MONDAY, MARCH 21, 2016 – 4:00 p.m.

The Pender County Board of Commissioners met in regular session on Monday, March 21, 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 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 Piepmeyer led the Pledge of Allegiance.

EXCUSE COMMISSIONER
Mr. McCoy made a motion to excuse Ms. Keith. Mr. Williams seconded the motion and it was unanimously approved.

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. Recognition of Jewell Horton with the Pender County Animal Shelter.
Mr. Woodruff explained: Jewell Horton is the Manager at the Pender County Animal Shelter. Ms. Horton has worked at the Animal Shelter as the manager since August of 2013. You can find her on an early morning TV station with a Pender pet; standing in the cold offering rabies vaccinations on a weekend or at any possible adoption event in the region. Mr. Woodruff then presented Ms. Horton with a certificate recognizing her of her accomplishments. Ms. Horton stated that her accomplishments are a team effort with the support of the Board of Commissioners and staff. Mr. McCoy commented on the great turnaround at the Shelter and how proud he is of the animal shelter's progress. Mr. Brown commented on a new grant that was received by the Animal Shelter to aid with the photography of animals for adoption advertisements. Ms. Horton elaborated on the grant.

2. Recognition of Planning and Community Development Director, Kyle Breuer.
Mr. Woodruff explained: Planning and Community Development Director Kyle Breuer was awarded the Cape Fear Council of Governments Outstanding Local Government Planner for 2015 award on

February 23, 2016. Mr. Woodruff presented Mr. Breuer with a certificate recognizing him of his accomplishments. Mr. Breuer stated that he was humbled to win this award and thanked the Board and his parents for their support. Mr. Brown added that it is nice to have an employee from Pender County recognized on this level.

3. Quarterly Report on the Pender ABC System Involving Financial Information and Other Progress. **Hall**

The Board began by congratulating Mr. Hall on his Board of Education win. Mr. Hall then began by presenting a handout to the Board with the revenue numbers for the last quarter of 2015 (October, November, and December). He explained that the renovations to the Surf City Store are complete and that there is now 20% more store space. Mr. Hall added that for the current quarter, sales so far were up 1% in January and 13% in February. Mr. Hall added that he will be back in either May or June to update the Board on the first Quarter of 2016 (January, February, and March). Mr. Brown thank Mr. Hall for the information.

PUBLIC COMMENT

- Rodney Simpkins of 1039 Mallard Bay Rd, Hampstead, spoke regarding eight new lawsuits coming to the County regarding the 2011 Revaluation. He then spoke regarding wet building permits, proposing a moratorium. He also left a list of suggestions with the Clerk to distribute to the Board. Those suggestions were distributed to the Board after the meeting.
- Hunter Houck of 393 Lafayette Dr, Wilmington, spoke regarding drainage and to follow up on his comments from the February 16, 2016 meeting. He asked the Board what has been done. Mr. Brown stated that the Board is looking at options, but that this issue is out of the hands of the County.
- Barbara Hagerman of 4856 Malpass Corner Rd, Burgaw, spoke regarding the Housing Department. Ms. Hagerman stated that she was terminated from the Housing program and cannot get a straight answer as to why. Mr. Brown asked that Ms. Hagerman call him tomorrow.

CONSENT AGENDA

Chairman Brown 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. McCoy seconded the motion and the consent agenda was unanimously approved as follows:

4. Approval of Minutes: Regular Meeting: February 16; Board Retreat February 18-19.
5. Approval of the Budget Calendar and to Add Four (4) Budget Work Session Meetings to the Meeting Calendar for 2016: April 14; May 9; May 19; and May 23, 2016.
6. Resolution Accepting Petition to Underwood Drive in Currie, to the State Maintained System, and Authorizing the Clerk to Submit the Petition to N.C. Department of Transportation.
7. Approval of Tax Releases and Refunds for February 2016.
8. Resolution Adopting an Order for the Tax Collector to Advertise 2015 Taxes.
9. Approval of a Budget Amendment to Approve an Increase in Health Department Revenues and Expenditures for Fiscal Year 2015-2016: WIC $6,344.
10. Approval of Purchase Order to Norris Construction Company: $6,725.00.

11. Approval of a Budget Amendment to Approve an Increase in Health Department Revenues and Expenditures for Fiscal Year 2015-2016: Family Planning TANF $126.
12. Approval of a Budget Amendment to Approve an Increase in Health Department Revenues and Expenditures for Fiscal Year 2015-2016: Communicable Disease $49.
13. Approval of a Budget Amendment to Approve an Increase in Health Department Revenues and Expenditures for Fiscal Year 2015-2016: Farm Workers $250.
14. Approval of a Purchase Order to CA North Carolina Holdings, Inc. for the Graphic Design, Printing and Delivery of 20,000 Pender County Visitors' Guides at a cost of $9,802.95.

APPROVALS AND RESOLUTIONS

15. Approval of FY 2015-2016 Budget Ordinance Amendment (BOA) to Appropriate Fund Balance from the General Fund to Transfer Proceeds of the Escrow Funds Borrowed from US Bank for the Purpose of Purchasing Vehicles, to the Fund from which those Vehicle Costs were Charged (Fund 65: Vehicle Replacement Fund).

Ms. Brafford explained: A lease purchase agreement was executed with US Bank on February 20, 2014 to purchase vehicles for various County departments. Part of the transactions for this agreement were recorded in the General Fund and part of them were recorded in the Vehicle Replacement Fund. This resulted in a deficit fund balance in the Vehicle Replacement Fund in FY 2014. Fund 65 has remained in a deficit fund balance situation since FY 2014 and has been cited in the County's Audit Reports for the last two fiscal years (FY 2014 and FY 2015). This BOA will reconcile the accounts between these two funds and eliminate the deficit balance in Fund 65. Mr. Brown clarified that this is just a housekeeping issue. Mr. Piepmeyer asked what has been done to correct things like this in the future. Ms. Brafford stated that better documentation is key and that steps have been put in place to ensure things like this do not happen again. There being no further discussion, Mr. McCoy made a motion to approve the item. Mr. Williams seconded the motion and it was unanimously approved.

16. Approval of two (2) FY 2015-2016 Budget Ordinance Amendments (BOA); 1) to Re-Appropriate the Fund Balance from the General Fund that was Initially Approved by the Board of Commissioners at their meeting on December 12, 2011 and 2) to ppropriate Additional Fund Balance from the General Fund to Correct Previous Years Failures to Make Transfers for Maple Hill and to Appropriate Fund Balance in the Fire Districts Fund (Fund 26) to Enable Pay-Out of Current Balances Now Due to the Individual Fire Districts.

Ms. Brafford explained: On December 12, 2011, a BOA was approved to appropriate $293,933.82 of fund balance from the General Fund to fund capital and equipment needs of the volunteer fire departments. The BOA was never "posted" to the County's General Ledger and the funds were never transferred from the General Fund (Fund 10) to Fund 26, which "houses" the funds of the volunteer fire departments. The payments were, however, made in fund 26 to pay out the $293,933.82 to the various fire departments. These transactions resulted in the fund balance in Fund 26 ending in a deficit for FY 2012. Copies of the Resolution approving the appropriation of the $293,933.82; the excerpt of the minutes form that meeting confirming approval of the BOA; and the page from the FY 2012 Audit Report which reflects this deficit fund balance were provided to the Board. Fund 26 has remained in a deficit fund balance situation since FY 2012. The deficit has decreased over the past three years, only as a result of the timing of pay-out of the tax receipts to the various departments; failure to pay out Maple Hill VFD the difference between the $70,000 budgeted and tax collections

actually received of $45,177.90 in FY 2012; and failure to process the transfers appropriated to bring the Maple Hill VFD up to the amounts agreed upon in the Fire Department Funding Agreement and Automatic Aid Agreement entered into between the County and the Maple Hill VFD on December 12, 2011, whereby the County agreed to supplement Maple Hill VFD's fire tax collections annually in order to bring them up to $100,000 per annum, effective with FY 2013 forward. This is a similar situation to the last item. There being no discussion, Mr. Williams made a motion to approve the item. Mr. Piepmeyer seconded the motion and it was unanimously approved.

17. Approval of Purchase Order to MV Transportation: $100,000.

Health and Human Services Director, Carolyn Moser explained: Federal regulations require that state Medicaid programs assure necessary transportation for recipients to and from medical providers (42 CFR 431.53). DSS contracts with MV Transportation to ensure that Medicaid recipients who are unable to arrange and/or provide their own transportation are transported to their medical appointments. Ms. Moser stated that transportation for Medicaid patients is reimbursed at 100%. Discussion ensued regarding cost to the county to process claims and paperwork, which is not refunded by Medicaid. There being no further discussion, Mr. McCoy made a motion to approve the item. Mr. Williams seconded the motion and it was unanimously approved.

18. Approval of Purchase Order for Day Care Provider Payments: $232,500.00.

Health and Human Services Director, Carolyn Moser explained: Pender County has agreements with approximately sixty child day care providers. Counties receive an annual child care allocation based on a formula approved by the General Assembly. A list of providers that have expended or will expend funds prior to June 30, 2016 was provided to the Board. Ms. Moser added that this request was to just move money around. Administrative costs to the County were 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.

19. Approval of Purchase Orders for Foster Care Vendor Payments: $122,500.00.

Health and Human Services Director, Carolyn Moser explained: Pender County has agreements with approximately twenty five facilities to provide foster care services for children that are in DSS custody. The General Assembly sets the Standard Board Rates for foster care. A list of facilities that have expended or will expend funds prior to June 30, 2016 was provided to the Board. Ms. Moser stated that this is the same request as for daycare funds, only this is for foster care payments. There being no discussion, Mr. Williams made a motion to approve the item. Mr. McCoy seconded the motion and it was unanimously approved.

20. Approval of Purchase Order to Miracle Recreation Equipment for Play Ground Equipment in the Amount of $43,936.06.

Health and Human Services Director, Carolyn Moser explained: The Division of Social Services makes Adoption Promotion Program funds available to county departments of social services. The purpose of the fund is to enhance and expand adoption programs and to secure permanent homes for hard to place children. Ms. Moser stated that she met with Ms. Turner of Parks and Recreation to discuss vendors for playground equipment. The playground will offer an environment where families can interact more freely while the Social Worker remains at a distance. Quotes were obtained from two vendors for the playground equipment. Ms. Moser added that these funds paid for a temporary

position in the past. The Board agreed that this is a great way to spend the funds to focus on adoptions. There being no further discussion, Mr. McCoy made a motion to approve the item. Mr. Piepmeyer seconded the motion and it was unanimously approved.

21. Approval of Purchase Order in the Amount of $15,743 with Carolina Parks & Play for the Liberty Swing.

Parks and Recreation Supervisor, Dee Turner explained: In November of 2015, Pender County was awarded $550,000 for the Play Together Construction Grant from Trillium Health Resources for inclusive playground equipment that will allow and encourage engaging play between able bodied and handicap children. A Liberty Swing, which is a wheel chair accessible swing, was a requirement piece of equipment for all grant recipients. Trillium Health Resources decided on Carolina Parks & Play as the vendor for Liberty Swing. Trillium and County staff decided the Liberty Swing should be placed at Hampstead Kiwanis Park based on available space for the equipment and population in park service area. Funds for this project are budgeted in Capital Outlay- Playground Equipment 60-407400-6033. Mr. Williams stated that he supports this project and made comments regarding the mental health industry and the changes that are taking place. There being no further discussion, Mr. Williams made a motion to approve the item. Mr. Piepmeyer seconded the motion and it was unanimously approved.

22. Approval of Purchase Order in the Amount of $534,257 with Playworld Preferred for Playground Equipment and Installation at Hampstead Kiwanis Park and Pender Memorial Park.

Parks and Recreation Supervisor, Dee Turner explained: In November, 2015 Pender County was awarded $550,000 for the Play Together Construction Grant from Trillium Health Resources for inclusive playground equipment that will allow and encourage engaging play between able bodied and handicap children. Staff advertised a Request for Proposals for designs of inclusive playground equipment for Hampstead Kiwanis Park and Pender Memorial Park. Four proposals were received from the following vendors: Burke, Carolina Parks & Play, Carolina Recreation & Design, and PlayWorld Preferred. A committee consisting of three Parks and Recreation Advisory Board members and two staff members was formed to review the proposals. Based on their design and their ability to do a turnkey job, the committee chose PlayWorld Preferred. Funds for this project are budgeted in Capital Outlay- Playground Equipment 60-407400-6033. There being no discussion, Mr. Williams made a motion to approve the item. Mr. McCoy seconded the motion and it was unanimously approved.

23. 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: Significant investment and development is being realized in Pender County, particularly in the coastal and southern areas. The North Carolina Office of State Budget and Management recently released its 2014 population projections, and Pender County continues to see growth. The County has gained approximately 1,139 new residents since 2013, bringing the estimated total population to 56,250 -- a 7.7% increase from the 2010 Decennial Census figures. It is important to balance the need for planning in an urbanizing area in addition to providing traditional county planning services. A clear vision and objective is imperative to proactively guide and maintain this continual growth within the County, and will

provide the necessary guidance for the decision making bodies of the County. The current Comprehensive Plan serves as an excellent baseline for guiding growth; however, as the County has seen significant change since 2010, the Comprehensive Plan must also evolve. A more focused approach in high growth areas is critical to assist in leveraging preferred growth patterns and private investment. As growth continues to extend along major corridors, parcel-level examination of land use classification should take place to assure that development is in compliance with growth management goals and policies and closely coordinated with transportation systems. Additionally, coordination with utility location and development will be essential to accommodate the growth and maintain a high quality of life standard for the residents and visitors of Pender County. This plan will also serves as the planning document for Coastal Area Management Act (CAMA) requirements for land use planning in coastal areas. On August 31, 2015, staff solicited qualifications from interested consulting firms to lead the process in updating the Comprehensive Plan. There were two submissions in which a team was assembled to review proposals and interview qualified consultants. Based on responses, it was decided that staff would re-advertise the request in which we received one more submittal. The submittal from City Explained, Inc./Stantec, Inc. was eventually determined to be the best fit for Pender County and therefore, staff began the negotiation process to come to an agreed upon project scope and service fee for the plan update. Although City Explained, Inc. is based out of Charlotte, NC, the Project Manager owns property in Pender County and will utilize this as a home-based office which will reduce travel time for required meetings. The cost for updating the Comprehensive Plan was budgeted for within the current fiscal year budget (FY 15-16) and the total cost of the project shall not exceed the budgeted limitation of $100,000.00. A copy of the RFQ and proposal was provided for the Board's review. Mr. Piepmeyer began by asking what is included in this update, what is not, and what does staff hope to get from this update. Mr. Breuer said that the vision statement needs be updated along with current specific goals. He added that the current plan was adopted in June of 2010 and has not been amended since. Mr. Brown asked about what it would take to devote staff to this project. Extensive discussion took place regarding staff time on this project. Mr. Woodruff spoke in favor of this plan update citing reasons he feels it is needed. Discussion also took place regarding the UDO and its update. There being no further discussion, Mr. Williams made a motion to approve the item. Mr. McCoy seconded the motion and it failed in a 2-2 vote with Mr. Brown and Mr. Piepmeyer voting in opposition. The Board suggested bringing this item back at a future meeting.

24. Adoption of the Pender County Collector Street Plan.

Planning and Community Development Director, Kyle Breuer explained: Beginning in August, 2015, Pender County staff, representatives of the Wilmington Metropolitan Planning Organization (WMPO), and the selected consultant, Stantec, have been working with the appointed steering committee to develop an update to the Coastal Pender Collector Street Plan. Due to the increase in population, the WMPO planning boundary was expanded, therefore, requiring the need to update the document to plan for the urbanizing areas across the entire county from NC HWY 210 south to the New Hanover County boundary. The Pender County Collector Street plan has provided for a collaborative process between the citizens and stakeholder groups in Pender County and the WMPO. The goals of this study were to plan for a collector street network through the study area that would distribute the traffic burden through an appropriate hierarchy of arterial and collector streets, not local streets; establish street design standards for different types of collector streets proposed in the study area; support the future mobility of the major corridors; identify potential area currently facing

mobility challenges; integrate transportation and land use planning; provide for the orderly provision of public utilities with assumed roadway corridors located, and provide for bicycle and pedestrian connectivity in alignment with adopted planning documents for the study area. To achieve the goals outlined above, the Steering Committee, Pender County, and the WMPO used the following guiding principles and objectives for the Pender County Collector Street Plan: Develop a realistic and feasible network of collector street that support the local street and arterial system; Work with the development community to ensure proper connectivity and collector street design; Be sensitive to environmental issues and "build in" context sensitive design approaches where applicable; and Integrate multimodal design features into the street design that support walkability and bikability. The Board of County Commissioners held a public hearing on February 16, 2016 to solicit further public input. On March 1, 2016 the Pender County Planning Board held a public hearing and unanimously recommended approval of the completed draft plan. Mr. Piepmeyer asked to verify that this does not include the 210/421 intersection; Mr. Breuer confirmed. Mr. McCoy commented on sidewalks and the great investment they are. There being no further discussion, Mr. Piepmeyer made a motion to approve the plan. Mr. Williams seconded the motion and it was unanimously approved.

APPOINTMENTS

25. Approval of Appointment to the Pender Housing Initiative.

Ms. Pedersen explained: Pender Housing Initiatives, LLC was created by the Pender County Board of County Commissioners in 1997 to further development of affordable housing in Pender County. At least three members of the Board are to be appointed by the County to serve for three years. The Board is short two members currently. The Board currently provides oversight for Seven Oaks of Pender LLC. The Pender Housing Initiatives Board of Directors have reviewed Mr. Davenport's application and approved his application. The PHI Board is asking the Pender County Board of County Commissioners to confirm Mr. Davenport's appointment. There being no discussion, Mr. McCoy made a motion to approve the appointment. Mr. Williams seconded the motion and it was unanimously approved.

26. Approval of Appointment to the Pender County Parks and Recreation Advisory Board.

Ms. Pedersen explained: Amanda Duncan is applying to serve on the Pender County Parks and Recreation Board for the first time. Ms. Duncan has lived in Pender County 36 years and resides in District 4 which currently has a vacant seat. This appointment will be for three years. There being no discussion, Mr. McCoy made a motion to approve the appointment. Mr. Williams seconded the motion and it was unanimously approved.

RECESS

The Board took a brief recess at 5:48 p.m. and reconvened at 6:01 p.m.

DISCUSSION

27. Discussion of the Pender County Schools DPI Report which was approved January 4, 2016.

Mr. Brown explained: After this item was approved in January, the wrong report was sent over to the office for signature. By the time the correct report was sent over, this item had been placed on the agenda. Mr. Brown added that he asked this be placed on the agenda to make sure that all Board

members were okay with their decision. Mr. Brown further added that if everyone is okay with their decision he will go ahead and sign the report. All present members stated that they were fine with their vote that night.

28. Information and Discussion on County-Owned Property.

Planning and Community Development Director, Kyle Breuer explained: Planning and Community Development Staff, alongside the Tax Attorney's Office and the County Manager's Office have compiled all county-owned property in an effort to organize, plan, and make best use out of various types of property throughout Pender County. There are three general categories in which these properties have been divided in to: Properties in which county-owned assets are located (i.e. Administrative Building, Hampstead Annex, etc.); Properties that may be declared surplus and marketed for potential sale; and Properties that have been purchased through hazard mitigation efforts ("FEMA Properties") that have certain restrictions that may limit their future use. Through compilation efforts of the county-owned properties, it provided an opportunity to create data layers through Pender County's Geographic Information Systems (GIS). By now having this information in the GIS database, it will allow staff to be able to manage and market properties in an effective manner, providing access to citizens and the general public in a user friendly format. Before marketing efforts can take place, an inventory of potential future public facilities should occur. Staff will work in-house to determine the needs of the foreseeable future to locate county assets such as new buildings, pump stations, parks, etc. Adopted plans and other documents will be utilized to make initial recommendations and then specific discussions with department managers and staff will take place. Once this has been completed, staff will bring the revised list of properties back to the Board of Commissioners for their final review and approval. As to the FEMA Properties, it was found that beginning in 2004, Pender County began a lease program in which property owners could "lease" county-owned property for their enjoyment under certain legal terms and restrictions. According to available records, there were 57 leases in effect for the FEMA Properties. Somewhere in the timeframe between March, 2005 and December, 2006 the lease program was terminated by direction of the county manager. This determination was based on the inability of Pender County to expend the resources to properly enforce the program. When the program was terminated, adjacent property owners to the FEMA Properties were allowed to mow/maintain the property and to grow a garden without any sort of written agreement. Staff is seeking guidance from the Board as to the desire to reinstate a lease program for FEMA Properties. Currently, resources are not in place to continue this program administratively and an evaluation would need to take place prior to potential reinstatement of a program. Additional resources in regards to sample lease agreements, email correspondence, and deed and covenant restrictions for FEMA Properties was provided for the Board's review. Much discussion was had regarding use of the properties and options for sale. FEMA property rental were also discussed at length. Mr. Breuer ended by stating he will come up with some solutions and bring them back to the Board at a future meeting.

ROCKY POINT WATER AND SEWER DISTRICT

The Board convened as the Rocky Point Water and Sewer District Board at 6:28 p.m.

29. 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 Reserve on Island Creek – Phase 1.

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 Reserve on Island Creek – Phase 1: 630 LF 6" watermain on Mississippi Drive, 540 LF 2" watermain on Huckleberry Way East, 860 LF 6" watermain on Huckleberry Way West, 450 LF 2" watermain on Pap's Point, 2 fire hydrants, 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. McCoy made a motion to approve the resolution. 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 6:29 p.m.

30. Information on Animal Ordinances.

Health and Human Services Director, Carolyn Moser explained: Ms. Moser provided a pamphlet to each of the commissioners and explained that it is an overview of the Animal Control Ordinance. Discussion ensued regarding tethering animals and ordinance as it relates to reptiles. Ms. Moser added that this pamphlet can be a go to for all Animal Control Ordinance questions from the public. Ms. Moser also added that this will be made available online. The Board gave a nod to approve the pamphlet.

SOCIAL SERVICES BOARD

The Board convened as the Social Services Board at 6:37 p.m.

There was brief discussion on Elderly Transportation and dissolving the DSS Advisory Board. The dissolution will be on the next agenda. The playground that was approved earlier in the meeting for adoption services was also mentioned.

The Board reconvened as the Pender County Board of Commissioners at 6:39.

ITEMS FRIOM THE COUNTY ATTORNEY

Mr. Thurman stated there are items for Closed Session, Items # 3, 4, 5, and 6.

ITEMS FROM THE COUNTY MANAGER

Mr. Woodruff began by reminding the Board the County Offices are closed on Friday and Monday for the Easter Holidays. Mr. Woodruff then stated that staff is in the process of meeting with all of the departments to discuss their budgets. He then added that the Board approved the Budget Calendar adding four meetings to the meeting calendar. Mr. Woodruff stated that the Courthouse Elevator has passed inspection and is back in operation; He then commended Ms. Pat Simmons for her hard work and for getting it done ahead of schedule. Mr. Woodruff then mentioned the NCACC District meeting coming up on April 20 at the Mad Boar in Wallace. He also reminded the Board of County Assembly Day on May 18 in Raleigh adding that it would be a good day to meet with our state representatives. Mr. Woodruff ended by informing the Board that staff is working to finalize the Credit Card program for the Tax Office.

ITEMS FROM THE COUNTY FINANCE DIRECTOR

Ms. Brafford presented the Board with a six month financial report including property tax and sales tax collections for the current fiscal year. Discussion ensued regarding the lapse of time between sales tax and when it is distributed to the County. Mr. Piepmeyer asked Ms. Brafford to write and email explaining this situation. Ms. Brafford also gave a report on fund transfers made since the last meeting, including a transfer for moving expenses for the manager that was budgeted in the previous year as well as a transfer to cover a temporary office worker. Brief discussion also ensued regarding the new Auditor.

ITEMS FROM COUNTY COMMISSIONERS

Mr. McCoy – Mr. McCoy stated that he attended the Moores Creek Anniversary Celebration and that it was a very nice event which is held annually in February. Mr. McCoy also stated that he was invited and attended a meeting at the Pender County Museum. Mr. McCoy stated that it is a nice facility and that he was impressed with the volunteers as well.

Mr. Piepmeyer – Mr. Piepmeyer stated that he had received a phone call regarding fox hunters and he has not had a chance to follow-up with this person. Mr. Piepmeyer also thanked Mr. Williams for taking the lead on correspondence with a citizen regarding state maintained roads. Mr. Piepmeyer also credited Representative Millis noting a good collective effort.

Mr. Williams – Mr. Williams stated that he will be meeting with Maurice Gallarda, PE, of Pluris Holdings regarding a donation of lighting to Smith Field at the Hampstead Kiwanis Park. Mr. Williams also commented on the elections, specific to the State Bond Referendum and Pender County's vote against it.

Mr. Brown – Mr. Brown stated that he also received a phone call about fox hunters and trappers. Mr. Brown also mentioned the demolition of the white house by the courthouse annex that is county owned. Mr. Woodruff stated that it was budgeted in this fiscal year for demolition and that it would cost about $6,500.00. The Board gave a unanimous nod to proceed.

CLOSED SESSION

At 7:02 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; 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; 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 8:40 p.m. Upon exiting closed session, an announcement was made that The Board of Commissioners voted unanimously to approve the BOE to acquire a parcel of land adjacent to Cape Fear Elementary and Middle Schools for 14,000.00. Mr. Piepmeyer made the motion and Mr. Williams seconded the motion to the unanimous vote. The acquisition of this property will allow for a second access to these schools. Mr. Brown added that this second access will improve visibility and safety.

ADJOURNMENT

There being no further business, the meeting adjourned at 8:40 p.m.

Respectfully Submitted,

Melissa Pedersen

Melissa Pedersen, Clerk to the Board

Reviewed By:

Ann Coombs, Administrative Assistant II