REQUEST FOR BOARD ACTION

ITEM NO. _5_

DATE OF MEETING: February 16, 2016

REQUESTED BY: Melissa Pedersen, Clerk to the Board

SHORT TITLE: Approval of Minutes: Regular Meeting: February 1.

BACKGROUND: N/A.

SPECIFIC ACTION REQUESTED: Review and approve the minutes.

MONDAY, FEBRUARY 1, 2016 – 4:00 p.m.

The Pender County Board of Commissioners met in regular session on Monday, February 1, 2016 at the Commissioner's Public Assembly Room, 805 S. Walker St., Burgaw, NC 28425.

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

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 Brown 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 Keith led the Pledge of Allegiance.

ADOPTION OF AGENDA
Mr. Williams made a motion to adopt the agenda as written. Mr. McCoy seconded the motion and it was unanimously approved.

PUBLIC INFORMATION
1. Update on Henderson Field Airport.

Wallace Town Manager Matt Livingston began by introducing Bill Cook, Airport FPO; Jason Dickson from WK Dickson; and Councilman Warren Heppler. Mr. Livingston updated the Board on activities of the Airport in the past year. Mr. Livingston stated that the Airport is classified as GA (General Aviation) and has a runway of 4200 feet which they want to expand to 6500 feet in hopes of becoming a commercial status airport. Mr. Livingston also elaborated on future plans for the airport including the master plan update. Mr. Livingston mentioned holding a stakeholder meeting in Burgaw for citizen input. Ms. Keith asked about the services that are provided at the airport. Mr. Cook elaborated on the various services of the airport including animal rescues, mechanical service, fuel service, forestry uses, and recreational uses. Mr. McCoy made comments on the airport as he sits on this Board and he also commented on the RPO funding. Discussion ensued regarding extending the runway. Mr. Piepmeyer asked about land acquisition and funding mechanisms. Discussion then ensued on these topics. Airport safety and security as well as design plans were also discussed. In closing, Mr. Livingston reviewed the development schedule.

PUBLIC COMMENT
No one wished to speak during Public Comment.

CONSENT AGENDA

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

2. Approval of Minutes: Regular Meeting: January 19.
3. Resolution Accepting Petition to add Williams Road in Maple Hill, to the State Maintained System, and Authorizing the Clerk to Submit the Petition to N.C. Department of Transportation.
4. Resolution Accepting Petition to add Resin Way in the Landing Subdivision, Hampstead, to the State Maintained System, and Authorizing the Clerk to Submit the Petition to N.C. Department of Transportation.
5. Approval of Tax Releases and Refunds for January 2016.
6. Approval of a Purchase Order to Andrennia Harris for Contract Outreach Work for the Migrant Farm Workers' Grant Program in the amount of $17,252.
7. Approval of a Budget Amendment to Approve an Increase in Health Department Revenues and Expenditures for Fiscal Year 2015-2016: Health Promotion $4,160.
8. Approval of a Budget Amendment to Approve Increase in Department of Social Services Revenues and Expenditures for Fiscal Year 2015-2016: Crisis Intervention: $1,785.
9. Approval of a Budget Amendment to Approve Increase in Department of Social Services Revenues and Expenditures for Fiscal Year 2015-2016: Low Income Energy Assistance: $4,879.

APPROVALS AND RESOLUTIONS

10. Resolution Supporting the County's Application to the Local Government Commission for its Approval of Refunding Bonds in an Estimated Amount of up to $15,000,000 and Approving a Bond Order Authorizing the Issuance of General Obligation Refunding Bonds in the Maximum Amount of $15,000,000.

Bob Jessup of SanfordHolshouser explained: Pender County has determined that refinancing a portion of the County's outstanding general obligation bonds could provide savings to the County. Those savings are estimated to be over $1.5 million. The County has applied to the North Carolina Local Government Commission for its approval of the issuance of County bonds to carry out the refinancing, and the LGC has accepted the County's application. Mr. Jessup stated that in order to proceed with this process, the Board needs to pass a resolution supporting the County's application to the Local Government Commission for its approval of refunding bonds and approve a Bond Order Authorizing the Issuance of General Obligation Refunding Bonds in the maximum amount of $15,000,000. Mr. Brown clarified that this approval is just to refinance these bonds at a lower interest rate to save money. There being no discussion, Mr. Williams made a motion to approve the Resolution and Bond Order. Mr. Piepmeyer seconded the motion and it was unanimously approved. Mr. Williams thanked Mr. Jessup and Mr. Cole for taking the time to meet with commissioners one on one prior to the meeting to explain the process and benefits of this refinancing so each commissioner could understand.

11. Approval of a Budget Amendment to Approve Increase in Department of Social Services Revenues and Expenditures for Fiscal Year 2015-2016: Day Care: $84,919.

Health and Human Services Director Carolyn Moser explained: Funding Authorization allocating funds was received from the state to DSS. Each county receives an annual allocation based on a formula that the General Assembly has approved. Counties are reimbursed for 100% of expenditures. Day Care is a blend of Federal & State Funds. This approval is to accept additional state funds in the amount of $84,919. There being no discussion, Mr. McCoy made a motion to approve the item. Mr. Williams seconded the motion and it was unanimously approved.

PENDER COUNTY BOARD OF HEALTH

The Board convened as the Pender County Board of Health at 4:34 p.m.

12. Discussion on Community Health Outreach 2015.

Health and Human Services Director Carolyn Moser began by introducing the Health Educators for the Pender County Health Department: Elizabeth Almekinder, RN who is Nationally Certified as a Diabetes Educator; Paris Mitchell – Health Educator; and Amanda Barbee, RN – Health Educator. The Health Educators explained the outreach they completed in 2015. Ms. Barbee stated that the majority of their job is marketing and PR and that they have to also design and create their educational materials. Education regarding diabetes, heart health, vaccines, physicals, maternity, and various services provided by the health department was discussed. Educators also discussed the various festivals, conferences, career days, business expos, and events that they participated in. Not only did Ms. Almekinder receive her certification in Diabetes Education, but Ms. Barbee became a lactation educator. Ms. Barbee closed the presentation by summarizing the activities the Health Educators participate in including: 2015-16 Healthy Communities Action Plans; Region 8 Tobacco Coalition; Region 8 Active Routes to School; Safe Kids; 2015-17 Community Health Action Plans; Early Learning Collaborative; Diabetes Education Networking; Food Systems Assessment; and YMCA Diabetes Prevention Program. The Board thanked the Health Educators for their hard work in the community. Ms. Moser added that the focus is on Diabetes and Heart Health because they are the leading causes of death in our County. Ms. Moser also added that this presentation shows that these educators hit every nook and cranny of Pender County with its outreach.

Ms. Moser updated the Board on the Zika Virus. She stated that the mosquito that carries the virus is not native to North America. She added that all 31 cases in the US are related to travel. Those who have the virus can only be treated for the symptoms as there is no cure. Ms. Keith thanked Ms. Moser for the information because she has received a phone call on this issue. Ms. Moser added that if anyone has any questions later, they may give her a call.

13. Discussion of Health Department Re-Accreditation.

Health and Human Services Director Carolyn Moser explained: This Accreditation will be coming up in August. The letter for this will be coming in March and everything is now done online. Ms. Moser referred to the Agenda packet to outline the Benchmarks and requirements for the reaccreditation and the roles and responsibilities of the board members. In August an Accreditation team will visit the Health Department which will be composed of a Board of Health Member, a Health Director, a Registered Nurse, and someone from Environmental Health. Mr. Brown asked whether the consolidation to a Health and Human Services agency will affect this process. Ms. Moser stated that

the only difference is that some things are having to be duplicated because we have both an Advisory BOH and BOH.

Ms. Moser informed the Board that she has been given the Robert Ed Strother Award which is granted to an individual who promotes public/private partnerships. This award comes from the North Carolina Local Boards of Health Association. The Board congratulated Ms. Moser on this honor.

SOCIAL SERVICES BOARD
The Board convened as the Social Services Board at 5:12 p.m.

Ms. Moser explained that she attended Dr. Shiver's retirement celebration on Friday. Ms. Moser stated that it was a great event.

Ms. Moser also stated that she was approached by Mr. Perez regarding the DSS Advisory Board and the direction the Board would like to take with it. Mr. Brown stated that the Board would be taking action on that matter soon.

Ms. Moser also mentioned the 90-day update from the DSS Assessment and added that a new update should be coming soon. Mr. Piepmeyer asked how the new security is working out. Ms. Moser stated that there have been no incidents since the security guard has been put in place and that she also has the guard walk through the Health Department a couple of times a day as well. Protocol on security as well as security procedures was also discussed. Ms. Moser added that they have been doing a lot of training at DSS on that matter. Mr. Woodruff added that the safety committee is also working on this issue with all departments. Active Shooter training was also mentioned.

The Board reconvened as the Pender County Board of Commissioners at 5:22.

ITEMS FRIOM THE COUNTY ATTORNEY
Mr. Thurman stated there are items for Closed Session, Items # 3, 4 and 6.

ITEMS FROM THE COUNTY MANAGER
Mr. Woodruff stated that the Finance Department is really ramping up things to begin the budget process for FY 16-17. Currently, Pender County is scheduled to sell the first round of school bonds on June 7, 2016. Mr. Woodruff also added that RFP's for Audit services were due today. He stated that he and Ms. Brafford will be going through those proposals and bringing a recommendation to the Board at its next meeting.

ITEMS FROM COUNTY COMMISSIONERS
Mr. McCoy – Mr. McCoy addressed the drainage issues on the Northwest corner of the Courthouse. Mr. Woodruff stated that he would get with Ms. Simmons to begin looking for a solution to get this fixed. Mr. McCoy added that this should be completed before the Blueberry Festival.

Mr. Piepmeyer – Mr. Piepmeyer stated that he has received a letter regarding the Gypsy Moth and an informational session to be held tomorrow night. Mr. Piepmeyer added that he will be attending this meeting. Mr. Piepmeyer then mentioned an email that he had received from a citizen who is having

difficulty obtaining a CAMA permit. Mr. Piepmeyer stated that he directed this person to our State Representatives since this is a state permit. He added that this person may also be contacting the Tax Assessors regarding value as it relates to this issue. Mr. Piepmeyer then asked about a completion date for the riffle range. Mr. Woodruff stated that he would make sure he gets the email with this information. Lastly, Mr. Piepmeyer asked about an informational session regarding Solar Panels. Mr. Woodruff stated that this session is scheduled for February 11 at 3 p.m. in this room. Special Notice will be sent in the event that three or more members wish to attend.

Mr. Brown – Mr. Brown stated that he attended the Pender Municipal Association Dinner last week. He thanked Ms. Proctor and Mr. King of Wilmington Business Development for speaking at this dinner.

ITEMS FROM THE COUNTY FINANCE DIRECTOR

Ms. Brafford stated that the Unit Response letter was submitted to the LGC and the finance office has received confirmation of this submission. Ms. Brafford also stated that she is working to bring a financial update to the Board for the first half of the current fiscal year. She added that she hopes to be ready to present it at the next meeting.

CLOSED SESSION

At 5:37 p.m., Mr. Williams 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; 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 9:28 p.m. There were no announcements made upon exiting closed session.

ADJOURNMENT

There being no further business, the meeting adjourned at 9:28 p.m.

Respectfully Submitted,

Melissa Pedersen

Melissa Pedersen, Clerk to the Board

Reviewed By:

Ann Coombs, Administrative Assistant II