REQUEST FOR BOARD ACTION

ITEM NO. _2_

DATE OF MEETING: April 18, 2016

REQUESTED BY: Melissa Pedersen, Clerk to the Board

SHORT TITLE: Approval of Minutes: Regular Meeting: April 4.

BACKGROUND: N/A.

SPECIFIC ACTION REQUESTED: Review and approve the minutes.

MONDAY, APRIL 4, 2016 – 4:00 p.m.

The Pender County Board of Commissioners met in regular session on Monday, April 4, 2016 at the Commissioner's Public Assembly Room, 805 S. Walker St., Burgaw, NC 28425.

MEMBERS PRESENT: Vice-Chairman Fred McCoy, presiding; 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
Vice-Chairman McCoy called the meeting to order at 4:00 p.m. and thanked and welcomed all to the meeting.

EXCUSE COMMISSIONER
Mr. Williams made a motion to excuse Mr. Brown. Mr. Piepmeyer seconded the motion and it was unanimously approved.

INVOCATION
Commissioner Keith offered the invocation.

PLEDGE
Commissioner Piepmeyer led the Pledge of Allegiance.

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

PUBLIC INFORMATION
1. Update on School Bond Projects.
Mr. Ken Fuller 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. Tim McCullough with Little for the MISC School Upgrades
    - Cape Fear Elementary/Middle School: Mr. McCullough stated that this expansion is for growth. He presented and reviewed the floorplan and schematics to the Board outlining the additions for the classrooms and cafeteria. The additions for this school includes: 8 additional Elementary School classrooms, 8 Middle School classrooms, expanded cafeteria seating for both schools, and associated site work.
    - West Pender Middle School: Mr. McCullough noted that these additions are to add programs as well as for security and safety purposes. He reviewed the modified entrance, fencing, and floorplan of the new building to include the new band room, science labs, and bathrooms. The additions for this school includes: re-organized front entry for visitors, 2 new science laboratory classrooms, 1 new band room, and associated site work.

- Pender High School: Mr. McCullough reviewed the additions for Pender High School. Those additions include: a new athletic field house, a re-organized front entry for visitors, front roadway with new parking, canopies connecting buildings on campus, and associated site work.
- Burgaw Middle School: Mr. McCullough noted that these additions are very similar to those at West Pender Middle School. Those additions include a re-organized front entry for visitors, a new administration suite, 2 new science laboratory classrooms, 1 new band room, and associated site work. Mr. McCullough reviewed the plans with the Board.
- Budget: Jason with Barnhill Contracting Company spoke to the Board about the budget for these projects. He added that there were 240 prequalifications submitted and advertisement for bids is currently out. Bids will be due by April 11 so that once school is out, the work can begin. The building completion date is scheduled for August 2017. Mr. Piepmeyer asked what is driving the budget overage. It was explained that inflation was budgeted for, but that with so many bidders they hope that those costs will come down.

2. SFLa for the Penderlea School:
    - Christine Helton, Landscape Architect reviewed the landscape of the plans with regards to the location of the gym and multipurpose center. Ms. Helton noted the location change of the gym and the reasons.
    - Mahon Kick elaborated on Ms. Helton's comments also discussing the floor plan. The current and core capacity was also discussed.
    - Mr. Burris then discussed the budget for this project. Mr. Burris added that they are preparing to start the prequalification process and hope to start the bid process soon after that is complete. Mr. Piepmeyer asked when construction should start. Mr. Burris stated that they should be able to start construction in September. Mr. McCoy asked about when school should open. Mr. Burris stated that the new school should be ready in the fall of 2018. Mr. Piepmeyer noted his concern about capacity.
3. LSP3 for the Surf City School:
    - Mr. Charles Boney introduced Leanne Lawrence who began by reviewing site mitigation, DOT traffic analysis, floor plan changes since the last update, and capacity.
    - Mr. Boney then discussed the budget for this project. Mr. Boney also discussed the changes in the budget as well as the budget challenges. Mr. Boney then explained what it would take to expand the school to 1500 students adding that they are permitting for that amount.
    - Jason with Barnhill Contracting Company spoke regarding construction plans noting that bidding for this project should take place in August 2016 and that the project should be complete August of 2018.

Mr. Fuller added that by the next update there should be some bids for the smaller projects.

PUBLIC COMMENT

Mr. Victor French of 1107 Henry Brown Road spoke regarding having a Fox Trapping Season in Pender County, citing the discussion from March of 2015. Mr. French submitted copies of the petition to take up this matter to the Board including a Public Hearing for comments from the public. Copies of this petition were dispersed after the meeting.

PENDER COUNTY BOARD OF HEALTH

The Board convened as the Pender County Board of Health at 4:44 p.m.

2. Presentation of the 2015 State of the County Health Report.

Health and Human Services Director Carolyn Moser explained: A hard copy of the 2015 State of the County Health Report has been provided to the Board for review prior to the meeting. This report must be submitted to the Division of Public Health annually. It provides information of the health of our community, tracks progress of established health priorities and concerns and identifies new and emerging issues that affect the health status of Pender County residents. Causes of death were discussed along with health priorities and initiatives. Ms. Keith asked about what can be done to help prevent the health disparities listed. Ms. Moser stated that these statistics are common around the state and explained some outreach initiatives. Quality of life rankings were also discussed. Suicide rates were then discussed. There being no further discussion, Mr. Williams made a motion to approve the item. Mr. Piepmeyer seconded the motion and it was unanimously approved.

3. Discussion and Approval of Fee Eligibility and Billing Policy.

Health and Human Services Director Carolyn Moser explained: The Health Department must review and submit their Fee Eligibility and Billing Policy to the Board of Health/Board of County Commissioners annually to meet reaccreditation requirements. The Health Department requested that the Board of Health/Board of County Commissioners consider approving the Fee Eligibility and Billing Policy for the Health Department which was provided to the Board prior to the meeting. Ms. Moser also noted that this is the same policy that they have had and nothing, including fees, has changed. There being no discussion, Mr. Piepmeyer made a motion to approve the item. Ms. Keith seconded the motion and it was unanimously approved.

4. Discussion and Approval of Bad Debt Write Off.

Health and Human Services Director Carolyn Moser explained: Health Department billing staff reviews all patient accounts annually, and if a patient has not visited the clinic in the past twelve months, the outstanding balance shall be considered as a bad debt and uncollectible. Staff recommends that the Board of Health consider approving the board action to write the bad debt off in the amount of $5,796.21. Ms. Moser stated that if the patient returns after the debt is written off that they reassume the debt. Mr. Piepmeyer asked what the overall percentage is of this write-off. Ms. Moser stated that the debt written off is less than 1% of all revenue. There being no further discussion, Mr. Williams made a motion to approve the item. Mr. Piepmeyer seconded the motion and it was unanimously approved.

5. Correction to October 7, 2013 BOCC minutes, Item #7 Page 3.

Health and Human Services Director Carolyn Moser explained: The Health Department requires Board of County Commissioners and Board of Health meeting minutes for documentation to meet specific re-accreditation activities and benchmarks. In reviewing meeting minutes, it was noted that the October 7, 2013 BOCC minutes, Item #7, page 3 inadvertently contained the words "Advisory Board of Health" instead of "Board of Health." The Board is requested to make corrections to the October 7, 2013, minutes, item #7, page 3 to reflect "Board of Health." Ms. Moser added that by making these changes, it just clears things up for re-accreditation. There being no discussion, Mr. Williams made a motion to approve the change. Mr. Piepmeyer seconded the motion and it was unanimously approved.

SOCIAL SERVICES BOARD

The Board convened as the Social Services Board at 4:54 p.m.

6. Resolution to Dissolve the Pender County Social Services Advisory Board.

Health and Human Services Director Carolyn Moser explained: In 2013, Pender County consolidated Health and Social Services to create a Department of Health and Human Services. With this consolidation, the Social Services Board became an advisory Board and the Board of Commissioners also became the Social Services Board. Since the consolidation, the Social Services Advisory Board has become inactive and only one member remains on the Board. There is no requirement for a Social Services Advisory Board and therefore it is requested that this advisory board be dissolved. Ms. Keith asked what kind of void this would cause. Ms. Moser stated that the members can continue to advocate without meeting and that there would be no void. Mr. Piepmeyer asked if the Board could reorganize at any time, to which Ms. Moser stated that it could. There being no further discussion, Mr. Williams made a motion to approve the item. Mr. Piepmeyer seconded the motion and it was unanimously approved.

The Board reconvened as the Pender County Board of Commissioners at 4:57.

CONSENT AGENDA

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

7. Approval of Minutes: Regular Meeting: March 21.
8. Approval of Tax Releases and Refunds for March 2016.
9. Approval of a FY 2015-2016 Budget Ordinance Amendment to Budget the Balance of Grant Funds for a Hazard Mitigation Grant from FEMA that Emergency Management was awarded in FY 2014-2015.
10. Resolution Accepting North Carolina Department of Agriculture and Consumer Services Grant for Pesticide Container Recycling Program.
11. Approval of a FY 2015-16 Budget Ordinance Amendment Increasing State Aid to Public Library Fund Revenue and Library Department Expenditures by $10,394.
12. Approval of the Parks and Recreation Project Prioritization Worksheet.
13. Resolution to Approve the Juvenile Crime Prevention Council's Annual Plan, Board Members and Funding Recommendations for FY 2016-2017.

APPROVALS AND RESOLUTIONS

14. Discussion and Approval of a Partnership with NC Wildlife Resources Commission on the Operation of the Proposed Public Firing Range on the Holly Shelter Game Land.

Planning and Community Development Director Kyle Breuer explained: In an effort to improve game lands throughout the State of North Carolina, the North Carolina Wildlife Resources Commission has expressed interest in developing firing ranges in select areas across the State. This is in part to aid in the management of small arm/rifle practice firing and the minimization of open field firing where not necessary. The primary purpose of the proposed site is to provide an area where sportsmen and sportswomen can practice shooting rifle and small arms firing. Secondary purposes include increased NCWRC presence in the area, improved environmental awareness and stewardship, and improved management of the Holly Shelter game lands. Reduced disturbances in alternate areas for the purpose

of target shooting and will allow the game land to be better managed. Multipurpose infrastructure with multiple environmental goals has proved to be cost effective and address multiple environmental concerns at once on reduced budgets. It is an objective of this site to reduce environmental impacts on other sites by attracting shooters that deposit lead to a controlled range. The NCWRC has proposed a partnership with Pender County to provide all facilities necessary to operate a pistol and rifle range. With the partnership, NCWRC will also expand the number of shooting stalls, add a 3-D archery range, and provide restroom and office arrangements. As part of the agreement, Pender County will provide staffing of the facility and will administer rules to assure shooter safety and perform routine maintenance of the facility. It is being requested that the Board consider approving the job description and allocation of overhead funds for the hiring of up to three part-time Safety Range Officers to provide supervision and control all aspects of range operation. The NCWRC has agreed to pay salaries of the part-time positions until such time Pender County budgets these figures within the FY 16-17 budget. This is a part-time position and will provide staffing of the facility for no less than forty hours per week. Additional reoccurring funds will be requested within the FY 16-17 budget to cover the salaries and all additional overhead. With this request, the Board was provided with a preliminary breakdown of potential costs and revenue associated with the position, draft job description, rules and regulations, and the draft memorandum of agreement. Mr. Williams began by stating the positive aspects to this partnership as well as support for second amendment rights. Mr. Hamlet explained the project to date and then elaborated on plans if a partnership is approved. Mr. Hamlet stated that this range should be opened beginning to mid-May. Discussion ensued regarding training for a Range Safety Officer, who would fund the positions and when, as well as the County's liability for such a facility. There being no further discussion, Mr. Williams made a motion to approve the item pending that the attorney clear up the liability questions. Mr. Piepmeyer seconded the motion and it was unanimously approved.

15. Approval of Three New Radio Upgrades Purchase Order to Motorola Solutions: $14,933.25.

Emergency Management Director Tom Collins explained: Current radios in all three EM vehicles need upgrading to meet the need for the P-25 software and TDMA operation to be able to communicate with Onslow and New Hanover Trunked systems. The new radios will also have GPS capability for tracking. Funds for this expenditure are budgeted in Emergency Management – Capital Outlay 525-407400, FY-15-16 Budget. The County will be invoiced by Motorola Solutions. Brief discussion ensued as to who uses these radios and regional communication. There being no further discussion, Mr. Piepmeyer made a motion to approve the item. Ms. Keith seconded the motion and it was unanimously approved.

16. Approval of a FY 15-16 Budget Amendment to Accept Emergency Management Performance Grant Funds: $38,542.25.

Emergency Management Director Tom Collins explained: Pender County Emergency Management receives funding from the State of North Carolina through the Emergency Management Performance Grant (EMPG). These funds are allotted to the county from the Federal Emergency Management Agency to supplement the county's funding of the Emergency Management Program. Funding levels vary from year to year, and are based upon completion of sate determined criteria annually. The funds will be used to improve security at the EOC, Drills and Exercises, and Equipment for first responders. There being no discussion, Mr. Williams made a motion to approve the item. Mr. Piepmeyer seconded the motion and it was unanimously approved.

17. Request for Approval of the revised HUD Administrative Plan for the Pender County Housing Authority's Section 8 Housing Choice Voucher Program.

Housing Director Judy Herring explained: The U S Department of Housing and Urban Development (HUD) requires that each Housing Authority have a current Administrative Plan for the operation of its Housing Choice Voucher Program. Administrative Plans must be updated periodically to ensure that they are current in terms of both local policies and practices as well as to ensure compliance with current Federal guidelines. The Housing Authority's current Administrative Plan was last revised in 2012. Guidelines affecting the HCV Program have changed since that time. In addition, this program is adding two small "emergency" housing voucher programs in response to HUD directives to do more to assist homeless veterans and victims of domestic violence. Approval from the Board of County Commissioners, acting as the Board for the Housing Authority, is required to implement the revised Plan. Discussion ensued as to when these vouchers can be put back out and the cost to the county for this program. Ms. Herring stated that they are trying to do the best with the resources that they have. Discussion then ensued regarding homelessness in the region, the difficulty figuring out the homeless count in a rural area such as Pender County, and the programs they work with. There being no further discussion, Mr. Williams made a motion to approve the item. Mr. Piepmeyer seconded the motion and it was unanimously approved.

18. Approval of a Budget Amendment to Approve Decrease in Department of Social Services Revenues and Expenditures for FY 2015-2016: Crisis Intervention Program: $105,000.

Health and Human Services Director Carolyn Moser explained: During February 2016, the Division of Social Services surveyed counties to determine if any counties were willing to reallocate funds to other counties that needed additional funds. Pender County received $228,727 for FY 15-16. Pender has spent an average of $10,000 per month. It was determined that Pender could reallocate funds and still be able to assist our clients through June 30, 2016. Discussion ensued as to what constitutes a crisis intervention. There being no further discussion, Mr. Williams made a motion to approve the item. Mr. Piepmeyer seconded the motion and it was unanimously approved.

19. Approval of a Purchase Order to the Pender County Dental Clinic for Farm Worker Dental Services in the amount of $25,500.

Health and Human Services Director Carolyn Moser explained: This Board of Action is to approve a purchase order to the Pender County Dental Program to perform dental services for Migrant Farm Workers and families. The Migrant Farm Workers Program is 100% grant funded and no county funding is required. There being no discussion, Mr. Williams made a motion to approve the item. Mr. Piepmeyer seconded the motion and it was unanimously approved.

20. Approval of Contract with City Explained, Inc., to Provide Professional Planning Services to Update the Comprehensive Plan.

Planning and Community Development Director Kyle Breuer explained: This item was before the Board at its March 21 meeting. The Board had many questions regarding the plan and the need for it. Mr. Breuer came to the Board and presented answers to the Boards questions including the need for the plan, what is different in this plan than in other plans, and why this plan cannot be generated in-house. Mr. Williams stated that he and Mr. Brown had talked about this and they both support this plan. Mr. Piepmeyer stated that the Schools are going to be coming to the Board asking for $3.3 Million extra for FY 2016-17. Mr. Piepmeyer further stated that if it was not for that, he would be able to vote for this. Mr. Breuer further expressed the need for this. Mr. Piepmeyer added that he

understands the need, but stated his concern for budget constraints. Mr. McCoy added that he is a supporter of long range planning and this is something that is needed. There being no further discussion, Mr. Williams made a motion to approve the item. The motion died for lack of a second.

21. Resolution Approving Acceptance of an Additional NCDENR Division of Water Infrastructure Clean Water State Revolving Fund (CWSRF) Loan in the Amount of $190,014 for a Total Loan Amount of $669,700 for Wastewater Treatment Facility Upgrades at the Pender County Solid Waste Transfer Station.

Utilities Director Michael Mack explained: The Pender Solid Waste Transfer Station Wastewater Treatment Facility is in need of upgrades and modifications in order to bring the system back to a satisfactory level of treatment and disposal as required by NCDENR – Division of Public Health. Pender Solid Waste applied for a CWSRF loan and/or grant to fund this project. On August 25, 2015, Pender County was offered a CWSRF loan by NCDENR- Division of Water Infrastructure in the amount of $479,706 to fully fund this project. On January 4, 2016, the Board approved staff to request and additional $190,014 in CWSRF loan funds due to the amount of the low bid on the project being more than previously estimated. On March 4, 2016, NCDEQ-CWSRF approved the increase in loan assistance. A condition of the twenty year loan at 1.67% interest is the adoption of the attached resolution by the Board of Commissioners accepting the loan and making the applicable assurances. Mr. Mack added that the interest on this loan is less than the original rate of 1.88%. There being no discussion, Mr. Williams made a motion to approve the item. Mr. Piepmeyer seconded the motion and it was unanimously approved.

22. Resolution Adopting a Revised Capital Project Budget Ordinance for the Solid Waste Transfer Station Wastewater Handling System Modifications.

Utilities Director Michael Mack explained: During the Solid Waste Transfer Station Operation Permit renewal process with NCDENR in 2013, Pender Solid Waste was notified by the North Carolina Department of Health and Human Services Division of Public Health (in response to a request by the Pender County Environmental Health Department) in a letter dated April 17, 2013, that the Wastewater Handling System that serves the Solid Waste Transfer Station was in need of repairs/upgrades in order to bring the system back to a satisfactory level of treatment and disposal. McKim & Creed was hired for the necessary design and permitting required to repair/upgrade the existing wastewater system in accordance with NCDENR standards. Upon receipt of the evaluation and estimated cost for the upgrades from McKim & Creed in February 2014, staff received permission from the Board on March 17, 2014 and January 4, 2016 to apply for a loan from the Clean Water State Revolving Fund (CWSRF) for the full amount of the project to include all engineering design, permitting, construction, and inspections in the amount of $683,114. Pender County Solid Waste was notified by NCDENR's Division of Water Infrastructure on June 9, 2014 and March 4, 2016 that the CWSRF had approved the project to be eligible to receive a low-interest loan. The total amount of the 20-year loan at 1.67% interest is $669,720 and will cover all but the $13,394 in loan closing costs. The CWSRF loan was approved by the Local Government Commission at their March 1, 2016 meeting. There being no discussion, Mr. Williams made a motion to approve the item. Ms. Keith seconded the motion and it was unanimously approved.

23. Resolution Approving Conditional Award of the Lump Sum Base and Alternate Bids, Subject to Final Authority to Award by NCDEQ, Division of Water Infrastructure – CWSRF to ELJ, Inc. for Construction Services in the Amount of $541,920 for the Wastewater Treatment Facility Upgrades at the Pender County Solid Waste Transfer Station.

Utilities Director Michael Mack explained: In response to a request by Pender County Utilities for renewal of permit to operate the existing wastewater treatment facility at the Pender County Solid Waste Transfer Station, the North Carolina Department of Health and Human Services is requiring several upgrades and improvements to the existing system before a new permit will be considered for the facility. On September 18, 2015; NCDENR, Division of Water Infrastructure provided approval of the plans and specifications. On November 19, 2015; Pender County Utilities (PCU) opened bids for the construction of the project. The lowest responsive bid received was from ELJ, Inc. for an amount of $541,920. The responsive low bidder is ELJ, Inc. and the Recommendation of Award to ELJ, Inc. from McKim & Creed (Engineer of Record) was presented to the Board. Mr. Mack noted that this company has waited for the extra funding approval and is ready to start the project. There being no discussion, Mr. Williams made a motion to approve the item. Mr. Piepmeyer seconded the motion and it was unanimously approved.

24. Approval to Execute a Two-Year Contract with Lawnsharks for Mowing of Solid Waste Sites and Authorization of a Purchase Order in the Amount of $10,650.00.

Utilities Director Michael Mack explained: Pender Solid Waste staff has solicited bids for mowing of the Convenience Sites and the Transfer Station for the 2016 and 2017 growing seasons. On March 10, 2016, staff conducted a bid opening with the following results:

CONTRACTOR	BID AMOUNT (TWO YEAR TOTAL)
Ivy's Lawn Care & Tractor Work	$2,600.00 (eliminated – completed with errors)
Lawnsharks	$10,650.00
Carolina Landscape Services, Inc.	$14,100.00
K & H Landscaping	$16,050.00
Viking Lawn Care & Landscaping, LLC	$17,520.00
Phillip's Lawn Care Services	$19,500.00
Mexican Landscaping, LLC	$29,250.00
Old Heritage Landscaping & Lawn Care	$33,975.00

Discussion ensued regarding background checks and the location of the company. Mr. Mack stated that we had not worked with this company before but that Margaret Gray checked references for this company. He also added that he believes they are out of Rocky Point but will double check. There being no further discussion, Mr. Piepmeyer made a motion to approve the item. Mr. Williams seconded the motion and it was unanimously approved.

25. Approval of a Change Order to WK Dickson & Co. for the "Owner Requested" Revisions to the Truck Scale Foundation Design and Plans for the Transfer Station Scale Relocation project in the Amount of $5,500.

Utilities Director Michael Mack explained: On February 18, 2014, the Board authorized a professional engineering services agreement to WK Dickson for the design, permitting, and construction inspections of the relocation of the Hampstead Solid Waste Convenience Site and the

Transfer Station Truck Scale projects. The WK Dickson agreement and design plans included a provision to relocate the existing 40-year old truck scales to a new location along Transfer Station Road with an estimated construction cost of $60,000. Discussions with contractors during the pre-bid meeting on February 25, 2016 revealed that relocation of the aged truck scales would be precarious with an unreliable outcome. The scales are critical to the daily business operations of the facility such that additional research ensued and alternatives evaluated in support of a more reliable outcome for the truck scale operation. Research determined that a new scale system was easily affordable and within the same estimated price range for purchase as the relocated scales with the exception that additional engineering time would be required to revise the truck scale foundation design. There being no discussion, Mr. Williams made a motion to approve the item. Ms. Keith seconded the motion and it was unanimously approved.

CLOSED SESSION

At 5:58 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; Mr. Piepmeyer seconded the motion and it was unanimously approved. The Board exited the Closed Session at approximately 6:42 p.m.

APPOINTMENTS

26. Approval of Appointment to the Pender County Planning Board.

Ms. Pedersen explained: Chris Medlin is applying to serve on the Planning Board to fill the At-Large vacancy. Mr. Medlin lives in Hampstead and has been a resident of Pender County for 20 years. His application was provided to the Board. Ms. Pedersen further explained that Andrea Carter is also applying to serve on the Planning Board to fill the At-Large vacancy. Ms. Carter lives in Rocky Point and has been a resident of Pender County for 9 years. Her application was also provided to the Board. Mr. Williams stated that he had gotten a phone call from Ms. Carter adding that she was also recommended by Representative Millis to serve in this position. Ms. Keith stated that she has spoke with Mr. Medlin who has applied to serve on other Boards and she feels the Board should give him a chance to serve. There being no further discussion, Mr. Piepmeyer made a motion to appoint Ms. Carter to fill the At-Large vacancy on the Planning Board. Mr. Williams seconded the motion and it was approved 3-1 with Ms. Keith voting in opposition.

27. Approval of Appointment to the Pender County Board of Equalization and Review.
Ms. Pedersen explained: In 1994, the Pender County Board of Commissioners created a Special Board of Equalization and Review as allowed by the North Carolina General Statutes. The citizens of Pender County and the Pender County Tax Office have been well served since the creation of this Board. There is no set requirement for the number of members, but historically Pender County has appointed five members and one alternate. Three of the five members of the 2015 BOER have asked to be reappointed: Bryant Shephard, Robert Dennis, and Leslie Green. The positions are currently being advertised and no new applicants applied thus far. Bryant Shephard has served as BOER Chairman since 2003, and is willing to be considered for reappointment as Chairman. Their applications were presented to the Board. The Board briefly discussed looking into the community to fill the vacant seats. There being no further discussion, Mr. Williams made a motion to re-appoint Bryant Shephard as Chairman, as well as Robert Dennis and Leslie Green as members to the 2016 Board of Equalization and Review. Mr. Piepmeyer seconded the motion and it was unanimously approved.

ROCKY POINT WATER AND SEWER DISTRICT
The Board convened as the Rocky Point Water and Sewer District Board at 6:50 p.m.

28. Resolution by the Board of Directors of the Rocky Point/Topsail Water and Sewer District Accepting the Deed of Dedication for the Conveyance of Title to the Water Distribution System Properly Installed to Serve The Villages at Olde Point – Phase 1A.
Utilities Director Michael Mack explained: In accordance with the Pender County Water and Sewer Ordinance, Article XII, Subsection II, 5.a: submission of a Deed of Dedication is required for acceptance of any new water and/or sewer extensions constructed to serve any structure within a subdivision prior to the commencement of water and/or sewer service by the District. With acceptance of these improvements, the conveyance of title to these infrastructure improvements will occur and the District will become responsible for the permanent maintenance of these improvements. Staff is recommending acceptance of the respective project infrastructure improvements at The Villages at Olde Point – Phase 1A: 1,015 LF 8" watermain on Waldorf Way, 164 LF 8" watermain on Bramble Drive, 2 fire hydrants, valves, and related water appurtenances. All of the above improvements have been inspected, engineer certified, and issued Final Approval by the NCDENR – Public Water Supply Section. There being no discussion, Mr. Williams made a motion to approve the item. Mr. Piepmeyer seconded the motion and it was unanimously approved.

MOORE'S CREEK WATER & SEWER DISTRICT 5 Min. Total
The Board convened as the Moore's Creek Water and Sewer Board at 6:51 p.m.

29. Resolution by the Moore's Creek Water and Sewer District Approving the Issuance of General Obligation Water Bond Anticipation Notes (BANS) in the amount of $5,281,000 for the Interim Construction Period Financing of the Moore's Creek Water & Sewer District's Water Distribution System.
Utilities Director Michael Mack explained: At a referendum held on November 7, 2006, the voters of the Moore's Creek Water and Sewer District authorized the issuance of up to $45,000,000 of general obligation water bonds to pay the costs of a water supply distribution system within their District.
The County's Board of Commissioners has now determined to issue a series of bond anticipation notes to provide construction financing for water system construction and improvement projects in anticipation of the later issuance of a portion of the water bonds authorized at the 2006 referendum (the "Water Bonds"). The District will issue and sell a single issue of general obligation water bond anticipation notes (the "Notes") in an aggregate principal amount not to exceed $5,281,000. The

District will issue the Notes to provide construction-period financing for water system construction in anticipation of the later issuance of all or a portion of the previously-authorized Water Bonds. The Notes will be designated "General Obligation Water Bond Anticipation Notes, Series 2016." The District's full faith and credit are hereby irrevocably pledged for the payment of the principal of and interest on the Notes. Unless other funds are lawfully available and appropriated for timely payment of the Notes, the District will levy and collect an annual ad valorem tax, without restriction as to rate or amount, on all locally taxable property in the District sufficient to pay the principal of and interest on the Notes as the same become due. In addition, the proceeds of the Water Bonds are also hereby pledged for the payment of the Notes, and the Notes shall be retired from proceeds of the Water Bonds as the first priority. There being no discussion, Mr. Williams made a motion to approve the resolution. Ms. Keith seconded the motion and it was unanimously approved.

CENTRAL PENDER WATER & SEWER DISTRICT 5 Min. Total

The Board convened as the Central Pender Water and Sewer Board at 6:55 p.m.

30. Resolution by the Central Pender Water and Sewer District Board of Directors Approving the Issuance of General Obligation Water Bond Anticipation Notes (BANS) in the amount of $9,957,091 for the Interim Construction Period Financing of the Central Pender Water & Sewer District's Water Distribution System.

Utilities Director Michael Mack explained: At a referendum held on November 7, 2006, the voters of the Central Pender Water and Sewer District authorized the issuance of up to $27,000,000 of general obligation water bonds to pay the costs of a water supply distribution system within their District.

The County's Board of Commissioners has now determined to issue a series of bond anticipation notes to provide construction financing for water system construction and improvement projects in anticipation of the later issuance of a portion of the water bonds authorized at the 2006 referendum. The District will issue and sell a single issue of general obligation water bond anticipation notes in an aggregate principal amount not to exceed $6,047,000. The District will issue the Notes to provide construction-period financing for water system construction in anticipation of the later issuance of all or a portion of the previously-authorized Water Bonds. The Notes will be designated "General Obligation Water Bond Anticipation Notes, Series 2016." The District's full faith and credit are hereby irrevocably pledged for the payment of the principal of and interest on the Notes. Unless other funds are lawfully available and appropriated for timely payment of the Notes, the District will levy and collect an annual ad valorem tax, without restriction as to rate or amount, on all locally taxable property in the District sufficient to pay the principal of and interest on the Notes as the same become due. In addition, the proceeds of the Water Bonds are also hereby pledged for the payment of the Notes, and the Notes shall be retired from proceeds of the Water Bonds as the first priority. There being no discussion, Mr. Williams made a motion to approve the resolution. Ms. Keith seconded the motion and it was unanimously approved.

The Board reconvened as the Pender County Board of Commissioners at 6:57.

Mr. Mack noted a correction on Item 22 regarding the total price of the project. That correction has been reflected in these minutes under Item 22.

Discussion ensued regarding electronic recycling and the deficit that account stands at. This deficit is a result of the change in the market. Mr. Woodruff recommended a Budget Amendment to move $75,000.00 from contingency to cover the disposal of electronics waste through the fiscal year and to pay the current invoices. Mr. Piepmeyer asked about where staff is in looking for another vendor. Mr.

Mack explained that the RFQ is ready to go out and he has budgeted money as a place holder for the next budget. The relocation of the Hampstead site and adding an electronics bin at Burgaw we also discussed. There being no further discussion, Mr. Williams made a motion to add this item to the agenda. Ms. Keith seconded the motion and it was unanimously approved. Mr. Williams then made a motion to execute the outstanding invoices for Horton and approve a Budget Amendment for $75,000.00 from contingency to pay the electronics recycling for the remainder of the fiscal year. Mr. Piepmeyer seconded the motion and it was unanimously approved.

ITEMS FRIOM THE COUNTY ATTORNEY

Mr. Thurman stated that he will be setting up a conference call with Mr. Hamlet regarding the liability issues on the gun range and the MOU. He further stated that he will be reaching out to county attorneys in other jurisdictions where this has been approved to see what they have done and bring this information back to the Board.

ITEMS FROM THE COUNTY MANAGER

Mr. Woodruff reminded the Board that the first Budget Work Session will be on Thursday, April 14 at 4:00. He also noted the additional meetings on May 9, May 19, and May 23. Mr. Woodruff then stated that he and Ms. Brafford will be meeting with S&P and Moody's May 12 and 13 regarding the County's credit rating. Lastly, Mr. Woodruff added that the County should be issuing the first round of School Bond Sales on June 7 with closing on June 28.

ITEMS FROM COUNTY COMMISSIONERS

Mr. Piepmeyer – Mr. Piepmeyer mentioned an accident that happened Friday evening on Highway 17 in front of Sawmill Grill which was a head-on but was not fully cleaned up. He asked who is responsible for this. Mr. Williams requested that Mr. Woodruff check with Chief Sullivan with Pender EMS and Fire. Mr. Piepmeyer then stated that he and Mr. Breuer met with Rayford Trask, III the week before last to discuss his new development in Scotts Hill. Mr. Piepmeyer discussed the details of that meeting.

Mr. Williams – Mr. Williams stated that he attended a check presentation and Hampstead Kiwanis Park from Maurice Gallarda, PE with Pluris for $35,000 to go toward the lighting of Smith Field at the Hampstead Kiwanis Park. He added that the American Legion is putting together cost estimates to build the press box for that field or at least to donate the supplies. Mr. Williams ended by saying that the partnership with Wildlife was a good move for Pender County.

ADJOURNMENT

There being no further business, the meeting adjourned at 7:17 p.m.

Respectfully Submitted,

Melissa Pedersen

Melissa Pedersen, Clerk to the Board

Reviewed By:

Ann Coombs, Administrative Assistant II