REQUEST FOR BOARD ACTION

ITEM NO. _4_

DATE OF MEETING: November 23, 2015

REQUESTED BY: Melissa Pedersen, Clerk to the Board

SHORT TITLE: Approval of Minutes: Regular Meeting: November 9.

BACKGROUND: N/A.

SPECIFIC ACTION REQUESTED: Review and approve the minutes.

MONDAY, NOVEMBER 9, 2015 – 4:00 p.m.

The Pender County Board of Commissioners met in regular session on Monday, November 9, 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 4:02 p.m. and thanked and welcomed all to the meeting.

INVOCATION
Commissioner Williams offered the Invocation.

PLEDGE
Commissioner Piepmeyer led the Pledge of Allegiance.

ADOPTION OF AGENDA
Mr. Piepmeyer made a motion to pull item 9 for discussion from the consent agenda and adopt the remainder of the agenda as written. Mr. Brown seconded the motion and it was unanimously approved.

PUBLIC INFORMATION
1. Update on School Bond Construction and Renovation Projects.

Mr. David Smith with Pender County Schools thanked the Board for their time and introduced the Architects that were present to speak with respect to their projects.

1. Tom Hughes with SFLa for the Penderlea School:
    - Mr. Hughes presented a PowerPoint to the Board with the design, site plan, and budget for the Penderlea School. Mr. Hughes stated that this school would be completely rebuilt and showed an aerial photo of the placement of the current school and also showed where the new school would be located. He also added that as of right now they will be keeping the current gymnasium, media center, and auditorium for future consideration. After the presentation, discussion ensued regarding community meetings, capacity of the new school, room for growth, how long from the start of construction until the end, and the schedule of the project.
2. Paul Boney with LSP3 for the Surf City School:
    - Mr. Boney began by showing the Board a floor plan of the school and explained where everything would be located as well and room for future expansion. Discussion ensued regarding capacity and security. Mr. Williams added that discussion about the land would take place in closed session.

3. Tom Baucom with Little for the MISC School Upgrades
    - Cape Fear Elementary/Middle School: Mr. Baucom began his presentation with Cape Fear Elementary/Middle School. He showed the plans for eight new classrooms for both the schools as well as the addition on to both cafeterias. The budget and added square footage were also presented.
    - West Pender Middle School: Mr. Baucom discussed West Pender Middle updates to include a new entranceway and better lighting as well as an addition of two new science labs and a new band/music room. The changes at the entrance were then discussed with a little more detail. The budget and added square footage were also presented. Discussion ensued regarding enclosed walkways and enrollment at West Pender Middle.
    - Pender High School: Mr. Baucom showed the Board the site plan for this school. He explained that the main changes at this school will be updates to the entrance. Mr. Baucom showed the planned changes. Parking was also discussed. Mr. Baucom then showed the plans for the new field house and discussed some updates for the existing field house. The budget and added square footage were also presented.
    - Burgaw Middle School: The additions for Burgaw Middle School include new visitor parking, Band Room, two added Science Labs, Keyboarding room, and a new entrance to the school. The budget and added square footage were also presented.

Discussion then ensued regarding County growth and where the growth was located in the past and now. Discussion also ensued on what is next with regard to final designs and future meetings and milestones. Mr. Piepmeyer asked that the information be shared with the Board when completed. Mr. Williams noted that he was part of a meeting last week that was very beneficial regarding these projects. Mr. McCoy commented on the performance of Burgaw Middle School with regards to phone calls that he has received. Brief discussion ensued regarding school performance.

2. Presentation of the Land Purchase Process for New Surf City Schools.

At 4:55 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; 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. Ms. Keith seconded the motion and it was unanimously approved. The Board exited the Closed Session at approximately 5:54 p.m. Mr. Williams stated that the Board will be considering the purchase of land for the Surf City school site at the November 23 Board of Commissioners meeting.

PUBLIC COMMENT

No one wished to speak during Public Comment.

CONSENT AGENDA

Chairman Williams presented the items on the Consent Agenda and asked for any discussion or questions. Mr. Brown made a motion to approve the consent agenda. Ms. Keith seconded the motion and the consent agenda was unanimously approved as follows:

3. Approval of Minutes: Regular Meeting: October 26.
4. Approval of Tax Releases and Refunds for October 2015.
5. Approval of a Lease Extension for the USDA Farm Service Agency Center Offices in Burgaw.
6. Approval of a FY 2015-2016 Budget Ordinance to Budget Revenues and Expenditures for Fund 41 – Extension Education Fund.
7. Approval of a Budget Amendment to Approve an Increase in Health Department Revenues and Expenditures for Fiscal Year 2015-2016: Communicable Disease $2,000.
8. Approval of a Budget Amendment to Approve a Decrease in Health Department Revenues and Expenditures for Fiscal Year 2015-2016: Family Planning $1,757.
10. Resolution Accepting Homeland Security Grant Funds for a Table Top Avian Flu Exercise: $3,000.00.
11. Resolution Accepting Homeland Security Grant Funds for a Flooding and Search and Rescue Exercise: $6,500.00.

APPROVALS AND RESOLUTIONS

9. Approval of a Budget Amendment to Appropriate Additional Funding for Electronics Recycling/Disposal in the Contracted Services Line Item of the Solid Waste Fiscal Year 2015-2016 Budget.

Utilities Project Manager Margaret Gray explained: After the adoption of the County Fiscal Year 2015-2016 Budget, Pender Solid Waste was advised by Horton Iron & Metal Company (Electronics Recycling Contractor) that their recycling processor had informed them of a rate increase of nearly 110% due to changes in commodity prices and lack of State funding. As a result, our electronics disposal rate was increased on July 1, 2015 from $.020 per pound to $0.42 per pound. The estimated cost for electronics disposal for Fiscal Year 2015-2016 is $150,000. Pender Solid Waste, Horton Iron & Metal, and Waste Industries continue to search for less costly electronics recycling/disposal vendors. Discussion ensued as to when Pender County was informed of the increase in rates. Ms. Brafford stated that there was no budget to pay Horton because it has been being paid from a revenue account because the county used to get a revenue for this. Ms. Brafford stated that there is already $77,000 in negative revenue and this is going to be moved to an expenditure account and that is why staff is asking for this funding. Discussion then moved to shopping around for a new vendor. Ms. Gray explained how the vendor works for New Hanover and Onslow Counties and what would have to happen if Pender County went to that vendor. Where the money was to pay for this was also discussed. It was noted by Ms. Brafford that there was no new Fund Balance appropriation for this expenditure further stating that this would be coming out of another item in the Solid Waste Budget. There being no further discussion, Mr. McCoy made a motion to approve the item. Mr. Brown seconded the motion and it was approved 4-1 with Mr. Piepmeyer voting in opposition.

12. Resolution to Transfer Deed for South Topsail Elementary School, Parcel ID 3283-83-2003-0000 to the Pender County Board of Education.

Mr. Thurman explained: The Board of Education cannot receive a refund of State sales tax. In order to recover the sales tax paid for equipment and materials during previous school bond construction projects the BOE transferred title to the school properties on which construction was taking place. The County agreed to convey the properties back to the BOE at their request. The BOE needs to renew the wastewater treatment system permit with DENR and to facilitate that process has requested that the County convey the real property on which South Topsail Elementary School is located. The purpose for which the transfer was made has been accomplished and the transfer back to the BOE is appropriate at this time. Discussion ensued regarding who is paying the legal fees for this and deeds to schools that are done this way. There being no further discussion, Mr. McCoy made a motion to approve the resolution. Mr. Brown seconded the motion and it was unanimously approved.

13. Resolution to Approve Canceling the Current Contact with New Hanover County Fire & Rescue for the Scotts Hill Fire District and Entering a New Contract with the Pender EMS & Fire for the Entire Coverage of the Scotts Hill Fire District.

Fire Marshal Tommy Batson explained: For many years NHCFR has provided fire coverage for this area to provide the best ISO protection class possible for the citizens and business owners of the Scotts Hill area. Last year Pender EMS & Fire opened Fire Station 18 on US Hwy 17. After the hard work of Pender EMS & Fire and surrounding department the ISO rating for Pender EMS & Fire was dropped to an ISO Rating of 4. This rating is in place now and will allow the citizens and business owners of this area to benefit of this rating of the Scotts Hill Fire Station. Mr. Piepmeyer stated that citizens are already paying for this service and this will go back to help the citizens of Pender County. He further stated that it does not stop us from helping New Hanover or them helping Pender as would be done anyway. Chief Stancil elaborated on the request and reiterated Mr. Piepmeyer's comments. There being no further discussion, Mr. Piepmeyer made a motion to approve the resolution. Ms. Keith seconded the motion and the resolution was unanimously approved. The Board asked that Mr. Woodruff send a "Thank You" letter on behalf of Pender County to Chief Hall with New Hanover County for all of their assistance over the years.

14. Approval of a Purchase Order to Andrennia Harris for Part-time Outreach work for the Migrant Farm Workers Program in the amount of $15,600.

Health and Human Services Director Carolyn Moser explained: The contract with Andrennia Harris will be to perform part-time outreach services for the Migrant Health Program. The Office of Rural Health funds the program at 100%, and no county funding is needed. Discussion ensued regarding who Andrennia Harris is and the program itself. There being no further discussion, Mr. Brown made a motion to approve the item. Ms. Keith seconded the motion and the item was unanimously approved.

15. Authorization of a Budget Amendment to Approve an Increase in Health Department Revenues and Expenditures for Fiscal Year 2015-2016: Migrant Farm Workers $36,260.

Health and Human Services Director Carolyn Moser explained: The Health Department was awarded additional funds in the Farm Workers Program. The additional funds are to be spent based upon the programs guidelines and agreement. These specific funds are to help with dental for farm workers in

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

16. Approval of a Purchase Order to Pender Alliance for Teen Health (PATH) in the Amount of $91,104.

Health and Human Services Director Carolyn Moser explained: The Health Department received $91,104 from the Women's and Children's Health Branch for School Based Health Centers. The purpose of this funding is to increase access to primary and preventive health care to improve the health status and academic performance of older children and adolescents, ages 10 to 19 years. Funds will disbursed to Pender Alliance for Teen Health (PATH) for nursing services provided at the School Based Health Centers. This is a grant program, therefore no county funding is needed. Ms. Moser explained the program and stated that Pender County Health just works as a pass through. There being no discussion, Mr. Brown made a motion to approve the item. Ms. Keith seconded the motion and the item was unanimously approved.

17. Resolution Authorizing Execution of a Sublease Agreement, Sub-Sublease Agreement and Memorandum of Sublease between Pender County and the State of North Carolina for the Purpose of Constructing a Public Safety VIPER Communications Tower in Hampstead.

Sheriff Carson Smith explained: All Pender County emergency services use the State's VIPER radio network for communications. The system has significantly improved communication between agencies. For the most part, coverage is very good throughout the county except for the southern coastal area where much of the population resides. The state has identified funding to cover the cost of a new VIPER tower and equipment in that area. That funding does not include the acquisition of property. Pender County has leased a small portion of land on the South Topsail Elementary School campus, from the Pender County Board of Education for the purpose of constructing this tower. This will be a 380' freestanding communication tower at a site on the campus that is approximately 1000' from the school building. The tower is located in an area that will not interfere with future plans on the campus. A special use permit has already been approved that would allow the construction of the tower. There being no discussion, Mr. Piepmeyer made a motion to approve the resolution. Mr. Brown seconded the motion and the resolution was unanimously approved.

18. Resolution to Award an Engineering Services Contract 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 to Cheatham and Associates in the Amount of $76,000.

Utilities Project Manager Margaret Gray explained: The Administration, Health Department, and Agriculture Buildings located on South Walker Street are climate controlled by a 27 year old Boiler/Chiller system. The boiler/chiller system has become increasingly difficult and expensive to maintain due to its age and is insufficient to properly eliminate humidity in the buildings thereby allowing the possibility for 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. Staff has recently met several times with Cheatham & Associates to discuss options and define the project criteria and scope of their work. The project criteria was agreed upon and documented in the attached letter dated October 14, 2015. Based on the defined project criteria, Cheatham & Associates submitted their attached engineering services fee proposal dated October 21, 2015 in addition to an overall Opinion of Probable Fees and Construction Costs for the completion of the project. Their fee proposal does not include the cost for cleaning of the duct work or interior of the buildings as this work will be under a separate contract administered by the Public Works Department. Staff recommends award of the Engineering Services Contract to Cheatham & Associates in the total amount of $76,000. There being no discussion, Mr. Brown made a motion to approve the resolution. Mr. Piepmeyer seconded the motion and the resolution was unanimously approved.

DISCUSSION

19. Discussion of Holding a Board of Commissioners Meeting at the Hampstead Annex in January or February 2016.

Mr. Williams asked the Board what would work the best for them. Mr. McCoy stated that February would be better for him because of his upcoming surgery. Mr. Williams explained the reasoning and benefit to having a meeting in Hampstead. He added that it has been a while since the Board has met somewhere else. The Board gave a nod to hold its second meeting in February at the Hampstead Annex.

PENDER COUNTY BOARD OF HEALTH

The Board convened as the Board of Health at 6:30 p.m.

20. Health Department Update.

Health and Human Services Director Carolyn Moser explained:

1. The next Advisory Board of Health Meeting is Thursday, November 12 at 5:00 p.m. at the Hampstead Annex.
2. As of October, the Health Department has administered 300 child and 560 adult Flu Shots. Those numbers are down then in recent years because you can now get a Flu Shot at places such as Walgreens and CVS.
3. Ms. Moser discussed the recent WECT story regarding the NO VAPING clings that the Health Department sent out to restaurants in Pender County asking that they voluntarily become Vapor/E-Cig free. Ms. Moser stated that the Health Department has had some good feedback on this.
4. Pender County Health Department Director of Nursing, Shirley Steele, just finished her year as President of the NC Public Health Nurse Supervisors Association and Ms. Moser congratulated her.
5. Ms. Moser also commented on a billboard on Market Street regarding Diabetes. She stated that this billboard is to help the public gain awareness about blood sugar.

Mr. Brown added a few things:

1. Mr. Brown congratulated Ms. Moser on her nomination for the Health Heroes award and commented on the event to be held on November 21.
2. Mr. Brown then mentioned Allen Wilson and commended his actions that helped to save lives.

3. Mr. Brown finished by mentioning the savings on purchasing by combining the purchasing for both Health and DSS and having one person to be able to take the time and shop around for the savings. Mr. Piepmeyer seconded Mr. Brown's comments.

SOCIAL SERVICES BOARD

The Board convened as the Social Services Board at 6:38 p.m.

21. Department of Social Services Update.

Health and Human Services Director Carolyn Moser explained:

1. Ms. Moser stated that staff continues to review the Organizational Assessment that was recently done at DSS to make changes. Ms. Moser further stated that the Home Aide program has been closed as of October 30 and to her knowledge, the six clients from that program have since been put into another program.
2. The security officer for DSS has been hired and is currently in training.
3. Ms. Moser also explained that there were several employees that have been relocated into the main building from the two mobile units in the back. Those relocations should be completed this week.
4. The Affordable Healthcare Act – People signing up for this must be assessed for Medicaid first. TurboTax also does automatic referrals for people without insurance. Because of this, it will be a busy season for Pender County DSS and Medicaid.
5. Low income energy assistance program in begins December 1 for people over age 60.

There being no further discussion, the Board reconvened as the Board of Commissioners at 6:41 p.m.

ITEMS FROM THE COUNTY ATTORNEY

Mr. Thurman stated that he will be at the Town of Burgaw Commissioner Meeting on Tuesday, November 10 to represent Pender County regarding the Conditional Use Permit in the area by the shell building.

ITEMS FRIOM THE COUNTY MANAGER

Mr. Woodruff updated the Board regarding the recent trip to Washington DC with Commissioner Piepmeyer, Mr. Breuer, and Joe McClees. Mr. Woodruff reviewed the itinerary and updated the Board on the outcome of the meetings. Mr. Piepmeyer also commented on the topics that were discussed at the meetings in Washington, DC.

ITEMS FROM COUNTY COMMISSIONERS

Commissioner Keith – Ms. Keith stated that she had a really positive meeting with Housing Director Judy Herring. They discussed several projects that they plan to bring back to the Board at a later date.

Commissioner Piepmeyer – Mr. Piepmeyer discussed the two DOT meetings he attended last week with regards to collector streets and the Highway 17 Median Project. Mr. Piepmeyer also thanked Ms. Mulhollen for the meeting she held regarding the changes to the employee health insurance.

Commissioner McCoy – Mr. McCoy mentioned that he attended the Safety Awards Reception last Monday with Cherie Berry, NC Commissioner of Labor. He added that several departments received awards. Mr. McCoy also took a moment to recognize Veterans Day and urged people to get out to a

ceremony. Lastly, Mr. McCoy stated he will be having his knee replacement on November 24 so he will be at the next meeting.

Commissioner Williams – Mr. Williams thanked Mr. Piepmeyer for jumping right in to this job as Commissioner adding that the Hampstead area really benefitted from redistricting and needed a second Commissioner on that side of the County. Mr. Williams also stated that as the Board looks at electing another Chairman in December, he cannot be Chairman any longer adding that he has some big changes going on at work. He asked that the Board not consider him for Chairman in 2016.

ITEMS FROM THE COUNTY FINANCE DIRECTOR

Ms. Brafford updated the Board on the Audit for FY 2014-15. She stated that the audit is due in three weeks (by the end of November). Ms. Brafford added that as of right now, the audit is on schedule to be completed by the deadline.

ADJOURNMENT

There being no further business, the meeting adjourned at 7:01 p.m.

Respectfully Submitted,

Melissa Pedersen

Melissa Pedersen, Clerk to the Board

Reviewed By:

Ann Coombs, Administrative Assistant II