**MONDAY, OCTOBER 12, 2015 – 4:00 p.m.**

The Pender County Board of Commissioners met in regular session on Monday, October 12, 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 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 4:03 p.m. and thanked and welcomed all to the meeting.

**INVOCATION**
Commissioner Brown offered the Invocation.

**PLEDGE**
Commissioner Williams led the Pledge of Allegiance.

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

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

**PUBLIC INFORMATION**
**1. Update on Preliminary Flood Insurance Rate Maps and Adoption Process.**
The North Carolina Floodplain Mapping Program was established in 2000 with a mandate to update flood maps for all 100 counties. Through a partnership with FEMA, the state was charged with creating and maintaining the Flood Insurance Rate Maps for all North Carolina communities. Since 2003, the NCFMP has analyzed, updated and digitized the Flood Insurance Rate Maps for all 100 counties and associated communities. The latest flood map updates are based on recent studies and local input. Current maps for Pender County were adopted in 2007 and have since been revised to reflect changes in technology and studies. Staff presented an update to the Board as to the preliminary maps for Pender County including the adoption process, appeal process, and public outreach. The appeal process to these maps were discussed along with insurance rates. Mr. Breuer stated that based on the 2007 maps, 33% of Pender County was part of a Flood Hazard Area. Mr. Breuer also added that anyone that has any questions could contact the Planning and Community Development office at (910) 259-1202. Mr. Breuer showed the Board and Public the Flood Risk Information Center's Website at www://FRIS.nc.gov/fris stating that this website can be accessed by anyone to see if their properties are affected by the change. Mr. Chris Gibson, Pender County resident

and engineer, discussed how the zones are set and what they mean. Mr. Gibson also explained how these maps were created and what to expect through an appeal process should the County decide go that route.

**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. There being no discussion, Mr. Brown made a motion to approve the consent agenda. Mr. McCoy seconded the motion and it was unanimously approved.

2. Approval of Minutes: Regular Meeting: September 28.
3. Approval of Tax Releases and Refunds for September 2015.
4. Approval of a Purchase Order to Sanofi Pasteur for Vaccines in the amount of $25,000.
5. Approval of a Purchase Order to Dell Computer Corporation for Support and Maintenance of the Public Safety Virtual Network Hardware in the amount of $5,547.83.
6. Approval of a Purchase Order to TriTech Software Systems for Public Safety Network Software Support and Maintenance in the amount of $41,084.47.
7. Approval of a Purchase Order to Eaton Corp. for 911 Center Uninterrupted Power Supply Battery Replacement and Support and Maintenance in the amount of $7,032.19.

**APPROVALS AND RESOLUTIONS**

**8. Approval of a Purchase Order to Coeco Office Systems for Alchemy Support and Maintenance renewal in the amount of $12,181.94.**

Information Technology Director Erik Harvey explained: In 2009, Pender County purchased Coeco Office Systems Alchemy Document Server. Alchemy Document Server is currently being used by a number of County departments to securely capture, store, and search documents. Pender County ITS has immediate and unlimited access to Coeco Office Systems for Alchemy Document Server Support and Maintenance to address any issues that may arise with the system. There being no discussion, Mr. McCoy made a motion to approve the item. Mr. Brown seconded the motion and it was unanimously approved.

**9. Approval of a Purchase Order to Time Warner Cable for fiber installation in the Amount of $9,571.50.**

Information Technology Director Erik Harvey explained: In 2011, Pender County EMS completed building EMS Station 1. Pender County collaborated with Pender County Emergency Management and Pender EMS to ensure County IT services could be provided to Pender EMS Station 1 and the Emergency Operations Center (EOC). During construction Time Warner Cable was selected as the fiber installer. Pender County ITS has immediate and unlimited access to Time Warner Cable support services to address any issues that may arise with fiber related disruptions. Time Warner Cable fiber support services are available to Pender County 24x7x365. Mr. Harvey noted that this price was reduced from the original price. Discussion ensued of how and why the price had been reduced. There being no further discussion, Mr. McCoy made a motion to approve the item. Mr. Brown seconded the motion and it was unanimously approved.

**10. Approval of a Purchase Order to CodeRed Emergency Notification ENC, LLC: $19,000.**
Emergency Management Director Tom Collins began by giving an update to the Board regarding the recent weather event. Mr. Collins then introduced Scott Brown, the newest member of the Pender County Emergency Management Team who comes to Pender County from Pender EMS & Fire.

Mr. Collins then explained: CodeRed is the system the county uses for the emergency notification of the citizens of Pender County when and emergency occurs. The system can also be used for notification of staff recalls or boil water warnings. This year we will have 75k new message minutes and adding Unlimited National Weather Service Alerts all for $19,000. The start date for CodeRed was October 28, 2013 of a five year contract. The contract ends October 28, 2018. After that date the contract will be rebid. Discussion ensued regarding citizens signing up for CodeRed and getting the information out so that people sign up. There being no further discussion, Mr. Brown made a motion to approve the item. Ms. Keith seconded the motion and it was unanimously approved.

**11. Update on Tax Collections and Proposal to Sell Surplus County Property.**
Attorney Chip Rodgers with Sherman and Rodgers, LLC explained: About two sessions ago, the Board asked Mr. Thurman to look into how to sell or dispose of County property. Mr. Rodgers began his presentation by introducing his team. Then Mr. Rodgers discussed surplus property and how it is obtained by Pender County. Mr. Rodgers went on to explain the collection process and the firm's proposal to assist Pender County in selling these surplus properties. Discussion ensued regarding past issues with focus on tax foreclosures and how this proposal covers those issues. After much discussion, the Board gave a nod to table this item until the next meeting for a vote.

**12. Approval of a Policy for Sale of County Owned Land to the Public.**
Mr. Woodruff recommended that this item be tabled until the next meeting as well because of Mr. Piepmeyer's absence and because item 11 was also tabled and relates to this. The Board nodded to table this item.

**ROCKY POINT WATER & SEWER DISTRICT**

**13. 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 Systems Properly Installed to Serve Phase 2 of The Knolls at Turkey Creek, Phase 2a of Wyndwater, and Phase 2, Section A of Hampstead Landing.**
Project Manager Margaret Gray 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 Knolls at Turkey Creek – Phase 2: 720 LF 2" watermain on Sadie Way, 460 LF 8" watermain on Toms Creek Road, 1 fire hydrant, valves, and related water appurtenances; Wyndwater – Phase 2A: 2,232 LF 8" watermain on West Craftsman Way, 2 fire hydrants, valves, and related water appurtenances; and Hampstead Landing – Phase 2, Section A: 140 LF 4" watermain on Fletcher Lane, 64 LF 4" watermain in Ingram Lane, valves, and related water appurtenances. All of the improvements have been inspected, engineer certified, and issued Final Approval by the NCDENR –

Public Water Supply Section. There being no discussion, Mr. Brown made a motion to approve the resolution. Mr. McCoy seconded the motion and it was unanimously approved.

**PENDER COUNTY BOARD OF HEALTH**

The Board convened as the Board of Health at 5:27 p.m.

**14. Discussion and Approval the Job Description for the Health and Human Services Director.**

Health and Human Services Director Carolyn Moser explained: This is a requirement of the accreditation process for the Board of Health to review, discuss and approve the job description. Mr. Brown asked for Section II – A where it says "The HHS Director is appointed and dismissed by the County Manager with the advice of the county commissioners" to be changed to "The HHS Director is appointed and dismissed by the County Manager with the *consent* of the county commissioners." Discussion ensued regarding the reason for the request. After much discussion, Mr. McCoy made a motion to approve the item with the change to reflect "The HHS Director is appointed and dismissed by the County Manager with the *advice and consent* of the county commissioners." Mr. Brown seconded the motion and it was unanimously approved.

**SOCIAL SERVICES BOARD**

The Board convened as the Social Services Board at 5:39 p.m. Ms. Moser stated that she and Mr. Woodruff recently participated in a conference call regarding NC Fast last week. There being no further discussion, the Board reconvened as the Board of Commissioners at 5:40 p.m.

**APPOINTMENTS**

**11. Approval of Appointment to the Pender County Advisory Board of Health.**

Ms. Pedersen explained: Angela Livengood is applying for the first time to serve on the Pender County Advisory Board of Health. Ms. Livengood is the Pharmacy Manager at New Hanover Regional Medical Center and wishes to fill the vacant Public Member position as the Pharmacist position is currently filled. This appointment will be for three years. Mr. Brown clarified that Ms. Livengood works under New Hanover Regional Medical Center but at Pender Memorial Hospital. There being no further discussion, Mr. Brown made a motion to approve the appointment. Mr. McCoy seconded the motion and it was unanimously approved.

**ITEMS FROM THE COUNTY ATTORNEY**

Mr. Thurman stated that the Public Hearing for the Special Use Permit in Burgaw was tabled until November. Mr. Thurman stated that he will be at that hearing to represent Pender County and may request that a Commissioner attend with him at that time.

**ITEMS FRIOM THE COUNTY MANAGER**

Mr. Woodruff talked about the recent weather event and noted how impressed he was with staff and how they pulled together for this event. Mr. Woodruff then mentioned the Cape Fear RC&D Banquet taking place on October 19, 2015 at 11:00 a.m. at the Burgaw Depot. He asked that any Commissioners wishing to attend let him or Ms. Pedersen know. Lastly, Mr. Woodruff recognized Ms. Moser for being nominated in the Wilmington Business Journal for its Heroes of Health award.

**ITEMS FROM COUNTY COMMISSIONERS**

Ms. Keith – Ms. Keith stated that she recently had the opportunity to tour the Country Court apartments and that she was very disappointed with the upkeep. She stated that she would like to meet with Ms. Herring to discuss this issue.

Mr. Brown – Mr. Brown commented on Ms. Moser's nomination for the Heroes of Health award.

Mr. McCoy – Mr. McCoy commented that he was impressed with staff and the preparations made for the recent storm.

Mr. Williams – Mr. Williams commented on the Fireball Run and what a success it was as well as the improvements of the Tourism Department. Mr. Williams then talked about the WBD Annual Meeting that he attended with Mr. Piepmeyer, Mr. Woodruff, and other staff on Thursday. Mr. Williams presented an award that was presented to him at the WBD meeting for being AT&T Fiber Ready at the Commerce Park. Mr. Williams stated that the Pender Commerce Park is the first in the state to be Fiber Ready. Mr. Williams closed by saying that it was a great night for Pender County.

**ITEMS FROM THE COUNTY FINANCE DIRECTOR**

Ms. Brafford stated that she will present a financial report for the first quarter at the next meeting. Ms. Brafford also commented that she believes the auditors are close to finishing the Audit.

**CLOSED SESSION**

At 5:55 p.m., Mr. Brown made a motion to enter into closed session, pursuant to NCGS 143-318.11: 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. Ms. Keith seconded the motion and it was unanimously approved. The Board exited the Closed Session at approximately 6:17 p.m. There were no announcements made upon exiting closed session.

**ADJOURNMENT**

There being no further business, the meeting adjourned at 6:17 p.m.

*Respectfully Submitted,*

Melissa Pedersen

Melissa Pedersen, Clerk to the Board