



REQUEST FOR BOARD ACTION

ITEM NO. 2

DATE OF MEETING: June 8, 2015

REQUESTED BY: Melissa Pedersen, Administrative Assistant

SHORT TITLE: Approval of Minutes: Budget Work Sessions: May 14, May 18, May 21 and Regular Session, May 26, 2015.

BACKGROUND: N/A.

SPECIFIC ACTION REQUESTED: Review and approve the minutes.

BUDGET WORK SESSION
MAY 14, 2015

The Pender County Board of Commissioners met in Budget Work Session with County Departments on Thursday, May 14, 2015 at the Pender County Public Assembly Room, 805 S. Walker Street, Burgaw, North Carolina.

In attendance were: Board Chairman David Williams and Vice-Chairman George Brown; Commissioners Fred McCoy, David Piepmeyer, and Demetrice Keith; Randell Woodruff, County Manager and Clerk to the Board; Melissa Pedersen, Deputy Clerk to the Board; Sylvia Blinson, Interim Finance Director; and other staff.

Chairman Williams called the Work Session to order at 4:05 p.m.

Sheriff Carson Smith offered the Invocation.

The meeting began with some brief discussion on the tax base, improving economy, sales tax, and the budget message.

Each Department Manager was available to answer questions that they Board may have. Mr. Woodruff had provided advance copies of the recommended Department Budgets. Mr. Woodruff and Ms. Blinson explained the proposed tax increase and why it is needed citing a former tax increase which was not implemented several years ago, bonds, county projects, and added increase in healthcare coverage for employees. A brief discussion also ensued regarding lottery revenue.

The following Departments reported:

Health Department – At 4:26 Health & Human Services Director Carolyn Moser and Finance Assistant Donna Ramos appeared before the Board to answer questions the Board might have about the Health Department's Budget. Mr. Woodruff noted that there had been a reduction in the mobile dental clinic. Ms. Moser added in that she tried to make cuts where possible. Discussion ensued regarding grants; and revenues in environmental health.

DSS – At 4:35 Health & Human Services Director Carolyn Moser, Social Services Director Dr. Reta Shiver, and Administrative Assistant Jackie Jordan-McLeod appeared before the Board to answer any questions the Board might have regarding the Social Services Budget. Ms. Blinson stated that this department has a complicated budget. There was discussion about revenues from the state and federal level as well as expenditures. It was also noted to the board that new requests, temporary services, and overtime have been cut back for this department. The Board held discussion regarding Health Insurance including the State Health Plan.

Veterans – At 4:55 Veterans Services Director Roy Horne appeared before the Board to answer any questions the Board might have regarding the Veterans Services Budget. Mr. Woodruff noted that this department had one reclassification request that had been removed due to budget constraints. Discussion ensued regarding the need for this reclassification. Chairman Williams said that the Board would take the request under consideration. Mr. Brown asked that staff collect all of the reclassification information together to present to the Board. Discussion then ensued regarding space. Mr. Horne stated that the space he currently has is too enclosed and veterans who have been diagnosed with PTSD have a hard time meeting in the enclosed space. It was suggested that this department move to the Agriculture Building. There Board discussed overall space issues and possible solutions.

Elections – At 5:10 Elections Director Dennis Boyles appeared before the Board to answer any questions the Board might have regarding the Elections Budget. Mr. Boyles stated that there are many elections for this fiscal year that drive this budget. Discussion ensued regarding the \$12,000.00 reduction in the budget for precinct workers recommended by Mr. Woodruff. After discussion regarding election dates for this fiscal year and the need for these precinct workers, Chairman Williams requested that this \$12,000.00 be added back into the recommended budget.

Sheriff/Jail/Animal Control – At 5:20 Sheriff Carson Smith and Administrative Assistant Annette Applewhite appeared before the Board to answer any questions the Board might have regarding the Sheriff's Department Budget. Mr. Woodruff stated that the biggest changes in the Sheriff's budget was a reduction in positions requested. Discussion ensued about courthouse security and an Annex Magistrate. Discussion also took place regarding reclassifications requested in the budget that were not recommended by the manager. The budgets for both the Jail and Animal Control were also discussed, and no changes were made to either of those budgets in the recommended budget.

Library – At 5:47 Library Director Mike Taylor appeared before the Board to answer any questions the Board might have regarding the Library Budget. Mr. Taylor stated that there was no real increase in the budget for the Library and that he does try to operate conservatively. Mr. Taylor did state that both the Burgaw Library and the Hampstead Library need their book drops replaced due to weather related damage and age. In regards to salaries, Mr. Taylor stated that he was requesting two temporary positions but that there was no increase in the dollar amount for salaries. Mr. Taylor also mentioned to the Board about a complement about the York house and all of the positive feedback he has received from the public regarding it.

Housing – At 6:04 Housing Director Judy Herring appeared before the Board to answer any questions the Board might have regarding the Housing Budget. Discussion ensued about the needs of both Country Court and Section 8. Ms. Herring stated that there were no monetary changes in the Housing Department budget, only a shift in where the money is budgeted. There was brief discussion regarding getting Seven Oaks Apartments self-sustaining and possible changes there.

Tourism – At 6:11 Tourism Director Tammy Proctor, TDA Chair Anita Afify, and TDA member Buddy Fowler appeared before the Board to answer any questions the Board might have regarding the Tourism Budget. Discussion ensued regarding economic development its link with tourism and branding Pender County. The TDA discussed money that has been spent year to date on Tourism in Pender County. Discussion then ensued regarding the Fireball run with regards to its roots, purpose, and economic impact on Pender County. There was also discussion on the website, cuts on advertising, and the blueberry festival.

Parks & Recreation – At 6:38 Parks & Recreation Director Dee Turner appeared before the Board to answer any questions the Board might have regarding the Parks & Recreation Budget. Discussion ensued regarding reductions that had been made from the requested budget with regards to line items for maintenance, gas, and supplies. Discussion also took place regarding space and the expansion of Kiwanis Park. The Board also discussed working with youth organizations and bookkeeping. Donations to El Puente were also discussed.

Finance – At 7:32, Ms. Blinson discussed the Finance Department budget. Topics of discussion included the need for a new position, the status of the new finance director position, and the need for training and credentials for finance positions. Discussion then ensued regarding the Bond Sale that is set to close on May 27th. Commissioners also discussed the past history of the Finance Department as well as the status of the Audit Firm.

Non-Departmental – At 8:10, discussion ensued regarding Non-Departmental Budget. The Board discussed bank fees and a possible change to First Citizens Bank due to their location.

Debt Service – At 8:17, discussion ensued regarding County Debt Service. Discussion focused on leased vehicles including vehicles that are needed, and those that are not. Discussion also took place about leased equipment and software for various departments.

Outside Agencies – At 8:32, the Board discussed outside agency requests. Agencies discussed were Pender Adult Services, Pender Soil & Water Conservation, Wallace Airport, Cape Fear Community College, and the Highway 17 Association. The Board decided to cut the Highway 17 Association from the Budget and put that money toward another entity that would work towards the county's needs. The board also suggested reducing the Pender Adult Services contribution to \$150,000 if allowable.

Transfers – At 8:54, the board held a brief discussion regarding transfers. Mr. Woodruff gave a handout to the Board as a replacement page, moving around figures. Topics discussed were transfers to school and school bond debt, and tax refunds and releases as it relates to fire departments.

Mr. Woodruff reviewed the topics of the meeting noting:

- Elaborating on the 3.5% increase portion in the Budget Message
- Generating a Cumulative Report on employee re-evaluations
 - With specific information on Veterans Services Department
- Replace funds for precinct workers: \$12,780.00
- The need for a Magistrate and Deputy in the Hampstead Annex
 - Possibility of a Web based Magistrate
- Courthouse Security
- No Change in Library Funds but money moved to hire 2-3 Part-Time / Temporary workers
- Kiwanis Park Funds
- Coroner Information

Brief discussion also took place regarding the handling of cash for County Departments.

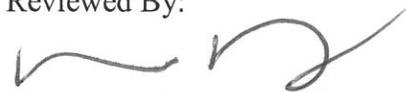
The Budget Work Session adjourned at 9:23 p.m.

Respectfully Submitted,



Melissa Pedersen, Deputy Clerk to the Board

Reviewed By:



Randell Woodruff, Clerk to the Board

**BUDGET WORK SESSION
MAY 18, 2015**

The Pender County Board of Commissioners met in Budget Work Session with County Departments on Monday, May 18, 2015 at the Pender County Public Assembly Room, 805 S. Walker Street, Burgaw, North Carolina.

In attendance were: Board Chairman David Williams and Vice-Chairman George Brown; Commissioners Fred McCoy, David Piepmeyer, and Demetrice Keith; Randell Woodruff, County Manager and Clerk to the Board; Melissa Pedersen, Deputy Clerk to the Board; Sylvia Blinson, Interim Finance Director; and other staff.

Chairman Williams called the Work Session to order at 4:10 p.m.

Each Department Manager was available to answer questions that they Board may have. Mr. Woodruff had provided advance copies of the proposed Department Budgets.

The following Departments reported:

Planning/Inspections – At 4:10 Planning Director Kyle Breuer and Administrative Assistant Ann Coombs appeared before the Board to answer questions the Board might have about the Planning Department’s Budget. Mr. Breuer began the conversation discussing rising revenue in recent years. Permitting has increased over the years and he noted that by September, the new permitting software should be online. He explained the benefits of the new software and how it will help both county staff as well as the public. Mr. Breuer stated that he has asked in this budget for iPad’s for inspectors to assist with the new software. Mr. Breuer mentioned a trip to Brunswick County and the efforts that his department is making to be as conservative as possible. He stated that the big ticket item in this year’s budget is an update to the Comprehensive Use Plan which will run about \$100,000.00. Discussion ensued regarding Broadband Internet Service; The new park in Currie and the Greater Currie Community Action Group; how staff is handling cash payments; Side walk grant; Phone; and Advertising.

ITS – At 4:42 ITS Director Erik Harvey appeared before the Board to answer questions the Board might have about the ITS Department’s Budget. Mr. Woodruff stated that this was a large budget referencing that it covers the IT needs for all departments. He added that next year, these items will be moved into individual department budgets for better bookkeeping. Discussion ensued regarding the increased budget from last fiscal year; leasing equipment; contracted services; reclassification of positions; and training. Commissioners requested that training be kept in house to save money when possible.

Utilities – At 5:10 Utilities Director Michael Mack appeared before the Board to answer questions the Board might have about the Utilities Department’s Budget. This department has broken down budgets by fund:

071 – Maple Hill Water: This fund is not subsidized by the General Fund. This system was started in 1992 and currently services 345 customers in the Maple Hill community. Mr. Mack has requested a rate increase to cover the rate increase from the Chinquapin Water Association which is where Maple Hill receives water. The proposed rate is \$6.00 per 1000 gallons of water. The current rate is \$4.25 per 1000.

073 – Maple Hill Sewer: The proposed sewer rate is \$4.25 per 1000 gallons of water and \$9.50 per 1000 gallons of water used.

072 – Rocky Point/Topsail Water: This district has received 244 customer is the last ten months. There is a proposed 20% increase in water bills for this district for water. The current rate is \$4.50 per 1000 gallons and

Mr. Mack has proposed a rate of \$6.00 per 1000 gallons. There is no proposed increase for sewer in the area. On the sewer main that runs to Cape Fear are four schools and nine businesses. Utilities also projects a 5% growth rate in the next fiscal year due to new residential homes in Pender County.

76 – *Scotts Hill Water:* There is no increase in fee for this district, but there is a proposed increase in rates from \$4.53 per 1000 gallons to \$6.00 per 1000 gallons which will make for a 13.5% increase in water bills.

77 – *Water Treatment Plant:* There is currently a General Fund contribution for this department. There was a reclassification for a position to transfer an employee from the Water Treatment Plan to the Waste Water Treatment Plant. Mr. Mack stated that this individual is working toward his certification. Commissioners agreed that once the certification is obtained, the reclassification can be approved.

78 – *Wastewater Treatment Plant:* Discussion ensued regarding the status of Phase I of the Wastewater Treatment plant. Commissioners discussed damages and the current situation with the Pump and Haul of Waste Water from Acme. Phase II of the Wastewater Treatment Plant was also discussed with regards to grant funding received and the status of the Bond Sale.

75 – *Solid Waste:* Mr. Mack discussed the rate increases for Solid Waste. The proposed rate increase is \$78.00 per ton for the tipping fee at the Transfer Station and a user fee of \$185 per household for use of the convenience sites. Mr. Mack pointed out that the increase that was approved last year was never implemented and that was the reason for the high increase this year. Discussion ensued on the Solid Waste contract with Waste Industries as well as an update on the schedule for moving the Hampstead Convenience Site and the Transfer Station entrance.

Buildings/Grounds/Mosquito Control/Vehicle Maintenance – At 6:52 Public Work’s Director Michael Mack and Administrative Officer Pat Simmons appeared before the Board to answer questions the Board might have about the Public Work’s Budget.

Buildings/Grounds: Discussion took place regarding personnel, building maintenance, ditches, and signs including road signs in the county and logos on county vehicles. Discussion then ensued regarding contracted services. Ms. Simmons stated that those contracted services included Exterminating; Fire Extinguishers; Pest Control; Blinds; HVAC; Elevators Service; Security Plus; Fire Alarms; Chemicals; UniFirst; Floors; Cleaning; Porter John Rentals; and Ditching.

Mosquito Control: Ms. Simmons explained that Mosquito Control is a service provided by the county by request referring to it as a complaint driven program. Discussion ensued regarding chemicals and vehicles used for Mosquito Control as well as the chicken flocks in different parts of the county to monitor illnesses spread by mosquitos.

Vehicle Maintenance: Extensive discussion ensued about employee use of vehicles. Commissioners talked about where vehicles should and should not be in regards to employee use as well as employees who take vehicles home. Surplus vehicles were also discussed. Lastly, policy was discussed regarding driver’s license requirements and authorization to drive vehicles home overnight.

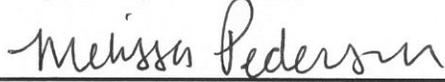
Cooperative Extension – At 7:36 Cooperative Extension Director Mark Seitz appeared before the Board to answer questions the Board might have about the Cooperative Extension Budget. Discussion ensued regarding personnel and funding for positions by the state with focus on the Life Stock position. Summer programs were also discussed.

Water & Soil Conservation – At 7:51 Chairman Don Rawls of Pender Soil and Water and Administrative Assistant Pricilla Pierce appeared before the Board to answer questions the Board might have about the Pender County Water & Soil Conservation Budget Request. Discussion weighed heavily on what the program specifically does and other places where funding is received. History of the program was also discussed.

Economic Development – At 8:01, Mr. Woodruff stated that the amount requested is the same amount that was requested the previous year. Discussion ensued about the benefits of Wilmington Business Development for Pender County.

The Budget Work Session adjourned at 8:06 p.m.

Respectfully Submitted,



Melissa Pedersen, Deputy Clerk to the Board

Reviewed By:



Randell Woodruff, Clerk to the Board

**BUDGET WORK SESSION
MAY 21, 2015**

The Pender County Board of Commissioners met in Budget Work Session with County Departments on Thursday, May 21, 2015 at the Pender County Public Assembly Room, 805 S. Walker Street, Burgaw, North Carolina.

In attendance were: Vice-Chairman George Brown; Commissioners Fred McCoy, David Piepmeyer, and Demetrice Keith; Randell Woodruff, County Manager and Clerk to the Board; Melissa Pedersen, Deputy Clerk to the Board; Sylvia Blinson, Interim Finance Director; and other staff.

Vice-Chairman Brown called the Work Session to order at 1:07 p.m.

EXCUSE COMMISSIONER

Mr. Piepmeyer made a motion to excuse Chairman Williams, Ms. Keith seconded the motion and it was unanimously approved.

Each Department Manager was available to answer questions that they Board may have. Mr. Woodruff had provided advance copies of the proposed Department Budgets.

The following Departments reported:

Tax Assessor – At 1:07 Tax Assessor Justian Pound appeared before the Board to answer any questions the Board might have regarding the Tax Assessors Budget. Mr. Pound stated that there has been some fluctuation in Salaries due to recent turnover. Discussion ensued regarding vehicle taxes and the \$108,000.00 fee for the software that handles the vehicle tax. Ms. Blinson stated that those funds had been moved to the Tax Collectors Budget. Discussion ensued regarding residency concerns with DMV and vehicle registrations due to address zip codes. Mr. Pound stated that corrections do get made through DMV if there is a residency error when paying online.

Tax Collector – At 1:16 Tax Collector Barbara Murray appeared before the Board to answer any questions the Board might have regarding the Tax Collectors Budget. There was brief discussion regarding the tax attorneys and collection benefits and costs. Ms. Murray also mentioned a reclassification that she asked for that had been cut out reclassifying a Tax Assistant to a Deputy Tax Collector. The \$108,000.00 fee for the vehicle tax software was also mentioned as a change in the budget from what was requested to what was proposed to the Board. Discussion then ensued regarding Bank Fees and collection rates. There was also extensive discussion about accepting Credit Card Payments and taking payments over the phone. Ms. Murray stated that her department is working on being able to accept Credit Card Payments and she will talk to Mr. Thurman regarding over the phone payments with regards to County liability.

Register of Deeds – At 1:34 Register of Deeds Sharon Willoughby appeared before the Board to answer any questions the Board might have regarding the Register of Deeds Budget. Credit Card discussion continued over to the Register of Deeds Budget regarding the policy for that department and its processing fees. Discussion ensued regarding revenue and the steady increase of revenue due to population growth. Ms. Willoughby explained that her staff is cross trained and ready for that growth, and that her Department stays busy. Discussion also ensued regarding Electronic Birth and Death Certificates.

Courts – At 1:45, the board held a brief discussion regarding the Courthouse. Discussion took place regarding the court fees and revenues received at the courthouse. Through the end of April, the courthouse has received

\$67,000.00 in fees and \$11,000.00 in revenue from the movie studio. Mr. Woodruff explained what those court fees and revenues cover.

Schools – At 1:55 School Superintendent Dr. Terri Cobb, Chief Financial Officer Betsy Chestnutt, and Director David Smith appeared before the Board to answer any questions the Board might have regarding the Pender County Schools Budget. Discussion began regarding custodial services for \$1.7 Million. Mr. Smith explained the policy and procedures for custodial services. Discussion then moved to Instructional Support. Ms. Chestnutt explained where these funds go. Discussion took place regarding Drivers Education. Dr. Cobb explained the changes at the state level with regard to funding and how the district plans to move forward. JROTC was also another discussed topic. Dr. Cobb stated that the Armed Services have cut all funding and therefore it is now paid for solely by the district. Dr. Cobb also explained the requirements for offering the program and stated that it is only offered at Pender High and Trask. Dr. Cobb also talked about the recent growth study and the need for a Middle School Director. Discussion then ensued regarding West Pender Middle School with focus on Sports and upgrades to the school both with programs and structurally. Mr. Woodruff asked Dr. Cobb to get Ms. Keith copies of all of the School Bond Information and Plans. Discussion then ensued regarding Lottery Funds and where those funds go. Long range planning was also discussed with regard to the Bonds. Mr. Woodruff stated that since 2009, the school system has grown by about 1,000 students. More discussion took place about the growth study and the future of the study. In closing, Mr. Brown recognized the school Board members in the audience and thanked all those with Pender County Schools for their attendance.

Forestry – At 2:51 Forestry Agent Hagan Blake appeared before the Board to answer any questions the Board might have regarding the Forestry Service Budget. Mr. Blake stated that the Forestry Budget is composed of 60% State funding and 40% county funding. Discussion ensued about the Forestry Towers and state owned property. Mr. Blake stated that since the use of the towers has ceased, planes now patrol for fires. There was discussion on ideas to put the towers to use. Mr. Brown thanked Mr. Blake for his time.

Emergency Management – At 2:58 Fire Marshall Charles Newman and Deputy Fire Marshall Tommy Batson appeared before the Board to answer any questions the Board might have regarding the Emergency Management Budget. Mr. Woodruff stated that the only change from the requested budget to the recommended budget was that the new position for the Safety Compliance Officer and a vehicle for that person has been removed due to a lack of resources in this budget. Mr. Batson answered questions about what that position would encompass. Mr. Newman explained for Ms. Keith what the Emergency Management Department does. The progress and growth of the department was also discussed.

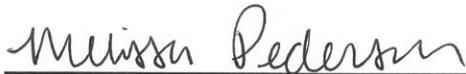
Fire Departments – At 3:05 Fire Marshall Charles Newman and Deputy Fire Marshall Tommy Batson appeared before the Board to answer any questions the Board might have regarding the Fire Department Budgets. The only Fire Department that was discussed was the Rocky Point Fire Department. Mr. Newman stated that all but two departments are keeping a budget similar to the current year. Rocky Point Volunteer Fire Department is one that is asking for a \$0.015 increase. The reasons stated for the increase are to keep an employee at the substation; to purchase a new pumper; the old station needs a new septic tank; increase in call volume and the proposed growth at Lanes Ferry. ISO Ratings and Insurance Rates in the Fire Districts were also discussed. After much discussion, Mr. Brown stated that the Board would consider the \$0.015 tax increase for Rocky Point.

Pender EMS/Rescue – At 3:16 Chief Woody Sullivan appeared before the Board to answer any questions the Board might have regarding the Pender EMS and Fire Budgets. Mr. Brown gave a history of Pender EMS as it relates to the Board, merger, and growth. Brief mention was made regarding a requested tax rate increase. This increase would be \$0.01 for EMS Services County wide and an additional \$0.01 for each fire district (Station 14 Sloop Point, Station 16 Hampstead, Station 18 Scotts Hill, and Station 28 Cross Creek, Station 21 Long Creek Grady, and Station 29 Currie area). Discussion ensued regarding revenues and collection rates.

Human Resources – At 3:49 Human Resources Director Denise Mulhollen appeared before the Board to answer any questions the Board might have regarding the Human Resources Budget. Ms. Mulhollen passed around a handout and the Board briefly discussed Healthcare and some possible changes such as the savings by switching to the State Health Plan. Ms. Mulhollen reviewed the different plans offered by the State Health Plan. Ms. Mulhollen also discussed possible changes to the current policy to save money. Mr. Woodruff stated that even if the County were to make changes to the current policy, it would still be providing an above average plan. The Board discussed concerns on all options. Due to time, the Board discussed holding another Budget Work Session and requested Ms. Mulhollen come back with more information at that time.

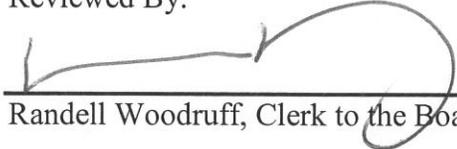
The Budget Work Session adjourned at 4:09 p.m.

Respectfully Submitted,



Melissa Pedersen, Deputy Clerk to the Board

Reviewed By:



Randell Woodruff, Clerk to the Board

TUESDAY, MAY 26, 2015 – 4:00 p.m.

The Pender County Board of Commissioners met in regular session on Tuesday, May 26, 2015 at the Commissioner's Public Assembly Room, 805 S. Walker St., Burgaw, NC 28425.

MEMBERS PRESENT: Chairman David Williams, presiding; Vice Chairman George Brown; Commissioners Fred McCoy, David Piepmeyer, and Demetrice Keith.

OTHERS PRESENT: Randell Woodruff, County Manager and Clerk to the Board; Trey Thurman, County Attorney; Melissa Pedersen, Deputy Clerk to the Board; other staff and members of the Press and public.

CALL TO ORDER

Chairman Williams called the meeting to order at 4:00 p.m. and thanked and welcomed all to the meeting.

INVOCATION

Chairman Williams offered the Invocation.

PLEDGE

Commissioner Keith led the Pledge of Allegiance.

ADOPTION OF AGENDA

Mr. Brown made a motion to adopt the agenda as written. Mr. Piepmeyer seconded the motion and it carried unanimously.

PUBLIC HEARING

1. Public Hearing on FY 15-16 Submitted County Budget.

Chairman Williams opened the Public Hearing at 4:03 p.m. There were no signups for comment. Mr. Williams opened the floor for other commissioners to speak on the budget. There being no comments on the FY 2015-16 Submitted Budget, Mr. Williams closed the Public Hearing at 4:04 p.m.

PUBLIC INFORMATION

2. Introduction of Newly Appointed NCDOT District Three Board Member and Discussion of Short Term and Long Term Goals.

Mr. Woodruff stated that Ms. Fountain called just prior to the meeting to inform him that she was unable to make it to today's meeting. Mr. Williams asked that this item be moved to the next agenda.

3. Presentation of 2015 Annual Communicable Disease Report.

Health and Human Services Director Carolyn Moser explained: This is a report that is required to be shared each year as part of the Health Department's accreditation. Ms. Moser supplied a copy of the report to the Board and explained the communicable diseases reported as well as projected trends. Ms. Moser also elaborated on rabies and the precautions taken to prevent the spread of the disease.

PUBLIC COMMENT

Attorney Robert Kenan on behalf of the Pender County Board of Elections – Mr. Kenan spoke regarding the poll workers and one stop workers and requested that these workers be exempt from the Pender County Personnel Policy. Mr. Kenan stated that these workers only work 1-10 days per election cycle and

as of right now these employees while under the Pender County Personnel Policy are required to be background checked and drug tested. Mr. Kenan continued, stating that these workers are appointed by the Board of Elections and serve under their direction. Mr. Boyles approached the podium and elaborated on this process with regard to the May and November 2014 elections. Mr. Boyles stated that because of this process, some of these workers have requested not to be called back to work because under the current policy they do not make any money after testing and taxes. Mr. Williams thanked Mr. Kenan and Mr. Boyles for their time and stated that the Board would look into the issue.

CONSENT AGENDA

Chairman Williams presented the seven items on the Consent Agenda and asked for any discussion or questions. There being no discussion, Mr. Brown made a motion to approve the Consent Agenda, Mr. McCoy seconded the motion and the Consent Agenda was unanimously approved as follows:

4. Approval of Minutes: Regular Session May 11.
5. Approval of a Budget Amendment for Various County Departments.
6. Approval of a Budget Amendment to Approve an Increase in Health Department Grant Revenues and Expenditures for Fiscal Year 2014-2015; Animal Shelter \$2,500; and Approval for a Purchase Order to Atlantic Appliances in the Amount of \$2,500 to Purchase a Washer and Dryer for the Animal Shelter.
7. Approval of Fund Raising Efforts to Conduct an On-site Spay/Neuter Program for Animals at the Pender County Animal Shelter.
8. Approval of a Budget Amendment to Approve an Increase in Health Department Revenues and Expenditures for Fiscal Year 2014-2015; Migrant Health \$30,620.
9. Approval to Increase Purchase Order for Health Department Dental Service Contracts For Fiscal Year 2014-2015; Dental Clinic: \$35,000.
10. Resolution Approving Two Million Dollar (\$2,000,000.00) REDLG Loan with Four County EMC and RC Creation Holdings LLC.

RESOLUTIONS

11. Approval of a Purchase Order to Elections Systems & Software (ES&S) for Voting Equipment Licensing and Support in the Amount of \$40,831.32 Including NC Taxes.

Elections Director Dennis Boyles explained: Pender County purchase state certified voting equipment from Elections Systems & Software in March 2006. Then, Commissioner Chairman, Steve Holland signed a contract obligating the county to annual licensing and support fees for the life of this equipment as required by G. S. § 163-165.9(b2). These funds are due and payable by July 1st of each year. Pender County is obligated to this contract through the 2016 election. There being no discussion, Mr. McCoy made a motion to approve the item, Mr. Brown seconded the motion and the item was unanimously approved.

12. Approval of Agreement with McClees Consulting.

Mr. Williams presented the item. Discussion ensued regarding the Bypass and other benefits of hiring a lobbyist. Mr. Brown thanked the Board for tabling the item until he could be present for the vote. Mr. Brown also added that up to this point because of budget constraints he was not in favor of hiring a lobbyist, but after the fatal accident Memorial Day weekend that he would do anything to make the Bypass happen. Discussion then ensued regarding the pros and cons of this lobbyist; annual cost; how soon benefits could be seen; measuring the benefits after they are hired; and professional history of Mr. & Mrs. McClees. The Board gave a nod to table this item to the next meeting. The Board also requested that an updated contract be drafted prior to the next vote.

APPOINTMENTS

13. Revision to Approved Appointments to the Coastal Care Area Board.

Ms. Pedersen explained: As of July 1, 2015, CoastalCare will be consolidating and therefore appointing a new Board. On May 11, 2015, the Board appointed the following to the CoastalCare Area Board: Janice Nichols, Financial Expertise, Carol Peay, Healthcare Expertise, and Don Hall, Pender County Commissioner Appointee. It was brought to the attention of Pender County that a Commissioner Appointee and only one other person were to be appointed. The two applicants for the Citizen Representative Appointment are: Janice Nichols who has served on the CoastalCare Board since June of 2012 is requesting reappointment and Carol Peay who has served on the CoastalCare Board since September of 2014 is requesting reappointment. An application is attached. Ms. Pedersen stated that this term will be for three years. Mr. Brown recommended that since Ms. Peay has just been appointed to the Board within the last year, and Ms. Nichols term runs out the end of June and she has served a few terms already that the Board appoint Ms. Peay. After some brief discussion, Mr. Brown made a motion to appoint Ms. Carol Peay to the Coastal Care Area Board as of July 1, 2015 for a term of three years as a citizen representative. Mr. Piepmeyer seconded the motion and it was unanimously approved.

ITEMS FROM THE COUNTY ATTORNEY

Mr. Thurman stated that the Tillman case has been settled for \$3,000.00 which was less than what it would cost for litigation. Mr. Thurman stated that since the case had been settled, the Board must vote on the matter during a public meeting to authorize the payment of \$3,000.00 to complete the settlement. Mr. Brown stated that he is glad that the Board has come to this resolution. Mr. Brown made a motion to add the vote to the Agenda, Mr. McCoy seconded the motion and it was unanimously approved.

ADDENDUM

Mr. Brown made a motion to approve the payment of \$3,000.00 to complete the settlement in the Tillman vs. Pender County case. Mr. McCoy seconded the motion and it was unanimously approved.

Mr. Thurman also stated there will be items for Closed Session, Item #'s 3, 4, 5 and 6.

ITEMS FROM THE COUNTY MANAGER

Mr. Woodruff recognized new Tourism Director, Ms. Tammy Proctor who was sitting in the audience. Mr. Woodruff also asked the Board to schedule another Budget Work Session sometime next week. After some brief discussion, the Board set the next Budget Work Session for Thursday, June 4, 2015 at 4:00 p.m.

ITEMS FROM THE COUNTY COMMISSIONERS

Mr. Brown – Mr. Brown reminded everyone about the Town Hall Meeting with Representative Millis Thursday night at the Hampstead Annex. Mr. Brown also asked Mr. Woodruff to get some clarity about the cautionary speed limit by Topsail High School in Hampstead. Mr. Woodruff stated that he would check with DOT and let the Board know. Mr. Brown also introduced his wife Karen who was sitting in the audience.

Mr. McCoy – Mr. McCoy stated that he was concerned with the lack of long range planning from the School Board. His concern lies mostly with the fact that this Bond approval came at a bad time for Pender County and it is not the School Board that will get blamed for the issue, but the Board of Commissioners.

Mr. Williams – Mr. Williams spoke regarding the fatal accident on Saturday. He stated that without the Hampstead Bypass, things will only continue to get worse on Highway 17. Mr. Piepmeyer commented on the duration of the yellow light at Sloop Point and Highway 17. Mr. Woodruff recommended reducing the speed limit stating that it will not prevent accidents, but it will allow drivers to be more cautious.

CLOSED SESSION

At 5:05 p.m., Mr. Brown made a motion to enter into closed session, pursuant to NCGS 143-318.11: 3) 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, which privilege is hereby acknowledged. General policy matters may not be discussed in a closed session and nothing herein shall be construed to permit a public body to close a meeting that otherwise would be open merely because an attorney employed or retained by the public body is a participant. The public body may consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure. If the public body has approved or considered a settlement, other than a malpractice settlement by or on behalf of a hospital, in closed session, the terms of that settlement shall be reported to the public body and entered into its minutes as soon as possible within a reasonable time after the settlement is concluded; 4) to discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations. The action approving the signing of an economic development contract or commitment, or the action authorizing the payment of economic development expenditures, shall be taken in an open session; 5) to establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract; and 6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. General personnel policy matters may not be considered in a closed session. A public body may not consider the qualifications, competence, performance, character, fitness, appointment, or removal of a member of the public body or another body and may not consider or fill a vacancy among its own membership except in an open meeting. Final action making an appointment or discharge or removal by a public body having final authority for the appointment or discharge or removal shall be taken in an open meeting. Mr. Piepmeyer seconded the motion and it was unanimously approved. The Board exited the Closed Session at approximately 6:43 p.m. There were no announcements made upon exiting the Closed Session.

PUBLIC HEARINGS: SPECIAL USE PERMITS/ZONING MAP AMENDMENTS/RESOLUTIONS

Before opening the Public Hearings, Mr. Thurman swore in all witnesses.

14. Public Hearing to Readdress Elsie Drive and Harveys Lane.

Mr. Williams opened the public hearing at 7:01 p.m. Addressing Coordinator Jan Dawson explained: The Hampstead Community was not included in the initial readdressing when Pender County adopted Enhanced 911 in the early 1990's. The residents in Topsail Plantation on Elsie Drive and Harveys Lane were issued addresses by the Hampstead Post Office utilizing the block system numbering scheme. According to Article I, Section 103 of the Pender County Addressing and Display Ordinance, as

conditions merit, such official numbers may be changed upon proper official notice to the property owner and public agencies. According to Article II, Section 201 of the Pender County Addressing and Display Ordinance even numbers are assigned on the right side of the roadway and odd numbers on the left side of the roadway. From the beginning of Elsie Drive, even numbers were assigned to both sides of the roadway and continued around Harveys Lane. There are nine existing structures that will be affected. They will receive new addresses if the readdressing request is approved. There are three remaining structures that will not be affected. Therefore, to avoid conflicts and delays with emergency and public safety responses, and to provide for conformance with the County's addressing ordinance, the request is made to readdress the aforementioned roads. The Legal Notices have been properly posted and the residents have been notified by mail. There was no one present to speak, but Ms. Dawson did convey to the Board that Kenneth Van Neste of 208 Elsie Drive has addressed to her his opposition and he was not able to attend tonight's meeting due to work. Mr. Williams closed the public hearing at 7:07 p.m. Mr. Williams stated that this is a 911 issue for Pender County which is why the readdressing is needed. There being no further discussion, Mr. McCoy made a motion to approve the item. Mr. Brown seconded the motion and it was unanimously approved.

15. Resolution Requesting Approval of Major Revisions to an Existing Special Use Permit (SUP) for the Operation of a Sand Borrow Pit Mine. The Revisions are to Expand the Previously Approved Movable Area.

Mr. Williams opened the public hearing at 7:07 p.m. Senior Planner Megan O'Hare explained: Dallas Harris, applicant and owner, is requesting approval of a major revision to an existing Special Use Permit (SUP) originally issued January 18, 2005 (SUP 04-12-20-20) for the excavation of 23.06 acres; this request is to excavate 5.578 acres directly adjacent to the previous dig site. This was the only requested revision to the previously approved SUP. There was one tract associated with this request totaling \pm 57 acres. The subject property is located directly west of Shaw Highway (SR 1520), Holly Township, and may be identified by Pender County PIN 3258-51-1378-0000. The property is currently zoned RA, Rural Agricultural zoning district and according to the Pender County Unified Development Ordinance Section 5.2.3, Nonmetallic Mineral Mining & Quarrying (NAICS 2123) is permitted via Special Use Permit. In accordance with Section 3.12.4.H of the Pender County Unified Development Ordinance, major revisions to Special Use Permits must be submitted to the Board of Commissioners. Ms. O'Hare reviewed the Special Use Permit Conditions. Discussion ensued on the type of mining included with this Special Use Permit request. Mr. Williams closed the public hearing at 7:15 p.m. There being no further discussion, Mr. Brown made a motion to approve the Special Use Permit with the conditions as written. Ms. Keith seconded the motion and it was unanimously approved.

16. Approval of a Special Use Permit (SUP) for the Operation of a Full Service Restaurant.

Mr. Williams opened the public hearing at 7:16 p.m. Senior Planner Megan O'Hare explained: Alphonso L. Cromartie, applicant, on behalf of John Silva, owner, is requesting approval of a Special Use Permit for the operation of full service restaurant (NAICS 7221; Full-Service Restaurant). There is one tract associated with this request totaling \pm 2.3 acres. The subject property is located at 14581 Ashton Road (SR 1411) in the Long Creek Township and may be further identified by Pender County PIN 3216-56-5573-0000. The property is zoned RA, Rural Agricultural zoning district and according to the Pender County Unified Development Ordinance §5.2.3 Table of Permitted Uses; NAICS 7221, Full-Service Restaurants are permitted via Special Use Permit. Mr. Cromartie spoke regarding food to be served and his experience in the food service industry. Mr. Piepmeyer asked if neighbors had been notified. Ms. O'Hare stated that neighboring property owners had been notified and no one has contacted their office regarding this Special Use Permit. Mr. Williams closed the public hearing at 7:20 p.m. There being no

further discussion, Mr. Brown made a motion to approve the Special Use Permit with the conditions as written. Ms. Keith seconded the motion and it was unanimously approved.

ADDENDUM

Mr. Woodruff asked the Board to amend the agenda regarding Health Insurance for discussion and a vote on changes to the current policy. Mr. Piepmeyer made a motion to add the item to the agenda, Mr. Brown seconded the motion and it was unanimously approved. Mr. Woodruff stated that Pender County has spoken with the insurance agent and found areas that the county could cut to save money. Mr. Woodruff stated that Healthcare is in a state of transition and that for the last several years the county has absorbed the additional cost. Mr. Woodruff stated that the County could save as much as \$414,000 by raising deductibles and co-pays, removing dental and eye coverage with the option for employees to purchase those additional coverages. With these changes, the plan would still be better than the State Health Plan. Discussion ensued regarding the current plan and the proposed plan and what this insurance costs per employee. Mr. Woodruff stated that the Board would have to approve these changes tonight to allow for an open enrollment period. There being no further discussion, Mr. Piepmeyer made a motion to approve the change. Mr. McCoy seconded the motion and it was unanimously approved.

ADJOURNMENT

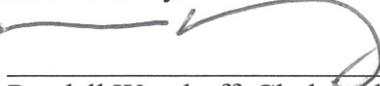
There being no further business, Mr. Brown made a motion to adjourn. The meeting adjourned at 7:31 p.m.

Respectfully Submitted,



Melissa Pedersen, Deputy Clerk to the Board

Reviewed By:



Randell Woodruff, Clerk to the Board/Ann Coombs, Administrative Assistant

Planning Reviewed By:



Planning Staff