MONDAY, JUNE 20, 2016 – 4:00 p.m.

The Pender County Board of Commissioners met in regular session on Monday, June 20, 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 Piepmeyer.

OTHERS PRESENT: Randell Woodruff, County Manager; Trey Thurman, County Attorney; Melissa Long, 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 4:02 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. McCoy made a motion to adopt the agenda with two additional items:

32a. Approval of Purchase Order for Day Care Payments: $15,000.

32b. Discussion of Clear the Shelter Day.

Mr. Piepmeyer seconded the motion and it was unanimously approved.

PUBLIC HEARING
1. Public Hearing on Economic Development and Economic Incentive Appropriations.

Chairman Brown opened the Public Hearing at 4:04 p.m.

Mr. Woodruff explained: Session Law 2015-277 signed by the Governor on October 20, 2015 made several significant changes to the General Statutes that govern a local government's ability to make appropriations for economic development purposes. Specifically, the law imposes new notification and public hearing requirements for every appropriation or expenditure related to economic development. Previously, these were only required when approving economic development incentives or activities related to improving real property listed in GS 158-7.1(b). In addition to the new procedural requirements, elected boards are also required to make a specific finding prior to approving any appropriation for economic development that the appropriation will "increase the population, taxable property, agricultural industries, employment, industrial output or business prospects of the city or county." The following economic development expenditures have been recommended for appropriation in the FY 16-17 budget and adopted by the Board of Commissioners on June 6, 2016. If, after conducting the public hearing, the Board finds that the appropriations/expenditures identified below increase the population, taxable property, agricultural industries, employment, industrial output or business prospects for Pender County, the Board appropriates the items identified below as part of the FY 2016-2017 Adopted Budget, then no additional Board action will be required to expend the funds. New incentives, appropriations or expenditures or subsequent changes, will require public notice and another hearing.

Economic Development Agencies/Organizations

These appropriations will be funded from General Fund revenues of the County:

Oganization	Amount	Paid Over	Description of Activities/Expense
The Southeastern Partnership	$20,000	1 payment	Regional & targeted industry specific marketing
Cape Fear Council of Governments	$32,727	1 payment	Membership fees, local government services & transportation planning, workforce development/investment
Southeastern Economic Development Commission	$4,700	1 payment	Assist project development necessary for the solicitation of grant funding from the Economic Development Administration (EDA)
Wilmington Business Development	$110,000	1 payment	Recruitment/assistance for business expansion and/or relocation efforts

Previously Approved Contractual Incentive Payments

These organizations must meet specified investment/job requirements before payment is made. These appropriations will be funded from the General Fund revenues of the County.

Organization	Amount	Paid Over
RC Creations (Acme Smoked Fish)	Up to $100,000	1 payment

There being no discussion, Mr. McCoy made a motion to approve the item. Mr. Piepmeyer seconded the motion and it was unanimously approved.

PUBLIC INFORMATION

2. Presentation of New Pender County Logo.

Tourism Director Tammy Proctor presented the new County Logo and explained: A marketing brand should catch your eye. A strong brand used by each department's brochures and marketing materials provides continuity in representing Pender County. This by no means replaces the county seal. The brand can be used on business cards, economic development brochures, the website, Social Media and other marketing materials. Pender County does not have a marketing brand or tag line. Last year, staff talked with companies that create marketing brands and strategies. One company wanted to charge Pender County more than $11,000 to conduct a study to tell us what we needed as a brand – and that price tag did not include the actual design work. The search for a cost effective design ended right here in Pender County when staff met Ford Design. The owner, Greg Ford, lives in Hampstead. He did not need a study group to know the richness of Pender County's natural resources. Inside the design: Much thought was given to this brand, right down to the Pantone colors selected. The turtle is actually a pin-drop used by Internet mapping software such as Google to indicate this is your destination or "you have arrived." Inside the pin-drop is the rich green of Pender County's agriculture. The golden sun represents a bright day. The sky is a wave. The tagline is Find Your Treasure. This hints at Pender County's Pirate history. But more importantly it indicates Pender County is a gem to be discovered. For businesses looking to locate in Pender County, Find Your Treasure is the Pender Commerce Park or growth along the busy byways. For residents relocating to Pender County, Find Your Treasure, means a wealth of educational opportunities, parks, and natural resources to call home. Find Your Treasure has a broad meaning to many. To the fisherman, your treasure may be a secret fishing hole on the Black River. To the historian, your treasure is our rich heritage. To a tourist, the treasure is a trove of attractions, natural resources, restaurants and shops. Ford Design understood there are times when a tag line is not necessary. They created an alternative brand with stars. Each one of those stars represent Pender County's incorporated communities. The cost was $1,750 for the design. Because the tourism department saved money on the printing of the

2016 visitor guide, they were able to pay for the new brand. Discussion briefly ensued regarding how the new logo will be used.

PUBLIC COMMENT
No one wished to speak under Public Comment.

CONSENT AGENDA
Chairman Brown presented the items on the Consent Agenda and asked for any discussion or questions. Mr. McCoy made a motion to approve the consent agenda as written minus items 8 and 12 to be pulled for discussion. Mr. Piepmeyer seconded the motion and the consent agenda was unanimously approved as follows:

3. Approval of Minutes: Regular Meeting: June 6.
4. Approval of Renewal of Legal and Non-Legal Advertising Contract with the Pender-Topsail Post & Voice, and Authorizing Purchase Order for FY 2016-2017: $17,160.
5. Resolution Accepting Petition to Strawberry Fields Way, J.E. Batson Road, Farm Meadow Court, and Silo Court in The Walk at Sloop Point Subdivision, Hampstead, to the State Maintained System, and Authorizing the Clerk to Submit the Petition to N.C. Department of Transportation.
6. Approval of a Purchase Order to Intermedix (WebEOC): $16,000.
7. Approval of a Purchase Order to JW Fishers for a Scanning Sonar: $7,375.
9. Approval of a Budget Amendment to Approve an Increase in Health Department Revenues and Expenditures for Fiscal year 2015-2016: Farm Workers $2,247.
10. Approval of a Budget Amendment to Approve an Increase in Health Department Revenues and Expenditures for Fiscal year 2015-2016: Environmental Health $5,806.
11. Approval of a Purchase Order to the Snowden Company, LLC in the amount of $13,492.
13. Budget Amendment to Re-align Budget within the Emergency Telephone System Phone to Agree with Requirements of the NC 911 Board and to Appropriate Additional Funding Expected from the 911 Board within this Fiscal Year to Cover Expenditures for an Emergency Backup System.
14. Budget Amendment to Budget Additional Tax Revenues and Payouts for Pender County Fire Districts for the Fiscal Year.
15. Budget Amendment to Establish Fund 53 for the Purpose of Accounting for the County's Three Fuel Depot Sites Which were Established during the Fiscal Year.
16. Approval of a FY 2015-2016 Budget Ordinance to re-align revenues and expenditures in Fund 50, Employee Insurance Fund, as a result of the County changing to the State Health Plan effective January 1, 2016 and no longer being self-insured.

APPROVALS AND RESOLUTIONS

8. Approval of Appointment of Commissioner as Voting Delegate for the 2016 NACo Annual Conference.

Ms. Long explained: Boards of County Commissioners can designate a commissioner as a voting delegate to the 2015 NACo Annual Conference. The 2015 NACo Annual Conference is July 22-25, 2016 in Los Angeles County, California. Commissioner Keith is currently the only commissioner registered for the conference. Mr. McCoy stated his concern with the cost of the trip. Discussion ensued regarding the agenda for the conference, the importance of having a representative attend, and advanced notice of attendance in the future. Mr. Brown asked that the agenda for the conference including what will be voted on be provided to the Board for discussion prior to Ms. Keith's attendance. Mr. Piepmeyer asked for a report upon her return. There being no further discussion, Mr. Piepmeyer made a motion to approve the appointment. Mr. McCoy seconded the motion and it was unanimously approved.

12. Budget Amendment to Appropriate Fund Balance from the County's General Fund to Cover One Half of the Deficit Existing in the Fire and EMS Fund as of the June 30, 2015 Audit and to Budget Receipts from Pender EMS and Fire for the Remaining Deficit Projected to Exist in that Fund at June 30th.

Mr. McCoy asked for clarity on this item. Ms. Brafford explained: A deficit fund balance in the amount of $665,754 currently exists in Fund 27, Pender EMS & Fire, as a result of numerous accounting and budgeting oversights in previous years. A deficit fund balance has existed and has been cited in the County's annual financial audit for the past three (3) fiscal years. It is being proposed that the County appropriate fund balance in the amount of $332,877 to cover one half of the deficit and that Pender EMS & Fire cover the remaining one half of the deficit so that the fund no longer reflects a deficit fund balance and will no longer be subject to a citing in the County's annual audit. It is estimated that funds should exist within the fund at June 30th to cover $275,000 of Pender EMS & Fire's one half and they are going to write the County a check for the remainder of their half, or $57,877, before June 30th to assure that the remainder of the deficit is eliminated. There being no further discussion, Mr. Piepmeyer made a motion to approve the item. Mr. McCoy seconded the motion and it was unanimously approved.

17. Award a One Year Extension of Current Contract for Banking Services to Bank of America.

Ms. Brafford explained: Bank of America has been the official depository for the County since the 1990's. During budget work sessions for the FY 2016-2017 budget, the Board of Commissioners expressed a desire for the County to bid out its banking services. Due to the fact that the current banking contract expires at June 30, 2016 and staff does not have time to prepare, solicit, and evaluate bids from other financial institutions prior to the expiration of the current banking contract, staff respectfully asks that the Board approve a one year extension of the current contract with Bank of America. Ms. Brafford presented a copy of the contract and fee schedule to the Board. Discussion ensued regarding to getting bids from local banks and what the Board would like to see in the next year. There being no further discussion, Ms. Keith made a motion to approve the item. Mr. Piepmeyer seconded the motion and it was unanimously approved.

18. Budget Amendment to Close out Various Capital Projects.

Ms. Brafford explained that these Budget Amendments were to close out old projects. Ms. Brafford presented the Budget Amendments to the Board for explanation and review. There being no further discussion, Mr. McCoy made a motion to approve all of the amendments. Mr. Piepmeyer seconded the motion and it was unanimously approved. A copy of each Budget Amendment is on file in the Clerk to the Board's office.

19. Budget Amendment for Various Year-end Cleanup Items.

Ms. Brafford explained that these Budget Amendments were just to clean up the books for year end. Ms. Brafford presented the Budget Amendments to the Board for explanation and review. Discussion ensued regarding school bond expenditures. Mr. Woodruff added the first round of invoices should arrive July 25. Ms. Brafford also explained the added budget amendment to pay the County Attorney $32,000 to cover the cost of last year's mediation. There being no further discussion, Mr. Piepmeyer made a motion to approve the amendments. Mr. McCoy seconded the motion and it was unanimously approved. A copy of each Budget Amendment is on file in the Clerk to the Board's office.

20. Approval of a FY 15-16 Budget Ordinance Amendment to Transfer $600,000 in Water Capacity Fee Revenue (Fund # 59) to Water Treatment Plant Operations Revenue to Balance Fund # 77.

Utilities Director Michael Mack explained: The approved FY 15-16 Water Treatment Plant Operating Fund # 77 required the transfer of Water Capacity Fee Revenue (Fund # 59) earned during the fiscal year to be transferred to Water Treatment Plant Water Fees Revenue to ensure sufficient funding for both operational and debt service expenditures. The original FY 15-16 Budget also called for a General Fund Appropriation of $500,000. This is a cleanup item for year end. There being no discussion, Mr. McCoy made a motion to approve the item. Mr. Piepmeyer seconded the motion and it was unanimously approved.

21. Resolution by the Pender County Board of Commissioners to Approve a Construction Contract to S.T Wooten Corporation in the Amount of $1,211,454.04 for the Hampstead Solid Waste Convenience Site and Transfer Station Scale Relocation Project and approve a Budget Ordinance Amendment to establish a Project Budget and transfer the funds into the Solid Waste Capital Outlay Project Budget (Fund # 58).

Utilities Director Michael Mack explained: For over 2 years, PCU has been working to coordinate both the relocation of the Hampstead Solid Waste Convenience Site off Highway 17 for public safety concerns on behalf of Pender County and the Truck Scale and Scale House operations off Transfer Station Road to allow for the private developer of the proposed Hawksbill Cove Subdivision to extend Transfer Station Road through to Country Club Road as required in their Master Plan approval. On February 18, 2014, the Board approved a professional engineering services contract with W.K. Dickson for the surveying, civil engineering, permitting, and construction phase services for both of these projects to realize an economy of scale for both projects on the engineering and construction costs. On September 14, 2015, the Board approved a Development Agreement with Hampstead Properties, LLC, (Hawksbill Cove Developer) for them to provide $600,000 to the combined project for 100% of the truck scale and scale house relocation construction costs. Formal Single-Prime Bids were received for both construction phases of the project and opened on March 24, 2016 per the Base Bid summary below:

S.T. Wooten Corporation	$1,165,304.04
T. E. Davis Construction Co.	$1,293,000.00
Civil Works Contracting	$1,303,204.00
S&C Construction	$1,364,730.85
Sunland Builders, Inc.	$1,430,912.00
Wells Brothers Construction	$1,485,000.00

The bid documents also included two (2) "Allowance" line items. One for unsuitable soil removal and replacement with select fill and the other for Woven Geotextile Fabric if unsuitable soils are encountered. The total bid amount for the two (2) Allowances was $92,300. In order to keep the bid award amount as low as possible, staff is recommending only one-half of the Allowance total be awarded ($46,150) as we are not anticipating finding unsuitable soil on the project due to the soil borings we had done during the due diligence phase of design. The lowest, responsive, responsible bidder is S.T. Wooten Corporation and the recommendation of award to S.T. Wooten Corporation from WK Dickson (consulting project engineer) was provided to the Board. Discussion ensued as to the reputation of S.T. Wooten Corporation as well as the timeline for this project. There being no further discussion, Ms. Keith made a motion to approve the Resolution. Mr. Piepmeyer seconded the motion and it was unanimously approved.

22. Approval of a Purchase Order to Replace Two-Security Rolling Gates at the Burgaw Library and Hampstead Library in the amount of $25,000.

Public Works Administrative Officer Pat Simmons explained: Both library buildings were designed with security grills in the lobbies which are locked at closing time. This allows the public to have

access to the meeting halls which are well used even when regular library services are closed. The manual grills are wearing out, breaking down, and are difficult to operate due to age. They have been repaired and serviced, but by all accounts they have outlived their normal expected lifespan. This was identified as a critical building need and the county budgeted $50,000 this current fiscal year for this work. The grills are in need of replacement or either eliminate access to the public meeting rooms after hours for use by citizen groups. It has been difficult this past year to find vendors to remove the old grill in Burgaw and install a new grill. However, the scope of work has been altered to greatly simplify the job by leaving the old grills installed in their hideaway positions. This makes it feasible to replace the grills in both libraries now as the one in Hampstead is also in critical condition. New overhead grills will be installed below the ceiling suspended by secure columns which will greatly reduce the cost. Invitations to bid were issued to vendors in Wilmington, the Triangle and the Triad regions in NC. Only two bids were received by local vendors. The work is specialized and other vendors found outside the Wilmington area do not service this region. Crawford Door Systems of Wilmington bid $22,365 for both libraries, while Overhead Doors of Wilmington bid $19,750. Staff recommends accepting the lower bid from Wilmington Overhead Doors. Discussion ensued regarding after hours usage at both branches and the project time frame. There being no further discussion, Mr. Piepmeyer made a motion to approve the item. Ms. Keith seconded the motion and it was unanimously approved.

23. Approval of Pender County's Capital Improvement Plan (CIP).

Mr. Woodruff explained: As Pender County moves forward to enhance its financial planning, the adoption of a new Capital Improvement Program is a major step towards making sure the County wisely and prudently uses it financial resources. Engaging in the process of annually reviewing and adopting this Plan will provide much needed analysis to determine the feasibility and necessity of all County funded capital projects. While in the past the County has informally gone through a process to individually evaluate numerous capital projects over the years, there has not been a thorough and detailed annual process to accomplish this by the staff or the governing body. As you are well aware, economic conditions constantly dictate the County's ability to move forward on all capital projects no matter the degree of need or necessity that exists. Therefore it is incumbent upon us as public officials to excel at organized and thoughtful planning to make sure the County gets the most effective benefit and utilization out of all capital projects. Directly tied to this process will be the adherence to the County's established financial management policies which were adopted October 21, 2013 by the Board of Commissioners. These policies address such items as debt management, fees and user charges, maintenance of an adequate and healthy fund balance, competitive employment (benefits & salaries), and the maintenance of a fair and equitable ad valorem tax rate that will allow the County Government to provide the necessary services for the citizens of Pender County. A very important and key portion of the capital planning process will be to always be up to date on the best and most affordable financing methods for all capital projects rather than rushing into a financing option that may not be the best long-term or may not have some less attractive features in later years. While there are currently many positive developments taking place in Pender County, it is important to continue the momentum already achieved by officially adopting a thorough budgeting process for long range capital improvement planning to support future needs. If the present growth rate maintains, the County is poised for a transition to a much larger population which will in turn increase the needs for services and new facilities to house the County staff and programming. Indeed, Pender County is fortunate to be a part of a healthy and vibrant economic region of Southeastern North Carolina where the challenges of growth allow and require local governments to be focused on the future. Mr. Woodruff encouraged each member to get involved in this process and to feel free to ask questions where they are interested in that will add to the plan. Along with the

annual budget, reviewing and adopting the CIP will be a positive focused and two of the most important tasks the Board will complete during its tenure. Discussion ensued regarding changes, when they can be made, and how to note them so that the document does not have to be re-read in its entirety after each change. Mr. Woodruff then read the resolution on page three. There being no further discussion, Mr. Piepmeyer made a motion to approve the resolution. Ms. Keith seconded the motion and it was unanimously approved.

24. Discussion and Approval to Participate in a Joint Amicus Brief and Contribution of $2,000.00.

Mr. Brown began discussing the item noting that he had reached out to the Beach Towns to see their interest. Mr. Brown stated that he spoke with Mayor Guy from Surf City adding that their Board approved a resolution but no monetary contribution. Mr. Brown added that the Town of Topsail Beach is still discussing the item. Discussion ensued as to the Public Trust of the beaches noting other issues in the lawsuit with Emerald Isle. The Board gave a nod to table this item until July 5 while the issue is researched.

DISCUSSION

25. Discussion and Approval of Sending a Letter of Joint Legislative Support for Prosperity and Economic Opportunity for All of NC Act –S826/H1090.

Brief discussion ensued as to request from the City of Wilmington. Mr. Brown stated that he did not want to sign something like this without bringing it to the board, adding that he had a lot of unanswered questions regarding the request. A copy of the request letter was provided to the Board. Mr. Piepmeyer suggested putting together the questions of the Board and forwarding them to the City Manager. No action was taken.

APPOINTMENTS

26. Approval of Appointment Adjustment on the Advisory Board of Health.

Mr. Brown explained: Nicole Buchanan who was serving as the Pharmacist Representative on the Advisory Board of Health has had to resign due to some increase personal commitments. Angela Livengood who currently serves as a Public Member on the Advisory Board of Health is a pharmacist and it is requested that the Board change her appointment from Public Member to Pharmacist Representative. Ms. Livengood has been on the Advisory Board of Health since October 12, 2015. There being no discussion, Mr. McCoy made a motion to approve the item. Ms. Keith seconded the motion and it was unanimously approved.

27. Approval of Appointment to the Hampstead Kiwanis Park Board.

Ms. Long explained: Henry Pierpan is applying to serve on the Kiwanis Park Board. Mr. Pierpan has lived in Pender County since 1997 and has served on the Board in the past. Mr. Pierpan's application is attached for Board review. This appointment will be for 3 years. There being no discussion, Mr. Piepmeyer made a motion to approve the item. Ms. Keith seconded the motion and it was unanimously approved.

28. Approval of Appointment to the Pender Memorial Hospital Board.

Ms. Long explained: Robert Kilroy is applying for reappointment to the Pender Memorial Hospital Board. Mr. Kilroy has served three years on this board and is seeking reappoint. His application is attached for Board review. Christopher Sikes is also applying for reappointment to the Pender Memorial Hospital Board. Mr. Sikes has also served three years of this board and is seeking reappointment. His application is attached for Board review. There being no discussion, Mr. McCoy

made a motion to approve the item. Mr. Piepmeyer seconded the motion and it was unanimously approved.

29. Approval of Appointment to the Pender County ABC Board.
Ms. Long explained: Don Hall has served three terms on the Pender County ABC Board. Mr. Hall currently serves as the chairman and is allowed to serve for one more year. Mr. Hall is seeking reappointment for 1 year on the Pender County ABC Board. His application is attached for Board review. There being no discussion, Mr. McCoy made a motion to approve the item. Ms. Keith seconded the motion and it was unanimously approved.

30. Approval of Appointment to the Pender County Parks and Recreation Board.
Ms. Long explained: Mike Collier has served two terms on the Pender County Parks and Recreation Board and is seeking reappointment. Mr. Collier lives in and represents District 3. His application is attached for Board review. This appointment will be for three years. Jay Kapiko has also served two terms on the Pender County Parks and Recreation Board and is seeking reappointment. Mr. Kapiko represents an At-Large position. His application is attached for Board review. This appointment will be for three years. There being no discussion, Mr. Piepmeyer made a motion to approve the item. Mr. McCoy 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 5:29 p.m.

31. 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 Avendale – Phase 4A.
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; Avendale – Phase 4A: 830 LF 8" watermain on Avendale Drive, 360 LF 6" watermain on Maxwell Drive, 380 LF (combined) 2" watermain on Maxwell Drive and Buchanan Court, 3 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. McCoy made a motion to approve the resolution. Mr. Piepmeyer seconded the motion and it was unanimously approved.

PENDER COUNTY BOARD OF HEALTH
The Board convened as the Pender County Board of Health at 5:30 p.m.

32. Board of Health Session with Board of Health Handbook and Training.
Health and Human Services Director Carolyn Moser explained: This Handbook and Manual is similar to last years. Ms. Moser stated that "rule making" was added to number five on page three. Next, Ms. Moser reviewed administrative policies before reviewing staff development, training and continuing education. Health Department fees were then discussed. Also discussed was the Strategic Plan and the 2016 Health Report. Lastly, Ms. Moser reviewed the Boards roles and responsibilities as a Board of Health member. Brief discussion ensued regarding revisions to the Board of Health Handbook,

noting previous comments on changes to the Capital Improvement Plan. Mr. Piepmeyer asked that changes be notated with change bars so that the changes stand out. There being no further discussion, Mr. Piepmeyer made a motion to approve the Handbook. Mr. McCoy seconded the motion and it was unanimously approved.

33. Rabies Prevention Update.
Health and Human Services Director Carolyn Moser explained: Ms. Moser reviewed the PowerPoint that was attached in the Commissioner packets regarding new state recommendations for rabies prevention. After reviewing the document and noting the changes, Ms. Moser stated that these recommendations do not follow State law. Discussion ensued regarding procedure for animal and other dog bites. Ms. Moser explained the process for bites at length.

32b. Discussion of Clear the Shelter Day.
Health and Human Services Director Carolyn Moser explained: WECT will be holding a Clear the Shelter Day on July 23 and is asking that the shelter allow free adoptions that day. Discussion ensued as to the cost of adoptions for each animal and the impact it would have on the shelter. Noting the low impact and good PR for the Pender County Animal Shelter through this, Mr. McCoy made a motion to approve this item. Mr. Piepmeyer seconded the motion and it was unanimously approved.

SOCIAL SERVICES BOARD
The Board convened as the Social Services Board at 5:52 p.m.
32a. Approval of Purchase Order for Day Care Payments: $15,000.
Health and Human Services Director Carolyn Moser explained: Children have been added to the daycare subsidy system and this expenditure is covered by State and Federal funds. Funds in the current purchase order have already been spent and this purchase order is needed to carry through until the end of the fiscal year. There being no discussion, Ms. Keith made a motion to approve the item. Mr. McCoy seconded the motion and it was unanimously approved.

The Board convened as the Board of Commissioners at 5:54 p.m.

Tax Assessor Justian Pound and Register of Deeds Sharon Willoughby spoke briefly regarding the CIP and the inclusion of the renovations needed at the Howard Holly Building.

ITEMS FRIOM THE COUNTY ATTORNEY
Mr. Thurman stated there were items for closed session, items #3, 4, and 6. Mr. Thurman also noted the email sent out regarding the Map Act and gave an update on the issue.

ITEMS FROM THE COUNTY MANAGER
Mr. Woodruff reminded the Board of a few upcoming events: August 1 at 2:30 p.m. will be the Cooperative Extensions Report to the People and will be held in the Auditorium of the Agriculture Building; There will be a Division 3 DOT meeting on July 6 in Castle Hayne; and there will be a Hampstead Median Project Meeting on June 30 from 4-7 p.m. at Topsail High School.

ITEMS FROM COUNTY COMMISSIONERS
Mr. McCoy – Mr. McCoy stated he attended the Blueberry Festival and commented on its success and tourism. The donation letter for the Golden LEAF Foundation was also discussed and Mr. Brown requested that the letter be shared with the Board.

Mr. Brown – Mr. Brown commented on the filming that took place last week at Pauls Place and asked if the County was informed of the Road Closing. Mr. Woodruff stated that the filming was for a movie and that DOT had not notified the County of any road closings but did have signs posted regarding delays. Mr. Woodruff added that he will reach out to DOT and ask that the Public and Board be informed of these instances in the future. Mr. McCoy then stated that he has requested that Jessi Leonard, the new County Engineer for DOT come to the next meeting to introduce herself and speak to the Board.

CLOSED SESSION

At 6:05 p.m., Mr. Piepmeyer 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; 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. Ms. Keith seconded the motion and it was unanimously approved. The Board exited the Closed Session at approximately 7:01 p.m. No announcement was made following closed session.

PUBLIC HEARINGS: SPECIAL USE PERMITS/ZONING MAP AMENDMENTS/ RESOLUTIONS

34. Resolution Requesting Approval of a Special Use Permit (SUP) for the Operation of a Cottage Occupation to Allow for Cabinetry.

Chairman Brown opened the Public Hearing at 7:02. Mr. Thurman swore in witnesses.

Planning and Community Development Director Kyle Breuer explained: Jennifer Johnson et al, applicant and owner, is requesting approval of a Special Use Permit for the operation of a cottage occupation to allow for cabinetry. The property is zoned RP, Residential Performance zoning district and according to the Pender County Unified Development Ordinance §5.2.3 Table of Permitted Uses; cottage occupations are permitted via Special Use Permit. There is one (1) tract associated with this request totaling approximately five (5) acres and is located at 103 Tarwolf Trail (private). The subject

property may be further identified by Pender County PIN: 3234-61-5153-0000. Mr. Breuer discussed the specifications of the request. Discussion ensued as to what type of furniture is constructed and how it is distributed. There being no further discussion, Chairman Brown closed the Public Hearing at 7:06 p.m. Mr. Piepmeyer made a motion to approve the Special Use Permit. Ms. Keith seconded the motion and it was unanimously approved.

ADJOURNMENT

There being no further business, the meeting adjourned at 7:06 p.m.

Respectfully Submitted,

Melissa Long

Melissa Long, Clerk to the Board

Reviewed By:

Ann Jones, Administrative Assistant II