

**BUDGET WORK SESSION**  
**MAY 18, 2015**

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

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

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

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

The following Departments reported:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Respectfully Submitted,



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Melissa Pedersen, Deputy Clerk to the Board

Reviewed By:



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Randell Woodruff, Clerk to the Board