MONDAY, MAY 2, 2016 – 4:00 p.m.

The Pender County Board of Commissioners met in regular session on Monday, May 2, 2016 at the Commissioner's Public Assembly Room, 805 S. Walker St., Burgaw, NC 28425.

MEMBERS PRESENT: Chairman George Brown, presiding; Vice-Chairman Fred McCoy; Commissioners Demetrice Keith 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 4:00 p.m. and thanked and welcomed all to the meeting.

INVOCATION
Commissioner McCoy offered the invocation.

PLEDGE
Commissioner Brown led the Pledge of Allegiance.

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

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

PUBLIC HEARING
1. **Close-Out Public Hearing to Receive Citizen Comments on a $750,000 CDBG-ED Grant Pender County Received to Spend Towards the Current RTD Construction $12,003,669 Contract on the Pender Commerce Park Wastewater Treatment Plant.**

Chairman Brown opened the Public Hearing at 4:02 p.m.
Utilities Director Michael Mack introduced Skip Green. Mr. Green explained: Pender County received a $750,000 grant from CDBG-ED to apply towards the construction of the 500,000 gallon per day Pender Commerce Park Wastewater Treatment Plant that when completed will serve the Pender Commerce Park tenants. RC Creations, LLC proposed to create 89 new jobs as a result of the project of which 60% of the positions would be filled by persons having low/moderate incomes prior to employment. They have now met their hiring commitment with a 69% low/moderate hiring benefit and CDBG-ED is ready to close out the project. Discussion ensued as to the types of jobs that were created. Mr. Williams noted that these jobs were for Acme Smoked Fish. Mr. Thurman added that Acme Smoke Fish had exceeded the jobs requirement. No one from the Public was present with any questions or comments. There being no further questions, Chairman Brown closed the Public Hearing at 4:06 p.m. Mr. Williams made a motion to approve the item. Ms. Keith seconded the motion and it was unanimously approved.

PUBLIC INFORMATION

2. Presentation of the Tri-County Homeless Interagency Council's 100 Day Initiative to and Veteran Homelessness.

Cecelia Peers, Continuum of Care Administrator with the Cape Fear Council of Governments was present to discuss the 100 Day Rapid Results Initiative to house Homeless Veterans in the Cape Fear area. Ms. Peers added that the program is on day 68. Ms. Peers discussed the issues in our area with regard to veteran homelessness, Rapid Response Boot camp, results of this initiative in Pender County, resources, upcoming informational sessions and events, and important contacts. Mr. McCoy stated that as a veteran, he appreciates this program. Ms. Peers added that they are working hard to get the word out so they can help as many veterans as they can. Mr. Brown asked that the important contacts at the end of the presentation be added to the website. Mr. Brown also thanked Ms. Peers for her work on this program.

3. Presentation of FY 2016-17 Budget Message to Board of Commissioners.

Mr. Woodruff reviewed the 2016-17 Budget Message and gave the highlights of the proposed budget. The recommended budget totals $55,373,879, keeps the current tax rate of .685, includes no increase in Solid Waste Fees, Fire, or EMS taxes, no changes in services to the public, has $347,000 less spending than the current fiscal year, and includes a fund balance appropriation of $164,569. Mr. Woodruff also discussed new reoccurring expenses, general fund revenues, large general fund expenditures, Pender County Schools appropriation, Cape Fear Community College appropriation, Transfers, Capital Projects, accomplishments, large recommended items, and Financial Management Policies. In conclusion, Mr. Woodruff stated that this recommended budget allows the County to fund required debt service, support a 1.5% COLA for staff, increase funding to Pender County Schools by $1,250,000, increase funding to CFCC by $200,000, and allows a modest fund balance for budgetary flexibility in the event of a catastrophic event. Mr. Woodruff also discussed the savings from the change in the Health Plan as well as starting a Capital Improvement Plan for all projects $50,000 and up. Mr. Williams spoke to remind the public of the next Budget Work Session on May 9. Mr. Williams also spoke on the school bond projects and mentioned the operating expenses that will be coming that are not included in bond money. The Board made comments on the recent tax increase with regards to current and past school bonds.

PUBLIC COMMENT

- Cleveland Simpson of Rocky Point spoke on behalf of the Greater Currie Community Action Group (GCCAG). He presented a list of projects that this group is working on and asked that the County help to fund some of these projects. Discussion ensued regarding the proposed Community Center, its benefits and location, funding including grants, and proposed programs.
- George Edwards of the Wilmington Historic Foundation spoke regarding National Preservation Month. He discussed the preservation efforts and successes in Pender County and recognized those in the audience who he has worked with on Preservation in the County. Mr. Edwards also extended an invitation to the Board regarding various Preservation Month Activities.
- Clifton West, President of Willard Outreach spoke on behalf of the organization. He stated that he had submitted a budget request and gave an explanation of programs. Mr. Brown asked that Mr. West contact him as he would like to tour the facility. Ms. Keith added that the facility is well utilized by the community.

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 excluding item 7 to be read and voted on separately. Ms. Keith seconded the motion and the consent agenda was unanimously approved as follows:

4. Approval of Minutes: Regular Meeting: April 18.
5. Resolution Accepting Petition to Chase Lane in Island Creek Estates, Rocky Point, to the State Maintained System, and Authorizing the Clerk to Submit the Petition to N.C. Department of Transportation.
6. Approval of Tax Releases and Refunds for April 2016.
8. Approval to Hire Student Intern for 4-H Programs for Summer 2016.
9. Approval of a Budget Amendment to Approve an Increase in Health Department Revenues and Expenditures for Fiscal year 2015-2016: Farm Workers $4,215.
10. Approval of Contract with Camp Lejeune Base Animal Control Services to House Animals.
11. Approval of a Purchase Order to Tyler Technologies for Tyler Forms in the amount of $13,500.00.

APPROVALS AND RESOLUTIONS

7. Proclamation of May as National Preservation Month.

Mr. Williams read the proclamation. There being no discussion, Mr. Williams made a motion to approve the proclamation. Ms. Keith seconded the motion and it was unanimously approved.

12. Approval of a Purchase Order to Smith Turf & Irrigation to Purchase One Torro Sand Pro 3040 in the amount of: $20,001.21.

Public Works Administrative Officer Pat Simmons explained: With continuing expansion of additional baseball fields at Pender Memorial Park and Hampstead Kiwanis Park the Public Works/Parks-Grounds Division is requesting to purchase a Toro Sand Pro, Model 3040. The Toro Sand Pro, Model 3040 will be used to properly edge, smooth the fields and help to prevent injuries. Demonstrations were provided by Smith Turf & Irrigation, SMITHCO, and Revels Turf and Tractor. This equipment will include a field leveling rake, solid drag mat, poly brush and field edger. Funds for the expenditure are budgeted in Public Works/Parks-Grounds Division, 665-407400-6666, FY: 15-16 Budget. Mr. Brown asked about other quotes that were received, adding those should be included in the request. Ms. Simmons briefly gave a summary of the other quotes received. Mr. McCoy asked about local dealers of this type of equipment, but there are no dealers locally. Mr. Williams added that there have been many positive citizen comments regarding the good work the grounds team does. There being no further discussion, Mr. Williams made a motion to approve the item. Mr. McCoy seconded the motion and it was unanimously approved.

13. Approval of Purchase Order to Hatch Early Learning, Inc. for Library Pre-K Computers: $15,740.00.

Library Director Mike Taylor explained: This purchase would primarily be funded by additional State Aid to Public Library funds through a budget ordinance amendment approved by the Board of County Commissioners on April 4. Staff now specifically proposes to purchase six 'turn-key' computers, three for each library, designed for pre-K and early elementary children and preloaded with dozens educational programs that teach early learning skills in entertaining ways. For about the last 18 years, the library has owned 8 computers with early literacy software purchased with Smart Start funds in the late 1990's. The computers were in line with our goals of supporting early childhood literacy in

Pender County. The aged computers were replaced 7-8 years ago, but the specialized pre-K learning software was retained and migrated to the new hardware. All but three of these 2nd generation computers have now been taken out of service and the remaining three are on their last legs. The 1990's software is also way out-of-date and is not compatible to new operating systems. Staff only found two companies that offered a turn-key product for this age group with both hardware and software designed for small children. Hatch Early Learning offered the more economical product, and staff believes the hardware is more durable than the proposal of the more expensive vendor. These also include size appropriate chairs and workstations for pre-K age children. Staff feels confident about the choice as it is the same company we purchased our original pre-K computers in the late 1990's that served us so many years. Mr. Taylor provided the Board with a handout including a photo and description of the computer set up and explained the benefits. Funding was discussed. There being no further discussion, Mr. McCoy made a motion to approve the Purchase Order in the amount of $15,740. Ms. Keith seconded the motion and it was unanimously approved.

14. Approval of a Purchase Order to Winthrop Resources Corporation for Multi-year Technology Lease Agreement in the amount of $125,000.00.

Information Technology Services Director Erik Harvey explained: In 2013, Pender County entered into a leasing agreement with Winthrop Resources Corporation to upgraded its Cisco core network infrastructure and various IT equipment such as: firewalls, routers, voice gateways, switches, phone sets, hardware, equipment, licensing, and phone system to the Cisco Unified Computing System. Due to the age of the County's previous 2002 network infrastructure, the need for increased redundancy and failover, additional data storage, the need to address aging IT equipment, "End-of-Life" support, and backup and disaster recovery needs, the County is being challenged with ways to fund County technology needs. In addition, the lease agreement covered IT equipment needs such as: computer and network technology replacement plans, IT professional services, software licensing, and the required power requirements, hardware, and software components to upgrade the County's core network infrastructure to the Cisco's Unified Computing System. Discussion ensued regarding the length of the lease, number of payments left, total cost of the lease, and whether the county should continue to lease or buy. Mr. Harvey added that when he knows the details of the two options, he will bring them back to the Board. There being no further discussion, Mr. Williams made a motion to approve the item. Mr. McCoy seconded the motion and it was unanimously approved.

15. Approval of a Purchase Order to BFPE for Data Center(s) Fire Suppression System in the amount of $25,000.00.

Information Technology Services Director Erik Harvey explained: Currently, Pender County does not have a fire protection system in place to protect its Data Centers. A fire suppression system will mitigate fire related risks associated with the Data Centers. The County's Data Centers centralize the County's IT core operations and equipment, and stores, manages, and disseminates departmental data. Data centers house the County network's most critical systems and are vital to the continuity of daily operations. The Fire Suppression System is a clean agent system that will discharge as a gas, reaching into all areas of the hazard area leaving no residue to damage sensitive equipment or require costly cleanup. The system is designed to fully discharge the fire suppression agent in the protected area(s) within 10 seconds after receiving the actuation signal. The rapid action catches a fire in its incipient stages before it has a chance to grow or cause significant damage. Clean agent suppresses fire by "flooding" the protected area with a 7% concentration of the agent. Instead of spraying the entire area the clean agent actively attacks the fire itself; breaking down the fire's molecular structure. This enables the room to get back to normal business operations as soon as possible after a fire. The rooms will be protected and consist of an agent storage cylinder, discharge nozzles, control heads,

piping, smoke detection, manual release devices, and notification devices. The design shall be a total flood system that will protect the volume of the hazard area only, no associated raised floors or above ceiling protection is covered in this proposal unless noted otherwise with an optional cost. The system design will be based on a self-recirculation type HVAC system with supply and returns in the protected space. The design work includes the submittal of drawings sealed by a licensed fire protection engineer for the required fire suppression permit. All permit fees, final testing, and owner training are included in price. Discussion ensued regarding the size of the area this system will protect, signals that activate the system, gases that are released, potential damage from the gases, and alternative options. There being no further discussion, Mr. Williams made a motion to approve the item. Mr. McCoy seconded the motion and it was unanimously approved.

16. Approval of a Purchase Order to Fairway Ford, Inc. for the Purchase of a New 2017 Ford Explorer for the PCP-WWTP Superintendent in the Amount of $31,938.

This item was pulled prior to the start of the meeting.

17. Approval of a Purchase Order to Michael Bannan, DDS for Contract Dental Services in the amount of $30,400.

Health and Human Services Director Carolyn Moser explained: The contract with Michael Bannan, DDS will be to perform contract dental services for the Dental Program. Dr. Bannan currently works as a Dentist in the Main Dental Clinic. The purchase order requested is to provide extra hours for Dr. Bannan to work while the other Dentist is out on leave. The funds are in the current budget, no additional funding is required. Ms. Moser added that this position is fully funded by the Dental Clinic. There being no discussion, Mr. Williams made a motion to approve the item. Ms. Keith seconded the motion and it was unanimously approved.

18. Approval of a Purchase Order to Kathy Barnes, DDS for Contract Dental Services in the amount of $36,400.

Health and Human Services Director Carolyn Moser explained: Dr. Barnes currently provides dental services on the Mobile Dental Clinic. Staff is requesting a purchase order so that Dr. Barnes can continue to provide services for the remainder of the school year. The funds are in the current budget, no additional funds requested. Ms. Moser added that like Item 17, this position is also fully funded by the Dental Clinic. There being no discussion, Mr. Williams made a motion to approve the item. Mr. McCoy seconded the motion and it was unanimously approved.

19. Approval to Pay DSS Workers on Call.

Health and Human Services Director Carolyn Moser explained: Seeking approval to pay DSS Child and Adult Protective Services Workers and Supervisors on-call pay ($4,050 for FY 15-16). On-call extends from 8:00 a.m. Monday to the following Monday at 8:00 a.m. In August 2015, the DSS Organizational Assessment included Recommendation #23: "Maintain current Child Welfare caseload sizes & implement on-call Social Workers (one or two). On-call processes were obtained from four surrounding counties: Brunswick, Duplin, New Hanover, and Onslow. Each county had a different on-call procedure (i.e. Daily Stipends; hiring 2 on-call social workers; one social worker & supervisor rotation). Meetings with DSS Social Workers regarding the various options resulted in "weekly on-call pay proposal of $250.00 per worker and $200.00 per Supervisor totaling $450.00 per week and $23,400 per year. This was determined to be the most economical plan also. This proposal was reviewed by Human Resources and approved. No additional funding is requested, money is in the budget. The credentials required for these positions were discussed. There being no further

discussion, Mr. McCoy made a motion to approve the item. Ms. Keith seconded the motion and it was unanimously approved.

APPOINTMENTS

20. Approval of Appointments to the 2016 Pender County Board of Equalization and Review.

Ms. Pedersen explained: Walter Baker has served many years on the Board of Equalization and Review and is seeking reappointment. His application was presented to the Board. Kenneth Just has also stated that he would like to be reappointed to serve on the Board of Equalization and Review until a replacement can be found. His application was also presented to the Board. With these appointments, there remains one vacant positions on the Board of Equalization and Review, an Alternate. There being no discussion, Mr. Williams made a motion to approve the appointments. Mr. McCoy seconded the motion and it was unanimously approved.

21. Approval of Appointment to the Pender County Advisory Board of Health.

Ms. Pedersen explained: Robert (Shannon) Jennings is applying to serve on the Advisory Board of Health for the first time. Mr. Jennings is applying to serve in the Veterinarian Position and has lived in Pender County for 7 years. Mr. Jennings served on the Duplin County Board of Health in the past. This appointment will be for three years. There being no discussion, Mr. Williams made a motion to approve the appointment. Mr. McCoy seconded the motion and it was unanimously approved.

PENDER COUNTY BOARD OF HEALTH

The Board convened as the Pender County Board of Health at 5:39 p.m.

Ms. Moser gave a brief update on the fixtures at the Shelter that are being updated as well as the use of the Pender County Animal Shelter by Camp Lejeune. Ms. Moser also added that the site visitors for reaccreditation will be on site August 2-3, 2016. During this time, they will want to interview the Board of Commissioners who also serve as the Board of Health.

SOCIAL SERVICES BOARD

The Board convened as the Social Services Board at 5:41 p.m.

Ms. Moser updated the Board on the status of the playground at DSS that was funded by Foster Care money. She mentioned the drainage issues that were found during the process and noted that they had been corrected. Ms. Moser also updated the Board that the "White House" demolition will take place on May 16.

ITEMS FRIOM THE COUNTY ATTORNEY

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

ITEMS FROM THE COUNTY MANAGER

Mr. Woodruff stated that the LGC will be meeting tomorrow regarding the previous school bond refinancing. This will save the County between $150,000-160,000 per year. Mr. Woodruff also mention the credit rating meetings on May 12 and 13, adding that Standard and Poor's will be a conference call on May 12 and Moody's will be on site May 13. Mr. Woodruff then reminded the Board about the upcoming Budget Work Sessions and County Assembly Day on May 18, 2016. Lastly, Mr Woodruff stated that he, Ms. Brafford, Mr. Brown, and Mr. Williams will be meeting with Pender EMS on Thursday regarding funding.

ITEMS FROM COUNTY COMMISSIONERS

Mr. McCoy – Mr. McCoy stated that he attended the Naturalization Ceremony at Moores Creek on Saturday, April 30, 2016. Mr. McCoy added that 47 people became US Citizens at the ceremony. Lastly, Mr. McCoy congratulated Ms. Pedersen on her wedding Saturday.

Mr. Brown – Mr. Brown also congratulated Ms. Pedersen, now Mrs. Long on her wedding Saturday. He thanked Mr. McCoy for attending the Naturalization Ceremony so that he could attend the wedding.

CLOSED SESSION

At 5:50 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 6:37 p.m.

ADJOURNMENT

There being no further business, the meeting adjourned at 6:37 p.m.

Respectfully Submitted,

Melissa Pedersen

Melissa Pedersen, Clerk to the Board

Reviewed By:

Ann Coombs, Administrative Assistant II