REQUEST FOR BOARD ACTION

ITEM NO. 4

DATE OF MEETING: September 28, 2015

REQUESTED BY: Melissa Pedersen, Clerk to the Board

SHORT TITLE: Approval of Minutes: Regular Meeting: September 14.

BACKGROUND: N/A.

SPECIFIC ACTION REQUESTED: Review and approve the minutes.

MONDAY, SEPTEMBER 14, 2015 – 4:00 p.m.

The Pender County Board of Commissioners met in regular session on Monday, September 14, 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; Trey Thurman, County Attorney; Melissa Pedersen, Clerk to the Board; Kathy Brafford, Finance Director; other staff and members of the Press and public.

CALL TO ORDER
Chairman Williams called the meeting to order at 4:01 p.m. and thanked and welcomed all to the meeting.

INVOCATION
Commissioner McCoy offered the Invocation.

PLEDGE
Commissioner Brown led the Pledge of Allegiance.

PUBLIC INFORMATION
1. Information Update on Avian Influenza.

Cooperative Extension Director Mark Seitz explained: Avian influenza is a highly virulent flu virus affecting poultry across the US and may become a problem for poultry producers on the East coast as the fall bird migration begins. The NC Department of Agriculture has issued a mandatory registration of poultry flocks, large and small, to be able to quickly disseminate information to producers about protecting birds or properly disposing of birds in the case Avian Influenza reaches the area. Mr. Seitz explained the virus and the step by step process of what would happen if the virus came to Pender County.

PUBLIC COMMENT
No one wished to speak under Public Comment.

CONSENT AGENDA
Chairman Williams presented the 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. Piepmeyer seconded the motion and it was unanimously approved.

2. Approval of Minutes: Regular Meeting: August 24.
3. Approval of Tax Releases and Refunds for August 2015.
4. Approval of a Purchase Order to Adapco, Inc., to Purchase Five Drums of Aqua Pursuit for Mosquito Spraying: $26,250.
5. Approval of FY 2015-2016 Pender County Fee Schedule.

APPROVALS AND RESOLUTIONS

6a. Approval of a Purchase Order to Carolina Advance Digital for Cisco Systems, Inc. Network Equipment Annual SmartNet - Support & Maintenance renewal in the amount of $25,074.92.

Information Technology Services Director Erik Harvey explained: In 2013, Pender County upgraded the Cisco core network infrastructure and various IT networking equipment, such as: firewalls, routers, voice gateways, switches, phones sets, hardware, equipment, licensing, and phone system to a new Cisco Systems solution called Unified Computing System. In order to manage, maintain, and support the County's network infrastructure Cisco SmartNet is needed to replace equipment quickly, mitigate risk, reduce downtime, receive software updates, and other Cisco support services. For network critical items Pender County has 24x7x4 support on critical network items only. Pender County also has 8x5xNext business day support for other network equipment. This is due to having network equipment that is considered End of Life in inventory, but still available for use in case an emergency should arise. Mr. Harvey explained that Pender County has been using this system since 2002 but did the latest refresh in 2013. There being no further discussion, Mr. McCoy made a motion to approve the item. Ms. Keith seconded the motion and it was unanimously approved.

6b. Approval of a Purchase Order to Keystone Information Systems for Property Assessment Administration System (PAAS) Software Maintenance renewal in the amount of $46,117.00 For the Tax Assessing and Collections Offices.

Acting Tax Assessor Justian Pound explained: In 1999, Pender County purchased Keystone Information Systems Property Assessment Administration System (PAAS). This system integrates the functions of the Land Records office, Mapping, Real and Personal Property Appraisal, Billing and Collections, and Motor Vehicle. Pender County has immediate access to Keystone's Support Services to address any issues that may arise with the PASS system during normal business hours from 8:00am to 5:00pm, Monday thru Friday with some after-hours support when needed. With this support and maintenance package the County has rights to ongoing software updates, releases, and unlimited use of Keystone's "client care" telephone assistance. Discussion ensued regarding looking into a new system for the Tax Assessor and Collector offices with regard to the next reval. Mr. Woodruff stated that this should be done either before or after the reval. There being no further discussion, Mr. Piepmeyer made a motion to approve the item. Mr. Brown seconded the motion and it was unanimously approved.

6c. Approval of a Purchase Order to Tyler Technologies for Munis Software Annual Support and Licensing Agreement in the amount of $27,164.41 for the Finance and Utilities Departments.

Ms. Brafford explained: In 1998, Pender County purchased Tyler Technologies Munis Software. This Enterprise Resource Planning (ERP) system allows County Departments to streamline and integrate various business processes, provide financial management, and improve customer service. The following Munis modules have been integrated into the ERP system: General Ledger, AP, BG; Purchase Orders; Requisitions; Project Accounting; Fixed Assets; Payroll; Personnel - Human Resources Management; Accounts Receivable; MUNIS Office; GUI Support; Crystal Reports Support; Utility Billing Interface; Utility Billing; OS/DBA Support; Employee Self Service; Dashboard; and NC Sales Tax Reimbursement. Pender County has immediate and unlimited access to Tyler Technologies Support Services to address any issues that may arise with our financial

applications from 8:00am – 7:00pm. After Hour Support is available and would be charged by the hour. Our maintenance agreement provides new releases which include new features and functionality along with new technology updates. Discussion ensued regarding the potential upgrades and system changes; benefits of the system; and placement in the budget. There being no further discussion, Mr. McCoy made a motion to approve the item. Mr. Piepmeyer seconded the motion and it was unanimously approved.

6d. Approval of a Purchase Order to Computer Central for NetMotion Software Annual Support and Licensing Agreement in the amount of $5,100.00.

Information Technology Services Director Erik Harvey explained: NetMotion provides County employees in the field secure remote access to County information and applications. Using NetMotion allows employees to maximize their productivity by maintaining and securing their data connections by an encrypted tunnel as they move in and out of wireless coverage areas and roam between networks. NetMotion allows County IT to push out Microsoft Windows operating system updates, application patches and updates, virus definitions and run scans, and perform audits. Pender County has immediate and unlimited access to NetMotion Support Services to address any issues that may arise with our NetMotion system 24x7. Our maintenance agreement provides new releases which include new features and functionality along with new technology updates. Discussion ensued regarding how long this service has been used and benefits of having two services with County and Sheriff use remaining separate. Steff will look into whether there is a benefit to Pender County for combining the two contracts into one. There being no further discussion, Mr. Brown made a motion to approve the item. Mr. McCoy seconded the motion and it was unanimously approved.

6e. Approval of a Purchase Order to NeoGov Annual Support and Maintenance in the amount of $5,200.00 for the Human Resources Department.

Human Resources Director Denise Mulhollen explained: In 2013, Pender County purchased NeoGov's cloud based Insight Enterprise Software. This system integrates the functions of the Online Job Application & Career Portal, Auto-Scoring and Advanced Screening, Test Statistics, Analysis, and Scheduling, Applicant Tracking, Eligible Lists and Online Referrals, Online Hiring Managers' Portal, and Reports and Dashboards. Pender County has immediate access to NeoGov's Support Services to address any issues that may arise with the Insight system during normal business hours from 8:00am to 5:00pm PST, Monday thru Friday. With this support and maintenance package the County has rights to ongoing software updates, and releases. Discussion ensued regarding implementation of this system with target dates; reasons for payment of a system that is not being used; and benefits of the system once implemented. Mr. Piepmeyer requested that this item be tabled until the plan could be set and presented to the Board. After some more brief discussion regarding specifics of the project, the board gave a nod to table the item.

6f. Approval of a Purchase Order to Winthrop Resources Corporation for Multi-year Technology Lease Agreement in the amount of $125,000.00.

Information Technology Services Director Erik Harvey explained: In 2013, Pender County entered into a leasing agreement with Winthrop Resources Corporation to upgraded its' Cisco core network infrastructure and various IT equipment, such as: firewalls, routers, voice gateways, switches, phones sets, hardware, equipment, licensing, and phone system to the Cisco Unified Computing System. Due to the age of the County's previous 2002 network infrastructure, the need for increased

redundancy and failover, additional data storage, the need to address aging IT equipment "End-of-Life" support, and backup and disaster recovery needs, the County was being challenged with ways to fund County technology needs. In addition, the lease agreement covered IT equipment needs such as: computer and network technology replacement plans, IT professional services, software licensing, and the required power requirements, hardware, and software components to upgrade the County's core network infrastructure to the Cisco's Unified Computing System. There being no discussion, Mr. McCoy made a motion to approve the item. Ms. Keith seconded the motion and it was unanimously approved.

7. Proclamation of September as National Recovery Month.

Cape Fear Recovery Month Committee Member Deeanna Hale-Holland explained: Millions of lives in America have been transformed through recovery. Recovery Month is a national observance held every September to educate individuals that substance use treatment and mental health services can enable those with a mental and/or substance use disorder to live a healthy and rewarding life as well as an opportunity for everyone to celebrate these accomplishments. The Cape Fear Recovery Month committee will host the annual Recovery Month Celebration on Sunday, September 20 from noon to 3 p.m. at the Wrightsville Beach Park. The theme for Recovery Month 2015 is "Join the Voices for Recovery: Visible, Vocal, Valuable!" This year's theme highlights the value of peer support in educating, mentoring, and helping others. Join us to celebrate healthy family fun! With more than 600,000 people who self-identify as in recovery in North Carolina this annual celebration in our community allows us to recognize those who are in recovery, and share with others that recovery is possible. The event will feature local speakers discussing personal experiences with recovery from mental and substance use disorders, resources and provider booths, and live music. This is a community-wide event for a community-wide topic. And all are invited to celebrate and learn more about recovery. Mr. Williams reviewed the highlights of the proclamation. There being no discussion, Mr. Brown made a motion to approve the item. Mr. McCoy seconded the motion and it was unanimously approved.

8. Proclamation Declaring September 29, 2015 as Fireball Run Day.

Tourism Director Tammy Proctor explained: On September 29-30, 2015, The Greater Topsail Area Chamber of Commerce & Pender County Tourism, four towns, and two counties have a wonderful opportunity to spotlight the Coastal Region of North Carolina and join the race to recover America's missing children. Fireball Run, a program that is 75 percent travelogue and 25 percent economic development, is rolling onto Onslow and Pender Counties September 29. This is the first time the show will feature North Carolina. Ms. Proctor explained that the Proclamation will be presented at the Mayors reception. Ms. Proctor then took a couple of moments to talk about Fireball Run. There being no further discussion, Mr. Piepmeyer made a motion to approve the item. Mr. Brown seconded the motion and it was unanimously approved.

9. Approval to Enter Into Contract Negotiation with North Carolina Wildlife Resources Commission for Partners for Green Growth Funding.

Senior Planner Megan O'Hare explained: On August 17th, 2015 Planning Staff was notified that Pender County had been selected to receive $10,000 in Partners for Green Growth funding from the North Carolina Wildlife Resources Commission (NCWRC) to use towards the incorporation of conservation methods into the update of the Pender County Comprehensive Land Use Plan. The

purpose is to fund land use planning projects that address conservation of priority wildlife habitats. Pender County's proposal is to use funding to develop and incorporate a conservation component into the Comprehensive Land Use Plan, in conjunction with the overall Comprehensive Land Use Plan update. The funding amount is $10,000. Pender County's proposal is to contribute in-kind match totaling $3,500 of Staff time to develop an existing conditions inventory, site visits, and conservation data analysis, and $6,500 of consultant time for conservation data analysis and conservation policy recommendation. This will result in cost reduction for the County of overall contracted services for the Comprehensive Land Use Plan update. Work must be completed within a year, and funds will be distributed as a reimbursement by September 16, 2016. Pender County funds are currently available within the FY 15-16 budget (653-404500 Contracted Services). In addition, Pender County is eligible for 40 hours of technical assistance from NC Wildlife Resources Commission as part of the funding. Discussion ensued regarding who uses the $10,000; what the county will gain from this plan; what the county hopes to gain from the consultant; the last update of the Comprehensive Land Use Plan; and whether or not consultants had been used in the past. There being no further discussion, Mr. Piepmeyer made a motion to approve the item. Mr. Brown seconded the motion and it was unanimously approved.

10. Approval to Hire a Full-Time Deputy I to Provide Security at the Department of Social Services.

Health and Human Services Director Carolyn Moser explained: This is to request adding a full time Deputy I position, through the Sheriff's Department, at the Department of Social Services for security. On August 10, 2015, Public Consulting Group presented the Board with the organizational assessment of DSS. Improving physical safety of staff and clients (recommendation #17, page 48) was recommended, such as an on-duty officer located at DSS. DSS has the funds available to hire a full time Deputy I, and no additional county funds are needed. Sheriff Smith added to Ms. Moser's comments stating that if DSS can fund it, he could put someone over there. Discussion ensued regarding placement of the Deputy in the building; how much hiring a Deputy would cost; where the funding would come from; panic buttons; work hours of the Deputy; and other safety improvements at DSS. There being no further discussion, Mr. Brown made a motion to approve the item. Mr. Piepmeyer seconded the motion and it was unanimously approved.

11. Approval to Amend the 2015 Holiday Schedule.

Mr. Brown explained: For the past several years, Pender County Commissioners have amended the Holiday Schedule to allow for the Wednesday prior to Thanksgiving to be added as an additional paid holiday because of the lack of significant raises and explained the process of adopting the calendar in that past. Mr. Brown added that he liked giving the extra holidays and is supportive of this, especially with the hit the employees took on the insurance. Mr. McCoy mentioned that he felt this was excessive and thought that Pender County should follow the State holiday schedule. Sheriff Smith stated that staff appreciates the extra holiday. There being no further discussion, Mr. Brown made a motion to approve the item. Ms. Keith seconded the motion and it was approved 4-1 with Mr. McCoy opposing.

12. Approval of a Policy for Sale of County Owned Land to the Public.

Mr. Woodruff explained: This item was on the agenda last month and was tabled after some discussion. After the last discussion, staff made the requested changes and is bringing the item back

before the Board. Mr. Piepmeyer thanked Mr. Woodruff for spelling out the process also stating that this should be done for all policies. Discussion ensued regarding posting property that the county is interested in selling at certain intervals and/or posting the available properties on the County website. Mr. Piepmeyer asked for Mr. Thurman to look into the intervals allowed with marketing these properties. Mr. Thurman said that he will consult with the tax collector and tax attorney's on this matter. The Board gave a nod to table this item until the next meeting.

13. Approval to Execute a Lease Agreement for Creekridge Capital; and Approval to Issue a Purchase Order to Creekridge Capital in the Amount of $98,222.04 for the Lease of an E911 Telephone System for use in the Pender County 911 Center.

Sheriff Carson Smith explained: The current Emergency Telephone System in the Pender County 911 Center was installed in FY 04-05 and is past its recommended life cycle. It runs Windows XP, which is no longer supported and the department is having issues finding replacement parts for failing components. For several years the department has tried to come up with a solution to replace the phone system through either a grant or a funding reconsideration through the North Carolina 911 Board. Attempts have been mired in bureaucracy and the department has yet to get a clear signal as to how the state would like to fund this project. They have tied the funding for this project to Pender County getting a 911 Center Backup plan approved by them. However, they will not approve a plan for a backup location that does not have a phone system and they will not approve a phone system until we have an approved backup plan. The system has to be replaced now. Pender County's Emergency Telephone Fund has enough fund balance to cover this increased expenditure for this fiscal year but the 911 Board will need to increase funding to the county in subsequent years. Staff looked into two systems and believe the Vesta Sentinel Geo-Diverse E911 Telephone System from Wireless Communications is the best option and it was the cheaper of the two systems. It is used in many other counties across NC and is proven technology. The system cost is $434,710.95. It will be leased for a period of five years at a cost of $98,222.04 per year. Support and maintenance will be included the first year and will be an additional $45,285.13 in years two through five. It will be a split system that will be co-located in both the 911 Center and the County EOC (Backup 911 Center). This expenditure will be funded through the 911 Emergency Telephone Fund. Sheriff Smith also explained the process for this transition. Discussion ensued regarding the cost, support maintenance, and distribution of 911 fees. There being no further discussion, Mr. Brown made a motion to approve the item. Mr. McCoy seconded the motion and it was unanimously approved.

14. Approval to Execute a Lease Agreement for Creekridge Capital; and Approval to Issue a Purchase Order to Creekridge Capital in the Amount of $11,586.45 for the Lease of an E911 Center Communications Recording System.

Sheriff Carson Smith explained: The County 911 Center is required to record radio and telephone communications in the center. As the department moves to a new emergency telephone system and a backup 911 Center, staff will have to update our recording equipment to be capable of recording all communications in both locations. The current recording system is through Carolina Recording Systems. They are in most 911 Centers across North Carolina and have a great reputation. Staff found their system to be user friendly and has been extremely pleased with their products and services in the past. The system cost is $49,539.00. It will be leased for a period of five years at a cost of $11,586.45 per year. Support and maintenance will be included the first year and will be an additional $9,744.30 in years two through five. It will be a split system that will be co-located in both

the 911 Center and the County EOC (Backup 911 Center). This expenditure will be funded through the 911 Emergency Telephone Fund. There being no discussion, Mr. Brown made a motion to approve the item. Mr. McCoy seconded the motion and it was unanimously approved.

ADDENDUM

Approval of a Development Agreement for Hawksbill Cove Development.

Mr. Thurman gave a brief history: The Development now known as Hawksbill Cove contemplates the extension of Transfer Station Road. This Extension will require the relocation of the scales at the Transfer Station so that the road may be extended. In order to vest the development the Developer has agreed to bond the cost of extending the road and moving the scales. The agreements that have been distributed to the Board provide that the obligation to perform the work attaches to the land so that the larger project will not proceed until the road extension is complete. Discussion ensued regarding the need for this road and the importance for the area with regard to local traffic.

Mr. Piepmeyer made a motion to add this item to the agenda. Ms. Keith seconded the motion and it was unanimously approved.

There being no discussion, Mr. Brown made a motion to approve the item. Mr. Piepmeyer seconded the motion and it was unanimously approved.

DISCUSSION

15. Discussion of Board of Adjustment Appointment with Regard to the Role of Alternate Positions.

Since Mr. Breuer could not attend the meeting due to another obligation, this item was tabled until the next meeting.

16. Discussion of Options to Replace the Boiler/Chiller System that Serves the County Complex on S. Walker Street with a New HVAC System to Improve Temperature and Humidity Control in each of the Three Buildings.

Public Works Director Michael Mack explained: The Administration, Health Department, and Agriculture Buildings located on South Walker Street are climate controlled by a 27 year old Boiler/Chiller system. Staff has found the boiler/chiller system increasingly difficult and expense to maintain due to its age and insufficient to properly eliminate humidity in the buildings thereby allowing mold and mildew to accumulate in the buildings. Staff hired Cheatham and Associates in October 2014 to conduct a study of the existing system and to provide recommendations for upgrading the existing Boiler/Chiller system or replacing it all together with a new HVAC mechanical system. Based on the results of the study and recommendation to replace the boiler/chiller system with new air handler units with split system heat pumps in each building, staff requested and received Capital Project funding in amount of $1,200,000 for this project. Mr. Mack turned the podium over to Mr. Jacob Cheatham to give an overview of the project and highlighted the changes that were being made from the old system to the new system. Discussion ensued regarding the current issues including the mold in the building and the system at the Annex.

17. Discussion Regarding the Board of Commissioners Meeting Schedule: Possible Change Back to First and Third Monday.

Mc. McCoy explained: Mr. McCoy stated concern for the schedule in relation with other group meeting schedules such as the Council of Governments. Discussion ensued regarding the meeting schedule of Pender County Schools and other organizations that Commissioners are involved with. Mr. Woodruff stated that if the Commissioners were to change the schedule, December would be the ideal time so that there was no overlap of meetings. The Board requested that this item be brought back up in November.

PENDER COUNTY BOARD OF HEALTH

The Board convened as the Board of Health at 6:04 p.m. Health and Human Services Director Carolyn Moser gave an fiscal update to the Board regarding revenues that exceeded expenditures for Fiscal Year 2015. Ms. Moser also gave an update on the Animal Shelter.

SOCIAL SERVICES BOARD

The Board convened as the Social Services Board at 6:09 p.m. Health and Human Services Director Carolyn Moser gave an update to the Board regarding security and meetings of the DSS Advisory Board. There being no further discussion, the Board reconvened as the Board of Commissioners at 6:11 p.m.

ITEMS FROM THE COUNTY ATTORNEY

Mr. Thurman updated the Board regarding the Cemetery case and stated that it may be going back to the court of appeals.

ITEMS FRIOM THE COUNTY MANAGER

Mr. Woodruff updated the Board regarding upcoming events.

ITEMS FROM COUNTY COMMISSIONERS

Commissioner Keith: Ms. Keith stated that she attended training at the Schools of Government on what every commissioner should know regarding Health and Human Services. She stated that the class was very informative and that she takes every opportunity she can for training to be an informed and effective commissioner.

Commissioner Brown: Mr. Brown asked about the process for Stickers regarding incorporated areas. Discussion ensued about the process of how stickers are distributed and paid for. Mr. Mack added that those who live incorporated area could purchase the sticker by paying the remaining life of the sticker if they wish. Mr. Brown then brought up the road connecting Forest Sound to Dan Owen Drive. Discussion ensued regarding traffic and developments in the Hampstead area. Lastly, Mr. Brown brought up discussion about the Health Department providing Flu Shots in the Schools. Mr. Brown asked Mr. Woodruff to send a letter to Dr. Cobb asking that the Health Department be allowed to provide Flu Shots.

Commissioner Piepmeyer: Mr. Piepmeyer asked Mr. Mack about the ceiling in the Annex Auditorium. Mr. Mack gave an update to the Board as to why the ceilings were messed up and what actions have taken place to correct the issue. While Mr. Mack was at the podium, he also updated the Board regarding the residential sewer survey. Mr. Piepmeyer asked Mr. Woodruff about the services

that are offered at the Hampstead Annex. Discussion ensued as to collecting data as to how those services are utilized at the annex. Lastly, Mr. Piepmeyer asked where staff was with implementing Credit Card Use for the Tax Office. Mr. Woodruff stated that staff was close to implementing this new technology. Discussion ensued regarding credit card use in the different departments.

Commissioner McCoy: Mr. McCoy commented on the tax bills. He stated that he thinks that people are beginning to understand the increase and reiterated the reasons for the increase.

Chairman Williams: Mr. Williams stated that he will be attending a Citizenship Ceremony at Moores Creek National Battlefield at 10:00 a.m. on Saturday, September 19, 2015. Commissioner Keith stated that she would also be attending. Mr. Williams then mentioned the letter he received from DOT that Avendale Drive and Raven Drive in Rocky Point had been added to the State Road System. Lastly, Mr. Williams read and commented on a DOT letter he received regarding a Hampstead Bypass update. Mr. Brown added comments in defense of hiring a lobbyist and explained how this lobbyist has helped Pender County to date with projects other than the Hampstead Bypass. Discussion ensued between the commissioners regarding the value the lobbyist is to Pender County.

ADJOURNMENT
There being no further business, the meeting adjourned at 6:57 p.m.

Respectfully Submitted,

Melissa Pedersen

Melissa Pedersen, Clerk to the Board

Reviewed By:

Ann Coombs, Administrative Assistant