Layla Warwick. The artwork is currently on display on billboards within Brunswick County along Highway 17.

**VII. PUBLIC HEARING:**

- 1. Administration - Public Hearing to Receive Comments on the FY 2022-2023 Brunswick County Budget, Fees, and Capital Improvement**  
Mr. Stone requested the Board open the public hearing on the Managers FY 2022-2023 Recommended Budget, Proposed Fees and Five-Year Capital Improvement Plan.

Chairman Thompson opened the public hearing at 3:26 p.m.

Ms. Peg Oxbie commented on her concerns with the current state of inflation, the ability of the Board to create forty-nine (49) new positions without raising the taxes county-wide and the possible tax rate increases that will be coming after the tax revaluation of 2023.

Hearing no further comments, Chairman Thompson closed the public hearing at 3:29 p.m.

## **VIII. ADMINISTRATIVE REPORT**

### **1. Administration – ARPA Funding Allocation Request for Direct Administrative Costs**

Mr. Brigman explained the appropriation of \$150,000 of American Rescue Plan Act funds towards direct costs for the administration of the ARPA programs. Commissioner Williams made the motion to appropriate the funding of the \$150,000. The motion was seconded by Vice-Chairman Forte and passed unanimously (5 to 0).

### **2. Administration – ARPA Funding Allocation Request for General Government Services Standard Allowance**

Mr. Brigman explained the appropriation of \$10M of American Rescue Plan Act funds allocation request for general government services. Commissioner Cooke made the motion for the allowance. The motion was seconded by Commissioner Williams. The motion passed (3 to 2) with recorded votes as follows:

Chairman Thompson: Aye  
Commissioner Cooke: Aye  
Commissioner Williams: Aye  
Vice-Chairman Forte: Nay  
Commissioner Sykes: Nay

### **3. Administration – Bond Order for Series 2022A Two-Thirds Bonds and Schedule Public Hearing**

Commissioner Sykes introduced the following resolution, a summary of which had been provided to each Commissioner, a copy of which was available with the Clerk to the Board of Commissioners, and which was read by title:

#### **A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE COUNTY OF BRUNSWICK, NORTH CAROLINA MAKING CERTAIN STATEMENTS OF FACT CONCERNING PROPOSED BOND ISSUE**

**WHEREAS**, the Board of Commissioners of the County of Brunswick, North Carolina (the “Board of Commissioners”) is considering the issuance of bonds of the County of Brunswick, North Carolina (the “County”) which shall be for the maximum principal amount of \$5,740,000 of bonds to pay the capital costs of construction of a multi-use governmental facility located in the County which is currently expected to house a senior center, emergency management and other public safety functions.

**WHEREAS**, the Board of Commissioners must make certain findings of fact to enable the Local Government Commission of the State of North Carolina (the “Commission”) to make certain determinations as set forth in Section 159-52 of the General Statutes of North Carolina.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners, meeting in open session on the 6th day of June, 2022, has made the following factual findings in regard to this matter:

**A. Facts Regarding Necessity of Proposed Financing.** The proposed bonds are necessary and expedient to pay the capital costs of providing a multi-use governmental facility located in the County which is currently expected to house a senior center, emergency management and other public safety functions.

**B. Facts Supporting the Amount of Bonds Proposed.** The sums estimated for these bonds are adequate and not excessive for the proposed purpose.

**C. Past Debt Management Policies.** The County’s debt management procedures and policies are good and have been carried out in compliance with law. The County employs a full-time Director of Fiscal Operations to oversee compliance with applicable laws relating to debt management. The

Board of Commissioners requires annual audits of County finances. In connection with these audits, compliance with laws is reviewed. The County is not in default in any of its debt service obligations. The County Attorney's office reviews all debt-related documents for compliance with laws.

**D. Past Budgetary and Fiscal Management Policies.** The County's budgetary and fiscal management policies have been carried out in compliance with laws. The Board of Commissioners closely reviews annual budgets before final approval of budget ordinances. Budget amendments changing a function total or between functions are presented to the Board of Commissioners at regular Board of Commissioners meetings. The Director of Fiscal Operations presents financial information to the Board of Commissioners which shows budget to actual comparisons annually and otherwise as the County Manager deems necessary or as a member of the Board of Commissioners may request.

**E. Retirement of Debt.** The increase in taxes, if any, necessary to service the proposed debt will not be excessive.

**F. Marketing of Bonds.** The proposed bonds can be marketed at reasonable rates of interest.

**G. Financing Team.** The County Manager and the Director of Fiscal Operations, with advice from the County Attorney, are hereby authorized and directed to (1) retain Parker Poe Adams & Bernstein LLP, as bond counsel, and (2) retain Davenport & Company LLC, as financial advisor. The County Manager and the Director of Fiscal Operations are authorized to retain and approve the services of other professionals that they deem necessary related to the issuance of the proposed bonds. The filing of an application by the Director of Fiscal Operations with the Commission for its approval of the proposed bonds is hereby ratified and confirmed.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that the Board of Commissioners that the public hearing on the bond order for the proposed bonds shall be held on 20th day of June, 2022 at 6:00 p.m., or a soon thereafter as practicable, in the Commissioners' Chambers of the Brunswick County Government Complex, 30 Government Center Drive NE, Bolivia, North Carolina. The Clerk to the Board of Commissioners is hereby directed to cause a copy of said bond order to be published with a notice of such hearing in the form prescribed by law in a newspaper of general circulation on or before six days before the public hearing. The Director of Fiscal Operations is hereby directed to file prior to publication of the bond order with the notice of such public hearing a sworn statement of debt as prescribed by law.

The motion was seconded by Commissioner Williams.

**PASSED, ADOPTED AND APPROVED** this 6th day of June, 2022.

Commissioner Sykes introduced the following bond order by reading the title thereof:

**BOND ORDER AUTHORIZING THE ISSUANCE OF NOT TO EXCEED  
\$5,740,000 GENERAL OBLIGATION PUBLIC IMPROVEMENT BONDS  
OF THE COUNTY OF BRUNSWICK, NORTH CAROLINA**

**WHEREAS**, the Board of Commissioners of the County of Brunswick, North Carolina (the "*County*") deems it advisable to provide for construction of a multi-use governmental facility located in the County which is currently expected to house a senior center, emergency management and other public safety functions; and

**WHEREAS**, an application has been filed with the Secretary of the Local Government Commission of North Carolina requesting Commission approval of the bonds hereinafter described as required by the Local Government Bond Act, and the Secretary of the Local Government Commission has notified the Board of Commissioners that the application has been accepted for submission to the Local Government Commission.

**NOW, THEREFORE, BE IT ORDERED** by the Board of Commissioners of the County of Brunswick, North Carolina, as follows:

**Section 1.** The Board of Commissioners of the County has ascertained and hereby determines that it is necessary to provide for a multi-use governmental facility located in the County which is currently expected to house a senior center, emergency management and other public safety functions.

**Section 2.** To raise the money required for the purposes described above, in addition to funds which may be available for such purpose from any other source, bonds of the County are hereby authorized and shall be issued pursuant to the Local Government Bond Act of North Carolina. The maximum aggregate principal amount of such bonds authorized by this bond order shall be and not exceed \$5,740,000.

**Section 3.** Taxes will be levied in an amount sufficient to pay the principal and interest of the bonds authorized by this bond order.

**Section 4.** A sworn statement of the County's debt has been filed with the Clerk to the Board of Commissioners and is open to public inspection.

**Section 5.** No debt shall be contracted during any fiscal year by the issuance of bonds pursuant to this bond order if the amount of such debt and if all other debt contracted during such fiscal year shall exceed two-thirds (2/3rds) of the amount by which the outstanding indebtedness of the County shall have been reduced during the next preceding fiscal year, unless the incurring of such debt shall be submitted to a vote of the people of the County and shall be approved by a majority of those who vote thereon.

**Section 6.** This bond order will take effect thirty (30) days after its publication following adoption, unless it is petitioned to a vote of the people within thirty (30) days after its publication as introduced, as provided in N.C.G.S. Section 159-60, and in that event the order will take effect when approved by the voters of the County.

The motion was seconded by Commissioner Williams and passed unanimously (5 to 0).

**4. Administration - Modification of Surplus Property Sale Policy**

Mr. Stone requested the Board adopt amendments to the Contract and Purchasing Policy relating to disposal of surplus real property and minimum bid requirements. Vice-Chairman Forte made the motion to approve the modification. The motion was seconded by Commissioner Williams and passed unanimously (5 to 0).

**5. Tax Supervisor Appointment Term**

Mr. Stone requested the Board re-appoint Jeffry Niebauer as the Tax Collector with a term to expire of June 30, 2026. Vice-Chairman Forte made the motion to approve the appointment. The motion was seconded by Commissioner Williams and passed unanimously (5 to 0).

**IX. BOARD APPOINTMENTS**

**1. Governing Body - Annual Board Appointments**

Following discussion, Commissioner Cooke moved to approve Diana Dornfeld as the District 2 appointee to the Library Board with an expiration date of June 30,



2025 and Renee Cooper as the At Large appointee of the Substance Use and Addiction Commission with an expiration date of June 30, 2023 as she is filling an unexpired term. The motion was seconded by Commissioner Williams and passed unanimously (5 to 0).

**X. OTHER BUSINESS/INFORMAL DISCUSSION**

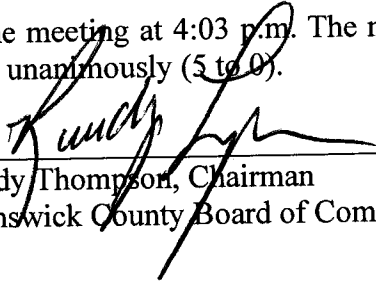
Meeting Schedule July: After some discussion by the Board, the decision was made to cancel the July 5, 2022 meeting as there will likely be a special meeting called later in the month.

Vice Chairman Forte commented on the ability to assist Boiling Spring Lakes with dam replacement and Mr. Stone remarked that he would be bringing an agenda item forward at the June 20<sup>th</sup> meeting with that information included.

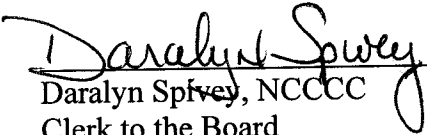
Commissioner Cooke recognized that today June 6, 2022, was the 78<sup>th</sup> anniversary of the invasion of Normandy.

**XI. ADJOURNMENT**

Commissioner Williams moved to adjourn the meeting at 4:03 p.m. The motion was seconded by Commissioner Sykes and passed unanimously (5 to 0).

  
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Randy Thompson, Chairman  
Brunswick County Board of Commissioners

Attest:

  
\_\_\_\_\_  
Daralyn Spivey, NCCCC  
Clerk to the Board

