

TUESDAY, SEPTEMBER 6, 2016 – 4:00 p.m.

The Pender County Board of Commissioners met in regular session on Tuesday, September 6, 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, David Piepmeyer, and David Williams.

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 4:00 p.m. and thanked and welcomed all to the meeting.

INVOCATION

Commissioner McCoy offered the invocation.

PLEDGE

Commissioner Keith led the Pledge of Allegiance.

ADOPTION OF AGENDA

Mr. Piepmeyer made a motion to add an update to the agenda regarding an update and summary on Tropical Storm Hermine from Fire Marshal Tommy Batson and list it as Item 3a under Public Information. Mr. McCoy seconded the motion and it was unanimously approved. Mr. Williams then made a motion to adopt the agenda with the addition. Mr. Piepmeyer seconded the motion and it was unanimously approved.

PUBLIC INFORMATION

2. Review of Youth Voice 2016 held during the NCACC 2016 Annual Conference.

Jessica Hogan, 4-H Agent for Pender County presented a message from Samantha Buffkin represented Pender County's 4-H program at the 2016 NCACC Annual Conference in Winston Salem. Ms. Hogan stated that there were 63 Counties present at the summit. Goal setting, leadership, and being individuals were topics discussed at the Youth Summit. Students took part in the Real Colors activity which taught them how to overcome weaknesses. Students also attended a breakfast where Ms. Buffkin was able to sit and talk with Commissioner Keith. After the breakfast, students participated in the Bottom Line Board Game, which simulated and taught students about the county budget. The conference ended with a visit from Governor Pat McCrory. Ms. Hogan thanked the Board on behalf of Ms. Buffkin and presented Ms. Keith with a photo which was taken at the Breakfast. Mr. Williams thanked Ms. Keith for representing the Board. Ms. Keith stated that it was an honor and a privilege to meet and talk with Ms. Buffkin adding that she is going to do well and be a leader. Ms. Keith also added that it is important that the Board takes the time to attend these events. Ms. Hogan also briefly explained the Real Colors activity before thanking the Board for their time.

1. Recognition of Janet Martinez of DSS for Military Service.

Ms. Moser introduced Janet Martinez as well as her work family from the DSS department. Ms. Moser explained that this work family was a great support to Ms. Martinez to help keep her duties up during her deployment. Ms. Moser then gave an overview of Ms. Martinez's history including that

she was a child of Migrant Farmers who settled in Pender County in 1996 and who served her country as part of the United States Navy in Afghanistan. Ms. Martinez briefly spoke to the Board to explain her deployment. She stated that her deployment was for 8 months and she spent 6 months in Afghanistan. She explained her job while deployed adding that she was there to help demilitarize items and scrap them in a way that the items could not be used against the United States. Ms. Moser added that Ms. Martinez has worked for Pender County for 16 years. The group then took a photo together. The Board thanked Ms. Martinez for her service to both the United States and to Pender County.

3. Update of Activities of the Voluntary Agricultural District Board.

Mr. Buron Lanier, Chairman of the Voluntary Agricultural District Board briefly spoke to the Board regarding the activities of this program. Mr. Lanier gave a brief history of the start of the Board as well as the funds received and activities. The Board was started in 2008 and the ordinance was adopted in 2012. The first community dinner was held November 5, 2015. Mr. Lanier stated that there are 4,570.6 acres currently on the program in Pender County. Mr. Lanier showed the sign that is placed on properties that participate in the program. When a property is purchased in Pender County and recorded at the Register of Deeds office, the property owner is notified if there are agricultural areas within one mile of their home so that new residents know what is going on. Ms. Keith asked what the benefit of the program is. Mr. Lanier that the main benefit is awareness adding that the program is only as good as the participation. The Board thanked Mr. Lanier for his time.

3a. Update and Summary on Tropical Storm Hermine.

Tommy Batson, Fire Marshal gave a brief overview of Tropical Storm Hermine. Pre-storm the timber land, farm land, rivers, creeks and swamps were very dry. This was the first time using the new Software in the EOC (WebEOC). The EOC activated for 16 hours Friday, from 8am to Midnight. Rain fall amounts ranged from 6-10.01 inches adding that Rocky Point & Eastern Pender County got the most rain. During the storm, there were 50 extra 911 calls in comparison to the Friday before. The busiest time in the EOC was from 6pm-10pm on Friday. During this time approximately 50+ roads across the county were covered in water from an inch to 2.5 feet. Most of the flash flooding from the rain was off of the roads by 1am Saturday morning. The EOC was staffed with 25 people during the worst of the storm. Storm cost was less than \$1,000.00 not including personnel cost. One person was evacuated including two dogs and one cat in Rocky Point Friday evening around 8pm. One County Building sustained water damaged during the storm; the Public Works Maintenance Shop Roof leaked. Topsail Beach faired good and Surf City reported the grain of 10" to 12" of new sand and newly planted oats did well also. No action is needed on the Black River that crest at 17.69 feet at Lock # 1 on Saturday which is 4 ft. under action stage. On the NE Cape Fear River: The NE Cape Fear River crested yesterday at Croomsbridge, the NE Cape Fear River will Crest Wednesday at NC Hwy 53 near Burgaw just under 10'6", the NE Cape Fear River will Crest at Holly Shelter Estates most likely on Thursday, and the NE Cape Fear River will Crest at Lane's Ferry along NC Highway 210 Friday into Saturday. Emergency Management staff will be motioning the river levels all week.

PUBLIC COMMENT

There was one person who wished to speak during Public Comment:

- Maurice C. Hayes of 1340 Halfway Branch School Road in Atkinson spoke regarding a new Turkey Farm consisting of six houses going in near his home. He noted that several residents from his neighborhood were also present at this meeting. Mr. Hayes stated the communities concerns regarding the project including impacts on the community such as the environment and property values. Mr. Hayes asked what the community can do as this project falls under the Farm Exemption Status. Mr. Brown explained that because the property is zoned

agricultural and the Farm Exemption Status comes down from the state, the Board of Commissioners has no standing in this case. Mr. Thurman advised Mr. Hayes to seek legal counsel. Mr. Williams suggested that Mr. Hayes contact Representative Millis and/or Senator Rabon since they are his state representatives. Mr. Thurman also suggested the Southern Environmental Law Center in Chapel Hill as a resource. The Farm Exemption was discussed as well as required regulations. Mr. Hayes thanked the Board for letting him voice his concerns. Ms. Keith asked about notifications for these operations. Mr. Williams explained that this is a growing operations so there would be no notification. If this were a processing plant, it would then be considered industrial and require notification.

CONSENT AGENDA

Chairman Brown presented the items on the Consent Agenda and asked for any discussion or questions. Ms. Keith stated that she had a question regarding item 7. Mr. McCoy made a motion to approve consent items 4-6. Mr. Williams seconded the motion and the consent agenda was unanimously approved as follows:

4. Approval of Minutes: Regular Meeting: August 15.
5. Approval of Tax Releases and Refunds for August 2016.
6. Resolution to Allow Pyrotechnic Display on September 24, 2016 as Requested by Lynn Lanier on behalf of the NC Spot Festival.

APPROVALS AND RESOLUTIONS

7. **Resolution approving Grant Application for Rural Operating Assistance Program (ROAP) Operated by Pender Adult Services for FY 2016-2017: \$166,478.**

Ms. Keith asked about individuals who had been eliminated in the spring that used the transportation service. Ms. Sutton explained that she is unsure of what was going on at that time, but that these are the funds currently being provided for this service. Mr. Piepmeyer asked if there was a waiting list for this program. Ms. Sutton stated that there is currently not a waiting list. Mr. Woodruff added that there had been some cuts in the budget for transportation and that could have affected the services some. There being no further discussion, Mr. Piepmeyer made a motion to approve the resolution. Ms. Keith seconded the motion and it was unanimously approved.

8. **Approval of a Purchase Order for Annual Maintenance to Keystone CAMA System: \$47,732.**

Pender County Tax Assessor Justian Pound explained: Keystone CAMA System is the Billing and Collections software used in the County since 2000. This system functions as the listing and appraisal software in use for the county following the guidelines set for the in the machinery act (NC GS 105-303(b) (1) through (b)(4). Services include Meta query support, after hours support, and O/S support for 35 users. Mr. Pound added that this request is just to continue with this software, payment stating that there were no changes from the previous year, and that this was an item approved in the FY 16-17 Budget Ordinance. There being no discussion on this item, Mr. Williams made a motion to approve the item. Mr. McCoy seconded the motion and the item was unanimously approved.

Mr. Piepmeyer asked about the Hampstead Bypass Corridor refunds. Mr. Pound explained what has held up the refunds adding that they should be sent out within 14 days.

Ms. Keith asked about abandoned structures and how those are taxed. Mr. Pound explained that a person can call the tax office and explain that the structure is inhabitable at which time an appraiser

will come access the property. Typically if the power has been removed, the office will either remove the structure from the tax bill or reduce the rate.

Mr. McCoy asked about credit cards at the tax office. Mr. Pound stated that the credit card system should be up and running and ready to receive payments.

Kyle Breuer expressed his gratitude for everyone's thoughts and prayers during his recent loss.

9. Approval of Contract to Install Sports Lighting for Smith Field at Hampstead Kiwanis Park to Walter Holmes Electric for no more than \$190,000.

Parks and Recreation Supervisor Dee Turner explained: Smith Field opened in the Fall of 2015 to accommodate baseball for ages 13 and older. Since opening, the field has seen a total of thirteen teams during the Fall, Spring and, Summer baseball seasons. Topsail Ball Club has fielded five teams, four teams and three teams respectively over these past three seasons. Also, during the summer season, American Legion Post 167 fielded one team. With this volume of usage, it has been challenging to meet the needs of the Recreation Partners. Teams are getting limited practice time on this field due to the number of teams that need to be accommodated for practices and game field usage. Due to the volume of requested usage, teams routinely have to practice on a smaller field that does not have the proper base lengths or field dimensions for their age groups. Due to this volume, it is being requested that lighting be added to the field to maximize usage and reduce scheduling conflicts. Pender County solicited and received quotes from three vendors. These quotes varied in cost, warranty, product and installation. Therefore, it was difficult to determine which vendor's quote to recommend to the Board of County Commissioners. To help alleviate this problem, bid specifications were developed utilizing the North Carolina High School Athletic Association's (NCHSAA) Lighting Standards for Sports Facilities. These bid specifications were sent to the three vendors who initially submitted quotes as well as advertised on the Pender County website. Based on discussions at the August 15, 2016 Board of Commissioners meeting, staff has compiled a funding option that will minimize budgeted capital funds and utilize development payments in lieu of recreational contributions. Also, due to a generous donation from Pluris, Inc., an additional \$35,000 will be able to be put towards this project. Bids were received from two vendors. Walter Holmes Electric was the lowest responsible bidder for \$181,805. Musco Sports Lighting, LLC was the other bidder at \$185,000. In discussion with Walter Homes Electric, it was determined that an add-on would be recommended to offset the potential of encountering poor soils for the structure foundation. It is yet to be determined but if poor soils are encountered, an additional cost may be incurred to mitigate this occurrence. An estimate has been provided in the amount of \$8,195.00 and will be used on an as needed basis. A Budget Ordinance Amendment has been prepared based on previous direction of the Board to fund this project. The BOA has identified \$87,500 from development payments in lieu of, \$35,000 from park donations, and the remainder from capital outlay. It is being requested that this BOA be approved along with the contract to Walter Homes Electric to provide sports lighting at Smith Field at Hampstead Kiwanis Park. Mr. Piepmeyer restated his concerns regarding soil testing and what would happen if there is a change order larger than \$8,195.00 for soil issues. Extensive discussion then ensued regarding soils, size of the light poles, sizes of the fields as it relates to the size of the poles and costs, how costs were determined, and options to pay for the lighting including donations, developers fees, and tax revenue. Mr. Piepmeyer clarified his views on the partnership between Pender County and Kiwanis Park adding that he believes this expense should be 50-50. Mr. Williams explained the partnership with Kiwanis Park with regards to the land and grants. Further discussion ensued regarding wind zones and pole structures as it relates to cost, wind zones in Hampstead versus Burgaw, expanding fields on the west side of Pender County, fields at Pender Memorial Park, and expansion options on the west side of Pender County. There being no

further discussion, Mr. Williams made a motion to approve the item. Mr. McCoy seconded the motion and it was approved 3-2 with Mr. Piepmeyer and Ms. Keith voting in opposition.

10. Approval of Seven Additional Range Safety Officer Positions at Holly Shelter Shooting Range.

Planning and Community Development Director Kyle Breuer explained: On May 19, 2016 Pender County entered into an Agreement with the North Carolina Wildlife Resources Commission for the operation of the Holly Shelter Shooting Range. Per the Agreement, the shooting range must be open to the public a minimum of forty hours per week. The Board of County Commissioners approved two part-time Range Safety Officer (RSO) positions in the FY 2016-2017 budget. Due to insurance and benefit contributions, these positions will be limited to 19 hours/week. It has become apparent that two part-time employees will not be sufficient to adequately staff the Holly Shelter Shooting Range. It is recommended that an employee be assigned to work the administration office to collect fees and ensure safety procedures are presented and adhered to. The actual range areas will demand that two individuals be present to manage the two separate ranges (50yd/200yd) during hot and cold times of firing. This is due to the fact that the ranges are separated by approximately 250ft. and a visual barrier present between the ranges. Due to the nature of the activities being conducted on the site, maximum safety precautions should be taken. Also, additional time will have to be scheduled for times outside of operating hours for set up, take down, and routine maintenance of the facility on days that the range is not open to the public. It is recommended that three staff members be present on-site at the range at all times. Schedules will be staggered as each staff member will not accumulate more than 19hrs/week. According to these figures a total financial contribution for salary would equate to approximately \$86,000/yr. (including federal insurance). The current budgeted funds for the two positions are approximately \$27,000 which equates to a \$59,000 requested contribution to fund the additional positions. Staff has obtained figures from the Cleveland County shooting range in an attempt to project revenue for the Holly Shelter Shooting Range. Based on their figures and Pender County's initial recommended daily pass cost at \$5, it appears that if attendance is consistent, we would generate approximately \$64,000. Therefore, it is recommended that daily pass rates be set at \$6 - \$7/day to offset the County's financial impact for the range. Additionally, staff will continue to explore avenues to seek revenue in the form of programming, concessions, merchandise, and shooting supplies. A financial breakdown was provided to the Board to review. Mr. Breuer explained what is left to complete the project adding that it should be done by October. Mr. Piepmeyer stated that he was concerned that this project is over budget and past schedule for opening. Mr. Breuer clarified that regardless of the amount of employees, only 130 hours will be paid per week adding that once there is an account of the busy times and the times when the range is not busy, the number of staff on site can be adjusted. Mr. Breuer showed the site plan to describe where staff will be placed. The placement of the restrooms was then discussed. Discussion then moved back to the cost of the facility. Mr. Breuer explained the budgeting process for this facility adding that any surplus from this year would go back into the program for next year. Mr. McCoy asked whether the Cleveland County facility was self-supporting. Mr. Breuer explained that the Board of Commissioners in Cleveland County put a \$300,000 capital investment toward the project in the beginning. Cleveland County is selling 3,200 daily passes per quarter and Mr. Breuer added that he believes that Pender County will be able to exceed that because of its close proximity to larger municipalities. Discussion then ensued as to the number of employees at a time on site to start. Mr. Williams recommended two employees per shift as opposed to three so the county could grow into the facility. The hours of operation were discussed. The facility would be open Wednesday through Sunday and closed Monday and Tuesday. The facility would be open nine hours per day with the exception of Sunday which the facility would be open for afternoon hours only. Mr. Breuer explained that as of right now, the opening date is proposed for the end of September or the beginning of

October. The scope of employees was also briefly discussed. The Board then discussed the daily fee for the facility. Mr. Breuer also noted other revenue sources such as apparel and drinks. There being no further discussion, Mr. Piepmeyer made a motion to approve seven range safety officers and a daily pass fee of \$5 with a couple of conditions: Within three month intervals of opening staff report on the daily usage of the facility and revenue and within six months of opening the board revisit again for support and budgeting purposes for the next fiscal year. Mr. Williams seconded the motion and the item was unanimously approved.

11. Approval of New Project Code for FY 14 Hazard Mitigation Acquisition and Elevation Project.

Ms. Brafford explained: At its regular meeting on December 14, 2015, a Budget Ordinance Amendment was presented to the Board to establish the project budget for two Flood Mitigation Assistance (FMA) sub-grants with a combined total of \$2,099,254.02 awarded through the NC Department of Public Safety, Division of Emergency Management to the County for the purpose of elevating six residential structures and acquiring five properties that have been identified as incurring severe repetitive losses due to flooding events. The staff at Holland Consulting Planners, Inc., which oversees the administration of this grant, has recommended that the budget be split into two separate project budgets for ease in tracking and monitoring grant expenditures and/or reimbursements. This item does nothing more than separate the revenues and expenditures of the acquisition from the revenues and expenditures of the elevation. Mr. Breuer added that this is just a housekeeping item. He added that now that tourist season is over, this project will ramp up. Mr. McCoy asked about homeowner selling the property after the project. Mr. Breuer explained that the property owner would only be able to sell for market value and that the benefit of this project is to bring the property above the flood level. There being no further discussion, Mr. Williams made a motion to approve the item. Mr. Piepmeyer seconded the motion and it was unanimously approved.

12. Approval of a Purchase Order to the Town of Wallace for the FY-17 cost of Wastewater Treatment from R.C. Creations (Acme Smoked Fish) at the Pender Commerce Park in the Amount of \$35,000

Utilities Director Michael Mack explained: On October 20, 2014, the Board approved an Interlocal Agreement (ILA) with the Town of Wallace for the treatment of up to 80,000 gallons per day of industrial wastewater from R.C. Creations beginning December 1, 2014. The ILA has allowed Pender County to haul the wastewater discharged from R.C. Creation's operations to the Town of Wallace as an Interim Solution until the completion of the County's Pender Commerce Park Wastewater Treatment Facility scheduled for December 2016. The cost to treat and dispose of the wastewater is \$3.65/1,000. The estimated total cost for the balance of FY-17 is \$35,000. The previous Purchase Order expired on July 31, 2016 with a balance of approximately \$42,000. No additional fund appropriation is required to approve this Purchase Order. Mr. Brown asked if the County would be paying for this had the plant already opened. Mr. Mack stated that the County would still be pumping and hauling until the plant can meet all state limits. Pumping and hauling will continue until the chemicals are fine tuned. Mr. Piepmeyer asked if this has to do with input into the system. Mr. Williams clarified this Purchase Order request covers the whole year. Mr. Mack added that the plant is scheduled to reach substantial completion in December and the pump and haul will end in January. Mr. Piepmeyer asked about treating the input. Mr. Mack added that this pump and haul has nothing to do with Acme, but because the plant is still in the construction phase. Mr. Piepmeyer explained that he was concerned that this Purchase Order is in place for the whole year, but he only supports pump and haul through the end of the construction phase of the plant. Mr. Thurman added that this pump and haul will cease once the plant is operational adding that the permit for pump and haul is set to expire and the state will not allow it to be renewed. There being no further

discussion, Mr. McCoy made a motion to approve the purchase order. Mr. Williams seconded the motion and it was approved 4-1 with Mr. Piepmeyer voting in opposition.

13. Approval of a Purchase Order to Ilderton Dodge for the Purchase of Seven Dodge Charger Vehicles in the amount of \$170,023.00.

Sheriff Carson Smith explained: A total of seven Sheriff's Office vehicles will be replaced with seven 2016 Dodge Chargers. The vehicles to be replaced include those that have been wrecked and 22 vehicles with well over 100,000 miles. The new vehicles will be purchased through the North Carolina Sheriff's Association Vehicle Procurement Program. The purchase price is \$24,289.00 each for a total of \$170,023.00. This expenditure has been budgeted in the FY16-17 Budget Ordinance. Mr. Piepmeyer asked whether the vehicles that are being replaced are being retired. Sheriff Smith explained that some may be retired and some may replace spare cars to be retired and explained the process in detail. There being no further discussion, McCoy made a motion to approve the purchase order. Ms. Keith seconded the motion and it was unanimously approved.

14. Resolution Authorizing Issuance of Purchase Order to Wireless Communications for Emergency Equipment to be installed in New Sheriff's Office Vehicles in the amount of \$50,755.

Sheriff Carson Smith explained: A total of eight vehicles will be purchased this year to replace eight vehicles in the Sheriff's Office with high mileage. This expenditure is necessary to outfit each vehicle with the equipment needed to be used by a law enforcement officer. This equipment includes emergency lighting, siren, radio console, bumper guard, and cage. Some equipment, including radios, will be removed from cars being retired and installed in these new vehicles adding that what can be reused will. Sheriff Smith further explained the need for the bumper guards. This expenditure has been budgeted in the FY16-17 Budget Ordinance and averages about \$6,000 per vehicle. There being no discussion, Mr. Williams made a motion to approve the purchase order. Mr. McCoy seconded the motion and it was unanimously approved.

15. Resolution Authorizing Issuance of Purchase Order to Lighthouse Marine for a 2017 Ribcraft 6.5 -Professional Outboard Boat in the amount of \$79,960.00.

Sheriff Carson Smith explained: Each year the number of people that use our coastal waters and barrier islands increases. Some of the areas people use are completely inaccessible by road and are not easily accessible by emergency services. Some fire departments have boats but they take time to deploy as they are not staffed with dedicated personnel. Pender County does not have a Sheriff's Office presence on our coastal waters and just this year, have had fights, medical emergencies, stranded people, and water rescues in which the response was inadequate. This Ribcraft, 21.5', rigid inflatable boat (RIB), with a 175HP Yamaha four stroke, should be the best size possible to allow the Sheriff's Department to work in both shallow, inland areas as well as in the open ocean. It will have an aft area for patient transport in a stokes basket for medical emergencies. The department was able to test this boat in our area waters and was impressed by its stability. The department looked at one other brand of RIB which was a foot shorter, weighed more, had a smaller horsepower limit on the engine, and we did not like the patient stokes basket configuration toward the bow. The plan is to have this boat available for coastal response throughout the year. The boat will be in the water, docked at a local marina from approximately March through November each year and trailered during the winter. Working with Pender EMS and Fire, the departments are planning to staff the boat daily from Memorial Day through Labor Day with a deputy and a paramedic. This will allow the county to respond immediately to law and EMS calls that occur when the coastal activity population is at its highest. This expenditure will be from the Federal Drug Seizure account. This expenditure has been budgeted in the FY16-17 Budget Ordinance. Mr. Piepmeyer asked to verify that the Sheriff's

Department does not currently have a boat to which Sheriff Smith stated that they do not. The resources for this were discussed including personnel, docking, fuel, and funding. Sheriff Smith added that the Federal Drug Seizure fund would cover all costs except personnel which would be paid from the overtime budget. Mr. Brown asked if this would be to answer calls or patrol. Sheriff Smith stated that this is just to answer calls because if something happens, the sheriff's department does not currently have the resources to get on the water. Ms. Keith requested to see a photo of this item to which Mr. Thurman found one online and showed it to the Board. The size and life expectancy was also discussed. There being no further discussion, Mr. Williams made a motion to approve the purchase order. Ms. Keith seconded the motion and it was unanimously approved.

16. Resolution Authorizing Issuance of Purchase Order to Asheville Ford Lincoln for the Purchase of a Ford Expedition in the amount of \$30,159.38.

Sheriff Carson Smith explained: This new, 2017 Ford Expedition 4x4, will replace a 2010 Ford Explorer with 109,000 miles and transmission problems. It will be purchased through the North Carolina Sheriff's Association Vehicle Procurement Program. The purchase price is \$30,159.38. This expenditure has been budgeted in the FY16-17 Budget Ordinance. Whether or not this is going to be a marked vehicle was discussed. Mr. Piepmeyer asked why this is an Expedition and not an Explorer. Sheriff Smith explained that there are some calls he has been on that required a large 4x4 to get to. The Board commented on the good price of the vehicle. There being no further discussion, Mr. McCoy made a motion to approve the purchase order. Ms. Keith seconded the motion and the item was unanimously approved.

17. Approval of Budget Ordinance Amendment to re-appropriate the remaining budget for Fund 88 (PCP-WWTP) in the amount of \$1,104,856.75.

Ms. Brafford explained: The requested amendment is for the purpose of re-appropriating the remaining budget for Fund 88 (PCP - WWTP). When the budget for this project was initially established in December 2014, the Fund was created as an "annual" fund rather than a "multi-year" fund. Therefore, at the end of every fiscal year, the revenues and expenses close into a fund balance account – rather than "carry over" to the subsequent year until the project is complete. The encumbrances will carry forward from FY 2016; thereby increasing the budget by an additional \$3,830,305.44. According to the Director of Utilities, the project should be complete by December 2016; therefore, there is no need to establish a multi-year fund at this point. There being no discussion, Mr. Williams made a motion to approve the item. Mr. McCoy seconded the motion and it was unanimously approved.

18. Approval and Appointment of County Manager for the Proposed Delegation for County and Municipal Issues.

Mr. Piepmeyer explained that this is the committee that Tony McEwen of the City of Wilmington has put together regarding issues coming across the state. There being no discussion, Mr. Piepmeyer made a motion to appoint Mr. Woodruff to the Delegation for County and Municipal Issues. Mr. Williams seconded the motion and the appointment was unanimously approved.

19. Discussion and Approval of Requirement for Staff to Provide Descriptive Information on Items Considered for the Draft Agenda.

Mr. Piepmeyer proposed a change to the process to which the draft agenda is formed. Mr. Piepmeyer added that in order to add something to the draft agenda, he would like to see the description of the request or resolution be contained within the draft agenda package that is being sent to Board for review & approval. He further added that with only the title and some vague wording, there is not enough detail to decide what should be included and were it should fall within the meeting's agenda.

Mr. Woodruff added that the new agenda software should help this process once it is implemented. Ms. Long updated the Board where the project is and how it would help. Mr. Woodruff clarified that instead of just the short title, departments should submit the full items. Mr. Piepmeyer stated that this would help the Board digest the information well in advance of the Board meeting. There being no further discussion, Mr. Piepmeyer made a motion to approve this change to the agenda process. Mr. McCoy seconded the motion and it was approved 4-1 with Mr. Williams voting in opposition. Discussion ensued as to how this vote effects the process regarding tabled items and time sensitive items.

PENDER COUNTY BOARD OF HEALTH

The Board convened as the Board of Health at 6:14 p.m.

20. Approval of a Purchase Order to Pender County Dental Clinic for Migrant Farm Workers Dental Care: \$66,000.

Health and Human Services Director Carolyn Moser explained: This is to approve a purchase order to the Pender County Dental Program to perform dental services for Migrant Farm Workers and families. The Migrant Farm Workers Program is 100% grant funded and no county funding is required. Mr. Piepmeyer asked what qualifies someone as a migrant farm worker. Ms. Moser explained that they have to be employed by an independent supervisor who has to vet these farm workers adding that these workers migrate with the crop seasons. Mr. Piepmeyer asked about whether other residents get free dental. Ms. Moser explained that these are federal tax dollars and explained that if Pender County does not accept the grant money it will just go to someone else. Ms. Moser further explained that this is a prevention method to further health issues and this program potentially saves the tax payers money later on. Mr. Piepmeyer stated that he would rather see these dollars be used for veterans and citizens in need, not migrant workers. Ms. Moser stated that without this money she would have to ask for more funding on the local level. Mr. Brown also stated that he does not support the illegal immigrants using government programs, but has supported this item in the past for the reason that it saves the local tax payer. Mr. Brown added that the farm owner should pay for these items, not the American tax payers. There being no further discussion, Ms. Keith made a motion to approve this item. Mr. Williams seconded the motion and the item was approved 3-2 with Mr. McCoy and Mr. Piepmeyer voting in opposition.

21. Approval to Increase a Purchase Order to Adrienne Michalek for Coordination of Preparedness and Reaccreditation: \$11,440.

Health and Human Services Director Carolyn Moser explained: This item is to approve an increase to PO # 116 for Adrienne Michalek who performs coordination for Preparedness and Re-accreditation. This increase is for \$11,440, making the total of the purchase order \$37,440. Additional duties were added for Re-accreditation which is the reason for this increase. Money is in the budget and no additional funding required. There being no discussion, Mr. Williams made a motion to approve the item. Mr. McCoy seconded the motion and it was unanimously approved.

PENDER COUNTY SOCIAL SERVICES BOARD

The Board convened as the Social Services Board at 6:24 p.m.

22. Approval of Purchase Order to Omni Visions for Foster Care Payments: \$45,000.

Health and Human Services Director Carolyn Moser explained: Pender County DSS has agreements with approximately twenty five facilities to provide foster care services for children that are in DSS custody. When purchase orders were approved on the July 5, 2016 agenda, Pender County did not have children placed with Omni Visions. Ms. Moser added that this is all within the Foster Care budget, they are just shifting funds around. There being no discussion, Mr. Piepmeyer made a motion to approve the item. Mr. McCoy seconded the motion and it was unanimously approved.

23. Approval to Hire Two (2) Child Protective Services Social Worker for DSS.

Health and Human Services Director Carolyn Moser explained: Pender County DSS has experienced an increase in Child Protective Service reports as noted in previous meetings. This was an item that was addressed in the organizational assessment. The state recommends that social workers have no more than 10 cases each. Pender County CPS social workers are averaging 11 cases each and some social workers have as many as 19 cases. DSS currently has 7 CPS social workers and the state recommendation is 11. Ms. Moser added that no additional funding is needed as this cost will be absorbed by lapsed salaries. Mr. Brown asked about future budget years. Ms. Moser said that DSS will probably need more social workers in the future and the county will have to absorb some of the cost. There being no further discussion, Mr. Piepmeyer made a motion to approve the item. Ms. Keith seconded the motion and it was unanimously approved.

The Board reconvened as the Board of Commissioners at 6:27.

ITEMS FROM THE COUNTY ATTORNEY

Mr. Thurman explained that he had sent some emails over the weekend and told the Board he would be glad to speak with them individually if they have any questions.

ITEMS FROM COUNTY MANAGER

Mr. Woodruff explained that Monday staff will begin the bond rating process once again for the upcoming bond sale. Mr. Woodruff then asked the commissioners to begin thinking about their legislative goals as that will be coming up the first of the year with the NCACC. Mr. Woodruff added that with Chairman Brown serving on the Board of Directors for the association, Pender County should be able to have a lot of influence this year. Lastly, Mr. Woodruff complimented the staff including Emergency Management Staff, Pender EMS and Fire, and the Sheriff's Department on their efforts throughout Tropical Storm Hermine. Mr. Piepmeyer thanked staff for their excellent communication through the storm. Mr. Williams added that all Fire Departments, not just Pender EMS and Fire were ready if and when needed.

ITEMS FROM THE COUNTY FINANCE DIRECTOR

Ms. Brafford stated that the auditors will be on site beginning Thursday. Mr. Brown asked if all of the employees had been interviewed. Ms. Brafford explained that the interviews were part of the preliminary work and had been taken care of. The auditors will begin their field work when they come on Thursday.

ITEMS FROM COUNTY COMMISSIONERS

Ms. Keith – Ms. Keith stated that on August 27, she attended a Community Relations meeting the Lakes Chapel Community and the Pender County Sheriff's Department including Captain Billy Sanders, Captain Samantha Jones, and Deputy Bradbury who did a presentation on rules and regulations as it pertains to law enforcement and how they deal with the citizens of the community. This meeting helped to dispel some myths of what happens with a traffic stop.

Mr. McCoy – Mr. McCoy stated that since the last meeting he toured the Commerce Park with the County Manager including the Wastewater Treatment Plant and Empire Distributors. He suggested that the other Commissioners visit the park as well. Mr. McCoy also commended staff on a job well done through Tropical Storm Hermine.

Mr. Williams – Mr. Williams commended Mr. Piepmeyer on his hard work on the WMPO Board. Mr. Piepmeyer commented that he attended the WMPO meeting last week and he thanked them for their support to get the northern loop of the Hampstead Bypass funded and added that the formal approval will happen next year.

Mr. Brown – Mr. Brown commended Ms. Proctor for contacting him so quickly to get the information out to the public regarding the Hampstead Bypass. Mr. Brown also thanked Pender County Staff who worked during Tropical Storm Hermine adding that it does not go unnoticed. Mr. Brown also stated that he has an item for closed session regarding a tenant in the Commerce Park. Mr. Thurman recommended the Board go into Closed Session under item #'s 3 and 4.

CLOSED SESSION

At 6:41 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; and 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. Ms. Keith seconded the motion and it was unanimously approved. The Board exited the Closed Session at approximately 6:51 p.m. There was no announcement made after exiting closed session.

ADJOURNMENT

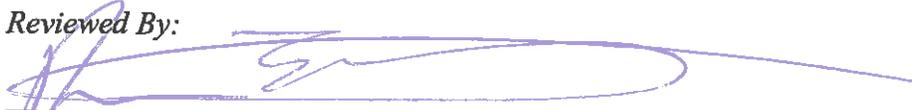
There being no further business, the meeting adjourned at 6:51 p.m.

Respectfully Submitted,



Melissa Long, Clerk to the Board

Reviewed By:



Ann Jones, Administrative Assistant II

APPENDIX A



REQUEST FOR BOARD ACTION

ITEM NO. 3

DATE OF MEETING: September 6, 2016

REQUESTED BY: Justian Pound, Tax Assessor, Tax Assessor's Office

SHORT TITLE: Approval of Tax Releases and Refunds.

BACKGROUND: Releases and refunds result from listing and assessing due to incorrect and incomplete information. Taxpayers will or have overpaid taxes. Board action rectifies the mistake. The refunds and releases are recommended as follows:

RELEASES OVER \$100

YEAR	NAME	ACCOUNT	AMOUNT	REASON
2016	HOFFMAN, BARBARA MITCHELL	956290	269.82	LISTING CORRECT
2014	TAYLOR, OTIS W JR	933723	379.52	LISTING CORRECT
2015	TAYLOR, OTIS W JR	933723	406.97	LISTING CORRECT
TOTAL OF RELEASES OVER \$100			1,056.31	

REFUNDS OVER \$100

YEAR	NAME	ACCOUNT	AMOUNT	REASON
2015	CLECKLER, AMANDA HUNT	102704420	150.22	SITUS
2015	DELISE, DOUGLAS ANTHONY	78209613	164.16	SOLD
2016	DUPREY, JAMES CHESTER	102996276	106.95	SITUS
2015	DUTKIEWICZ, RAYMOND J	78989535	204.05	SOLD
2015	GJ ADAMS TRUCKING INC	77246841	191.87	SOLD
2015	JONES, GREGORY LONDON	77016081	240.98	MILITARY EXEMPT
2011	MCLAMB, MICHAEL W	869088	379.40	LISTING CORRECT
2012	MCLAMB, MICHAEL W	869088	393.38	LISTING CORRECT
2013	MCLAMB, MICHAEL W	869088	397.94	LISTING CORRECT
2014	MCLAMB, MICHAEL W	869088	397.94	LISTING CORRECT
2015	MCLAMB, MICHAEL W	869088	509.20	LISTING CORRECT
2015	MOORE, WILLIAM EARL	77016648	105.66	ADJUSTED VALUE
2015	PRESTON, WILLIAM JOSEPH JR	78316350	140.02	DESTROYED
2015	PRICE, CHERYL TYSINGER	77027847	100.72	DESTROYED
2016	RAYNOR, JERRY DEAN	77361705	100.47	ADJUSTED VALUE
2016	ROBERTS, GEORGE ARNOLD JR	105466744	138.60	SITUS

2015	SPAVERN, MICHAEL ANTHONY	102851580	113.12	ADJUSTED VALUE
2015	UNDERWOOD, WILLIAM HARVEY	77246244	909.51	DOUBLELIST
2015	WALSH, ROBERT THOMAS	77016444	113.76	SOLD

TOTAL OF REFUNDS OVER \$100 4,857.95

RELEASES UNDER \$100

YEAR	NAME	ACCOUNT	AMOUNT	REASON
2015	CURTIS, LARRY WARNER	875563	45.34	SOLD
2014	HENRY, JANET PYLANT	840314	2.16	DESTROYED
2015	HENRY, JANET PYLANT	840314	2.78	DESTROYED

TOTAL OF RELEASES UNDER \$100 \$50.28

REFUNDS UNDER \$100

YEAR	NAME	ACCOUNT	AMOUNT	REASON
2015	ALFANDRE, MARY TENNILLE	77826570	12.78	SOLD
2015	BENTON, AMANDA BARNHILL	77465391	35.17	SOLD
2015	BEST, BERTHADALE RUTH	77027787	10.65	SOLD
2016	BLACK, MITCHELL ROBERT	105465648	66.15	SITUS
2015	BLACKSHEAR, EDITH CARROL	77361576	46.67	SOLD
2015	BLALOCK, VERNE WAYNE III	77138172	8.28	SOLD
2015	BLICK, EDWARD RAY	78209637	18.81	SOLD
2014	BRYANT, ROBERT GEORGE	76664706	16.18	SOLD
2015	BULLARD, CONNIE DANFORD	78316128	26.87	ADJUSTED VALUE
2014	DENNIS, JOHN MARCUS	77927250	11.05	SOLD
2015	DENNIS, JOHN MARCUS	77927244	26.26	DESTROYED
2016	DUPREY, JAMES CHESTER	102996276	79.27	SITUS
2015	ECKROATE, MARY ELLEN	77362467	82.60	OUT OF STATE
2015	FISCHER, ROBERT JAMES	103769620	5.89	LISTING CORRECT
2015	FOSTER, MARVIN EDWARD	78679998	61.79	SOLD
2014	FRAZIER, JOSEPH HAROLD	104674876	24.60	SITUS
2011	GUINE, JOYCE DAVIS	29224	40.39	LISTING CORRECT
2012	GUINE, JOYCE DAVIS	29224	40.39	LISTING CORRECT
2013	GUINE, JOYCE DAVIS	29224	40.92	LISTING CORRECT
2014	GUINE, JOYCE DAVIS	29224	40.92	LISTING CORRECT
2015	HARRAN, MARGARET REBECCA	78506244	10.33	OUT OF STATE
2015	HAUDENSCHIL, D. MARK HAROLD	78175071	31.40	SOLD
2015	HEWITTE, MARK STEVEN	103769120	5.19	SITUS
2015	HEWITTE, MARK STEVEN	103769144	1.46	SITUS
2014	HICKS, DONNA JEAN	76664991	10.28	SOLD
2014	IVY, RONALD CHARLES	77361780	18.29	SOLD
2015	KING, KEITH JACKSON	77466474	8.02	SOLD
2015	KING, KEITH JACKSON	77016615	36.23	SOLD
2015	LANIER, JASON SCOTT	78316029	45.68	SOLD
2014	LANIER, KENNETH PAUL	78175488	25.69	SOLD
2015	LEVINSON, ALVIN MAX	78506097	9.44	SOLD
2015	LIGHT, BUFORD HAROLD	78680181	56.39	SOLD
2015	LOPEZ, ANA	78175827	62.81	SOLD
2016	MALPASS, RUSSELL ALAN	77826720	89.97	ADJUSTED VALUE
2015	MANLEY, SHERRY LEE	77827377	53.23	SOLD
2015	MCINTOSH, CLAUDE STEVEN	78679524	42.47	SOLD
2015	MEDCALF, CHRISTOPHER	77016552	9.56	SOLD

2015	MILLER, KATELAND DENECE	78680193	49.02	SOLD
2015	NAPPI, LOUIS RAY	103150008	10.84	SITUS
2015	NARRON, MARK STUART	78316005	60.06	ADJUSTED VALUE
2015	OLIVER, WANDA PHILLIPS	79099683	67.07	SOLD
2015	PANKEY, DANIEL JAMES	77465400	99.64	SOLD
2015	PHILLIPS, NANCY BURROUGHS	78748734	33.46	SOLD
2015	PROCELLI, DANNY DENNIS	77927934	21.55	SOLD
2015	ROHRBACH, KELLY ANNE	77826363	30.19	ADJUSTED VALUE
2015	SCHEMBRI, DENIS ANTHONY	77465838	23.93	ADJUSTED VALUE
2015	SPANN, RACHEL OUTLAW	102995272	53.05	SITUS
2014	SPELL, ROBERT EARL	77362428	32.24	SOLD
2015	STORMS, DOUGLAS WAYNE	78866148	9.15	SOLD
2014	SUGGS, ASHLEY RAE	76664997	7.63	SOLD
2014	TAYLOR, GARRETT ROBERT	79100193	4.05	SOLD
2015	TAYLOR, GARRETT ROBERT	79100199	54.18	SOLD
2015	WELBORN, TINA MARIE	78679485	32.05	SOLD
2014	WORSHAM, STEPHEN FORD II	78748008	35.80	DESTROYED

TOTAL OF REFUNDS UNDER \$100 1,835.99

TOTAL OF ALL RELEASES \$1,106.59

TOTAL OF ALL REFUNDS \$6,693.94