Pender County

Agenda

Board of County Commissioners Meeting
Tuesday, February 16, 2021 @ 4:00 PM
Pender County Public Assembly Room
805 S. Walker Street, Burgaw, NC

		Presenter	Page
1.	CALL TO ORDER		
2.	INVOCATION		
3.	PLEDGE OF ALLEGIANCE		
4.	ADOPTION OF AGENDA		
5.	PUBLIC COMMENT In order to follow the CDC's guidelines for social distancing, those wishing to participate in Public Comment are encouraged to email their comments to cmo@pendercountync.gov. Comments received by 12 p.m. on February 16, 2021 will be distributed and placed in the record.		
6.	CONSENT AGENDA		
6.1.	Approval of Minutes: February 1, 2021. MINUTES - FEBRUARY 1	Long	3 - 48
6.2.	Approval of a Purchase Order to The Law Office of Zachary S. Rivenbark for Attorney Services Related to Zoning Code Enforcement. Zoning Code Enforcement - Legal Services Purchase Order	Henley	49 - 56
7.	APPROVALS AND RESOLUTIONS		
7.1.	Consideration of a Contract with Summit Design Related for the Due Diligence Assessment for the Morton Property. Morton Due Diligence 02162021	McEwen	57 - 75
7.2.	Approval of a Purchase Order to SHI for Microsoft Enterprise Licensing Enrollment in the amount of $21,459.04. SHI-EA agreement	Cutler	77 - 80
7.3.	Approve Purchase Order for Replacement 3/4-ton Work Body Truck to Fairway Ford for $39,058. PCU_POfor3QtrTonWorkBodyTruckReplacement	Keel	81 - 90
7.4.	Approve Purchase Order for Replacement 1-ton Work Body & Crane Truck to Piedmont Truck Center for $76,436. PCU_POfor1TonCraneTruckReplacement	Keel	91 - 99
8.	ROCKY POINT WATER AND SEWER DISTRICT		
8.1.	Approval of Emergency Water Sales Agreement between Town of Surf City and Rocky Point/Topsail Water & Sewer District. RPTWSD_SurfCity_WaterSalesAgreement	Keel	101 - 104
9.	PENDER COUNTY BOARD OF HEALTH		

10. SOCIAL SERVICES BOARD

11. ITEMS FROM THE COUNTY ATTORNEY, COUNTY MANAGER, ASSISTANT COUNTY MANAGER, & COUNTY COMMISSIONERS

12. CLOSED SESSION (IF APPLICABLE).

12.1.	CLOSED SESSION MOTION		105

13. 7PM PUBLIC HEARINGS: SPECIAL USE PERMITS/ZONING MAP AMENDMENTS/ RESOLUTIONS

13.1.	Resolution Requesting Approval of a Conditional Zoning Map Amendment. REZONE 2020-18	Henley	107 - 129

14. ADJOURNMENT

Pender County
Request for Board Action

TO:	Board of County Commissioners
FROM:	Melissa Long
DATE:	February 16, 2021
SUBJECT:	Approval of Minutes: February 1, 2021.

SUMMARY:
The minutes for the Regular Meeting on February 1, 2021 are attached for review and approval.

ACTION REQUESTED:
To review and approve the attached minutes.

MINUTES
Board of County Commissioners Meeting
Monday, February 1, 2021 4:00 PM
Pender County Public Assembly Room

MEMBERS PRESENT: George Brown
Fred McCoy
Jacqueline A. Newton
David Piepmeyer
David Williams

MEMBERS ABSENT:

OTHERS PRESENT: Chad McEwen, County Manager
Trey Thurman, County Attorney
Melissa Long, Clerk to the Board
Doug Shipley, Assistant County Manager
Allen Vann, Assistant County Manager
Other Staff and Members of the Press and Public.

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1 CALL TO ORDER
Chairman Brown called the meeting to order at 4:00 p.m. and thanked and welcomed all to the meeting.

2 INVOCATION
Commissioner Williams offered the invocation.

3 PLEDGE OF ALLEGIANCE
Commissioner Piepmeyer led the Pledge of Allegiance.

Chairman Brown recognized veterans and first responders who were in attendance and thanked them for their service.

4 ADOPTION OF AGENDA

Moved by Fred McCoy, seconded by David Williams

Motion to adopt the agenda as presented.

	For	Against	Abstained	Absent
George Brown	x			
Fred McCoy	x			
Jacqueline A. Newton	x			
David Piepmeyer	x			
David Williams	x			
	5	0	0	0

CARRIED.

5 PUBLIC INFORMATION

5.1 Update on Fire & EMS Study by Fitch & Associates. 15 - 34

Interim Emergency Management Director Carson Smith introduced Steve Knight with Fitch and Associates to provide an interim briefing to the Board on the Fire and EMS study. Dr. Knight broke down the data by Pender County Demand, Response Volume and System Performance. Data was further broken down by station, month, date and time of day. A copy of the report is attached to these minutes. Discussion ensued regarding ISO ratings as well as the percent capture versus ISO rating. Dr. Knight stated that he will have all of that information when the final report is provided to the Board. Dr. Knight explained that the next steps for this project include sharing this data with the departments. The draft report and recommendations will be completed in 45-60 days at which time Dr. Knight stated that he will present to the Board their findings along with proposed policy items. The Board thanked Dr. Knight for the update.

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5.2 Update on Pender County Courthouse Remediation and Repairs 35 - 37

Mr. Vann introduced Mike Brisson with Thomas Construction who is the new project manager over this project. Mr. Brisson explained that items that have been completed include Metal Framing and Sheetrock Installation, Skim Coat and Plaster Walls, Floor Feathering and Patching, MEP In Wall Installation, HVAC Equipment Set - first floor, and Attic Access Stairs Installation. On-going items include MEP Rough-In, Equipment Start Up, Plaster Installation, Wood Trim Installation, and Sheetrock Finish. Upcoming items included Ceiling Grid and Tile, Painting, Tile Installation, Flooring, and Acoustical Spray on Courtroom Ceiling. Discussion ensued regarding the current construction schedule impacts due to the roofing scope of work. Commissioner Newton asked how may days were lost in December. Mr. Brisson explained that work in the courtroom stopped on December 21 and has not restarted. Mr.

Brisson explained why work in not continuing in the Courtroom but explained that work continues in all other parts of the courthouse. Once the roof above the Courtroom is replaced, that work will be able to continue. Mr. Brisson explained that Thomas Construction is asking for the Board to consider both a time extension of 89 days as well as additional costs to their contract of $298,250.75 for added General Conditions, etc. This price is not only the roof replacement itself but also includes $99,900 for the roof replacement, $58,000 of Unforeseen Allowances, General Conditions, etc. The cumulative expenses are not only for the roof replacement, but also for the fact that the work in the Courtroom had to come to a standstill in December and no work can take place in this very large space until after the roof is buttoned up above the courtroom. Mr. Brisson did state that the new roof will have a 15-year, 135 MPH Wind warranty as well. Mr. Vann explained that LS3P and Associates is asking for the Board to consider both a time extension request of 3.5 months as well as additional costs of $57,294.62 to their contract in lieu of changes to the Thomas Construction contract/scope of work. The Board decided to go ahead and take care of the action items for the Courthouse. The Board thanked Mr. Brisson for the presentation.

Moved by David Williams, seconded by Fred McCoy

Motion to approve of the following:
1) Change Order which will extend the contract between Thomas Construction and Pender County by 89 calendar days and additional costs of $298,250.75 along with the Budget Ordinance Amendment to transfer this total from Building Maintenance 500-401500 into the Courthouse Project Code of 60-404500-6501.
2) Change Order which will extend the contract between LS3P and Pender County by 3.5 months and additional costs of $57,294.62 along with the Budget Ordinance Amendment to transfer this total amount from Building Maintenance 500-401500 into the Courthouse Project Code of 60-404500-6501.

	For	Against	Abstained	Absent
George Brown	x			
Fred McCoy	x			
Jacqueline A. Newton	x			
David Piepmeyer		x		
David Williams	x			
	4	1	0	0

CARRIED.

BOA 8.4
BOA 8.5

5.3 Penderlea Property Update

Parks and Recreation Supervisor Zack White gave an update to the Board on the Penderlea Facilities. Mr. White began by showing a series of photos of the grounds to illustrate the improvements that have been made. He then showed photos of classrooms one and two to show their improvements which included a fresh coat of paint, new blinds, replacement vinyl cove base, and new tables and chairs. Mr. White then showed the improvements to the ramp outside of the auditorium which has a new coat of non-slip paint. Vinyl siding on the outside of the gym has also been repaired. The gym floor has been patched where it was needed. Mr. White explained that other completed projects included restroom repairs, auditorium sump pump replacement, underground water leaks have been repaired, and the PCS mobile unites have been removed. Commissioner Piepmeyer stated that the improvements look great. Mr. White added that staff started this project last summer and it has been close to a year of repairs to get to this point. The trailers were removed a week and a half ago with the exception of the one with the permanent foundation. Discussion ensued regarding restrooms and the availability to have then available to the public daily. Mr. White also updated the Board on the indoor cornhole league that has begun at the Penderlea Gym. He stated that these facilities are ready to use but staff is working to navigate COVID-19 restrictions. The Board thanked Mr. White for the update.

6 PUBLIC COMMENT

There were no signups for public comment.

7 CONSENT AGENDA

Moved by Fred McCoy, seconded by David Williams

Motion to approve the consent agenda as presented.

	For	**Against**	**Abstained**	**Absent**
George Brown	x			
Fred McCoy	x			
Jacqueline A. Newton	x			
David Piepmeyer	x			
David Williams	x			
	5	0	0	0

CARRIED.

7.1 Approval of Minutes: January 19, 2021.

7.2 Resolution Accepting Petition to add Thrush Trail, Violetear Ridge and Sparrows Bend Drive in the Sparrows Bend Subdivision, Hampstead, to the State Maintained System. 39

SPARROWS BEND ROADS RESOLUTION

7.3 Approval of Tax Releases and Refunds 41 - 42

JANUARY 2021 REFUNDS RELEASES

7.4 Resolution Amending Article VIII – Employee Leave Benefits, Section 12. Leave Transfer, subsection A, # 3.

7.5 Resolution Amending Article IX – Employee Benefits, Section 12. Employee Assistance Program (EAP).

7.6 Consideration of Approval of Local Policies for State Acquisition Relocation Fund (SARF).

7.7 Approval of a Budget Amendment to Increase Health Department Revenues and Expenditures for Fiscal Year 2020-2021: $35,973. 43

BOA 7.7

8 APPROVALS AND RESOLUTIONS

8.1 Resolution in Support of the NCACC Presidential Initiative to Promote Food System Resiliency.

Ms. Long explained that the Washington County Board of Commissioner's has requested that each county consider adopting a resolution in support of the NCACC Presidential Initiative to promote food system resiliency. This is the NCACC Presidential Initiative for 2020-21 and their Board would like for the rest of the counties to follow in their footsteps in passing a similar resolution. Attached in the meeting packet was a copy of the proposed resolution and a map of counties which outlines the food insecurity rates in North Carolina. Brief discussion ensued as to the commitment that Pender County would be making if approving this resolution. The Board asked for more information about what the county would be responsible for by approving this resolution before tabling the item.

Moved by David Piepmeyer, seconded by Jacqueline A. Newton

Motion to table the Resolution in support of the NCACC Presidential Initiative to Promote Food System Resiliency.

	For	Against	Abstained	Absent
George Brown	x			
Fred McCoy	x			
Jacqueline A. Newton	x			

David Piepmeyer	x			
David Williams	x			
	5	0	0	0

CARRIED.

8.2 Approval of Purchase Order to Fairway Ford in the amount of $68,022.00 for the purchase of Two Ford Explorers for the NC Governor's Highway Safety Traffic Unit.

Major Collier explained that the North Carolina Governor's Highway Safety Program is dedicated to reducing the numbers of traffic crashes and fatalities in North Carolina, the Governor's Highway Safety Program promotes highway safety awareness through a variety of grants and safe-driving initiatives. These two vehicles will be purchased from Fairway Ford at the state contract price of $68,022.00. These funds will come from account 510014- 407403. Major Collier stated that this is be paid out of county funds now, but will be reimbursed by the NC Governor's Highway Safety Traffic Unit grant.

Moved by Jacqueline A. Newton, seconded by David Williams

Motion to approve the purchase order to Fairway Ford in the amount of $68,022.00.

	For	**Against**	**Abstained**	**Absent**
George Brown	x			
Fred McCoy	x			
Jacqueline A. Newton	x			
David Piepmeyer	x			
David Williams	x			
	5	0	0	0

CARRIED.

8.3 Approval of a Purchase Order for the Central Square (Zuercher) Annual Subscription and Annual Maintenance fee in the amount of $91,570.00.

Major Collier explained that the Pender County Sheriff's Office selected Zuercher Technologies as the replacement to the VisionAir system in 2019. The Zuercher solution uses one application and one database, all from one vendor (Zuercher). The hardware is provided as part of the solution, saving costly equipment upgrades every 5 years, and is monitored 24x7x365. The system is continuously updated to include enhancements, new features and customer requests. Zuercher is the

only Public Safety solution to follow this model and would qualify as the Sole Source Exception under North Carolina State Competitive Bidding Requirements. The annual subscription and maintenance fee for Zuercher is $91,570.00. These funds will come from account 510-406000 and 252-404500. These funds were budgeted for FY 21.

Moved by Jacqueline A. Newton, seconded by David Williams

Motion to approve the Purchase Order for the Central Square (Zuercher) Annual Subscription and Annual Maintenance fee in the amount of $91,570.00.

	For	Against	Abstained	Absent
George Brown	x			
Fred McCoy	x			
Jacqueline A. Newton	x			
David Piepmeyer	x			
David Williams	x			
	5	0	0	0

CARRIED.

8.4 Consideration of Contract Amendment with Thomas Construction for Courthouse Restoration Project (Roof Replacement).

This item was approved under item 5.2.

8.5 Consideration of Contract Amendment with LS3P for Courthouse Restoration Project (Roof Replacement).

This item was approved under item 5.2.

RECESS

The Board took a brief recess from 5:43 p.m. until 5:52 p.m.

8.6 Consideration of the Drainage Improvement Program.

Flood Plain Administrator Daniel Adams explained that Planning and Community Development staff developed a Drainage Improvement Program and presented it to the Board of County Commissioners for discussion at their December 7, 2020 meeting. Following that presentation, staff have continued to refine the proposal and are now presenting the program for approval to be included in the FY 2021-22 County budget. The program is designed to improve drainage in the county and reduce the impacts of flood events. Staff conducted research and held meetings with stakeholders and subject matter experts as part

of the development of this program. Staff are recommending the creation of a full-time position whose focus is on resolving drainage issues throughout the county's natural waterways, to include removing drainage impediments, trapping beavers, removing dams, and administering the proposed Beaver Bounty Program. Staff will also develop a strategic plan outlining maintenance schedules and potential funding sources. The proposed Beaver Bounty Program is modeled after the Brunswick County and Columbus County Beaver Bounty Programs. Attached in the meeting packet were attachments for a description and framework of the program, including the Beaver Bounty Program, applications and forms, a job description for the Watershed and Drainage Technician, and proposed program budget to begin in FY 2021-22. Discussion ensued regarding addressing the need, a priority list and if there will be one, as well as the bounty program.

Moved by Fred McCoy, seconded by David Piepmeyer

Motion to approve the Drainage Improvement Program as presented and to include it in the FY 2021-22 county budget.

	For	Against	Abstained	Absent
George Brown	x			
Fred McCoy	x			
Jacqueline A. Newton	x			
David Piepmeyer	x			
David Williams	x			
	5	0	0	0

CARRIED.

8.7 Approval of Budget Amendment and Purchase Order to accept the North Carolina Governor's Crime Commission Patrol Division Radio Upgrades in the amount of $23,493.75. 45

Major Collier explained that the Pender County Sheriff's Office has been awarded a North Carolina Governor's Crime Commission Patrol Division Radio Upgrade grant in the amount of $23,493.75. The grant will be used to purchase portable and mobile radios for the new Traffic Unit as well as the Patrol Division. These funds will come from account 510016-403300 and 510016-407100.

Moved by David Piepmeyer, seconded by David Williams

Motion to approve the Budget Amendment and Purchase Order to accept North Carolina Governor's Crime Commission Patrol Division Radio Upgrades in the amount of $23,493.75.

	For	Against	Abstained	Absent
George Brown	x			
Fred McCoy	x			
Jacqueline A. Newton	x			
David Piepmeyer	x			
David Williams	x			
	5	0	0	0

CARRIED.

BOA 8.7

8.8 Resolution to Adopt the Pender County Risk Manual.

Human Resources Director Jennifer Kimler explained that aside from the Health Department's Bloodborne pathogens/clinical policies, Pender County has not had a formal Risk Manual, Bloodborne Pathogen's, or Safety Fleet policy in place. Over the past year, the HR Risk Management Specialist collaborated with numerous departments to develop these policies. The proposed policy has been developed in consultation with the NCACC Risk Pool and various members of the Safety Team. Members held multiple work sessions with key staff from the County Managers Office, Health & Human Services, the Sheriff's office, Utilities, Emergency Management and Facilities & Fleet Services. The proposed policy has also been sent to the County Attorney for review. Ms. Kimler highlighted the General Safety Guidelines, Fleet Safety Policy and the Bloodborne Pathogens Policy. Discussion ensued regarding the Safety Committee and their role in creating this document and reviewing policies. Mr. Thurman stated that his only issue with the policy is in reference to cell phone usage in the Fleet Safety Policy. He explained that although texting is certainly not allowed while driving, talking on the phone should be allowed through a Bluetooth device as this will allow for work to still be conducted while employees are in route. Discussion then ensued regarding distracted driving. Commissioner Newton stated that she has an issue with the Safety Committee reviewing accidents and that this is something that should be handled by the supervisor. Ms. Kimler explained the reasoning behind this. Brief discussion also ensued regarding item 7.4. Ms. Kimler explained that this is in an effort to keep employees information confidential. The Board thought it appropriate that staff be able to donate time to specific employees if they choose to do so and felt the item may need to be revisited.

Moved by Fred McCoy, seconded by David Williams

Motion to approve the Pender County Risk Manual as presented.

	For	Against	Abstained	Absent
George Brown	x			
Fred McCoy	x			
Jacqueline A. Newton		x		
David Piepmeyer	x			
David Williams	x			
	4	1	0	0

CARRIED.

8.9 Consideration of the sale of Surplus Property.

Ms. Long explained that the Manager's Office received a bid offer for Parcel ID: 4214-28-3069-0000 (1.19 Acres) on January 12, 2021 for $46,000.00 from Pamela Moore Sloan. According to the Deed, Pender County acquired the property in 2019 because of unpaid taxes. Staff has followed up with the ProTax and verified that Pender County was the highest bidder (no bids were received at auction) in the amount of $2,131.39. The property has a tax value of $45,270.00. The Offer, Property Map and Deed are attached for the Board's review.

Moved by David Piepmeyer, seconded by David Williams

Motion to approve the sale of Parcel 4214-28-3069-0000 as described herein.

	For	Against	Abstained	Absent
George Brown	x			
Fred McCoy	x			
Jacqueline A. Newton	x			
David Piepmeyer	x			
David Williams	x			
	5	0	0	0

CARRIED.

9 APPOINTMENTS

9.1 Approval of an Appointment to the Pender County Library Board.

Ms. Long explained that Mallory Leimone is applying for reappointment to the Library Board. Ms. Leimone has served one term on the Library Board and represents District 1. Her application was attached in the meeting packet for the Board's review. If approved, this appointment will

be for 3 years and expire January 31, 2024. Elizabeth Piacenza is also applying for reappointment to the Library Board. Ms. Piacenza has served two terms on the Library Board and represents District 2. Her application was attached in the meeting packet for the Board's review. If approved, this appointment will be for 3 years and expire January 31, 2024.

Moved by David Williams, seconded by David Piepmeyer

Motion to reappoint Mallory Leimone (District 1) and Elizabeth Piacenza (District 2) for a three year term, with term to expire January 31, 2024.

	For	Against	Abstained	Absent
George Brown	x			
Fred McCoy	x			
Jacqueline A. Newton	x			
David Piepmeyer	x			
David Williams	x			
	5	0	0	0

CARRIED.

9.2 Approval of an Appointment to the Lower Cape Fear Water and Sewer Authority.

Ms. Long explained that Norwood Blanchard currently serves on the Lower Cape Fear Water and Sewer Authority as a citizen representative and is requesting reappointment. Mr. Blanchard's application was attached in the meeting packet for the Board's review. If approved, this appointment will be for three years and expire February 28, 2024.

Moved by Jacqueline A. Newton, seconded by David Williams

Motion to reappoint Norwood Blanchard to the Lower Cape Fear Water and Sewer Authority Board with term to expire February 28, 2024.

	For	Against	Abstained	Absent
George Brown	x			
Fred McCoy	x			
Jacqueline A. Newton	x			
David Piepmeyer	x			
David Williams	x			
	5	0	0	0

CARRIED.

10 PENDER COUNTY BOARD OF HEALTH

The Board convened as the Pender County Board of Health at 6:19 p.m.

Health and Human Services Director Carolyn Moser gave an update on the COVID-19 metrics for Pender County. As of today, Pender County has 4,124 cases. Of those cases 98% of cases have recovered. There have been 47 deaths to date. The percent positive rate today was 13% and there are currently 13 residents in the hospital. Ms. Moser noted that Pender County has doubled case numbers and deaths in just the last 60 days, mostly because of a couple of nursing home outbreaks. Ms. Moser stated that Nursing Home vaccinations are currently in the process. Ms. Moser gave an update on vaccines for Pender County which included only first doses. As of today, Pender County has received 2,500 first doses. Staff was able to obtain 178 extra doses in the vials. Staff is expecting 500 doses to arrive tomorrow with an extra 100 doses being transferred from Black River Health as they do not have the capacity to give the 200 doses that they were allotted. Vaccine allocation is currently low with Pender County receiving 1 dose per 19 residents. Pender County Health Department staff will be administering doses on Tuesday and Wednesday in Burgaw and on Thursday in Hampstead. Staff will be administering 600 first doses along with 704 second doses this week which will deplete the vaccine inventory. Ms. Moser explained that those who receive the vaccine should continue to follow the three W's, wear a mask, wait six feet apart, and wash your hands often. Discussion briefly ensued regarding vaccine groups and vaccinations of school personnel. The Board thanked Ms. Moser for the update.

11 SOCIAL SERVICES BOARD

There was no business to be conducted as the Pender County Social Services Board.

12 ITEMS FROM THE COUNTY ATTORNEY, COUNTY MANAGER, ASSISTANT COUNTY MANAGER, & COUNTY COMMISSIONERS

The Board reconvened as the Pender County Board of Commissioners at 6:41 p.m.

12.1 Items from the County Attorney.

- Mr. Thurman talked with the Board about the easement sale in front of the Hampstead Library and Hampstead Kiwanis Park to Piedmont Natural Gas. Mr. Thurman stated that the easement paperwork was ready for Chairman Brown's signature. He briefly talked about conducting a title search on these properties as well.
- Mr. Thurman confirmed the completion dates for the Courthouse. Substantial completion is scheduled for May 19 and Final Completion is scheduled for June 16.

- Mr. Thurman stated that he had no items for closed session.

12.2 Items from the Assistant County Managers.

Assistant County Manager Doug Shipley:

- Mr. Shipley thanked all of those who are helping to make the COVID call center happen. He thanked all those who are taking calls as well as ITS staff for making it a reality. He specifically thanked Trisha Newton in Finance as well as Earl Moore and Chris Hewett in ITS. Mr. Shipley explained that the call center is a call que system where callers do not get a voicemail and are held on the line until there is someone available. Today alone, 1,153 calls were received into the call center.

12.3 Items from the County Manager.

- Mr. McEwen commented on the easement sale to Piedmont Natural Gas. The total sale is for $26,840 which includes $7,600 for the permanent easement, $11,000 for damages, and $8,240 for the temporary easement.
- The BASF property Environmental Assessment will be coming in within the next few weeks and will be coming to the Board in March for discussion.
- Mr. McEwen stated that the contract for the Environmental Assessment for the Morton property will be coming to the Board on February 16 for approval.
- Mr. McEwen explained that an RFP went out today for leasing of the 100 acre jail property as farm land. The starting bid is $10,000 and so far three farmers have reached out to the county. The Board will receive this information on February 16.
- Mr. McEwen stated that the dose allocation letter has been prepared for the Chairman and is ready to be sent to the state.

12.4 Items from the County Commissioners.

Commissioner Newton:

- Commissioner Newton gave the Board a brief update on the Airport.
- Commissioner Newton gave an update on the NCACC Legislative Goals Conference. She stated that the goals that were adopted which are most pertinant to Pender County are:
    - Agriculture Goal AG-2: Support legislation to protect all farming operations from nuisance lawsuits.
    - Environmental Goal, EN-5: Seek legislation to provide additional resources for preventative storm damage maintenance to clear debris to help prevent flood damage in low-lying areas.

- General Government Goal, GG-1: Seek legislation funding and all efforts to expand digital broadband capability to the unserved and underserved residents and GG5: Support legislation to remove inequities and inconsistencies in the current state economic tier program.
- Health and Human Resources Goal, HHS-4 Seek additional funding and preserve block grant allocations to increase access to high quality childcare, early childhood education, child welfare services, adult protective services and guardianship.
- Justice and Public Safety Goal, JPS-4: Support legislation and state funding to provide early intervention services through the Juvenile Crime Prevention Councils, and support increased state funding for the prevention, intervention and treatment of adolescent substance use disorders, gang involvement and domestic violence; and requires the Department of Public Safety to evaluate and update the amount of local matches for JCPC funding.
- Public Education, Goal PE-5: Support legislation to provide exceptions to the K-3 class size mandate including but not limited to lack of school facility space and availability of qualified teachers.

Commissioner Piepmeyer:

- Commissioner Piepmeyer stated that he has been reelected as Chair for the WMPO for 2021. The Board congratulated him.
- Commissioner Piepmeyer requested that there be some discussion at the Retreat on the potential zoning of Lea-Hutaff Island. Brief discussion ensued on the issue.

13 CLOSED SESSION (IF APPLICABLE).

There were no items for closed session.

14 ADJOURNMENT

There being no further business, the meeting adjourned at 6:58 p.m.



Fire and EMS System Evaluation

Pender County, NC – Interim Board Briefing 2-1-2021

High Level Options to Evaluate

- Accountability for public investments – subsides
- Long-term sustainability
- Expectations for services
  - Staffing
  - Performance – response time
  - Current workload and demands for service
- Pros and Cons of current system and structures vs alternatives
  - Integrate into a County agency
  - Expectations for rural protection
  - EMS options

FITCH

High Level Options to Evaluate

Capital investments and debt management

- Number of fire stations and other fixed facilities
- Apparatus quantity and type
- Funding strategies
- Debt management

Impacts to ISO

Suggested organizational structure

Employee considerations

- Pay scales
- Existing retirement and benefit options
- Hiring and on-boarding considerations

FITCH

Pender County Demand 2018-2019

	Within Pender County Jurisdiction		
Call Category[1]	Number of Calls	Average Calls per Day	Call Percentage
Agency Assist - EMS	271	0.7	2.4
Cardiac and Stroke	1,164	3.2	10.2
Difficulty Breathing	862	2.4	7.6
Fall and Injury	1,763	4.8	15.5
Illness and Other	2,428	6.7	21.4
Mutual Aid	22	0.1	0.2
MVA	976	2.7	8.6
Overdose and Psychiatric	397	1.1	3.5
Seizure and Unconsciousness	748	2	6.6
Standby	19	0.1	0.2
Transfer	86	0.2	0.8
EMS Total	8,736	23.9	76.9
Agency Assist - Fire	45	0.1	0.4
Agency Assist - Law	541	1.5	4.8
Agency Assist - Other	8	< 0.1	0.1
Fire Alarm	365	1	3.2
Fire Other	609	1.7	5.4
Mutual Aid	73	0.2	0.6
Outside Fire	256	0.7	2.3
Service Call	304	0.8	2.7
Standby	2	< 0.1	< 0.1
Structure Fire	187	0.5	1.6
Vehicle Fire	64	0.2	0.6
Fire Total	2,454	6.7	21.6
Hazmat Total	62	0.2	0.5
Rescue Total	107	0.3	0.9
Total	11,359	31.1	100

Response Volume

Jurisdiction	Program	Number of Calls[1]	Number of Responses[2]	Average Responses per Call	Average Calls per Day	Average Responses per Day
Within Pender County	EMS	8,711	16,179	1.9	23.9	44.3
	Fire	2,388	4,862	2.0	6.5	13.3
	Hazmat	62	92	1.5	0.2	0.3
	Rescue	106	343	3.2	0.3	0.9
	Total	11,267	21,476	1.9	30.9	58.8

Busy Time by Program

Jurisdiction	Program	Total Busy Hours Calculated[1]	Responses with Time Data[2]	Average Busy Minutes per Response	Responses without Time Data[3]	Median Busy Minutes Observed[4]	Total Busy Hours Estimated[5]
Within Pender County	EMS	10,501.3	9,534	66.1	6,645	52.1	16,271.4
	Fire	949.6	1,371	41.6	3,491	23.9	2,340.2
	Hazmat	11.1	23	28.9	69	25.7	40.6
	Rescue	95.2	99	57.7	244	22.4	186.3
	Total	11,557.2	11,027	62.9	10,449	47.6	19,846.7

System Performance by Program Area

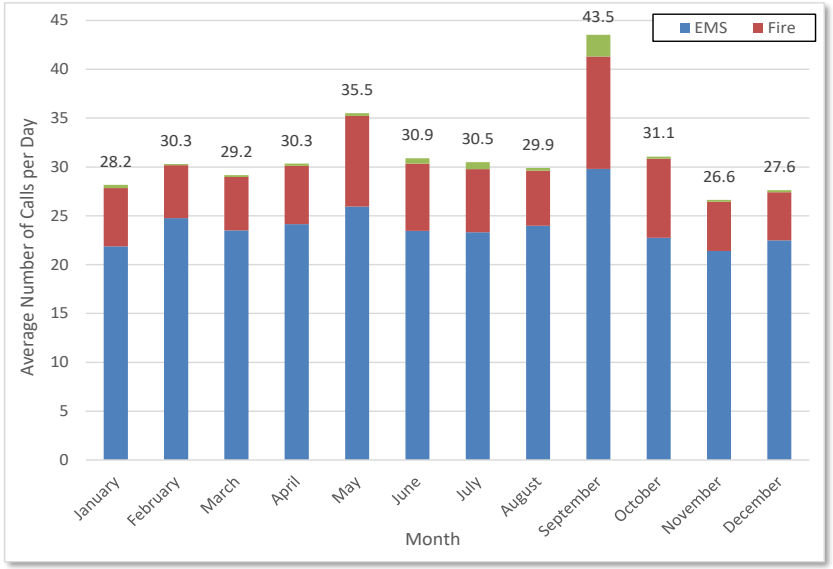
Jurisdiction	Program	Dispatch Time (Minutes)	Turnout Time (Minutes)	Travel Time (Minutes)	Response Time (Minutes)	Sample Size[1]
Within Pender County	EMS	3.6	4	12.2	16.7	8,103
	Fire	7.9	3.3	11.6	17.3	2,031
	Hazmat	11.6	2.9	9.5	20.5	56
	Rescue	21.2	3.6	17.6	29.4	79
	Total	4.3	3.9	12.1	16.8	10,269

Number and Percentage of Incidents by City

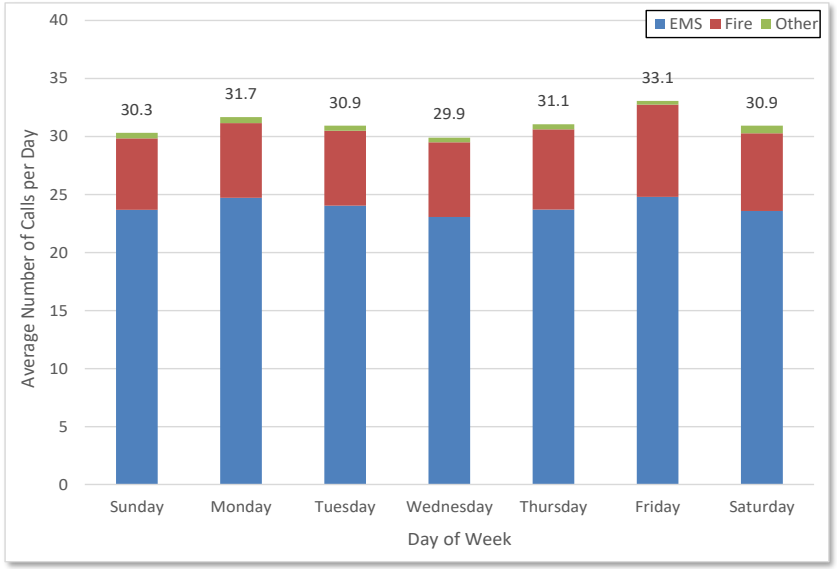
City	Number of Calls	Call Percentage	City	Number of Calls	Call Percentage
Hampstead	3,391	29.3	Atkinson	306	2.6
Burgaw	2,657	23.0	Topsail Beach	212	1.8
Rocky Point	1,825	15.8	Holly ridge	139	1.2
Surf City	721	6.2	Wallace	129	1.1
Willard	514	4.4	Ivanhoe	82	0.7
Currie	513	4.4	Kelly	14	0.1
Wilmington	375	3.2	Unknown	3	< 0.1
Maple Hill	357	3.1	Waterway	2	< 0.1
Watha	326	2.8	Total	11,566	100.0

Temporal Analysis

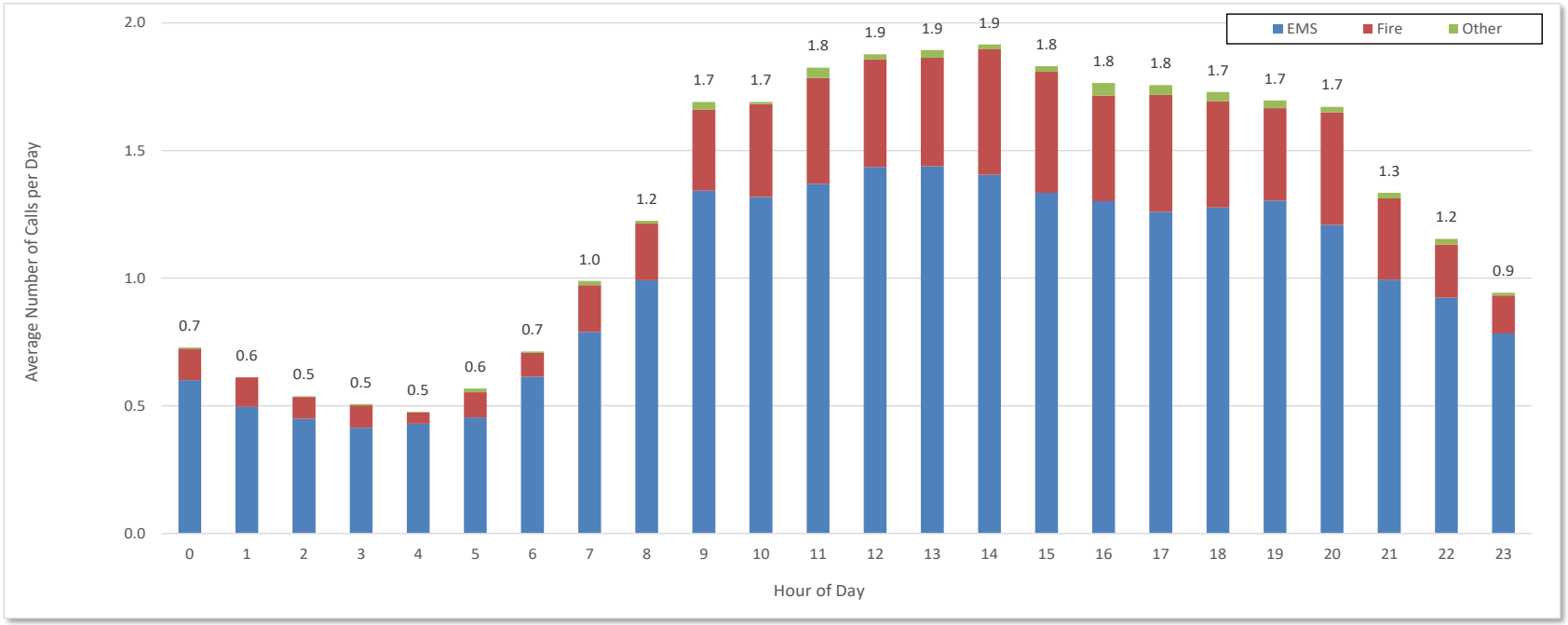
Average Calls per Day by Month



Average Calls per Day by Day of Week



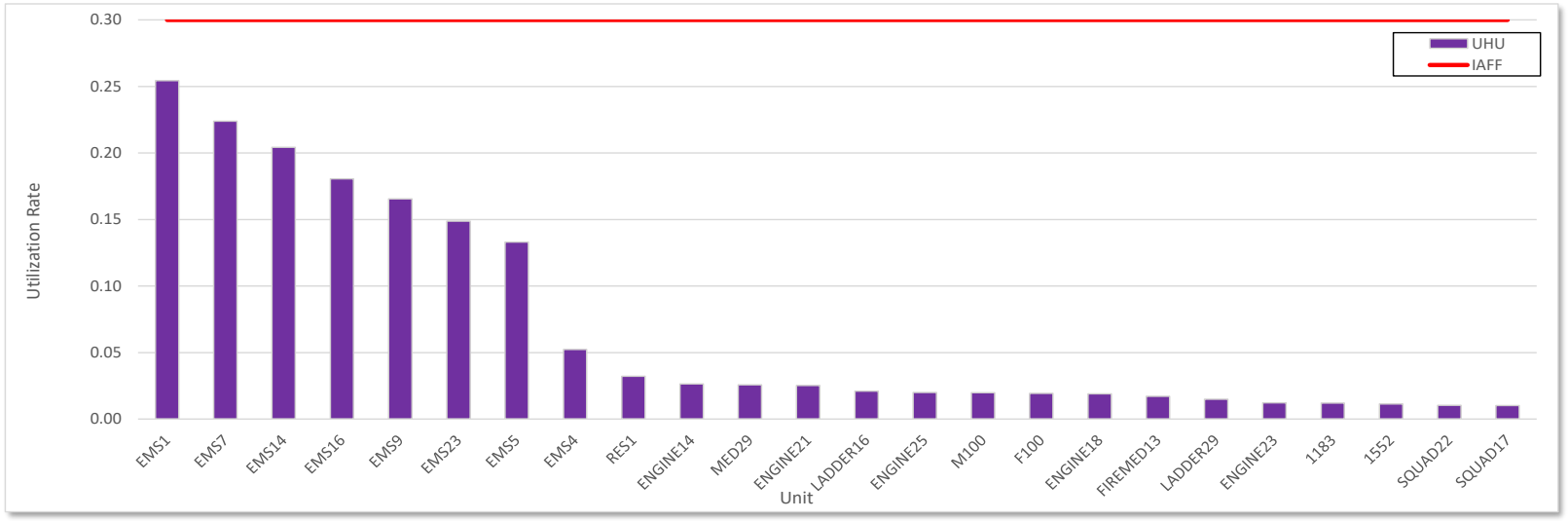
Average Calls per Day by Hour of Day



Response Volume by Station

Jurisdiction	Station	Number of Responses Made by Units Assigned to Station[1]	Average Responses per Day
Within Pender County	1	2,900	7.9
	4	403	1.1
	7	1,825	5.0
	9	1,104	3.0
	11	361	1.0
	13	706	1.9
	14	2,434	6.7
	15	779	2.1
	16	2,516	6.9
	17	713	2.0
	18	542	1.5
	19	339	0.9
	20	79	0.2
	21	634	1.7
	22	932	2.6
	23	1,461	4.0
	25	510	1.4
	28	34	0.1
	29	916	2.5
	Outside Agency[2]	4	0.0
	PEF[3]	1,143	3.1
	Standby[4]	10	0.0
	Union[5]	1,131	3.1
	Total	21,476	58.8

Unit Hour Utilization

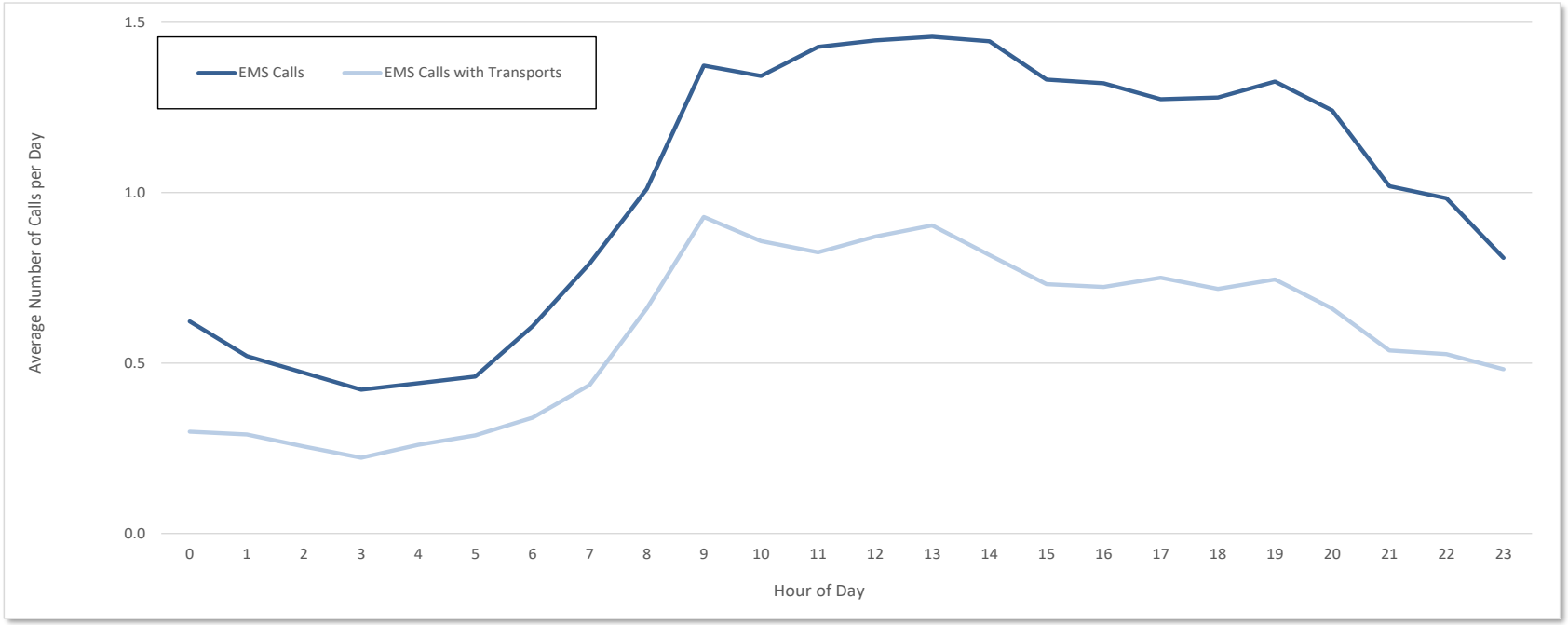


EMS – Transport Analysis by Call Type

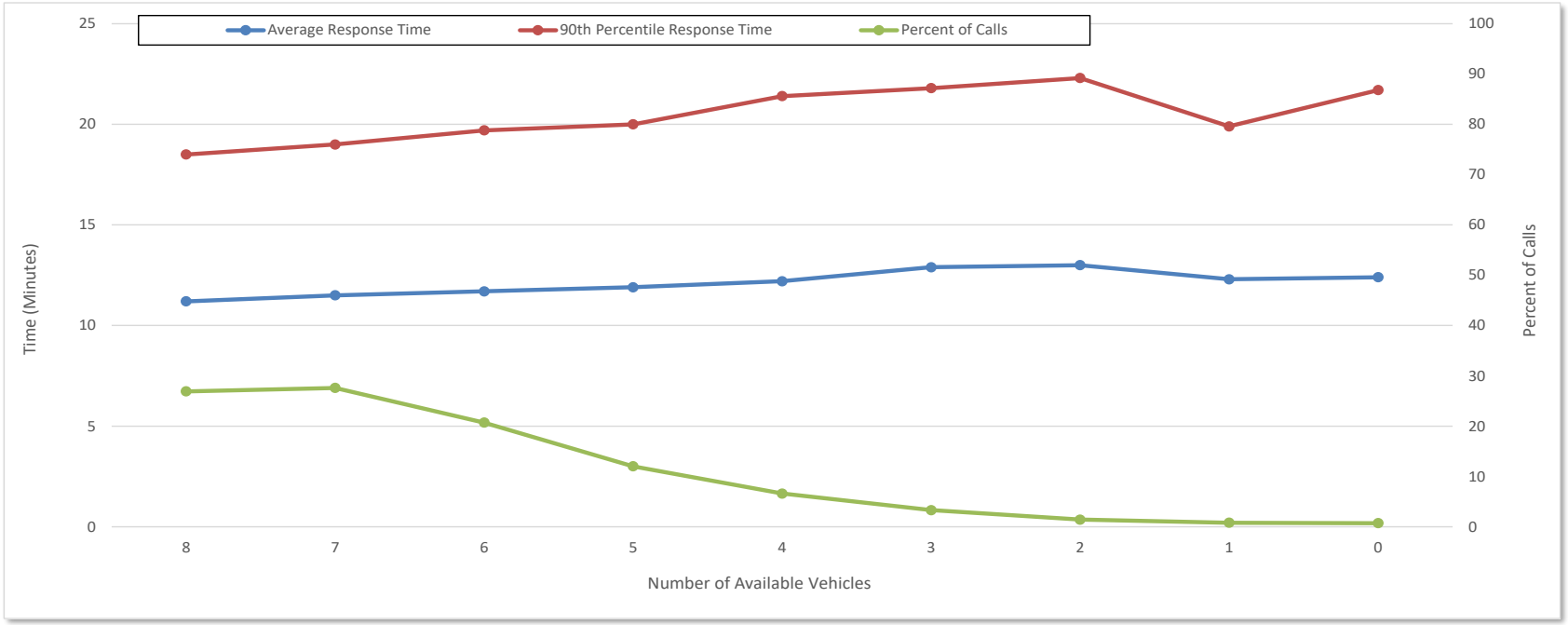


Call Category	Non-Transport		Transport		Total Number of Calls	Transport Rate (%)
	Average Call Duration (Minutes)	Number of Calls	Average Call Duration (Minutes)	Number of Calls		
Agency Assist - EMS	40.9	243	111.5	15	258	5.8
Cardiac and Stroke	78.1	370	114.9	794	1,164	68.2
Difficulty Breathing	67.8	233	107.4	629	862	73.0
Fall and Injury	45.6	725	102.5	1,036	1,761	58.8
Illness and Other	52.7	780	100.3	1,641	2,421	67.8
Mutual Aid	46.4	21	110.6	16	37	43.2
MVA	48.8	685	113.9	290	975	29.7
Overdose and Psychiatric	42.6	197	117.6	201	398	50.5
Seizure and Unconsciousness	51.4	236	102.7	513	749	68.5
Standby	36.9	191	118.0	12	203	5.9
Transfer	24.9	77	110.0	9	86	10.5
EMS Total	51.9	3,758	106.9	5,156	8,914	57.8
Agency Assist - Fire	91.4	38	126.7	7	45	15.6
Agency Assist - Law	45.3	400	117.1	127	527	24.1
Agency Assist - Other	264.8	5	196.2	2	7	28.6
Fire Alarm	23.6	352	18.4	6	358	1.7
Fire Other	43.4	506	107.8	88	594	14.8
Mutual Aid	64.1	62	45.4	6	68	8.8
Outside Fire	70.4	242	52.1	7	249	2.8
Service Call	34.9	287	69.5	4	291	1.4
Standby	0.4	1	--	0	1	0.0
Structure Fire	89.2	176	138.8	11	187	5.9
Vehicle Fire	55.5	59	32.4	2	61	3.3
Fire Total	54.5	2,128	108.9	260	2,388	10.9
Hazmat Total	41.2	59	59.0	3	62	4.8
Rescue Total	69.7	92	141.1	15	107	14.0
Total	53.2	6,037	107.3	5,434	11,471	47.4

Average EMS Calls and Transports by Hour of Day

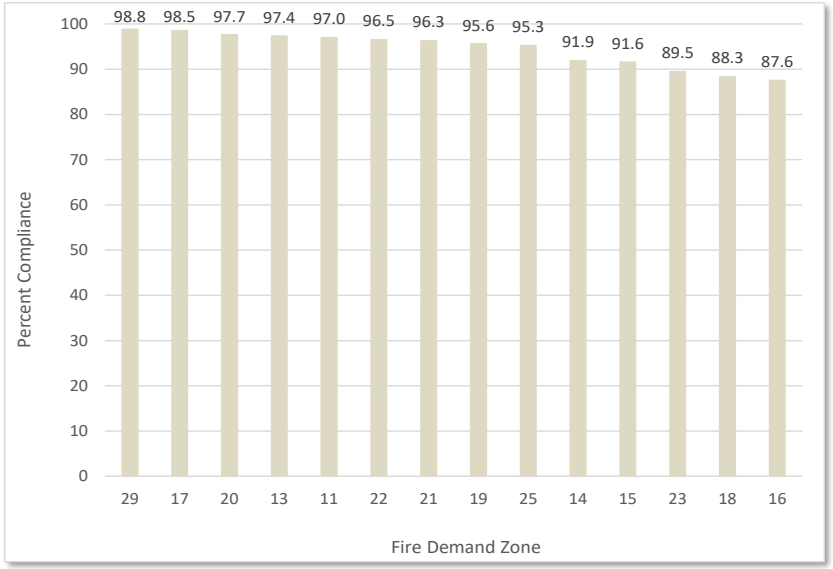


Total Response Time by Available ALS Transport Units

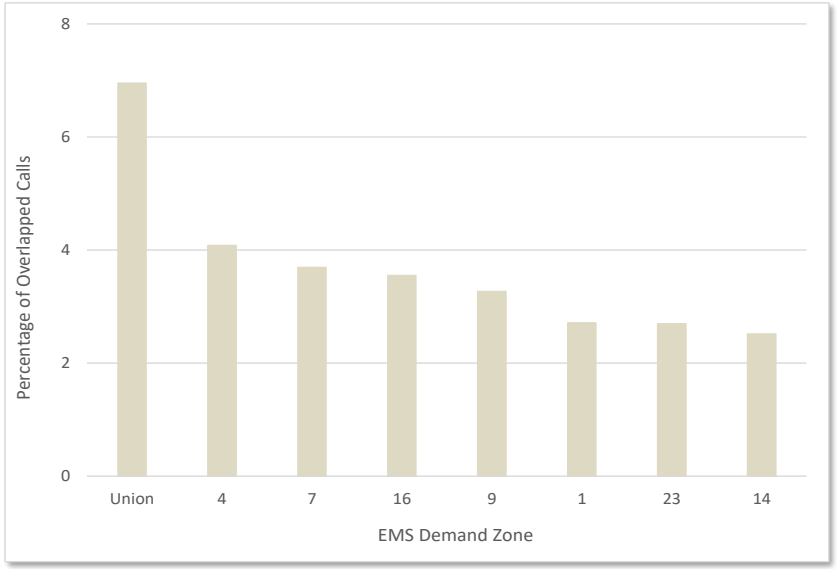


System Performance and Resiliency

First Due Compliance by Fire Zone



Simultaneous Events by EMS Zone



Marginal Utility of EMS ALS Deployment

Rank	Station Number	PostCapture	TotalCapture	PercentCapture
1	S14	2,456	2,456	28.73%
2	S7	2,339	4,795	56.09%
3	S1	878	5,673	66.36%
4	S29	589	6,262	73.25%
5	S23	405	6,667	77.99%
6	S5	338	7,005	81.94%
7	S9	286	7,291	85.28%
8	S13	253	7,544	88.24%
9	S4	165	7,709	90.17%
10	S16	152	7,861	91.95%

Marginal Utility of Fire Deployment

Rank	Station Number	PostCapture	TotalCapture	PercentCapture
1	S14	638	638	27.67%
2	S22	584	1,222	52.99%
3	S23	213	1,435	62.23%
4	S19	174	1,609	69.77%
5	S15	144	1,753	76.02%
6	S13	101	1,854	80.40%
7	S18	60	1,914	83.00%
8	S29	53	1,967	85.30%
9	S17	53	2,020	87.60%
10	S11	37	2,057	89.20%
11	S16	17	2,074	89.94%
12	S21	10	2,084	90.37%
13	S25	3	2,087	90.50%
14	S28	2	2,089	90.59%

County Lens - All Stations and All Calls

Rank	Station Number	PostCapture	TotalCapture	PercentCapture
1	S14	3,116	3,116	28.27%
2	S7	3,020	6,136	55.67%
3	S15	1,026	7,162	64.98%
4	S19	818	7,980	72.40%
5	S25	663	8,643	78.42%
6	S13	362	9,005	81.70%
7	S29	297	9,302	84.39%
8	S18	263	9,565	86.78%
9	S11	249	9,814	89.04%
10	S4	248	10,062	91.29%
11	S5	244	10,306	93.50%
12	S16	59	10,365	94.04%
13	S21	21	10,386	94.23%
14	S28	8	10,394	94.30%
15	S23	8	10,402	94.37%
16	S17	8	10,410	94.45%
17	S22	0	10,410	94.45%
18	S9	0	10,410	94.45%
19	S1	0	10,410	94.45%


Questions?
Steven Knight, PhD
FITCH

Pender County Budget Ordinance Amendment Friday, January 29, 2021

Date Friday, January 29, 2021

Board Meeting Date (If Applicable) Monday, February 1, 2021

Fiscal Year FY 2020-2021 **Fund** 60 - CIP

Department 500 - FACILITIES MAINTENANCE

Purpose of Request
Emergency Courthouse Roof Replacement

REVENUES

	Account # (ORG-OBJECT)	Account Description	Amount
1	60-397000-6501	CIP-Transfer In	298,250.75
2			
3			
4			
5			

Proposed Amendment:

EXPENDITURES

	Account # (ORG-OBJECT)	Account Description	Amount
1	60-404500-6501	Courthouse Project Code	298,250.75
2	695-409010	GF-Transfer Out	298,250.75
3	500-401500	Facilities/Maintenance/Repair	-298,250.75
4			
5			
6			
7			
8			
9			
10			

Total Revenues 298250.75 **Total Expenditures** 298250.75

Budget Amendment Balances when Zero. 0

Prepared By: Deanna Lanier **Email** dlanier@pendercountync.gov

Pender County Budget Ordinance Amendment

Friday, January 29, 2021

Date Friday, January 29, 2021

Board Meeting Date (If Applicable) Monday, February 1, 2021

Fiscal Year FY 2020-2021

Fund 60 - CIP

Department 500 - FACILITIES MAINTENANCE

Purpose of Request
Emergency Courthouse Roof Replacement

REVENUES

	Account # (ORG-OBJECT)	Account Description	Amount
1	60-397000-6501	CIP-Transfer In	57,294.62
2			
3			
4			
5			

Proposed Amendment:

EXPENDITURES

	Account # (ORG-OBJECT)	Account Description	Amount
1	60-404500-6501	Courthouse Project Code	57,294.62
2	695-409010	GF-Transfer Out	57,294.62
3	500-401500	Facilities-Maintenance/Repair	-57,294.62
4			
5			
6			
7			
8			
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10			

Total Revenues 57294.62

Total Expenditures 57294.62

Budget Amendment Balances when Zero. 0

Prepared By: Deanna Lanier

Email dlanier@pendercountync.gov

Board of Commissioners
George R. Brown, Jr., Chairman
Archibald "Fred" McCoy, Vice Chairman
Jaqueline A. (Jackie) Newton
David A. Piepmeyer
J. David Williams, Jr.

PENDER COUNTY NC

County Manager
Chad McEwen
County Attorney
Carl W. "Trey" Thurman, III
Clerk to the Board
Melissa Long

Resolution Accepting Petition to add Thrush Trail, Violetear Ridge and Sparrows Bend Drive in the Sparrows Bend Subdivision, Hampstead, to the State Maintained System.

WHEREAS, As a matter of standard operating procedure, the Manager's Office will routinely bring any petitions requesting either additions to, maintenance of, or improvements to any county roads to the Board, without evaluation, upon Board approval, to be summarily forwarded to the North Carolina Department of Transportation; and

WHEREAS, Mary Catherine Santos is requesting a resolution for the addition of, Thrush Trail, Violetear Ridge and Sparrows Bend Drive in the Sparrows Bend Subdivision, Hampstead, to the State Maintained System; and

WHEREAS, the petition submitted to the County Manager's office has been delivered to the Board for review and consideration.

NOW, THEREFORE IT BE RESOLVED by the Pender County Board of Commissioners that the petition to add, Thrush Trail, Violetear Ridge and Sparrows Bend Drive in the Sparrows Bend Subdivision, Hampstead, to the State Maintained System is hereby approved, and the Clerk is authorized to submit the petition to N.C. Department of Transportation.

Adopted this the 1st day of February 2021.

George R. Brown, Chairman
Pender County Board of Commissioners

ATTEST:

Melissa Long
Clerk to the Board

PO Box 5 – 805 S. Walker Street, Burgaw, NC 28425

(910) 259-1200 Office | www.pendercountync.gov

Pender County

Request For Board Action

DATE OF MEETING: February 1, 2021

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
NONE				

REFUNDS OVER $100

YEAR	NAME	ACCOUNT	AMOUNT	REASON
2020	COLES, DANIEL LAMONT	275537296	160.58	SITUS
2020	COOMBS, ELWOOD	273273764	102.14	SITUS
2020	DEMCHOCK, NICOLE LEE	206497230	230.31	SOLD
2020	DOWNIE, DEAN ALLISON	205765983	142.61	DOUBLELIST
2020	GRIMMER, EUGENIA ELIZABETH	206497836	142.44	MILTRY EXEMPT
2020	HERRING, MICHAEL EARL	206497011	121.35	SOLD
2020	HUDSON, BRANDON ZACHARY	204657852	227.45	MILTRY EXEMPT
2020	LAPP, ROBERT MICHAEL JR	205765626	144.18	MILTRY EXEMPT
2020	LONG, CHRISTOPHER EARL	205944180	230.32	SOLD
2019	MANNING, JAMES ROY III	205404753	109.54	SOLD
2019	MATTSON, KENNETH JOHN	205849221	127.22	SOLD
2020	MINGUS, SHERI EDWARDS	205945641	125.31	SOLD
2019	STOWE, NICOLE ERNEST	204955317	118.28	SOLD
TOTAL REFUNDS OVER $100			$1,981.73	

RELEASES UNDER $100

YEAR	NAME	ACCOUNT	AMOUNT	REASON
NONE				

REFUNDS UNDER $100

YEAR	NAME	ACCOUNT	AMOUNT	REASON
2019	BROWN, SANDRA ENGEL	204657351	47.34	SOLD
2019	COOMBS, AMANDA DAWN LEE	205765551	32.68	SOLD

2019	DELORENZO, ANTHONY MICHAEL	204657819	24.16	SOLD
2019	ESTATE OF MICHAEL ROBINSON	204657741	5.20	SOLD
2020	FARROW, DAVID LEE JR	274873664	56.18	ADJSTD VALUE
2019	FLUHARTY, MICHAEL DONOVAN	205156569	29.40	SOLD
2019	GASTON, SAMUEL JASON	204657027	19.48	SOLD
2019	GASTON, SAMUEL JASON	204657024	23.71	SOLD
2020	HARTUNG, SHARON JANE	206334468	16.27	SOLD
2020	HECK, MARILYN ANN	205515417	19.53	OUT OF STATE
2020	HUOT, PAUL ROBERT	206334498	66.40	SOLD
2020	KING, MARCUS EUGENE	205074240	69.52	SOLD
2019	LANGDON, BARBARA HARRELL	206333787	3.56	SOLD
2020	LASLIE, ANGIE LYN	274465572	15.20	SITUS
2019	LEE, DAVID HUNTER JR	206497026	18.65	SOLD
2019	LUDLOW, ALICIA ELLEN	204869028	34.76	DESTROYED
2019	MASON, DAVID GLENN	205241679	82.21	OUT OF STATE
2020	MATHEWS, JAMES CALVIN JR	204869502	50.25	ADJSTED VALUE
2020	MCNULTY, DENNIS MICHAEL	275537828	48.06	SITUS
2020	MCNULTY, DENNIS MICHAEL	275537832	64.27	SITUS
2020	MCNULTY, DENNIS MICHAEL	275537836	28.74	SITUS
2020	MINGUS, JAMES WILBUR	274594196	64.40	SITUS
2020	PICKETT, LATANUA CHERISE	272875992	9.73	SITUS
2020	VENTERS, STEPHEN	205849404	36.37	SOLD
2019	VOMASKA, JANET ANN	205404759	6.06	OUT OF STATE
2019	VOMASKA, JANET ANN	205404762	25.75	OUT OF STATE
2020	WILCOX, DENAE CHARIS	205156758	21.44	SOLD

TOTAL REFUNDS UNDER $100	$919.32
TOTAL OF ALL RELEASES	NONE
TOTAL OF ALL REFUNDS	$2,901.05

Friday, January 15, 2021

Pender County Budget Ordinance Amendment

Date Friday, January 15, 2021

Board Meeting Date (If Applicable) Monday, February 1, 2021

Fiscal Year FY 2020-2021

Fund 11 - HEALTH

Division, Program, Project, etc. Health - Immunization

Department 900057 - IMMUNIZATION

Purpose of Request

Increase Revenue and Expenditures for additional funds allocated for the Immunization Program from the Women's and Children's Health Section. Included for approval on the February 1, 2021 BOCC Agenda Meeting.

REVENUES

	Account # (ORG-OBJECT)	Account Description	Amount
1	11-375028	Immunization - ATC	35973.00
2			
3			
4			
5			

Proposed Amendment:

EXPENDITURES

	Account # (ORG-OBJECT)	Account Description	Amount
1	900057-404600	Medical Expenses	35973.00
2			
3			
4			
5			
6			
7			
8			
9			
10			

Total Revenues 35973

Total Expenditures 35973

Budget Amendment Balances when Zero. 0

Prepared By: Donna Ramos

Email dramos@pendercountync.gov

Friday, January 15, 2021

Pender County Budget Ordinance Amendment

Date Friday, January 15, 2021

Board Meeting Date (If Applicable) Monday, February 1, 2021

Fiscal Year FY 2020-2021

Fund 10 - GENERAL

Division, Program, Project, etc. Sheriff's Office

Department 510 - SHERIFFS DEPARTMENT

Purpose of Request
NC Governor's Crime Commissions-Patrol Division Radio Upgrade grant.

REVENUES

	Account # (ORG-OBJECT)	Account Description	Amount
1	510016-348300	general fund	23,493.75
2			
3			
4			
5			

Proposed Amendment:

EXPENDITURES

	Account # (ORG-OBJECT)	Account Description	Amount
1	510016-403300	supplies/accessories	2,000.00
2	510016-407100	Capital Outlay/radio programming	21,493.75
3			
4			
5			
6			
7			
8			
9			
10			

Total Revenues 23493.75 **Total Expenditures** 23493.75

Budget Amendment Balances when Zero. 0

Prepared By: Jennie Coleman **Email** jennifer.coleman@pendersheriff.com

Pender County
Request for Board Action

TO:	Board of County Commissioners
FROM:	Travis Henley
DATE:	February 16, 2021
SUBJECT:	Approval of a Purchase Order to The Law Office of Zachary S. Rivenbark for Attorney Services Related to Zoning Code Enforcement.

SUMMARY:
Pursuant to previous Board approvals, Staff request the approval of a purchase order in an amount not to exceed $25,000 for attorney and legal services to The Law Office of Zachary S. Rivenbark for the purposes of Zoning Code Enforcement and court-ordered compliance efforts as provided for in the Pender County Unified Development Ordinance.

ACTION REQUESTED:
To consider and approve a purchase order in an amount not to exceed $25,000 for Zoning Code Enforcement attorney and legal services.

ATTACHMENTS:
1. Z. Rivenbark Proposal and Contract

A proposal for Pender County Government's Request for Legal Services

RFP No. 201015-109



THE LAW OFFICE OF
ZACHARY S. RIVENBARK
ATTORNEY AT LAW
POST OFFICE BOX 625
107 EAST FREMONT STREET
BURGAW, NORTH CAROLINA 28425
EMAIL: zsr@pendercountyattorney.com
TEL. (910) 259-7772
FAX (910) 259-7796
www.pendercountyattorney.com

November 13, 2020

Pender County Planning and
Community Development Director
c/o Travis Henley
805 S. Walker St.
Burgaw, NC 28425

Re: RFP No. 201015-109

Dear Mr. Henley,

I appreciate the opportunity to respond to the County's RFP for legal services. I feel I can add a great deal to the county in terms of legal services as I have to the Town of Burgaw, North Carolina Blueberry Festival and thousands of other clients over the years.

As a homegrown attorney, I know the people and the issues the County faces and feel I am in an excellent position to address them.

I look forward to working with you. Please feel free to contact me to discuss this matter.

Sincerely,

Zachary S. Rivenbark, Esq.

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Legal Experience

Zachary S. Rivenbark is a native of Burgaw, North Carolina and has practiced law in Pender County since December of 2015, primarily in civil practice. Zachary S. Rivenbark has been the attorney for the North Carolina Blueberry Festival since 2016 and has served as the appointed attorney for the Town of Burgaw and Burgaw Tourism Development Authority since 2018 in addition to thousands of other civil, criminal, estate and real estate clients over the years. Mr. Rivenbark's practice is primarily devoted to litigation matters in civil and district court in Pender County (90%) and Duplin County (10%) as well as providing municipal legal services to the Town of Burgaw.

Mr. Rivenbark is a member in good standing of the North Carolina Bar and has been rated as a "Rising Star" by Super Lawyers for 2020 and 2021(unreleased as of the date of this proposal).

Municipal Experience

Mr. Rivenbark has served as the sole attorney for the Town of Burgaw and its related entities, including the Planning Board, since 2018. During this time Mr. Rivenbark guided the Town out of pending litigation with the Town of Wallace and through other high profile litigation such as *William McLean, Melanie Bradshaw, and Scotch Bonnet Solar, LLC v. Town of Burgaw,* Pender Co. File NO. 20 CVS 185 which resulted in a resolution to all parties' satisfaction, as well as advising the Town on a plethora of issues including but not limited to:

A. Chapter 160D changes;
B. ADA issues;
C. Public Records Request issues;
D. Zoning, UDO and Municipal Code Issues
E. COVID-19 issues;
F. Employment law issues;
G. Law Enforcement Issues;
H. Liability issues;
I. Easement issues;
J. Constitutional issues;
K. variety of other legal issues for all Town Departments including, Public Works, Police and Fire Departments, Human Resources, Finance, Town Manager, Clerk and the Mayor and Board of Commissioners;
L. pursued easements, injunctions, compliance and civil remedies related to the Town's Unified Development Ordinance;
M. Participates and ensures statutory compliance with personnel and budget policies and agendas;
N. Attends and offers guidance and advice at all Town Meeting (and subsidiary committee meetings such as Planning Board, Tree Board and Board of Adjustment);
O. Reviews contracts and grant submissions and proposals on behalf of the Town;
P. Provide all services related to litigation involving the Town or a Town employee acting on behalf of the Town;

Q. All legal services requested;

Mr. Rivenbark has worked with County Attorney, Carl "Trey" Thurman at various times during his tenure as the Attorney for the Town of Burgaw.

Mr. Rivenbark will remain the Attorney for the Town of Burgaw if awarded this role with the County. No conflicts are perceived other than potentially related to the construction of a new County Jail (proposed in the Town's ETJ) which Mr. Rivenbark specifically gives notice of and will not advise the County in the event of a disagreement between the County and Town.

Other Experience

In addition to corporate and municipal matters, Mr. Rivenbark routinely handles cases in family (civil district) court, criminal district and superior court, and civil superior court as well as real estate and estate planning matters. Mr. Rivenbark has handled multiple cases to settlement or verdict in excess of 1 million dollars.

Company Profile

Law Office of Zachary S. Rivenbark, PLLC

We are a PLLC incorporated in the state of North Carolina expressly permitted to provide legal services.

Employees: 3

Attorneys: 1, Zachary S. Rivenbark

Licensure: North Carolina (2015), application pending in Alabama

Compensation

Mr. Rivenbark's hourly billing rate for Pender County Shall be $150.00 per hour, billed in 6 minute (ex. .1) increments, and payable within 10 days of receiving a monthly billing statement. This rate is the same as the Town of Burgaw compensation rate and is substantially lower than Mr. Rivenbark's general hourly billing rate.

352

References

Pete Cowan, Mayor
Town of Burgaw
(910) 520-6080

Joseph Pierce
Former Manager, Town of Burgaw
(704) 878-5037

Jennifer Riggins Hansen
Planning Board Member and TDA Board Member
804 Center Ct.
Burgaw, NC 28425

Town of Burgaw Staff and Commissioners

private client references cannot be disclosed due to confidentiality and attorney-client privilege

THE LAW OFFICE OF
ZACHARY S. RIVENBARK
ATTORNEY AT LAW
POST OFFICE BOX 625
107 EAST FREMONT STREET
BURGAW, NORTH CAROLINA 28425
EMAIL: zsr@pendercountyattorney.com
TEL. (910) 259-7772
FAX (910) 259-7796
www.pendercountyattorney.com

January 20, 2021

CONTRACT FOR LEGAL SERVICES

Zacchary S. Rivenbark agrees to perform the services as outlined in his response to the County's Request for Proposals attached as "Exhibit A" as the Attorney for the County of Pender.

Zachary S. Rivenbark shall be paid an hourly rate of $150.00 for services rendered on behalf of the County of Pender. Zachary S. Rivenbark will submit a monthly bill and statement to the county manager and/or his designee on the last business day of each month. Said bill shall be promptly paid within 14 calendar days.

In addition to duties identified in Exhibit A, Zachary S. Rivenbark shall be reimbursed in full for any expenses he has while performing duties on behalf of the County of Pender. Should Zachary S. Rivenbark be required to travel or attend conferences or meetings on behalf of the town, he shall be paid his hourly rate for travel time and time in meetings and/or conferences.

This contract is a temporary contract but can be extended with the written consent of Zachary S. Rivenbark and the County's Board of Commissioners. Should the County's Board of Commissioners desire to enter into a long term agreement, a new contract specifying the duration of said contract shall be executed.

1/26/2021
Zachary S. Rivenbark, Esq.

County Manager
Chad McEwen, Manager

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

Margaret C. Blue

Pender County
Request for Board Action

TO:	Board of County Commissioners
FROM:	Chad McEwen
DATE:	February 16, 2021
SUBJECT:	Consideration of a Contract with Summit Design Related for the Due Diligence Assessment for the Morton Property.

SUMMARY:
Recently Pender County solicited bids for environmental and wetlands assessments and survey services for the Robert Morton property on US 117 North near New Savannah Road. As part of this process Pender County waived the requirements of the Mini Brooks Act and required all submittals to include a fee for the scope of services requested.

Seven firms submitted proposals but only 6 submittals were deemed responsive in regard to scope of services required. Based on the weighted scoring matrix below it was determined that Summit Design was the lowest responsive, responsible bidder. The fee provided by Summit Design was $10,295.

Evaluation Process
Statements of Qualifications will be evaluated on qualifications and other criteria listed below. Pender County anticipates phone interview(s) with the selected firm prior to official award of contract.
Selection criteria will be based on the following factors:

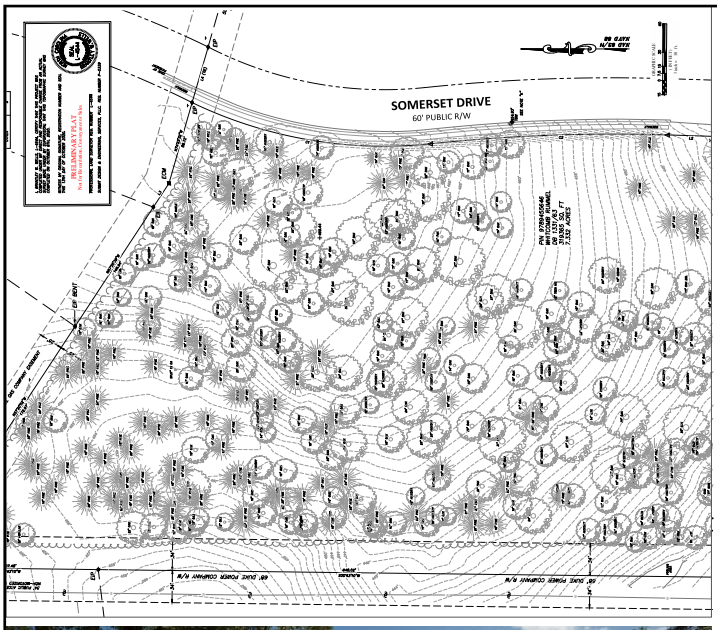
- Competitive Nature of Fee Submitted: 35%
- Demonstrated competency/experience related to scope of services requested: 25%
- The firm's demonstrated ability to carry out the project on time and within budget: 15%
- Prior work experience and performance with Pender County: 15%
- References: 10%

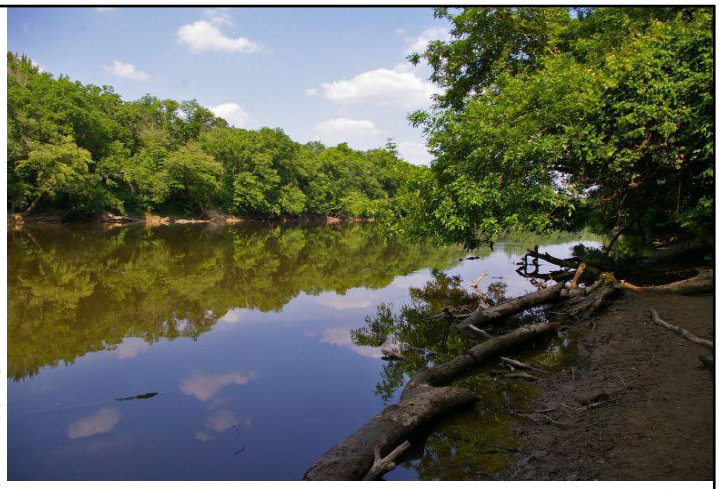
A breakdown of the proposals is listed on the next page.

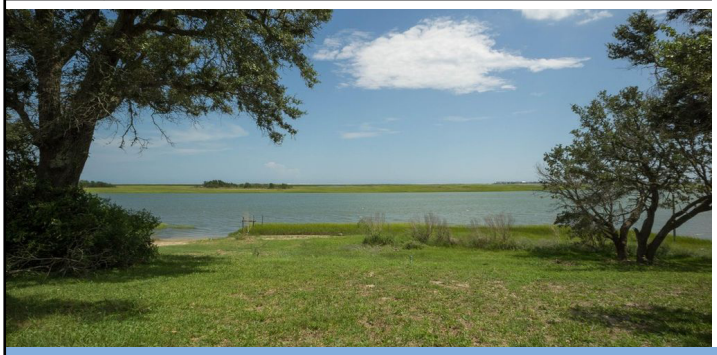
	Fee-.35x	Comp./Exp.-.25x	Time/Bud. .15x	Exp/ Perf.-.15x	References-.10x	Weighted Score	Final Ranking
Summit Design	7 (raw) 2.45 (weighted)	6 1.5	6 .90	5 .75	4 .40	6	**1**
Stewart	6 2.1	6 1.5	6 .90	5 .75	6 .60	5.85	**2**
ECS Southeast	**None Responsive Bidder-Incomplete Proposal**						
Terracon	5 1.75	6 1.5	6 .90	3 .45	4 .40	5.75	**3**
Timmons Group	4 1.4	6 1.5	6 .90	3 .45	4 .40	4.65	**6(tie)**
Withers Ravenel	3 1.05	6 1.5	6 .90	4 .60	6 .60	4.65	**5(tie)**
SEPI	2 .70	6 1.5	6 .90	8 1.2	9 .90	5.2	**4**

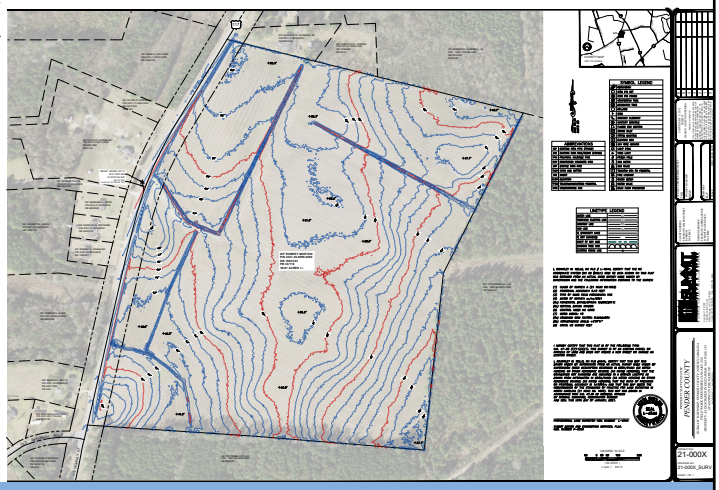
ACTION REQUESTED:

The recommendation is the approval of the submittal provided by Summit Design and attached herein.









PENDER COUNTY NC

Statement of Qualifications

RFP # 201216-117
PROFESSIONAL SERVICES RELATED TO DUE DILIGENCE EVALUATION OF MORTON SITE

Prepared By:

SUMMIT DESIGN AND ENGINEERING SERVICES

COVER LETTER

Chad McEwen
Pender County
County Manager
805 S. Walker Street, Burgaw, NC 28425
cmcewen@pendercountync.gov

RE: Request for Qualifications – PROFESSIONAL SERVICES RELATED TO DUE DILIGENCE EVALUATION OF MORTON SITE, RFP No.: 201216-117

Dear Mr. McEwen,

Thank you for the opportunity to submit our Statement of Qualifications demonstrating our competency to deliver due diligence and suitability evaluations for the Morton Site, near the intersection of US 117 North and Old Savannah Road. Summit Design and Engineering Services, PLLC, (Summit) has every angle covered, from surveying services to environmental services, in order to effectively evaluate the feasibility and appropriateness of subject property to accommodate a proposed regional recreational facility. Summit can do it all for you on this project. The duties and functions listed in the Request for Qualifications (RFQ) document make it clear that the essential tasks requested by the County consist of Environmental and Land Surveying services.

We are capable of successful project delivery because our team has proven success with similar requirements. Summit's team understands how to research, investigate, and identify the critical elements in determining the feasibility of land for development. As Summit's Land Development Operations Manager, and Local Operations Manager for the region, I will serve as both your primary contact and Project Manager. I get energized by the prospect of evaluating a parcel of land for a client and delivering exactly what you and your community needs. For this evaluation process, I will be the one listening to what you need and guiding our team through your timelines to deliver your project.

Every member of our team will add value to your project because each of them has proven experience. Our team includes consultants that share our philosophy which centers on communication and collaboration with stakeholders at all levels so our clients and project team can succeed together. Our Environmental consultant, Land Management Group (LMG), has experience working in Pender County and the surrounding areas, is very familiar with the conditions present in the coastal region, has established relationships with the United States Army Corps of Engineers (USCOE), and is equally embedded in the local community. We believe our project delivery process will exceed your goals and provide the County with the information it needs to effectively decide whether or not to complete the purchase of the subject property.

Summit has an office near downtown Wilmington, which reinforces our dedication to being a part of this community. We are dedicated to becoming an integral part of the Pender County community, and we are excited to work on a project that provide the County with the potential to create a regional recreational facility that will serve its citizens for years to come. Our passion for our work, combined with our drive to get to know the community on a personal level, will allow us to deliver the results that you need.

Thank you for the opportunity to submit our statement of qualifications for your consideration. If you have any questions about our proposal, please do not hesitate to contact me.

Respectfully submitted,



Aaron Hutchens
Local Operations Manager
Summit Design and Engineering Services, PLLC

PRIMARY CONTACT

Aaron Hutchens
2108 Capital Dr. STE 102
Wilmington, NC 28405
910 475 1208
aaron.hutchens@summitde.net

1: FIRM HISTORY

FIRM OVERVIEW

Operating since 1997 with surveying and civil engineering as our core disciplines, we have cultivated our expertise to expand what we can offer to our clients. From six employees to 345, one department to 13, we provide diverse services throughout our 12 offices in the southeast. We offer a full list of services to our clients, because we want to be invested from the beginning of a project till the end.

FIRM HISTORY

1997 **Jim Parker, PE, PLS and Alois Callemyn, PLS joined forces and created Callemyn-Parker, Inc. Services offered included Civil Engineering and Surveying.**

2001 Callemyn-Parker acquired by the Sear-Brown Group, Inc. Out of Rochester, NY.

2004 Sear-Brown NC operations were acquired back by Jim Parker, PE, PLS. Summit Consulting-Engineering, Architecture and Surveying, PLLC was formed.

2008 Architecture was added as a new service by merging with sole proprietor, Jonathan Hay.

2012 **Our company name was officially changed to Summit Design and Engineering Services, PLLC.**

2014 Structural Engineering was added as a service by merging with GKC Associates, P.A. in North Carolina.

2018 Planning was added as a service by merging with Community Planning Partners, Inc. (CPP) in Virginia.

2020 A new corporate office was built in Hillsborough, NC and two additional branch offices were added; Fort Mill, SC and St. Petersburg, FL.

SUMMIT'S OFFICE LOCATIONS

WILMINGTON, NC	HILLSBOROUGH, NC	FAYETTEVILLE, NC
RALEIGH, NC	PITTSBORO, NC	INDIAN TRAIL, NC
ASHEVILLE, NC	RICHMOND, VA	SOUTH BOSTON, VA
FRANKLIN, VA	FORT MILL, SC	ST. PETERSBURG, FL

OUR DEPARTMENTS - SERVICE OFFERINGS

To complete this scope of work, Summit will bring together its survey, land development, and geotechnical engineering teams.



SURVEYING AND GEOMATICS

No matter if it's a boundary survey, topographical survey, ALTA survey, route location survey, as-built survey, plat easement preparation or recordation service, we will handle it.



LAND DEVELOPMENT

In land development, we are designing for the future with the parameters of the present. Our team regularly creates beautiful and practical designs to keep your project sustainable.



GEOTECHNICAL ENGINEERING

Our geotechnical engineering department is completely independent and performs explorations and evaluations for whatever you need built without relying on outside assistance.

ADDITIONAL SERVICE OFFERINGS



ARCHITECTURE



STRUCTURAL ENGINEERING



CMT AND SPECIAL INSPECTIONS



PLANNING



TRANSPORTATION DESIGN



ITS/TRAFFIC ENGINEERING



INDUSTRIAL COATINGS



CONSTRUCTION MANAGEMENT



MAINTENANCE MANAGEMENT



CONSTRUCTION ENGINEERING & INSPECTION

1: FIRM HISTORY

SUBCONSULTANTS

LMG LAND MANAGEMENT GROUP a DAVEY company

Land Management Group (LMG)
Subconsultant for:
Wetlands Delineation and Permitting

Land Management Group (LMG) has provided a full range of environmental services for over 25 years. Their firm specializes in Section 404 and coastal wetland delineation and mapping, Section 404/401 permitting, Coastal Zone Management Act permitting, soils and geological investigations, natural resource inventories, and compensatory mitigation projects throughout the Carolinas. Most of their core activities involve various levels of state and federal permitting, wetland/soil mapping and regulatory submittals and approvals for residential, commercial, municipal, or industrial land uses. Their interdisciplinary staff of wetland scientists, licensed soil scientists, environmental engineers, and professional geologists allow for detailed site assessments, report documentation, and design solutions in a responsive manner to meet client project objectives and timetables.

Their services include:

- Coastal Zone Management Permitting
- NEPA/SEPA Environmental Assessments
- Ecosystem Restoration Services (including full-delivery wetland and stream mitigation)
- Endangered Species and Ecological Studies
- Soils Mapping, Soil Characterization and Wastewater and Stormwater Suitability Studies
- Hydraulic Design (including HEC-RAS modeling and FEMA floodplain analysis)
- Water Quality and Benthic Macroinvertebrate Sampling/Monitoring
- Coastal Habitat Mapping and Sampling
- Phase I and II Environmental Site Assessments/ Due Diligence Studies
- Shallow Groundwater and Hydrology Studies

REFERENCES

CITY OF DURHAM
Todd Tingler, AIA – Sr. Construction Project Manager
2011 Fay Street
Durham, NC 27704
919-560-4197 Ext. 21249

ORANGE WATER AND SEWER AUTHORITY
Darren Berger - Engineering Associate
400 Jones Ferry Rd
Carrboro, NC 27510
919-537-4240

WILDLANDS ENGINEERING, INC.
John Hutton - Vice President
312 W. Millbrook Rd Ste 225
Raleigh, NC 27607
919-851-9986, Ext. 101

ORANGE COUNTY ASSET MANAGEMENT
Angel Barnes - Capital Project Manager
PO Box 8181
Hillsborough, NC 27278
919-245-2628

TOWN OF HILLSBOROUGH
Stephanie Trueblood - Public Space Manager
105 East Corbin Street, PO Box 429
Hillsborough, NC 27278
919-732-1270

PRIMARY CONTACT FOR TEAM

Aaron Hutchens
2108 Capital Dr. STE 102
Wilmington, NC 28405
910 475 1208
aaron.hutchens@summitde.net

2: PROJECT APPROACH

OVERALL APPROACH

At its core, Summit's project delivery model is centered on collaboration and communication with our clients and teams. We believe that the County's staff and Summit's staff are one team with one common set of goals that will deliver one great result.

Scheduling will be the critical element for ensuring delivery of all evaluation criteria by April 1, 2021 and the key to this schedule will be the coordination with US Army Corps of Engineers (USCOE). Because of this, we will work with our Environmental consultant, Land Management Group (LMG), to begin their wetlands delineation task within two weeks of receiving a notice to proceed from Pender County. We will have also contacted the USCOE Project Manager for the Pender County area, and the Wilmington Regulatory Field Office, to get this on their radar in an effort to prepare any Jurisdictional Determination (JD) of LMG's field assessment.

Survey data collection and the Phase I Environmental Site Assessment (ESA) will also begin shortly following the notice to proceed. After any possible wetlands are flagged, survey field work can be completed. We will run all three of these tasks concurrent to one another.

WETLAND DELINEATION

This task will include GIS-based map set, field delineation (marking) of jurisdictional wetlands/ waters of the U.S. of the site, collection of upland and wetland site data for use in USACE JD request package, and preparation of upland/wetland sketch depicting approximate limits of flagged wetlands/waters for use by the Client.

If the on-site indicators are present, LMG will compile necessary documents for use in compilation of a USACE JD request package and they will schedule, and attend, an on-site agency meeting to review the flagged wetland line.

The time frame for the USACE site meeting is dependent upon the USACE representative's schedule. During the site meeting, verbal concurrence of the wetland line is typically received. However, it may take additional time before the JD is formally issued.

PHASE I ESA

The Phase I ESA is a qualitative study of existing information and available records with a site inspection designed to identify, to the extent feasible, Recognized Environmental Conditions in connection with a site.

The ESA will be performed consistent with the procedures included in ASTM E1527-13, Standard Practice for Environmental Site Assessments: Phase I Environmental Assessment Process. The ESA will be performed by or under the responsible charge of an Environmental Professional (EP) as defined in the ASTM E1527-13 Standard.

The Phase I ESA task will include a review of the physical setting, reconnaissance of the site and adjoining properties, historical data, and regulatory records.

SURVEY

Summit's surveyors have reviewed the documents included with the RFQ and will be ready to begin work updating the boundary. In addition to collecting wetland flagging, the surveyors will collect any physical data needed to complete the boundary plat update and subsequent Legal Description.

Summit will utilize conventional survey methods with LiDAR data to complete a topographical survey of the site. We have proven success with the use of LiDAR data in combination with conventional survey verification to provide topography at a reduced cost.

2: PROJECT APPROACH

Why choose Conventional Survey with LiDAR?

One of the most valuable attributes of LiDAR data is the density of the data. When our less dense terrestrial survey data is merged with LiDAR data, the value of the denser LiDAR data is immediately evident in the surface model. Certain sites provide ideal conditions: open terrain, minimal vegetation, and hard surfaces along frontage of the project area. This project is set up nicely for these methods. We have the open field and a roadway to serve as good comparison points to the LiDAR data, plus an added bonus of a NC Grid monument in close proximity. Our strategy is a combination of conventional survey and LiDAR to create a topographic survey deliverable at one half the contour interval. This allows us to expedite the survey, saving time and cost for the County. LiDAR surface models are created and verified against conventional surveyed features for complete accuracy. Additionally, it is our practice to hard locate any water features and top of banks with the conventional survey. These combined methods will deliver the same, accurate information at a reduced cost to the County.

How do we deliver this add on task and remain competitive?

Our solution is to make the most out of the manpower without adding additional days for project delivery. For this project it is anticipated to utilize a three-person crew. One crew member will collect verification point elevations with the GPS while to other two crew members focus on the boundary survey and wetland locations flags.

What can the County expect?

A complete topographic survey with accuracies no less than one half the contour interval as required by the Board. Our deliverable will be design-ready, but at a fraction of the time and cost of a conventional survey only.

SITE PLANNING

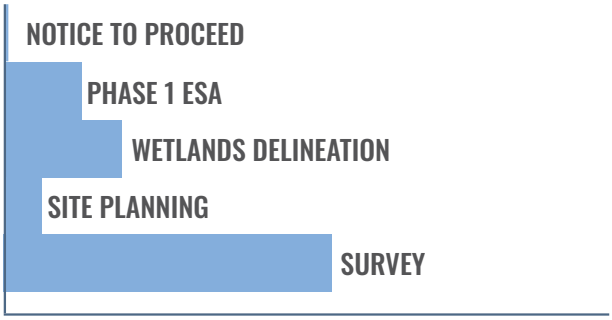
Summit's Civil Engineer will provide a statement of feasibility and appropriateness for use as a regional recreation facility. This will be based on the results of the wetlands delineation, local code research, review of the survey and existing topography, and possible access to any public utilities.

QUALITY ASSURANCE

We know the County is concerned about getting the best outcome for your investment. Summit takes ownership of each project and manages it as though it were our own. It takes the collective effort of the client/ owner, the research team, as well as any stakeholders to successfully optimize available time.

Summit employs a rigorous project delivery process. A critical component of our process is intentional budget and schedule controls. Following the project kickoff meeting, the baseline schedule will be established by which we measure our progress going forward. Our Project Manager, Aaron Hutchens, will meet weekly with the entire team to review expected progress and update the schedule. From this update, every team member will be acutely aware of how our progress is measuring against the project goals. Should we find that the forecast does not meet expectations, Aaron Hutchens will make the County aware and will work with the team on mitigation strategies to get us promptly back on track.

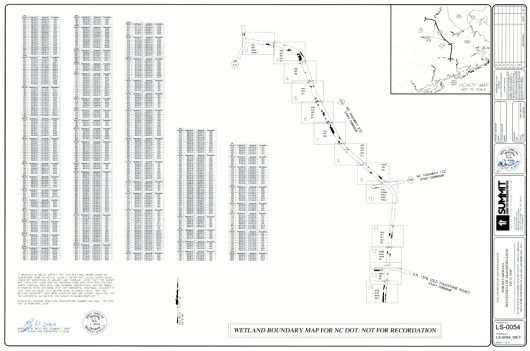
TIMELINE



The project will run from 2/2/2021 to 4/1/21. Once we are given the notice to proceed, we will mobilize our team to run the Phase 1 ESA, Wetlands Delineation, Site Planning, and Survey. These services will overlap to maintain the project schedule.

3: EXPERIENCE

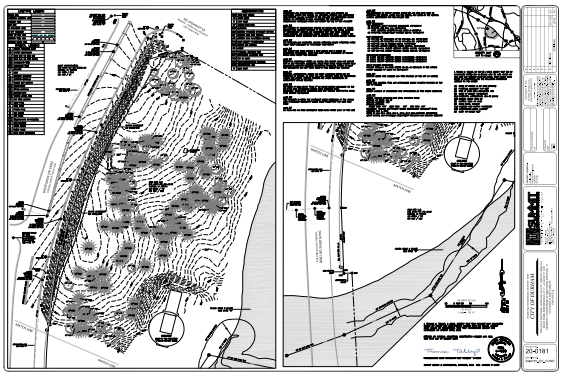
NCDOT U05949 Wetland Boundary Survey
Onslow County, NC



Summit provided location and mapping of 52 wetland pockets containing over 500 individual wetland flags along a 6.5 mile stretch of the US 17 / NC 210 corridor. Deliverables were in support of environmental permitting for future roadway improvements.

REFERENCE
Krista Kimmel, PE - Division Design Construct (DDC)
5501 Barbados Blvd
Castle Hayne, NC 28429
910-341-2000

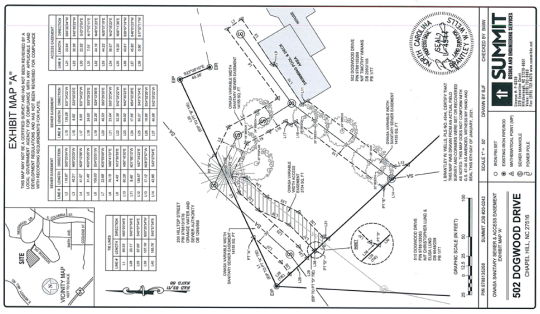
City of Durham Fire and EMS Station #19
Durham County, NC



Summit provided boundary, topographic, environmental, and geotechnical boring surveys associated with the development of a future Fire and EMS Station. Deliverables included updated boundary plat of parcel, topographic & environmental survey, and electronic drawings to be used by the design team for plan development.

REFERENCE:
Todd Tingler, AIA – Senior Construction Project Manager
2011 Fay Street
Durham, NC 27704
919-560-4197 Ext. 21249

OWASA Sewer and Water Facilities Easement Mapping and Environmental Buffer Surveys
Orange County, NC

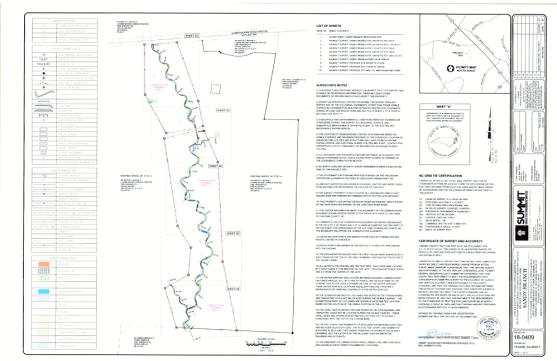


For the last few years Summit has provided services to Orange Water and Sewer Authority (OWASA) for various projects throughout Orange County. Services range from utility facilities easement mapping with legal description to creation, mapping and legal descriptions of environmental buffers protecting local water supplies.

REFERENCE:
Darren Berger - Engineering Associate
400 Jones Ferry Rd
Carrboro, NC 27510
919-537-4240

3: EXPERIENCE

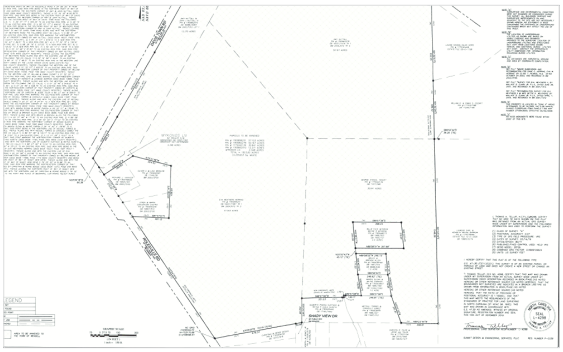
Sandy Branch Mitigation Site
Chatham County, NC



Summit worked with Wildlands Engineering and the State of North Carolina Division of Mitigation Services for the creation of a Conservation Easement and future stream restoration project. Survey crews perform boundary and topographic surveys for the creation of the conservation easements and development of restoration plans. Upon completion of the stream restoration, Summit returned to the site to perform detailed As-Built surveys to ensure that the planned design was constructed properly.

REFERENCE
John Hutton - Vice President, Wildlands Engineering, Inc.
312 W. Millbrook Rd Ste 225
Raleigh, NC 27607
919-851-9986, Ext. 101

Weather Property
Wake County, NC



Summit contracted with Starlight Homes for survey services associates with a proposed subdivision in Wake County. Survey services included boundary, topographic, and environmental surveys for the property. Summit also provided survey support in thew creation of a Plat of Annexation with legal description and ALTA survey for property transfer.

REFERENCE
Bob Mishler - Starlight Homes
5711 Six Forks Rd Ste 300
Raleigh, NC 27609
919-232-3695

Pender Commerce Park Project
Pender and New Hanover Counties



LMG investigated three sites located adjacent to the Cape Fear River or the Northeast Cape Fear River to determine the feasibility of constructing an industrial barge landing for a commerce park. The three sites were examined for the presence of four natural features that might limit the siting of barge access areas.

REFERENCE
Amber Parker - Pender County
805 S. Walker Street
Burgaw, NC 28425
910-259-1200

3: EXPERIENCE

Surf City K-8 School
Pender County, NC



LMG performed a wetland delineation and threatened and endangered species assessment within this 87.5-acre tract located between Perkins Drive and Shepards Road in Surf City, NC. LMG obtained approval of the delineation from the US Army Corps of Engineers (USACE). Staff worked with the project engineers to obtain a site plan that minimized wetland impacts within the project area. LMG then applied for and obtained an Individual Permit from the USACE, 401 Water Quality Certification from the NC Division of Water Resources (DWR), and CAMA Consistency Determination from the NC Division of Coastal Management (DCM) for proposed wetland impacts needed to construct the school.

REFERENCE
Allen Vann - Pender County Schools
925 Penderlea Highway
Burgaw, NC 28425
910-604-0855

Pender County Waterlines
Pender County, NC



On behalf of Pender County Utilities, LMG delineated 404 wetlands, streams, and public trust waters within the Moores Creek District and Central District Water System corridors (totaling over 17 miles) and obtained approval of the delineation from the USACE and DCM. Because of requested funding from the US Department of Agriculture Rural Development, LMG worked with the project engineers to prepare Environmental Assessment documents for both districts. These reports were submitted to the USDA and Findings of No Significant Impact (FONSI) were issued. LMG then applied for and obtained Nationwide 12 Permits, 401 Water Quality Certifications, and CAMA General Permits from the regulatory agencies for temporary wetland impacts associated with the water line installation.

REFERENCE
Ray Cox - Highfill Infrastructure Engineering
Owner: Pender County Utilities
PO Box 995
Burgaw, NC 28425
910-313-1516

3: EXPERIENCE

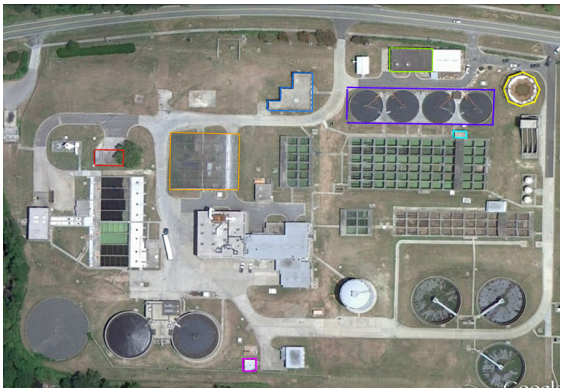
Scott's Hill Water Line
Pender County, NC



LMG delineated wetlands within a 110,000 LF water line corridor using the 1987 USACE Manual 3-parameter methodology. A representative of the USACE subsequently approved the wetland line. LMG applied for and obtained a Nationwide 12 Permit and 401 Water Quality Certification for temporary wetland impacts associated with the water line installation.

REFERENCE
Tony Boahn - McKim & Creed
243 N. Front Street
Wilmington, NC 28401
910-343-1048

Northside Wastewater Treatment Plant
New Hanover County, NC

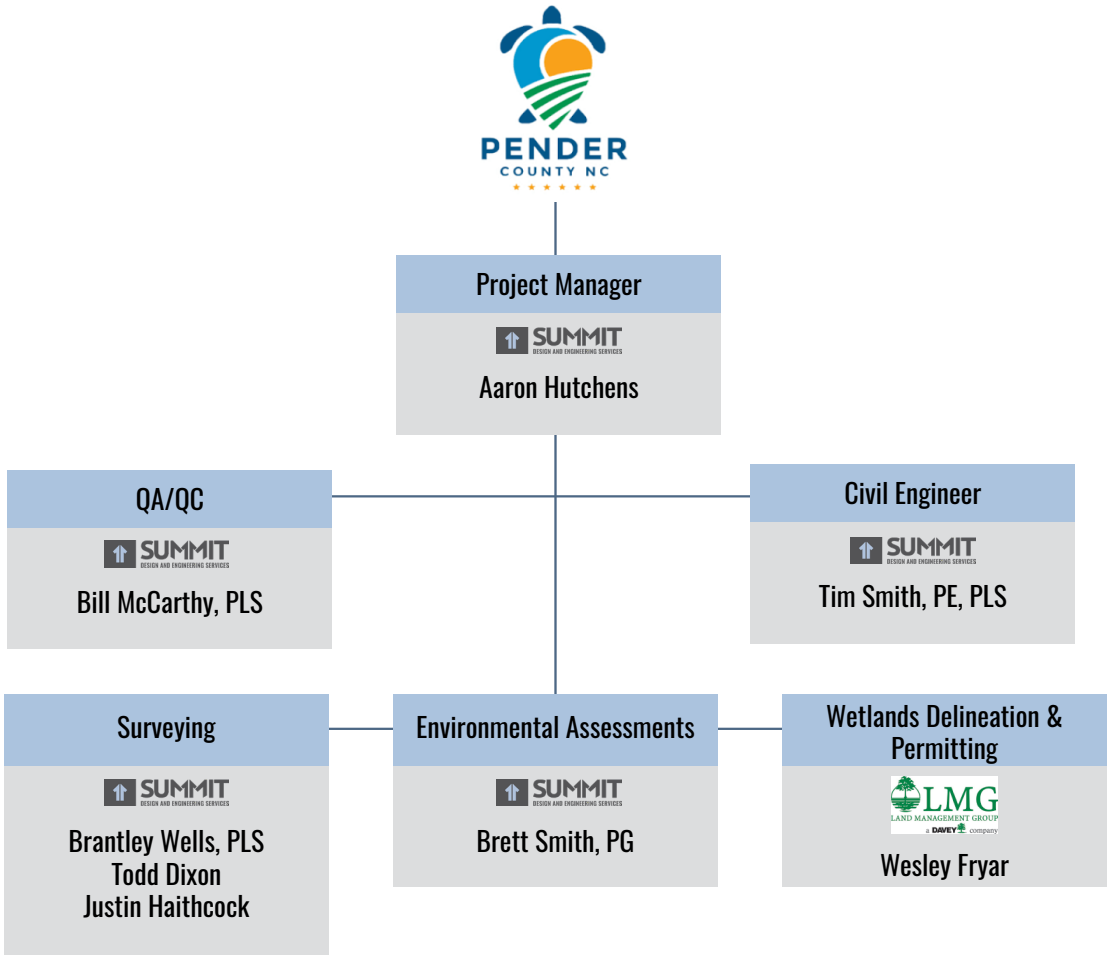


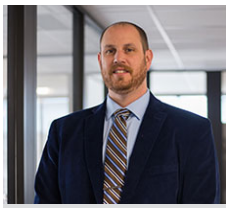
LMG delineated 404 and coastal wetlands and performed a threatened and endangered species survey within the plant site and utility corridor to assist engineers in site planning. We prepared data forms and site maps and met the USACE representative on site to review the wetland line. The USACE subsequently approved the wetland boundaries delineated by LMG. LMG also prepared the Environmental Assessment document, following SEPA guidelines, and received a Finding of No Significant Impact (FONSI) from the North Carolina Department of Environmental Quality for the project. LMG prepared a 404/401 Permit application and a CAMA Major Permit application for the project. A CAMA Major Permit, 401 Water Quality Certification, and Nationwide Permit were issued.

REFERENCE
Tony Boahn - McKim & Creed
Owner: City of Wilmington
209 Coleman Drive Wilmington, NC 28412
910-343-1048

4: KEY PERSONNEL RESUMES

ORGANIZATION CHART





AARON HUTCHENS

Project Manager

Aaron Hutchens is Summit's Land Development Operations Manager with 20 years of experience, 9 of which were with the City of Durham Public Works Department. While with the City of Durham, Aaron coordinated with the City's Transportation and Parks and Recreation Departments for sewer, water, stormwater and roadway designs, budgets, sidewalk locations and project parameters. Aaron performed site inspection for road construction sidewalk construction and wall projects; and prepared construction cost estimates while maintaining fluency with City of Durham design and construction standards.

Aaron's experience also includes the management of projects, from inception to completion, for several clients. Client communication and coordination with numerous municipalities, organizations, and stakeholders, across the state, has been critical for each. Aaron is comfortable guiding projects through the permitting process. Those permits include municipal site and construction permitting, municipal stormwater permitting, state erosion control and stormwater permitting, state water and sewer permitting and NCDOT permitting. He has also been successful with preliminary entitlements and due diligence in order to ensure sites are viable for clients.

Aaron will manage our team from every angle, ensure deadlines are reached, and maintain communication between our team throughout the duration of the project. He will also be in constant communication with Pender County staff and will aid in determining the cause of any issues and recommend solutions that will solve the identified problems.

EDUCATION

A.A.S. Civil Engineering Technology, Guilford Technical Community College, 2002

CERTIFICATIONS

Stormwater BMP Inspection Certification

RELEVANT PROJECT EXPERIENCE

Project Manager - State Employees' Credit Union

Aaron is the project manager for several of the State Employees' Credit Union sites throughout North Carolina. These buildings range in size from 6,500 square feet to 10,000 square feet. We are providing a full array of services including land development, architecture, structural and geotechnical engineering, construction materials testing, and contract administration.

Project Manager - Christian Brothers Auto Repair Facility

Mr. Hutchens was the project manager for this project where Summit provided design and permitting services. This project required a new entrance and drive access to the site. Our team prepared the site plan, construction documents, and permits. As a part of the site plan development, our team incorporated the desired hardscape, landscape, utility infrastructures, and stormwater management elements.

Civil Designer - Emerson Waldorf School

Our scope of services for this project included preliminary design, masterplan development and special use permitting. Our team provided an initial concept plan to the Client for review and developed the masterplan that included both the existing core campus as well as 22 acres that the school also owned. As a civil designer, Aaron assisted with the site plan package that included preliminary erosion control, storm drainage, and a Stormwater Management Plan.

WESLEY FRYAR

Wetlands Delineation and Permitting

EDUCATION

B.A in Geography,
UNC Wilmington

Wetlands Section Manager - Land Management Group, Wilmington, NC

- Perform field delineation and mapping projects of Section 404 wetlands, coastal wetlands, streams, and Waters of the U.S.
- Coordinate with regulatory agencies, engineering firms, surveyors, lawyers and clients on projects and modifications, avoidance and minimization procedures, compensatory mitigation requirements and project completion.
- Aid in the site design of projects using GIS and GPS to create map packages, cross sections, site plans and recommend alternatives that show proper avoidance and minimization procedures in the preparation of permit submittal.
- Provide technical support for hydrologic studies of wetlands and wetland mitigation projects by collecting,processing and interpreting monitoring well data and vegetative studies.
- Prepare technical documents including mitigation plans and annual mitigation site monitoring reports.

ADDITIONAL EXPERIENCE

Wetland Regulatory Specialist Co-op/Geographer, GIS Technician – US Army Corps of Engineers, Wilmington, NC

- Aid project managers in conducting field determinations of wetland, buffer and stream values to evaluate proposed development projects, evaluate applications for section 404 wetland permits and recommend/require modifications of proposed activities in Waters of the U.S. Coordinate interagency consistency of review and comment on projects with applicants and/or their representatives and review site specific restoration/compensatory mitigation proposals.
- Evaluate permit applications for content and completeness, determine the appropriate type of authorization for a project, request additional information, collect and evaluate interagency comments for a project, weighing and balancing a proposed project to reach a recommendation for issuance or denial and developing the necessary program correspondence.
- Conduct complaint investigations and post-development compliance inspections, help with enforcement actions and coordinate with the USACE Office of Counsel in preparation of show-cause, settlement and/or administrative hearings or reports.
- Provide technical assistance to project managers, using GIS to build projects to be used in presentations/ public notices, useful maps and aerial photography of project areas.

CONTINUING EDUCATION

- Basic Processes in Hydric Soils, NC State University, Greenville
- Regulatory 1, USACE Prospect Course, Professional Development Support, Ft. Lauderdale, FL.
- Pocosin Plant Identification Workshop, Plant Identification Services, Elizabethtown, NC.
- Advanced Problems in Hydric Soils Evaluation, NC State University, Raleigh, NC.
- Certified in North Carolina Wetland Assessment Method (NC WAM)
- River Course 201 – Natural Channel Design Principles, NC State University, Asheville, NC.

RESUMES

Tim Smith, PE, PLS

Civil Engineer



Education
A.A.S. Civil Engineering Technology, Wake Technical Community College

Registration
Professional Engineer in North Carolina, No. 30517

Professional Land Surveyor in North Carolina, No. L-3072

Tim is a civil engineer with over 20 years of professional experience in civil/site design. His experience includes preparation of site plan applications, permit applications for sewer/water, NCDOT, erosion control, NCDEQ, and others as required for each jurisdiction. Included with his design experience, Mr. Smith has worked with developers and business owners on master planning design for residential subdivisions, commercial and multi-use projects. This work included making determinations for the best use of the property for the operational and space needs of the client. Considerations of the master planning included addressing the design requirements for grading, drainage, water quality, water and sewer utilities, lighting, landscaping and site amenities.

RELEVANT EXPERIENCE

Emerson Waldorf School
Responsible for the future planning needs for this 35-acre private Pre-K through high school education complex; currently working with the school administration to assist with future build-out and planning for the best utilization of the remaining vacant property; design and planning includes site access and connectivity, building placements, grading, stormwater management, landscaping, parking and pedestrian access.

Meadowlands Business Park Master Plan
Principal-in-charge for various projects within this 112-acre multi-tenant master plan development; project management included the Stihl Warehouse facility expansion; planning for future expansion of the PHE, Inc. Distribution Center; design, entitlements and construction administration of the Sounds and Colors Daycare Center and design, entitlements and construction administration for the Tryon II Office Buildings Complex.

Brantley Wells, PLS

Survey Manager



Education
B.S. Economics, UNC Chapel Hill

Registration
Professional Land Surveyor in North Carolina, No. L-4544

Brantley is a Senior Project Manager with over 24 years of progressive surveying experience leading Summit's GPS and Transportation Surveys, as well as construction staking efforts for private and local municipalities. Brantley has a unique understanding of the challenges and data required for accurate design and ultimately project construction. He has fostered successful relationships with multiple municipalities, which has resulted in multiple repeat contracts including our GIS management for Town of Hillsborough and multiple contracts with Orange County Water and Sewer Authority. Brantley has also been with Summit for over ten years and knows how to build our teams with the best Summit has to offer.

RELEVANT EXPERIENCE

- Orange Water and Sewer Authority – Sewer and Water Facilities Easement Mapping and Environmental Buffer Surveys – Orange County, NC
- Town of Hillsborough GIS Management - Orange County, NC
- NCDOT U-5949 – Wetland Boundary Survey, Onslow County, NC.
  Sandy Branch Mitigation Site – Gulf Township, Chatham County, NC.
- City of Durham – Fire & EMS Station #19, Durham County, NC
- Orange County Solid Waste Management On-Call, Topographical and Land Survey (Manager for past 8 years) - Orange County, NC
- State Employees' Credit Union - Statewide, NC

RESUMES

Bill McCarthy, PLS

QA/QC



Education
North Carolina Society of Surveyors Institute

Registration
Professional Land Surveyor North Carolina #3248

Bill has over 43 years of surveying experience. He has performed boundary surveys, topographical surveys, construction layout, ALTA-ACSM title surveys, and NCDOT location surveys as a project manager. Bill provides QA/QC oversight on all our projects.

RELEVANT EXPERIENCE

- City of Durham – Fire & EMS Station #19, Durham County, NC
- City of Durham Survey On-Call - Durham, NC
- ENO River Academy ALTA Survey - Hillsborough, NC

Brett Smith, PG

Environmental Assessments



Education
B.S. Geology, UNC Wilmington

Registration
Professional Geologist in NC, License No. 2390

Mr. Smith has over 11 years of geotechnical investigations, geotechnical engineering, and environmental consulting experience.

RELEVANT EXPERIENCE

- Fairview Park Site Analysis - Department of Environment, Agriculture, Parks and Recreation - Orange County, NC
- Efland Heirs Site Analysis - Department of Environment, Agriculture, Parks and Recreation - Orange County, NC
- 1602 Midland Terrace Site Analysis - City of Durham - Durham, NC

5: REFERENCES

REFERENCES

CITY OF DURHAM
Todd Tingler, AIA – Sr. Construction Project Manager
2011 Fay Street
Durham, NC 27704
919-560-4197 Ext. 21249

ORANGE WATER AND SEWER AUTHORITY
Darren Berger - Engineering Associate
400 Jones Ferry Rd
Carrboro, NC 27510
919-537-4240

ORANGE COUNTY
Angel Barnes - Capital Project Manager
PO Box 8181
Hillsborough, NC 27278
919-245-2628

TOWN OF HILLSBOROUGH
Stephanie Trueblood - Public Space Manager
105 East Corbin Street, PO Box 429
Hillsborough, NC 27278
919-732-1270

WILDLANDS ENGINEERING, INC.
John Hutton - Vice President
312 W. Millbrook Rd Ste 225
Raleigh, NC 27607
919-851-9986, Ext. 101

Fee Proposal for Pender County
RFP# 201216-117 Professional Services Related to Due Diligence Evaluation of Morton Site

SITE PLANNING = $500
To begin within one week of written notice to proceed and run through the duration of the project.

PHASE I ESA = $1,850
To be completed within three weeks of written notice to proceed.

WETLANDS DELINEATION = $2,950 (TOTAL)
TASK 1: Delineation of Section 404 Wetlands/Waters of the United States = $1,200
To begin within two weeks of written notice to proceed.

TASK 2: Preparation/Submittal of Jurisdictional Determination Request Package = $950
To be submitted to USACE within two weeks of the completed delineation (Task 1).

TASK 3: On-Site Meeting with USACE representative for Review/Verification of Findings = $800
The timeframe for the USACE site meeting (Task 3) is dependent upon the USACE representative's schedule. During the site meeting, verbal concurrence of the wetland line is typically received.

SURVEY = $4,995
To begin within one week of written notice to proceed.

TASKS:

1. Perform property record research for the subject and adjoining property, examine record documents for proper closures or ambiguities.
2. Prepare a base map of record documents to be used for field surveys.
3. Tie to NC Grid Coordinate system NAD 83/11 horizontal and NAVD 88 vertical by GPS and/or conventional methods. Utilize the existing NC State Plane Monument adjacent to the site as a permanent benchmark.
4. Recover existing property corners. If corners are not found, reset property corner to their original locations as needed.
5. Locate and Map Wetland Delineations and tie to property boundary.
6. Locate and map site improvements and encumbrances.
7. Perform elevation comparison of conventional survey data to published LiDAR data. Develop a blended (conventional/LiDAR) 3D surface model of the property to be used for future site design. The 3D surface will allow Pender County to receive a deliverable that is design ready. Provide XLM file to the blended 3D surface for future development.
8. Construct a recordable Plat of Survey with legal description signed and sealed by NC PLS for final delivery.

GRAND TOTAL = $10,295

Pender County
Request for Board Action

TO:	Board of County Commissioners
FROM:	Alan Cutler
DATE:	February 16, 2021
SUBJECT:	Approval of a Purchase Order to SHI for Microsoft Enterprise Licensing Enrollment in the amount of $21,459.04.

SUMMARY:
Pender County Government utilizes Microsoft products to provide the majority of services to staff and to the public. The County's core software infrastructure is based on Microsoft desktop, server, collaboration, and development products. The Microsoft Enterprise Agreement (EA) positions the County to benefit from the next generation of Microsoft platform products seamlessly through ownership of Software Assurance. Specifically, this enrollment will add the Sheriff's Office to the County's existing Microsoft Enterprise Agreement. This will ensure that the Sheriff's Office has access to the latest version of software and licenses utilized by the County today. This reduces the required level of staff to support the Microsoft platform and also enables software upgrade decisions to be made based on technical considerations, deployment plans, and staffing availability, rather than primarily cost considerations The term of this agreement is three years, after Year 1 the price of these licenses remains constant throughout the term of the agreement which assists in financial planning for future years.

The Information Technology Services Department will work with the Sheriff's Office to purchase the Microsoft Enterprise Agreement (EA) services directly through SHI. Microsoft confirmed that the renewal must be through SHI because they are the authorized reseller for the State of North Carolina. This new Microsoft Enterprise Agreement is for a three (3) year period, with year one (1) being paid already, years two (2) and three (3) annual payments will be determined by the # of licenses in use at the time of the renewal. Funding in future years will be available in the Sheriff's Office FY 2021 and 2022 Budgets and cost allocation plan. The second year payment is in the amount of $21,459.04. These funds will come from account 510-404500.

ACTION REQUESTED:

To approve a Purchase Order to SHI for Microsoft Enterprise Licensing Enrollment in the amount of $21,459.04. This expenditure has been budgeted in the FY 20-21 Budget Ordinance and will be taken from the following line item 510-404500.

Pricing Proposal
Quotation #: 19715454
Created On: Nov-18-2020
Valid Until: Feb-15-2021

NC PENDER COUNTY

Angela Blake
Phone: (910) 259-1260
Fax: (910) 259-1530
Email: ablake@pendercountync.gov

Inside Account Executive

Mike Kevlin
290 Davidson Ave.
Somerset, NJ 08873
Phone: 732-652-3059
Fax: 732-564-8224
Email: mike_kevlin@shi.com

All Prices are in US Dollar (USD)

	Product	Qty	Your Price	Total
1	O365GCCF1 ShrdSvr ALNG SubsVL MVL PerUsr Microsoft - Part#: 3KS-00001 Coverage Term: May-01-2021 – Apr-30-2022 **Note:** Years 2 and 3	52	$33.42	$1,737.84
2	ExchgOnlnKioskGCC ShrdSvr ALNG SubsVL MVL PerUsr Microsoft - Part#: 3PS-00001 Coverage Term: May-01-2021 – Apr-30-2022 **Note:** Years 2 and 3	2	$19.66	$39.32
3	O365GCCE3 ShrdSvr ALNG SubsVL MVL PerUsr Microsoft - Part#: AAA-11894 Coverage Term: May-01-2021 – Apr-30-2022 **Note:** Years 2 and 3	47	$216.22	$10,162.34
4	CoreCALBridgeO365 ALNG SubsVL MVL PerUsr Microsoft - Part#: AAA-12414 Coverage Term: May-01-2021 – Apr-30-2022	88	$19.26	$1,694.88
5	CoreCALBridgeO365 ALNG SubsVL MVL Pltfrm PerUsr Microsoft - Part#: AAA-12415 Coverage Term: May-01-2021 – Apr-30-2022	47	$18.38	$863.86
6	AudioConfPayPerMinGCC ShrdSvr ALNG SubsVL MVL PerUsr Microsoft - Part#: HUS-00001 Coverage Term: May-01-2021 – Apr-30-2022	1	$0.00	$0.00
7	AudioConfGCC ShrdSvr ALNG SubsVL MVL PerUsr Microsoft - Part#: LK3-00001 Coverage Term: May-01-2021 – Apr-30-2022	1	$42.24	$42.24
8	O365GCCE1 ShrdSvr ALNG SubsVL MVL PerUsr Microsoft - Part#: U4S-00002 Coverage Term: May-01-2021 – Apr-30-2022 **Note:** Years 2 and 3	88	$78.62	$6,918.56

Total	$21,459.04

Additional Comments

Hardware items on this quote may be updated to reflect changes due to industry wide constraints and fluctuations.

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date set above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order.

SHI International Corp. is 100% Minority Owned, Woman Owned Business.
TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

The Products offered under this proposal are resold in accordance with the SHI Online Customer Resale Terms and Conditions, unless a separate resale agreement exists between SHI and the Customer.

Pender County
Request for Board Action

TO:	Board of County Commissioners
FROM:	Kenneth Keel
DATE:	February 16, 2021
SUBJECT:	Approve Purchase Order for Replacement 3/4-ton Work Body Truck to Fairway Ford for $39,058.

SUMMARY:
This request is to purchase a replacement 3/4-ton work body truck for PCU. The vehicle to be replaced is vehicle #4011, which is a 2012 F-250 truck with over 200,000 miles. The vehicle was evaluated by Fleet Services during the FY21 budget process, and recommended for replacement. The truck to be replaced is also a 3/4-ton truck, which is the minimum duty level needed for PCU field operations in order to haul tools and supplies, and to tow equipment safely. Current vehicle is used to pull a trailer with digging equipment necessary for service installation and system repairs.

We received 3 quotes for this replacement vehicle, all with the same options and equipment needed for PCU's work. The attached information provides full details of the quoted truck. Our quotes include Fairway Ford pricing for an F-250, State Contract (Piedmont Truck Center) pricing for an F-250, and Bill Carone pricing for an F-250. Westgate Chrysler (Burgaw) and Piedmont Dodge (Clinton) were also contacted, but they did not provide pricing for comparable vehicles. Also, while Bill Carone also sells Chevrolet and GMC trucks, they only provided pricing for a Ford.

Funds were approved in the FY21 budget, and will come from RPTWSD-Water budget accounts 072-407403 (Capital Outlay-Vehicle), 072-407400 (Capital Outlay, for equipment items added over $5k each), and 072-403300 (Supplies & Materials, for equipment items added under $1k each).

ACTION REQUESTED:
Approve PO for replacement 3/4-ton work body truck

ATTACHMENTS:
Quotes from Fairway Ford, State Contract pricing, and Bill Carone Ford

FAIRWAY FORD, INC.
444 US HWY 117 S.
P.O. BOX 959
BURGAW, NC 28425
910-259-2371

November 12, 2020

To: Mr. James Proctor, Water & Sewer Superintendent, County of Pender

From: Hugh Highsmith

Re: Quote to order new 2021 Ford F250 extended cab truck with service body

Mr. Proctor,

Thank you for the opportunity to quote the truck that PCU is considering. Please find specifications and pricing for a new F250 extended cab 4x4 truck with service body. Pricing is based on ordering a vehicle from Ford Motor Company and reflects the current North Carolina State Contract Price Concession amounts negotiated by the State of North Carolina with Ford Motor Company for this vehicle line. Taxes, title, license, and registration fees are not included in this quote.

Specifications:
New 2021 Ford F250 extended cab 4x4 truck
6.2L gasoline engine
Automatic overdrive transmission with six forward gears
Cloth 40/20/40 front seat, cloth rear seat
Air conditioning
3.73 electronic locking rear axle
Power windows/door locks/mirrors
Remote keyless entry key (2 included)
Black platform running boards
110V/400W outlet
Spare tire and wheel
Factory trailer brake controller
Cruise control with tilt steering column
Heavy duty service suspension
Upfitter switches
Rear view camera
17" black side wall all season tires with silver painted steel wheels
8 foot service body with the following upgrades
- *sprayed on liner inside bed and on top of boxes
- *manual master locking system
- *vise bracket mounted curb side bumper

4 LED strobes, two mounted in front, two mounted in rear wire to upfitter switches
23" Acari 3rd brake light mounted mini LED light bar wired to upfitter switches

Cont'd

Exterior color: Oxford White
Interior color: Medium gray

Selling Price Per Unit Purchased: **$39,058.00** (excludes tax, title, license , registration fees)

Please feel free to call me with any questions regarding this quote.

Respectfully Submitted,

Hugh B. Highsmith, III
Sales Manager

2020 NORTH CAROLINA TERM CONTRACT 070A Vehicles-Passenger, Truck, Van, SUV, Law Enforcement
OPTIONS LIST ITEM 1 and 2-F250 Chassis
BID NO. 201500915

ITEM 1 & 2 -2021 FORD F250 REGULAR CAB CHASSIS 4X2 142"WHEELBASE XL PACKAGE	**SERIES/OPTION**	**STATE PRICING**	
STANDARD ITEMS: 10000 GVWR, COLOR: WHITE, 6.2L V-8 E85 FLEX FUEL GAS ENGINE,TorqShift-G Six-Speed Automatic w/SelectShift® Automatic, 3.73 ELECTRONIC LOCKING REAR AXLE, POWER EQUIPMENT GROUP-POWER WINDOWS/LOCKS,MIRRORS, TILT STEERING WHEEL, SYNC BLUETOOTH, AIR CONDITIONING, SPARE TIRE, CRUISE CONTROL, AM/FM RADIO, HEAVY DUTY ALTERNATOR, ALL SEASON TIRES, 40/20/40 CLOTH (GRAY) SEATS, TRAILER TOW PACKAGE-TRAILER HITCH WITH 7&4 WAY TRAILER PLUG, 56"CA	F2A-600A	$23,400.00	$23,400.00
CREDITS			
40/20/40 VINYL SEATS	AS	$0.00	
DELETE POWER EQUIPMENT GROUP	90L	-$364.00	
DELETE LIMITED SLIP REAR AXLE	NLS	-$150.00	
DELETE SPARE TIRE/WHEEL	512	-$152.00	
DELETE CRUISE CONTROL	525	-$100.00	
CAB CONFIGURATION			
4X4-includes Electronic Shift on the Fly system	B	$3,222.00	3222
SUPERCAB	X	$3,060.00	3060
CREW CAB (4 DOOR)	W	$4,333.00	
XLT PACKAGE-includes chrome front, rear bumper & grille, power windows/locks, power trailer tow mirrors-heated & lighted, upgraded interior with cloth seats & carpet, 18" cast aluminum wheels, trailer brake controller	603A	$3,911.00	

Awarded Vendor: SPENCER WOOD, Government Sales Director, srwood@piedmonttruckcenter.com 336.668.2401bp, 336.668.2494fax
PIEDMONT TRUCK CENTER, INC.

2020 NORTH CAROLINA TERM CONTRACT 070A Vehicles-Passenger, Truck, Van, SUV, Law Enforcement
OPTIONS LIST ITEM 1 and 2-F250 Chassis
BID NO. 201500915

XLT VALUE PACKAGE-Includes: • 4.2" LCD Productivity Screen • Autolamp/Rainlamp • Autolock/Auto unlock • Electrochromic Mirror • Fog Lamps • Power-Adjustable Pedals • Power Driver's Seat (six-way) • Reverse Sensing System (76R) (not included when ordered w/63T or 66D) • SecuriCode™ keyless entry keypad (driver's side)	17V	$1,358.00
POWERTRAINS		
6.7L 4 Valve OHV Power Stroke® V8 Turbo Diesel B20 with manual push-button Engine-Exhaust Braking/TorqShift® Ten-Speed Automatic with Selectable Drive Modes: Normal, Tow/Haul, Eco & Deep Automatic	99T	$9,551.00
TIRES		
LT245/75RX17E BLACK SIDEWALL ALL TERRAIN	TBM	$154.00
LT265/70Rx17E OUTER WHITE LETTER ALL TERRAIN	TCD	$424.00
LT275/65Rx18E BSW A/S - *must choose STX Appearance package 17S*	TCH	Included
LT275/70Rx18E BSW A/T Plus, 4x4 -***must choose STX Appearance package 17S***	TDX	$247.00
LT275/70Rx18E OWL A/T Plus, 4x4 -***must choose STX Appearance package 17S***	TDU	$233.00
SEATS		
Vinyl High Back Bucket	LS	$331.00
Cloth High Back Bucket	2S	$572.00
Cloth 40/Console/40 seats - power with XLT package only	2S	$833.00
OTHER OPTIONS		
DUAL ALTERNATORS (AVAILABLE WITH 6.7L DIESEL ONLY)	67A	$354.00

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BID NO. 201500915

STX Appearance Package - Not available with: • XL Value Package (96V) Includes: • Bright Chrome Grille • Bright Hub Covers (SRW only) • Chrome Front and Rear Step Bumpers • STX Fender Vent Badge • 18" Sparkle Silver Painted Cast Aluminum Wheels (648) • LT275/65Rx18E BSW A/S (TCH)	17S	$1,098.00	
CAB STEPS (REGULAR CAB XL ONLY)	18B	$298.00	
CAB STEPS (SUPER CAB/CREW CAB ONLY)	18B	$414.00	414
MEDIUM DUTY BATTERY - (Dual 78 AH; req. 6.2L.Gas engine) ***recommended with Snow plow operation***	86M	$196.00	
ROOF CLEARANCE LIGHTS	592	$89.00	
ENGINE BLOCK HEATER	41H	$93.00	
Upfitter Switches: (6) Located in overhead console	66S	$154.00	154
Upfitter Interface Module	18A	$275.00	
SKID PLATE PACKAGE	41P	$93.00	
SNOW PLOW PACKAGE: Requires: • 4x4 Includes: • Computer selected springs for snowplow application • Extra Heavy-Duty Alternator (67D)	473	$233.00	
HEAVY SERVICE SUSPENSION PACKAGE	63R	$117.00	117
FACTORY TRAILER BRAKE CONTROLLER	52B	$252.00	252
TRANSMISSION POWER TAKE OFF PROVISION (REQUIRES DIESEL ENGINE)	62R	$261.00	
XL VALUE PACKAGE Includes: • 4.2" Center-stack screen • Chrome front and rear step bumper • Cruise Control (steering wheel-mounted)	96V	$368.00	
FORD WORKS-CREWCHIEF TELEMATICS	87T	$744.00	
POWERCODE REMOTE VEHICLE START-REQUIRES 90L POWER GROUP	76S	$233.00	
DAYTIME RUNNING LAMPS	942	$42.00	
EXTERIOR BACK UP ALARM	76C	131	
SPARE KEY - STANDARD NON-FOB	SKEY	$150.00	
SPARE KEY - KEY FOB (includes remote lock/unlock/panic) ***must choose Power Equipment Group - 90L***	RKEY	$225.00	
Rear window - Manual Sliding w/Privacy Glass	433	$117.00	

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OPTIONS LIST ITEM 1 and 2-F250 Chassis
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LED Warning Strobes – Amber (req. 59H center High-Mounted Stop Lamp; includes center high-mounted stop light bar and two (2) hood mounted lights)	91S	$628.00	628
Rear View Camera and Prep Kit - includes loose camera, wiring bundle and electrochromic mirror w/video display-to be completed with body installation ***required with 10,000lb GVWR and less chassis***	872	$386.00	
DEFROST WITH FIXED (43B) & PRIVACY GLASS (924)	43B	$84.00	
110V/400W Outlet (with 40/20/40 seats, there is one in-dash mounted outlet; 2nd outlet in the console req. 40/Console/40 seats; req. 67D Extra Heavy-Duty Alternator)	43C	$163.00	163
Audible Lane Departure Warning	60C	$107.00	
Pre-Collision Assist-Includes Automatic Emergency Braking (AEB) and forward collision warning	94P	$107.00	
CNG/LPG CONVERSION PACKAGES			
CNG / LPG - FUEL CAPABLE ENGINE-REQUIRES 6.2L GAS ENGINE, INCLUDES HARDENED ENGINE INTAKE VALVES & VALVE SEATS, BI-FUEL MANIFOLD- ****DOES NOT INCLUDE CNG/LPG FUEL TANK, LINES & INSTALLATION**	98F	$293.00	
UPFIT OPTIONS			
8' standard service body, painted white to match cab, trailer plug, back up alarm	8SSB	$6,934.00	
8' flip top service body, painted white to match cab, trailer plug, back u	8FTSB	7975	
Reading U98ABSW Classic II Service body, painted white to match cab, deck plate step bumper, back up alarm, trailer plug	8SSB	$8,931.00	8931
Reading U98ABSW Classic II Service body - Flip Top compartments, painted white to match cab, deck plate step bumper with recess, back up alarm	8SBFT	$9,148.00	
Back up camera - 7" color monitor installed in cab with camera mounted on rear of service body	BUC	$925.00	
Spray liner added to cargo area only of service body	SLCA	$750.00	
Spray liner added to cargo area & compartment tops of service body	SLCACT	$1,030.00	1030
Vise bracket mounted curbside bumper	VB	$275.00	275
Service Body - Removable side mount ladder rack, steel (150lbs)	SRSLR	$945.00	

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BID NO. 201500915

Ladder rack - removable overhead, steel (300lb rated)	LRFC	$1,555.00	
Ladder rack - full overcab 1,000lb capacity	LRFC	$1,755.00	
Ladder rack - full overcab-painted black 1,500lb capacity, extra heavy duty square tubing with (4) ratchet tie downs	LRFC	$2,895.00	
Service Body - Masterlocking system - manual	MLS	$595.00	595
Service Body - Masterlocking system - power remote with FOB	RPL	$1,865.00	
Serivice Body - Swivel hooks (4) in rear compartments	SHK	$190.00	
Service Body - LED Compartment Lights	LEDCL	$725.00	
Service Body - Cab guard	CG	$790.00	
T-handle latches for compartments	THL	$525.00	
CTECH (5) Drawer unit (4 - 3", 1 - 5") 24"W x 18.8"H x 12"D installed driver side front bin	CTECH	$1,785.00	
Shovel box / Tool organizer 72"long x 18"wide x 10"deep mounted on curbside compartment top	SBTO	$925.00	
Tommygate service body lift gate - 1300lb capacity with LED light kit	TG13	$4,575.00	
(4) corner LED lights, (2) front grille mounted & (2) rear mounted, wired to factory upfitter switches in cab *SPECIFY COLOR-White, Amber or White/Amber*	4CLED	$955.00	955
23" Mini LED light bar, Acari 3rd brake light mount, wired to upfitter switch in cab	LBMINI	$1,150.00	1150

$44,346.00 44466

COST

Budgeted

Awarded Vendor: SPENCER WOOD, Government Sales Director, srwood@piedmonttruckcenter.com 336.668.2401bp, 336.668.2494fax
PIEDMONT TRUCK CENTER, INC.

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CNGP530                    VEHICLE ORDER CONFIRMATION              11/14/20 11:29:2
==> _____ _____________________________________                      Dealer: F2165
                          2021 F-SERIES SD                           Page: 1 of
Order No: 9999    Priority: B1  Ord FIN: QJ044  Order Type: 5B Price Level: 11
Ord PEP:  600A Cust/Flt Name: PENDER              PO Number:
                          RETAIL                                     RETAIL
X2B  F250 4X4 S/C         $39565          17S  STX APPEAR PKG       $1825
     164" WHEELBASE                           .LT275/65BSWAS18
Z1   OXFORD WHITE                             .CRUISE CONTROL
A    VNYL 40/20/40                            .BRIGHT GRILLE
S    MEDIUM EARTH GR                          .CST ALUMINUM-18
600A PREF EQUIP PKG                     18B  PLAT RUNNING BD        445
     .XL TRIM                                 10000# GVWR PKG
572  .AIR CONDITIONER          NC       425  50 STATE EMISS          NC
     .AMFM/MP3/CLK
996  .6.2L EFI V8 ENG          NC       TOTAL BASE AND OPTIONS 46555
44S  6-SPD AUTOMATIC           NC       TOTAL                  46555
X3E  3.73 ELOCKING            390       *THIS IS NOT AN INVOICE*
90L  PWR EQUIP GROUP          865
66D  PU BOX DELETE           (625)      * MORE ORDER INFO NEXT PAGE *
     JOB #1 BUILD                                  F8=Next
F1=Help              F2=Return to Order              F3/F12=Veh Ord Menu
F4=Submit    F5=Add to Library
5006 - MORE DATA IS AVAILABLE.                                  QC07932
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46555.00 MSRP Truck
-3271.00 Discount
43284.
8987.00 Knapheide Body model 696 J
52271.00
1587.00 - 3% DMV Tax
599.00 - Doc fee
95.00 - Title
54552.00
-7600.00 Discount
46952.00 - Total



VEHICLE ORDER CONFIRMATION 11/19/20 09:14:4!
Dealer: F2165!
2021 F-SERIES SD Page: 2 of !
der No: 9999 Priority: B2 Ord FIN: QB444 Order Type: 5B Price Level: 11!
Ord PEP: 650A Cust/Flt Name: PENDER PO Number:

		RETAIL		RETAIL
512	SPARE TIRE/WHL2	$350	DEST AND DELIV	$1695
525	CRUISE CONTROL	235		
	TELE TT MIR-PWR		TOTAL BASE AND OPTIONS	46940
61J	JACK	NC	TOTAL	46940
67B	397 AMP ALTRNTR	115	*THIS IS NOT AN INVOICE*	
67H	HVY SER FRT SUS	125	*TOTAL PRICE EXCLUDES COMP PR	
76C	EX BACKUP ALARM	140		
794	PRICE CONCESSN			
	REMARKS TRAILER			
86M	DUAL BATTERY	NC		
872	RR CAM & PREP K	415		
	SP DLR ACCT ADJ			
	SP FLT ACCT CR			
	FUEL CHARGE			
B4A	NET INV FLT OPT	NC		

F7=Prev
F1=Help F2=Return to Order F3/F12=Veh Ord Menu
F4=Submit F5=Add to Library F9=View Trailers
5099 - PRESS F4 TO SUBMIT QC07932



Pender County
Request for Board Action

TO:	Board of County Commissioners
FROM:	Kenneth Keel
DATE:	February 16, 2021
SUBJECT:	Approve Purchase Order for Replacement 1-ton Work Body & Crane Truck to Piedmont Truck Center for $76,436.

SUMMARY:
This request is to purchase a replacement 1-ton work body & crane truck for PCU. The vehicle to be replaced is vehicle #4008, which is a 2011 F-350 truck with over 250,000 miles. The vehicle was evaluated by Fleet Services during the FY21 budget process, and recommended for replacement. The truck to be replaced is also a 1-ton truck, which is the minimum duty level needed for PCU field operations for the particular purposes of this vehicle. The current vehicle is used to remove and reinstall equipment from sewage pump stations and water booster station, and occasional use for lifting equipment at the water and wastewater plant. It also is able to pull a large trailer with digging equipment necessary for service installation and system repairs.

We received quotes from 3 vendors for this replacement vehicle, all with a work body and crane, but with some variations to the options and equipment due to recommendations from each vendor. The attached information provides full details of the quoted truck. Our quotes include Piedmont Truck Center (State Contract) pricing for an F-350, Fairway Ford pricing for an F-350 and an F-450 each with 2 variations, and Bill Carone pricing for an F-450. Westgate Chrysler (Burgaw) and Piedmont Dodge (Clinton) were also contacted, but they did not provide pricing for comparable vehicles. Also, while Bill Carone also sells Chevrolet and GMC trucks, they only provided pricing for a Ford.

Funds were approved in the FY21 budget, and will come from RPTWSD-Water budget accounts 072-407403 (Capital Outlay-Vehicle), 072-407400 (Capital Outlay, for equipment items added over $5k), and 072-403300 (Supplies & Materials, for equipment items added under $1k). All of the quotes exceed the budgeted price of this vehicle; however, we have sufficient funds within the overall 072 budget to allow for this purchase through expected cost savings on other budgeted equipment purchases (3/4-

ton truck, work lights and bypass pump), and we also have additional funds available within our reserve line-item.

The lowest overall quote, which is from Fairway Ford (Unit #1), only provides a 3,600 pound capacity crane and a maxed-out capacity work body. This is nearly identical to the existing truck that we are replacing, and PCU has experienced numerous problems with that configuration over its lifetime.

PCU is recommending purchase of an F-350 truck with an upgraded Atkins heavy duty crane body and 4000 pound capacity crane. The lowest bid price for PCU's recommended configuration is from Piedmont Truck Center for $76,436. Fairway Ford provided a price for this configuration (Unit #2) that is $1,392 higher.

ACTION REQUESTED:
Approve PO for replacement 1-ton work body & crane truck to Piedmont Truck Center

ATTACHMENTS:
Quotes from Piedmont Truck Center (State Contract), Fairway Ford, and Bill Carone Ford

2020 NORTH CAROLINA TERM CONTRACT 070A Vehicles-Passenger, Truck, Van, SUV, Law Enforcement
OPTIONS LIST ITEM 3-F350 SUPERCAB CHASSIS
BID NO. 201500915

ITEM 3 -2021 FORD F350 DUAL REAR WHEEL CHASSIS SUPERCAB 4X2 164"WHEELBASE XL PACKAGE	**SERIES/OPTION**	**STATE PRICING**
STANDARD ITEMS: 13900LB GVWR, COLOR: WHITE, 6.2L 2 Valve Gas SOHC EFI NA V8 (Flex Fuel) TorqShift® Ten-Speed Automatic with Selectable Drive Modes: Normal, Tow/Haul, Eco & Deep, 3.73 LIMITED SLIP REAR AXLE, TILT STEERING WHEEL, AIR CONDITIONING, AM/FM RADIO, POWER EQUIPMENT GROUP-POWER WINDOWS/LOCKS/MIRRORS, CRUISE CONTROL, SYNC BLUETOOTH, HEAVY DUTY ALTERNATOR, ALL SEASON TIRES, SPARE TIRE/WHEEL, 40/20/40 CLOTH (GRAY) SEATS, TRAILER TOW PACKAGE - RECEIVER HITCH, 7 & 4 WAY TRAILER PLUG, 56"CA	**X3C-620A**	$29,231.00
CREDITS		
40/20/40 VINYL SEATS	AS	$0.00
CAB CONFIGURATION		
4X4-includes Electronic Shift on the Fly	4X4	$3,231.00
60"CA	60CA	$1,250.00
OTHER OPTIONS		
CAB STEPS (SUPERCAB/CREW CAB ONLY)	18B	$414.00
Upfitter Switches: (6) Located in overhead console	66S	$154.00
Upfitter Interface Module	18A	$275.00
HEAVY SERVICE SUSPENSION PACKAGE	67H	$117.00
EXTERIOR BACK UP ALARM	76C	$131.00
110v / 400w outlet	43C	$163.00
Utility lighting system	63A	$149.00
UPFIT OPTIONS		
(4) corner LED lights, (2) front grille mounted & (2) rear mounted, wired to factory upfitter switches in cab ***SPECIFY COLOR-White, Amber or White/Amber***	4CLED	$955.00
23" Mini LED light bar, Acari 3rd brake light mount, wired to upfitter switch in cab	LBMINI	$1,150.00
Adkins Model 109-94-CB 9' Heavy Duty crane body, 8" heavy duty drop down tailgate, 12" workbench bumper with (2) recessed access steps, (2) grab handles at rear of compartments, rubber fenderettes around wheel wells, mud flaps, (4) tie down D-rings in cargo area, Cab guard with perforated cut-outs, Rod type Master Locking system (handles at rear of body), 2" receiver hitch with safety chain hooks, 7 way RV style trailer plug, Spray in bedliner for cargo area, compartment tops & bumper, LiftMoore 4000X-20 electric crane, remote pendant control 25', Manual In/Out & Manual crank Up/Down outriggers, Boom support	ADK9CB	$39,216.00
Total for chassis & options	**11.2.2020**	**$76,436.00**

Pender County - Water & Sewer
James Proctor
910.259.1327bp jproctor@pendercountync.gov

ADDITIONAL OPTIONS - not included in above pricing (for consideration)	**ADD**
Liftmoore 5000X-20 in lieu of 4000lb crane	$3,255.00
Hydraulic In/Out and Up/Down outriggers in lieu of manual operation	$4,983.00

Awarded Vendor: SPENCER WOOD, Government Sales Director, srwood@piedmonttruckcenter.com 336.668.2401bp, 336.668.2494fax
PIEDMONT TRUCK CENTER, INC. 412 South Regional Road Greensboro NC 27409

FAIRWAY FORD, INC.
P.O. BOX 959
BURGAW, NC 28425
910-259-2371

January 22, 2021

To: Mr. James Proctor, Water & Sewer Superintendent, County of Pender

From: Hugh Highsmith, III

Re: Quote to order new F350/F450 chassis cab with crane body

Mr. Proctor,

Thank you for the opportunity to quote the crane body truck that PCU is considering. Please find specifications and pricing to order a new F350 with crane body and F450 with crane body. Pricing is based on ordering the vehicle from Ford Motor Company and reflects the current North Carolina State Contract Price Concession amounts negotiated by the State of North Carolina with Ford Motor Company for these vehicle lines. Taxes, title, license and registration fees are not included in this quote and are the responsibility of the purchaser.

The quote is put together as follows: the first quote is for the most economical vehicle which is a F350 extended cab with a standard Knapheide service body upfitted to accommodate a 3600Lb crane (the maximum Knapheide will pair to a F350). The second quote is the recommended F350 configuration including an Adkins Model 10—94-CB heavy duty crane body with a 4000LB crane. Since the Adkins body is designed to be a crane body it has the structural integrity to accommodate the 4000LB crane without the added weight required to upgrade the body structure to support a crane mounted on a standard service body.

The third quote is for a F450 extended cab with a standard Knapheide service body upfitted to accommodate a 4000LB crane. The fourth and final quote is the recommended F450 configuration including the same Adkins heavy duty crane body with a 4000LB crane, but it will accommodate up to a 5000LB crane, and a hydraulic outrigger upgrade.

The Adkins brand of bodies are used by Gregory Poole, James River Equipment, The City of Charlotte, and County of Mecklenburg, for example due to the durability and longevity that the Adkins body provides, but at a slightly higher upfront cost.

Unit #1: F350 extended cab dual read wheel, four-wheel drive chassis cab:
168" wheelbase with 60" cab to axle measurement to accommodate a 9-foot service body
XL trim level
6.2L V8 gasoline engine
Automatic transmission with 10 forward gears
14,000lb gross vehicle weight rating
Air conditioning
Power steering, power anti-lock braking system
17" steel wheels

Cont'd

AM/FM radio with clock
Upfitter switches
Tilt and telescoping steering column
Vinyl floor covering
40/20/40 front bench seat
60/40 rear bench seat
Options included on chassis in this quote:

- *4.30 ratio limited slip rear axle
- *Power windows/door locks/mirrors
- *Remote keyless entry key (2 included in quote)
- *Upfitter interface module
- *Black platform running boards (cab length)
- *110V/400W power outlet
- *Spare tire and wheel
- *Trailer towing package
- *Utility lighting package includes outside mirror mounted spotlights
- *240 AMP alternator
- *Extra heavy-duty rear suspension package
- *Rear view camera
- *Cloth seating surfaces

Body: 9' Knapheide 6108D54J DRW service body with the following options included in this quote:

- *Manual Master Lock System
- *Class III receiver hitch tube
- *Spray on bedliner applied to inside of bed, top of boxes, and top of step bumper
- *Crane reinforcement
- *Two grab handles mounted to rear of body
- *3600LB crane with 9' hydraulic extension and 9'-15' manual extension
- *Step cable
- *Strobes mounted front and rear of truck
- *23" Amber light bar mounted above third brake lamp
- *Back up alarm

Exterior color truck and body: Oxford White
Interior color: Medium gray

Selling Price Per Unit Ordered: **$71,788.00**

Unit #2: F350 extended cab dual rear wheel, four-wheel drive chassis cab:
Same vehicle as Unit #1 but with upgraded body to the following:
Body: 9' Adkins Model 109-94-CB heavy duty crane body to accommodate at 4000Lb Liftmoore Model 4000X-20 crane with power boom extension 10'-16' and manual extension up to 20'.

Selling Price Per Unit Ordered: **$77,828.00** **(RECOMMENDED F350 SETUP)**

Optional equipment to consider on Adkins body: Liftmoore Model 39278 hydraulic in/out, hydraulic up/down outriggers: Add $4,983.00

Cont'd

Unit #3: F450 extended cab dual rear wheel, four-wheel drive chassis cab:
168" wheelbase with 60" cab to axle measurement to accommodate a 9-foot service body
XL trim level
7.3L V8 gasoline engine
Automatic transmission with 10 forward gears
16,500lb gross vehicle weight rating
Air conditioning
Power steering, power anti-lock braking system
Dual batteries
19.5" steel wheels
AM/FM radio with clock
Upfitter switches
Tilt and telescoping steering column
Vinyl floor covering
40/20/40 front bench seat
60/40 rear bench seat
Options included on chassis in this quote:

- *4.88 ratio limited slip rear axle
- *Power windows/door locks/mirrors
- *Remote keyless entry key (2 included in quote)
- *Upfitter interface module
- *Black platform running boards (cab length)
- *110V/400W power outlet
- *Spare tire and wheel
- *Trailer towing package
- *Utility lighting package includes outside mirror mounted spotlights
- *397 AMP alternator
- *Extra heavy-duty rear suspension package
- *Rear view camera
- *Cloth seating surfaces

Body: 9' Knapheide 6108D54J DRW service body with the following options included in this quote:

- *Manual Master Lock System
- *Class III receiver hitch tube
- *Spray on bedliner applied to inside of bed, top of boxes, and top of step bumper
- *Crane reinforcement
- *Two grab handles mounted to rear of body
- *4000LB crane with 10'-16' hydraulic extension and 16'-20' manual extension
- *Step cable
- *Strobes mounted front and rear of truck
- *23" Amber light bar mounted above third brake lamp
- *Back up alarm

Exterior color truck and body: Oxford White
Interior color: Medium gray

Cont'd

Selling Price Per Unit Ordered: **$79,989.00**

Unit #4: F450 extended cab dual rear wheel, four-wheel drive chassis cab:
Same vehicle as Unit #3 but with upgraded body to the following:
Body: 9' Adkins Model 109-94-CB heavy duty crane body to accommodate at 4000Lb Liftmoore Model 4000X-20 crane with power boom extension 10'-16' and manual extension up to 20'.

Selling Price Per Unit Ordered: **$82,588.00** **(RECOMMENDED F450 SETUP)**

Optional equipment to consider on Adkins body:

***Liftmoore Model 39278 hydraulic in/out, hydraulic up/down outriggers: Add $4,983.00**

***Liftmoore Model 5000X-20 5000LB crane: Add $3,255.00**

Please feel free to call me at 910-259-2371 or email with any questions regarding this quote.

Respectfully Submitted,

Hugh B. Highsmith, III
Sales Manager

CNGP530 VEHICLE ORDER CONFIRMATION 11/19/20 09:14:1
==> Dealer: F2165
2021 F-SERIES SD Page: 1 of
Order No: 9999 Priority: B2 Ord FIN: QB444 Order Type: 5B Price Level: 11
Ord PEP: 650A Cust/Flt Name: PENDER PO Number:

		RETAIL
X4G	F450 4X2 S/C CC	$42085
	168" WHEELBASE	
Z1	OXFORD WHITE	
A	VNYL 40/20/40	
S	MEDIUM EARTH GR	
550A	PREF EQUIP PKG	
	.XL TRIM	
572	.AIR CONDITIONER	NC
	.AMFM/MP3/CLK	
99N	7.3L DEV V8 ENG	NC
44G	10-SPD AUTOMATC	NC
TGJ	225 BSW AP 19.5	
X48	4.88 REG AXLE	NC
90L	PWR EQUIP GROUP	865
	FLEET SPCL ADJ	NC

		RETAIL
18A	UPFIT INTER MOD	$295
18B	PLAT RUNNING BD	445
	TPMS DELETE	
	16500# GVWR PKG	
425	50 STATE EMISS	NC
43C	110V/400W OUTLT	175
	JOB #1 BUILD	
	TOTAL BASE AND OPTIONS	46940
	TOTAL	46940

THIS IS NOT AN INVOICE
*TOTAL PRICE EXCLUDES COMP PR

* MORE ORDER INFO NEXT PAGE * F8=Next
F1=Help F2=Return to Order F3/F12=Veh Ord Menu
F4=Submit F5=Add to Library F9=View Trailers
5006 - MORE DATA IS AVAILABLE. QC07932

46940.00 MSRP Truck
-5318.00 - Discount
41622.00
40654.00 Knapheide Body 6108054J w/ Lift moore Crane
82276.00
2486.00 3% DMV Tax
599.00 Doc fee
95.00 Title
85456.00
-4600.00 Discount
80856.00 Total



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CNGP530                    VEHICLE ORDER CONFIRMATION          11/14/20 11:29:3
==> _________ ____________________________________                Dealer: F2165
                          2021 F-SERIES SD                       Page: 2 of
Order No: 9999    Priority: B1  Ord FIN: QJ044  Order Type: 5B Price Level: 11
Ord PEP:  600A Cust/Flt Name: PENDER              PO Number:
                      RETAIL                                      RETAIL
43C  110V/400W OUTLT     NC          TOTAL BASE AND OPTIONS$46555
512  SPARE TIRE/WHL2     295         TOTAL                   46555
52B  BRAKE CONTROLLR     270         *THIS IS NOT AN INVOICE*
     TELE TT MIR-PWR
     JACK
63R  RR STAB W/ AUX      125
66S  UPFITTER SWTCH      165
67D  200/240 AMP ALT      NC
872  RR CAM & PREP K     415
91S  LED WARNING STB     675
913  SYNC 3              450
     SP FLT ACCT CR
     FUEL CHARGE
     DEST AND DELIV     1695
                                                        F7=Prev
F1=Help                F2=Return to Order                F3/F12=Veh Ord Menu
F4=Submit    F5=Add to Library
5099 - PRESS F4 TO SUBMIT                                          QC07932
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Pender County
Request for Board Action

TO:	Board of Rocky Point-Topsail Water & Sewer District
FROM:	Kenneth Keel
DATE:	February 16, 2021
SUBJECT:	Approval of Emergency Water Sales Agreement between Town of Surf City and Rocky Point/Topsail Water & Sewer District.

SUMMARY:
PCU and Surf City staff have worked together to write this new version of a water purchase agreement, and we are seeking the RPTWSD Board approval of the document. The agreement is needed for any future emergency water sales from Surf City to RPTWSD.

RPTWSD and Surf City previously had a water sales agreement that was approved in 2010, but its term expired in 2015. Both sides have been honoring the original agreement since that time, but a new agreement was needed to legally establish procedures for the sale of water. The new document presented is similar to the previous agreement, with the following revisions:

- Now it is an Emergency Water Sales Agreement (no anticipated ongoing water transfers or allocation)
- Initial 5 year term, renewable 3 times for for up to a 20 year term total
- Rate is established as Surf City's current bulk rate at the time of water sales
- Monthly availability fee was eliminated
- Eliminated additional language that was not longer applicable

This agreement was approved by the Surf City Town Board on January 15, 2021.

ACTION REQUESTED:
Approve Emergency Water Sales Agreement with the Town of Surf City

ATTACHMENTS:
Proposed agreement as approved by the Town of Surf City

North Carolina

County of Pender

TOWN OF SURF CITY AND ROCKY POINT/TOPSAIL WATER AND SEWER DISTRICT
EMERGENCY WATER SALES AGREEMENT

This AGREEMENT, made and entered into this 15 day of Jan., 2020, by and between the Town of Surf City, hereinafter referred to as "Town" and Rocky Point/Topsail Water & Sewer District, hereinafter referred to as the "District", each party being a municipal corporation duly chartered by the State of North Carolina;

WITNESSETH:

WHEARAS, the parties wish to reach agreement as to the manner in which Town may sell water to District; and parties further wish to define and clarify the conditions and terms in which said sale of water shall be conducted;

NOW, THEREFORE, in consideration of the terms, conditions and covenants set forth herein, the parties do agree as follows:

1. Sale and Purchase of Water: District agrees to purchase from Town water for public consumption and the Town agrees to sell water to District subject to the terms and conditions set forth herein.

2. Terms: The Term of this agreement shall be for an initial term of five (5) years from the date of this agreement, and thereafter, may be renewed or extended for up to three (3) additional five-year terms subject to the provisions the district must notify the Town in writing at least ninety (90) days before the end of each term of its intent to renew the agreement for each additional term. Likewise, if Surf City can no longer provide services to the District then Surf City must notify the district in writing at least ninety (90) days before the end of each term. District agrees to purchase water from Town solely for the purpose of serving District's water customers, as set for the herein. District agrees not to resell water purchased from Town to another municipality or unit of government without Town's express consent in writing, which may be withheld in its sole discretion. The Town and District agree that if the agreement for the provision of water to the District is not renewed, both parties desire to leave the interconnection in place for Emergency water service. In the event of an emergency which requires water service, the requesting party shall notify the other party of the nature and estimated duration of the emergency. Operations personnel from both parties will participate in activating and deactivating the interconnection to preclude unanticipated impacts within the respective systems and to record meter readings.

3. Rate: District agrees to pay the Town the current bulk rate as set forth in the current fee schedule for water purchased, rounded to the nearest 1,000 gallons. There are no other fees to be charged to either party under agreed upon emergency use. No set Allocation is reserved for either party. Quantity provided will be based on actual availability during emergency events. Town will provide a billing to District on approximately the 15th day of each month and such billing shall be payable within 30 days of receipt of such billing. Any payment not received within 30 days of said billing shall carry a 10% late payment penalty. Rate per 1,000 gallons shall be based on the current Town fee schedule.

4. District Customers: Water provided by Town to District under this agreement will be provided only to water customers located within the present or future limits of District.

5. Water Purification: All water sold by Town to District, pursuant to this Agreement, shall meet all standards established from time to time by the North Carolina Department of Environmental Quality, or such other government agencies establishing water quality standards to the point of entry to District's system. Town agrees to perform such testing as required by any current or future permit issued by the State of North Carolina regarding production and delivery of water to District's Distribution system, and Town will provide the results to District in a timely manner as may be required by law. The District assumes responsibility for any adverse effects that may arise from the blending of Town and District water within the District's water system.

6. Operation and Maintenance:
   (a) District shall have the responsibility for maintenance of the existing and future waterlines and other apparatus at its own cost located on the District's side of the existing water meter vault. Town shall have sole responsibility for maintaining the existing water treatment plant and Town's distribution lines that convey water to the meter vault.

   (b) Any future water tanks, pumps stations or other facilities, necessary or convenient, to provide additional water storage, water pressure or other benefit of District shall be hereafter erected at District's election and sole expense upon conditions reasonable and acceptable to Town.

7. Emergency Conditions: The parties acknowledge that the primary obligation of the Town is to provide water service to the citizens of the Town of Surf City. In the event of an emergency, the Town shall have the authority to allocate water usage in such a manner as to ensure reasonable water availability to its citizens.

8. Previous Agreements: This Agreement shall supersede and amend any terms in conflict herewith contained in any prior agreements by and between the parties regarding the purchase, sale, or other use or conveyance of water.

9. Amendments: This agreement may be amended only by written agreement executed by the parties hereto.

10. Duplicate Originals: This agreement shall be executed by the parties hereto in duplicate originals, each of which, when executed, shall constitute an original document.

IN WITNESS WHEREOF, the parties hereto have caused the Agreement to be signed by their duly authorized representatives the day and year first above written.

Town of Surf City

Witness

Rocky Point/Topsail Water and Sewer District

Witness

PENDER COUNTY CLOSED SESSION MOTION

All boards, agencies or public bodies in meetings of two or more members covered by the Open Meetings Law in Pender County shall utilize the following procedure for entering a "Closed Session."

MOTION

_____, (member of the governing body) moves to enter closed session pursuant to G.S. 143-318.11: (select one or more of the following grounds):

1. To prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or is not considered a public record within the meaning of Chapter 132 of the General Statutes.

2. To prevent the disclosure of information that is of an honorary degree, scholarship, prize, or similar award.

3. To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. General policy matters may not be discussed in a closed session and nothing herein shall be construed to permit a public body to close a meeting that otherwise would be open merely because an attorney employed or retained by the public body is a participant. The public body may consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure. If the public body has approved or considered a settlement, other than a malpractice settlement by or on behalf of a hospital, in closed session, the terms of that settlement shall be reported to the public body and entered into its minutes as soon as possible within a reasonable time after the settlement is concluded.

4. To discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations. The action approving the signing of an economic development contract or commitment, or the action authorizing the payment of economic development expenditures, shall be taken in an open session.

5. To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.

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.

7. To plan, conduct, or hear reports concerning investigations of alleged criminal misconduct.

8. To formulate plans by a local board of education relating to emergency response to incidents of school violence.

9. To discuss and take action regarding plans to protect public safety as it relates to existing or potential terrorist activity and to receive briefings by staff members, legal counsel, or law enforcement or emergency service officials concerning actions taken or to be taken to respond to such activity.

VOTES FOR: ____ VOTES AGAINST: ____

Attested: _____ Date: _____

Pender County
Request for Board Action

TO:	Board of County Commissioners
FROM:	Travis Henley
DATE:	February 16, 2021
SUBJECT:	Resolution Requesting Approval of a Conditional Zoning Map Amendment.

SUMMARY:
Archie McGirt, applicant, on behalf of AJ McGirt Land Management, LLC, owner, is requesting the approval of a Conditional Zoning Map Amendment for one (1) tract totaling approximately ±9.39 acres to amend a previously-approved conditional rezoning for detached storage buildings, boat and RV storage, and a two-story office building to further allow for a caretaker apartment on the second story of the office building. The subject property is zoned GB-CD2, General Business conditional zoning district 2 and the request would amend the allowable uses in that district. The subject property is located along the west side of US HWY 17 approximately ± 2,500 feet to the north of the intersection of US HWY 17 and Sloop Point Loop Road (SR 1563) in the Topsail Township and may be further identified by Pender County PIN: 4204-76-9748-0000.

ACTION REQUESTED:
To Hold a Public Hearing and Consider the Approval of a Conditional Zoning Map Amendment and to make a finding that while the overall proposal may not be consistent with the Pender 2.0 Comprehensive Land Use Plan due to the discouragement of commercial and industrial uses in this area, the addition of a caretaker apartment does not increase the level of inconsistency of this proposal.

PLANNING STAFF REPORT
CONDITIONAL ZONING MAP AMENDMENT
MONKEY JUNCTION MINI-STORAGE AMENDMENT

SUMMARY

Hearing Date:	January 20, 2021 Planning Board February 16, 2021 Board of Commissioners
Applicant:	Archie McGirt
Property Owner:	AJ McGirt Land Management, LLC
Case Number:	REZONE 2020-18

Rezoning Proposal: Archie McGirt, applicant, on behalf of AJ McGirt Land Management, LLC, owner, is requesting the approval of a Conditional Zoning Map Amendment for one (1) tract totaling approximately ±9.39 acres to amend a previously-approved conditional rezoning for detached storage buildings, boat and RV storage, and a two-story office building to further allow for a caretaker apartment on the second story of the office building. The subject property is zoned GB-CD2, General Business conditional zoning district 2 and the request would amend the allowable uses in that district.

Property Record Number, Acreage, and Location: The subject property is located along the west side of US HWY 17 approximately ± 2,500 feet to the north of the intersection of US HWY 17 and Sloop Point Loop Road (SR 1563) in the Topsail Township and may be further identified by Pender County PIN: 4204-76-9748-0000.

Recommendation: At their January 20, 2021 meeting, the Pender County Planning Board unanimously recommended conditional approval of this application based on its consistency with the Pender County Unified Development Ordinance and lack of conflict with the Pender 2.0 Comprehensive Land Use Plan. Staff are also recommending approval of the request with the continuation of previously-imposed conditions.

DESCRIPTION

The Pender County Board of County Commissioners approved the creation of the GB-CD2, General Business Conditional zoning district 2, on June 19th, 2017 to allow for the development of ten (10) detached storage buildings totaling 185,325 square feet of storage space with an additional office space with a footprint of 1,200 square feet. The approval also encompassed storage of boats and recreational vehicles on the site.

Subsequent to the approved conditional rezoning, staff approved a Major Site Development Plan for the first phase of 7 detached storage buildings, office, and associated improvements on August 15, 2018. A second Major Site Development Plan for the remaining structures and associated improvements was approved on February 20, 2019,

The current application is to amend the allowable uses within the district to permit an upstairs apartment within the office building for an onsite caretaker.



Proposed Use

The caretaker apartment is the only additional proposed use in comparison to the previously approved conditional zoning district. The currently approved uses within the GB-CD2, General Business Conditional zoning district 2 are multi-unit, self-storage units (NAICS 531130). NAICS Sector 531130 industry comprises of establishments primarily engaged in renting or leasing space for self-storage in addition to RV and boat storage. The previous application was filed soon after boat storage had been broken out as its own use in the Table of Permitted Uses but was not illustrated as such in the corresponding staff report. For the purposes of clarity, the previously proposed and approved boat storage is illustrated as it appears in the current Table of Permitted Uses in the Pender County Unified Development Ordinance.

		Zoning Districts									
Use Type	**Ref NAICS**	**RA**	**RP**	**RM**	**MH**	**PD**	**GB**	**OI**	**IT**	**GI**	**EC**
RESIDENTIAL											
Upper Story Residential						P	**P**	P			
Sector 53: REAL ESTATE AND RENTAL AND LEASING											
Real Estate and Rental and Leasing	53	S	S			P	**P**	P	P	P	
MISCELLANEOUS USES											
Storage of boats and watercraft outdoors or on dry stack structures							**S**				

All other uses or expansions will be prohibited unless an alteration is made to the approval. Any changes to the requested petition shall be processed in accordance with amendments to the zoning map and in accordance with the Pender County Unified Development Ordinance.

Setbacks
Per Section 4.14, Zoning District Dimensional Requirements, the setback requirements for the GB, General Business zoning district are as follows:

Dimensional Standards for GB Zoning District	Required Setback	Provided Setback
Min. Front Yard	25’	25’
Min. Side Yard	10’	10’
Min. Corner Yard	12’	N/A
Min. Rear Yard	10’	10’

Parking
According to Section 7.10.1, Self-Service Storage must provide 5 parking spaces, or 1 per 100 storage units, whichever is greater. Parking is reviewed for compliance at the time of Major Site Development Plan submittal as the exact number of storage units is finalized.

The ordinance does not require any additional parking for the caretaker apartment.

Access
As in the previous submittal, the site will maintain one ingress from US HWY 17 and two egress points onto Quarter Horse Lane (private). According to the site plan there will be free flowing vehicular traffic down all of the drive aisles between the storage buildings. All proposed accesses to US HWY 17 are subject to review and approval by NCDOT.



Additionally, the applicant previously provided documentation showing that the submitted site plans meet the cross access corridor requirements found in Section 7.4.4 of the Pender County Unified Development Ordinance (Attachment 1). Two access points to Quarter Horse Lane (private) are provided, allowing access to all properties located along the easement. The western access to Quarter Horse Lane (private) is an emergency ingress and egress location. Based on aerial mapping measurements, Quarter Horse Lane (private) provides a twenty (20) feet wide paved roadway along the subject parcel to the gym entrance allowing space for two vehicles to pass. The access easement is found in Map Book 31, Page 61 of the Pender County Register of Deeds.

Buffers and Landscaping
As with the previous submittal, the applicant has proposed a 25’ A-3 Buffer along the eastern bounds of the property that is adjacent to US HWY 17, 10’ C-1 Buffers along all property lines that abut the residential

lots, and 10' B-1 Buffers along all property lines that abut the outparcel that it surrounds on three sides. Based on conversations with the applicant on feedback with from the initial community meeting, the existing conditional district requires a hybrid C-2 buffer along the western property line adjacent to building 'J'. All proposed buffering is in compliance with Section 8 of the Pender County Unified Development Ordinance.

Environmental Concerns
The property is not located within a CAMA Area of Environmental Concern (AEC).

There are no identified Special Flood Hazard Areas (SFHA) located on the subject parcel according to FEMA Flood Insurance Rate Map Number 3720420400J, adopted February 16, 2007. The preliminary flood maps also indicate Special Flood Hazard Areas (SFHA) on the subject parcel. Specifically, approximately 1.4 acres of AO zone with a depth of 2 ft along the southwestern property boundary. If the applicant applies for a permit when the preliminary maps are in effect, the commercial structure would need to be floodproofed in accordance with the Flood Damage Prevention Ordinance. The proposed caretaker apartment is not within the AO zone on the preliminary flood maps.

According to the applicant's previously-submitted site plan and wetland report, no jurisdictional wetlands are impacted by development on the subject parcel.

Outdoor Lighting
All lighting is wall-mounted according to the applicant's submitted site plan and shall not be located in a manner that will direct the lighting onto any adjacent residential property.

Signage
As with the previous submittal, freestanding monument signage is shown on the applicant's submitted site plan in accordance with the requirements of Section 3.4.2.B of the Pender County Unified Development Ordinance. All proposed signage is reviewed to ensure compliance with the Pender County Unified Development Ordinance.

Hours of Operation
According to the applicant in the previous submittal, the facility's office will be open on Monday-Saturday from 9 a.m. to 6 p.m. and on Sundays from 11:00 a.m. to 4:00 p.m. The storage units will be open from daily from 6:00 a.m. to 10:00 p.m. for customer access through a locked gate that requires a passcode for entry.

Public Input Meeting
The public meeting was held on November 12, 2020, at Hampstead Kiwanis Park at 5:30 P.M. One member of the public attended to obtain additional information about the project, but did not express any specific concerns. A copy of the public input meeting report summary prepared by the applicant can be found in Attachment 2.

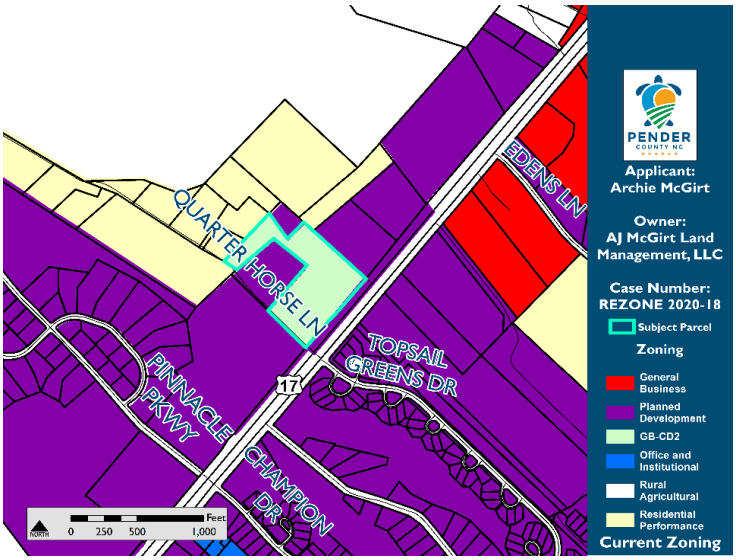
TECHNICAL REVIEW COMMITTEE (TRC) RESPONSES
Pender County's Technical Review Committee provided comments on the project via email. The comments can be found in Attachment 3.

EVALUATION:

A. Public Notifications: Advertisements for the proposal have been placed in the Pender-Topsail Post & Voice. Adjacent property owners within five hundred feet (500') of the subject parcel were notified by first class mail; and a sign advertising the public hearing was placed on the subject properties.

B. Existing Zoning in Area: The subject property is currently zoned GB-CD2, General Business Conditional zoning district 2. To the west of the subject parcels are Residential Performance zoning district properties, with Planned Development zoning district properties to the north, south, and east.

C. Existing Land Use in Area: The subject parcels are surrounded by an existing fitness center to the south on an outparcel. Low density residential uses are located to the west, with vacant land to the south before the entrance to Dollar General and the Pinnacle Ridge subdivision. To the east are the Wyndwater and Topsail Greens subdivisions. Various commercial uses are found to the south near the Sloop Point Loop Road (SR 1563) and US HWY 17 intersection.

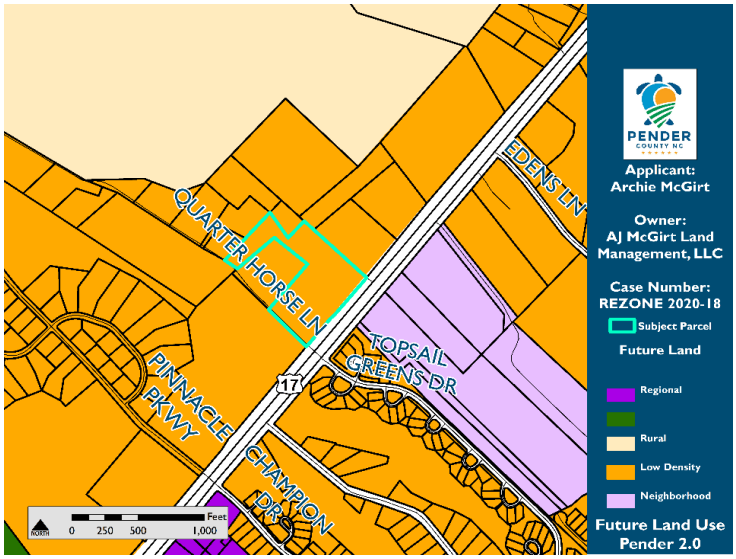


D. Pender 2.0 Comprehensive Land Use Plan Compliance: The subject property is designated under the Low Density Residential future land classification. Appropriate uses include single-family dwellings and neighborhood-scale institutional facilities. Commercial and industrial uses are inappropriate in these areas, as are large institutions and other significant traffic generators. Duplexes and townhomes may be suitable when proposed as part of a master planned community whereby the dimensional requirements and uses forming the outer boundary of the community are compatible with the adjacent properties or permissible uses. Clustering of new communities is encouraged.

Development density within this category is two dwelling units an acre or less. Water and sewer service may not be available in these areas.

Under the 2010 Comprehensive Land Use Plan, which was in effect at the time the GB-CD2, General Business Conditional zoning district 2, was approved, the subject parcel is designated as Rural Growth. Rural Growth areas are intended to protect agricultural and forestry operations that are a major part of the County's economic base and that are key to preservation of the County's rural landscape. Major job-creating activities that are compatible with farms, forestry and very low-density development are appropriate. Uses that would typically be allowed in Rural Growth areas include very low-density

residential development on one acre or greater size lots; agriculture, forestry, churches; very limited nonresidential uses - commercial, office, or public/institutional - meeting locational criteria. Locational criteria for non-residential uses in Rural Growth areas include frontage and access to a major State highway or secondary road, location at a major rural intersection, proximity to similar existing non-residential uses, and spatial separation from non-compatible uses such as existing residential development.



While the overall proposal may not be consistent with the Pender 2.0 Comprehensive Land Use Plan due to the discouragement of commercial and industrial uses in this area, the storage use was approved under a previous Land Use Plan with which it was more consistent. The addition of a caretaker apartment does not increase the level of inconsistency of this proposal.

In addition to not being inconsistent with the Low Density Residential future land use classification, The Conditional Zoning Map Amendment request is neither specifically supported nor in conflict with the goals, objectives, and policies in the Pender 2.0 Comprehensive Land Use Plan.

E. Unified Development Ordinance Compliance: Section 3.3.9 of the Unified Development Ordinance provides for standards that shall be followed by the Planning Board and Board of County Commissioners before a favorable recommendation of approval for a rezoning can be made. The GB, General Business zoning district is designed to accommodate uses which require close access to major highways. The district is established to provide convenient locations for businesses which serve the needs of surrounding residents, including office, retail, and personal service uses.

Utilities

The applicant has procured a Letter of Intent from Pluris Hampstead for sewer service and a well permit for potable water. Any final zoning approvals are contingent upon review and approval by Pender County Utilities, Environmental Health, and appropriate local and state agencies.

Traffic & Roadways

Average Annual Daily Trips (AADT) and capacity of US HWY 17 in this area are 36,000/66,600 (V/C), which represents a V/C ratio of 0.54:1, suggesting that traffic volumes are approximately 54% of the full capacity of the roadway. In the initial submittal, the applicant submitted documentation showing 28 peak AM trips and 48 peak PM trips, with a total weekday trip number of 465 according to the ITE Trip Generational Manual. Including one caretaker apartment in the place of office space would not trigger the requirement for a Traffic Impact Analysis for the project.

Schools
The inclusion of one caretaker apartment on the site is unlikely to result in a measurable impact to the school system.

3.3.9.B.3) Review Approval Criteria for Conditional Rezoning
When evaluating an application for the establishment of a conditional zoning district, the reviewing bodies shall consider the following:

i) The Approval Criteria for a Rezoning.
ii) That the application meets the intent of a conditional rezoning, per this subsection.
iii) That the contents of the application are complete, sufficient, and recorded appropriately either as conditions of approval or on the associated site plan or preliminary plat, and that the appropriate procedures have been followed.
iv) The potential impacts and/or benefits on the surrounding area and adjoining properties.
v) The report of results from the public input meeting.
vi) That sufficient guarantee is in place or can be made that any off-site impacts generated by the proposed project shall be mitigated appropriately at the time the need for the mitigating action is generated.

G. Conditions for Approval of Petition
Section 3.3.9.B.4) Conditions to Approval of Petition gives the Pender County Planning Board and the Board of County Commissioners the ability to add reasonable and appropriate conditions based on mutually established goals with the Applicant and adjacent property owners. Staff proposes the previously-approved conditions remain attached to the GB-CD2 district:

1. All outdoor lighting shall be located in a manner that will not direct light on adjacent properties.
2. A C-2 Buffer containing a 15 foot wide strip with a 6 foot high wood stockade, basket weave, or other solid wood fence and an evergreen hedge that will provide a continuous screen at least 6' high within 4 years and 1 canopy tree, 4 understory trees and a grass cover of at least 98 % coverage (except within 4 feet of the base of any tree), per 100 linear feet along the entire westernmost property line near building 'J'.
3. Architectural design standards for structures along US HWY 17 shall follow the submitted artistic rendering submitted by the applicant, as shown in Attachment 4, containing a brick façade and two-story columns.

   Note: Updated rendering for office included as Attachment 5.

RECOMMENDATION

Archie McGirt, applicant, on behalf of AJ McGirt Land Management, LLC, owner, is requesting the approval of a Conditional Zoning Map Amendment for one (1) tract totaling approximately ±9.39 acres to amend a previously-approved conditional rezoning for detached storage buildings, boat and RV storage, and a two-story office building to further allow for a caretaker apartment on the second story of the office building. The subject property is zoned GB-CD2, General Business zoning district and the request would amend the allowable uses in that district. At their January 20, 2021 meeting, the Pender County Planning Board unanimously recommended conditional approval of this application based on its consistency with the Pender County Unified Development Ordinance and lack of conflict with the Pender 2.0 Comprehensive Land Use Plan. Staff are also recommending approval of the request with the continuation of previously-imposed conditions.

BOARD OF COUNTY COMMISSIONERS ACTION NEEDED:

TO APPROVE:	Motion to recommend approval of the Conditional Zoning Map Amendment and to make a finding that while the overall proposal may not be consistent with the Pender 2.0 Comprehensive Land Use Plan due to the discouragement of commercial and industrial uses in this area, the addition of a caretaker apartment does not increase the level of inconsistency of this proposal.
TO DENY:	Motion to deny the Conditional Zoning Map Amendment and to make a finding of denial because although the proposal is not consistent with the Pender 2.0 Comprehensive Land Use Plan, said denial is reasonable and in the public interest and does not further the goals of the Pender 2.0 Comprehensive Land Use Plan because [INSERT REASONING] ….

BOARD ACTION FOR CONDITIONAL ZONING MAP AMENDMENT REQUEST

Motion: Teachey **Seconded:** Pitts

Approved: X **Denied:** **Unanimous:** X

McClammy: Y Beaudoin: Y Buchanan: Y Gruntfest: Y Pitts: Y Teachey: Y

APPLICATION FOR CONDITIONAL REZONING

THIS SECTION FOR OFFICE USE			
Application No.	**ZMA-CD**	**Date**	11/6/2020
Application Fee	**$** $543.90	**Receipt No.**	14263
Pre-Application Conference	9/21/2020	**Hearing Date**	PB: 1/5/2021; BOCC TBD

SECTION 1: APPLICANT INFORMATION

Applicant's Name:	Archie McGirt	**Owner's Name:**	AJ McGirt Land Management, LLC
Applicant's Address:	PO Box 15148	**Owner's Address:**	PO Box 15148
City, State, & Zip	Wilmington, NC 28408	**City, State, & Zip**	Wilmington, NC 28408
Phone Number:	910-612-6762	**Phone Number:**	910-612-6762
Email Address:	treymcg@bellsouth.net	**Email Address:**	treymcg@bellsouth.net

Legal relationship of applicant to land owner: Same

SECTION 2: PROJECT INFORMATION

Property Identification Number (PIN):	4204-76-9748-0000	**Total property acreage:**	9.39
Current Zoning District:	GB-CD2	**Proposed Zoning District:**	
Project Address or Location:	19847 US Hwy 17		

Proposed Uses to be Considered (Include NAICS Code):

Additional use to allow the upstairs of the office to be used for a Caretaker Residence for the storage facility.

Proposed Uses to be Eliminated from Consideration (Include NAICS Code):

SECTION 3: SIGNATURES

Applicant's Signature		**Date:**	10/15/2020
Owner's Signature		**Date:**	10/15/2020

NOTICE TO APPLICANT

1. Applicant must also submit the information described on the Rezoning Checklist.
2. Applicant or agent authorized in writing must attend the public hearing.
3. Once the public hearing has been advertised, the case will be heard unless the applicant withdraws the application or unless the Planning Board or other authorized person agrees to table or delay the hearing.
4. All fees are non-refundable
5. A complete application packet must be submitted prior to the deadline in order to be placed on the next Planning Board Agenda

Conditional (Zoning Map) Amendment Checklist

☒	Signed application form
☒	Application fee
☒	A list of names and addresses, as obtained from the county tax listings & tax abstract, all adjacent property owners, including property owners directly across any road or road easement, & owners of the property under consideration for rezoning.
☒	Two (2) business size envelopes legibly addressed with **first class** postage for each of the adjacent and abutting property owners on the above list.
☒	Accurate legal description or a map drawn to scale showing the property boundaries that are to be rezoned, in sufficient detail to for the rezoning to be located on the Official Zoning Map.
☒	12 (11"x17") map copies to be distributed to the Planning Board
☒	20 (11"x17") map copies to be distributed to the Board of Commissioners
☒	Digital (.pdf) submission of all application materials
☐	Public Input Meeting Report (Section 3.4.3 or see Public Input Meeting on the first page of this application)
☒	A description and/or statement of the present and proposed zoning regulation or district boundary and stating why the request is being made and any information that is pertinent to the case. If the owner and applicant are different, the letter must be signed by both parties.
☒	All applications which specify an intended use must include a generalized site development plan drawn to a suitable scale, supporting information and text which specifies the use or uses intended for the property and any development standards to be approved concurrently with the rezoning application
☒	A generalized site development plan shall include the following items: ☐ A vicinity map drawn to a suitable scale which illustrates adjacent or nearby roadways, railroads, waterways & public facilities. ☐ A (metes and bounds) boundary of the parcel or portion of the parcel to be rezoned and developed. ☐ All existing easements, reservations and rights of way. ☐ Delineation of all Areas of Environmental Concern including but not limited to federal jurisdictional wetlands. ☐ For residential uses, the number of units, heights and a generalized location. For non-residential uses, the height, approximate footprint and location of all structures. ☐ If a known use is proposed: Traffic impact report, parking and circulation plans illustrating dimensions, intersections and typical cross sections. ☐ All proposed setbacks, buffers, screening and landscaping. ☐ Phasing. ☐ Signage. ☐ Outdoor lighting. ☐ Current zoning district designation and current land use status. ☐ Other information deemed necessary by the Administrator, Planning Board, or Board of Commissioners, including but not limited to a Traffic Impact Analysis or other report from a subject matter expert.

Office Use Only

ZMA-CD Fees: (*$500.00 for first 5 acres; $10/acre thereafter up to 1,000 acres; $5/acre thereafter)*	**Total Fee Calculation: $** $543.90

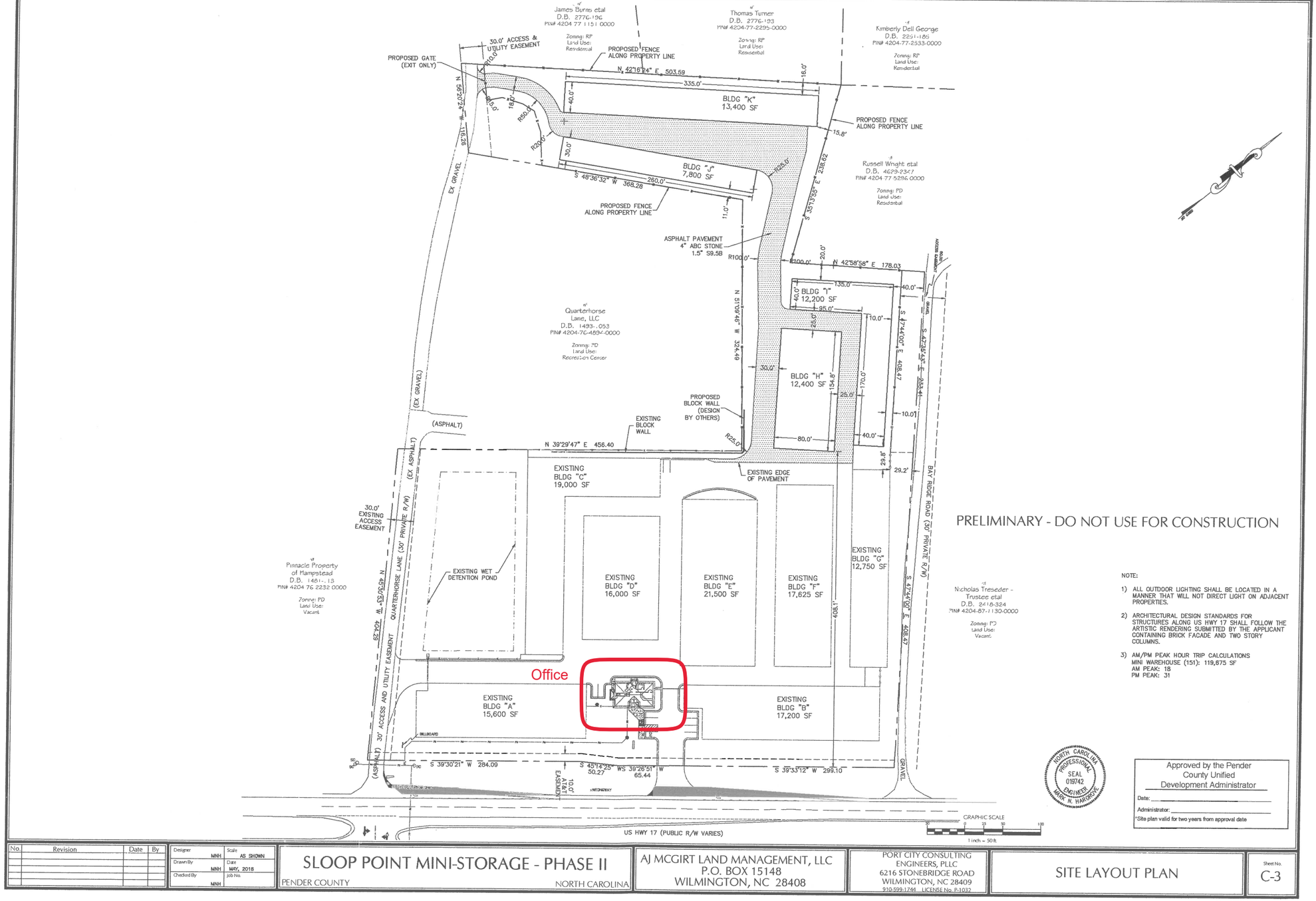
Attachments Included with Application: (Please include # of copies)

CD /other digital version	☒ Y ☐ N	Plan Sets	# of large	# of 11X17 32	Other documents/Reports	☒ Y ☐ N

Payment Method:	**Cash :** ☐ **$**_____	**Credit Card:** ☐ Master Card ☐ Visa	**Check:** ☒ Check # 1008

Application received by:		**Date:** 11/6/2020
Application completeness approved by:		**Date:** 11/6/2020

Dates scheduled for public hearing:	☐ **Planning Board:** 1/5/2021	☐ **Board of Commissioners:** TBD



PRELIMINARY - DO NOT USE FOR CONSTRUCTION

NOTE:

1) ALL OUTDOOR LIGHTING SHALL BE LOCATED IN A MANNER THAT WILL NOT DIRECT LIGHT ON ADJACENT PROPERTIES.
2) ARCHITECTURAL DESIGN STANDARDS FOR STRUCTURES ALONG US HWY 17 SHALL FOLLOW THE ARTISTIC RENDERING SUBMITTED BY THE APPLICANT CONTAINING BRICK FACADE AND TWO STORY COLUMNS.
3) AM/PM PEAK HOUR TRIP CALCULATIONS
MINI WAREHOUSE (151): 119,875 SF
AM PEAK: 18
PM PEAK: 31

NORTH CAROLINA PROFESSIONAL SEAL 019742 ENGINEER MARK N. HARGROVE

Approved by the Pender County Unified Development Administrator

Date: _____

Administrator: _____

*Site plan valid for two years from approval date

No.	Revision	Date	By

Designer: NNH	Scale: AS SHOWN
Drawn By: NNH	Date: MAY, 2018
Checked By: NNH	Job No.

SLOOP POINT MINI-STORAGE - PHASE II
PENDER COUNTY NORTH CAROLINA

AJ MCGIRT LAND MANAGEMENT, LLC
P.O. BOX 15148
WILMINGTON, NC 28408

PORT CITY CONSULTING ENGINEERS, PLLC
6216 STONEBRIDGE ROAD
WILMINGTON, NC 28409
910-599-1744 LICENSE No. P-1032

SITE LAYOUT PLAN

Sheet No. C-3

AJ McGirt Land Management, LLC
PO Box 15148
Wilmington, NC 28408

To whom it may concern,

Our company is submitting this letter to express our desire to amend the current zoning of our property at 19847 US Hwy 17. The property is currently zoned GB-CD2, we are not sure that there would be a change to that classification but we need to add the use of the second floor of the office to allow for a residential use. Historically many storage facilities operate with an on-site manager and we have been operating in that fashion for 20 years. It is our wish that the property be zoned to allow this use and if you have any other questions or needs do not hesitate to contact me.

Sincerely,



Archie McGirt

Justification for Non-applicability of Cross Access Corridors
As Related to Monkey Junction Self-Storage

The general purpose of a cross access driveway is to provide an alternative passageway to access the parking areas of adjoining commercial developments without entering and exiting the common frontage roadway.

However, the nature of a self-storage business is to be totally enclosed for safety & security. The only actual parking area contains a minimum of spaces outside of the fencing for clients initially contracting for their units. It is also logically located at the immediate entrance from the roadway access and usually flanked by buildings and the gated area.

All contracted clients would enter the storage facility at the front gate where the office management can monitor everything. Exiting from the other two connections to Quarterhorse Lane would give those clients the access to any other uses along Quarterhorse Lane without them having to re-enter U.S. Hwy. 17. There is no situation whereby the general public would have reason to enter this facility.

Strict application of this Code provision would be an impractical hardship on the owner to provide the security necessary in the accepted business model. The self-storage business is a unique situation for which the cross connection requirement might not have been considered.

We request that the Administrator consider waiving this requirement based on the unique character of this specific use and the impracticality in this specific location. We do not believe that the waiver would adversely affect the spirit, purpose or intent of the Ordinance nor pose a public safety issue.

Summary of Public Input Meeting

Sloop Point Self Storage

To Whom It May Concern:

The public input meeting for Sloop Point Self Storage was held 11/12/2020 at 5:30pm. There were three people in attendance of the meeting; one being myself, Sam Shore, and a local resident, who is listed on the sign in sheet. There was one question asked regarding the name on the sign on site at the project and the name on the project with the county. We waited until approximately 5:50 for any others to attend and left at that time. No changes are planned to be made from the meeting.

Sincerely,

Archie (Trey) McGirt

Pender County Agencies

County Manager's Office

No reply

Pender County Utilities

No reply

Pender County Environmental Health

Well permit already issued – Permit #: EHWP 306-2020

Pender County Emergency Management / Pender County Fire Marshal

If the rear access were to be two-way, the driveway would need to be 20' wide to meet fire code

Pender County Parks and Recreation

No reply

Pender County Board of Education

No reply

Pender County Sheriff's Department

No reply

Pender County Addressing Coordinator

Second address point to be issued for dwelling

Pender County Soil & Water Conservation

No comment

Pender County Permitting Division

No comment

Pender County Flood Plain Manager

As the proposed additional use is not within the regulated floodplain, no comment

Pender County Code Enforcement

No reply

Pender County Building Inspections

No reply

Transportation

NCDOT - District Engineer Office

Driveway permit already issued

NCDOT - Division Engineer Office

No reply

NCDOT – Transportation Planning Branch

No reply

Wilmington Metropolitan Planning Organization (WMPO)

TIA not required. Three STIP projects (W-5803B, U-5732, R-330B) in area. One WMPO 2040 project (R-12 [TIP# U5732]) in area.

Cape Fear Rural Planning Organization (RPO)

No reply

Statewide Organizations

Division of Energy, Mineral and Land Resources (Stormwater Management)

No reply

Division of Coastal Management

No reply

Division of Energy, Mineral and Land Resources (Erosion Control)

No reply

US Army Corps of Engineers

No reply

NC Wildlife

No reply

State Archeology

No reply

Division of Underground Storage Tanks

No reply

Utilities

Duke Energy

No reply

Four County Electric

No reply

Pluris Holdings LLC

No reply

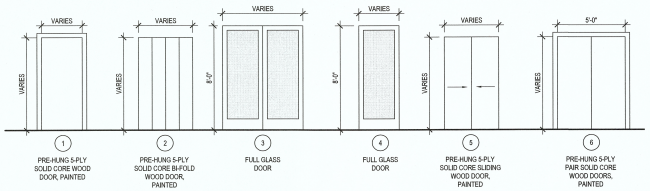
Piedmont Natural Gas

No reply

AT&T

No reply





DOOR SCHEDULE

DOOR	SIZE (WxH)	MATERIAL				HEAD	JAMB	HARDWARE	FIRE RATING	REMARK
		DOOR	ELEV	FRAME	ELEV					
FIRST FLOOR										
100A	3'-0" X 8'-0"							III		
100B	3'-0" X 8'-0"	SCWD	1	PRE-HUNG				I	45 MIN	
101	3'-0" X 8'-0"	SCWD	1	PRE-HUNG				I	45 MIN	
102A	(2)3'-0" X 8'-0"	SCWD	3					III		
102B	3'-0" X 8'-0"			GYP. BD.						GYP. BD. OPENING
102C	3'-0" X 8'-0"			GYP. BD.						GYP. BD. OPENING
102D	3'-0" X 8'-0"	SCWD	4					III		
102E	(2)2'-0" X 6'-8"	SCWD	2	PRE-HUNG				IV		BIFOLD DOOR
104	3'-0" X 8'-0"	SCWD	1	PRE-HUNG				II		
105	3'-0" X 8'-0"	SCWD	1	PRE-HUNG				I		
106	3'-0" X 8'-0"	SCWD	1	PRE-HUNG				I		
107A	3'-0" X 8'-0"	SCWD	1	PRE-HUNG				III		
107B	(2)2'-6" X 8'-0"	SCWD	6	PRE-HUNG				II		
SECOND FLOOR										
200	2'-10" X 6'-8"	SCWD	1	PRE-HUNG				II		
203	2'-8" X 6'-8"	SCWD	1	PRE-HUNG				II		
204	2'-4" X 6'-8"	SCWD	1	PRE-HUNG				V		
205	(2)3'-0" X 6'-8"	SCWD	2	PRE-HUNG				IV		BI-FOLD DOOR
206	2'-4" X 6'-8"	SCWD	1	PRE-HUNG				II		
207	2'-4" X 6'-8"	SCWD	1	PRE-HUNG				V		
208	2'-8" X 6'-8"	SCWD	1	PRE-HUNG				II		
209A	(2)2'-6" X 6'-8"	SCWD	5	PRE-HUNG				IV		SLIDING DOOR
209B	4'-0" X 6'-8"			GYP. BD.						GYP. BD. OPENING
209C	2'-0" X 6'-8"	SCWD	1	PRE-HUNG				V		
209D	4'-0" X 6'-8"			GYP. BD.						GYP. BD. OPENING

HARDWARE GROUPS

HARDWARE GROUP I

3 EA. HINGES	5000 450	BOMMER	FINISH: T.B.D.
1 EA. LOCKSET	73K 7D 15D S3	BEST	FINISH: T.B.D.
1 EA. WALL STOP	409	ROCKWOOD	FINISH: T.B.D.
3 EA. MUTES	608	ROCKWOOD	FINISH: GREY
1 EA. CLOSER	8616	DORMA	FINISH: T.B.D.

HARDWARE GROUP III

3 EA. HINGES	TA386	MCKINNEY	FINISH: T.B.D.
1 CYLINDER	1E74	BEST	FINISH: T.B.D.
1 CLOSER	D3550	RYOBI	FINISH: T.B.D.
1 PERIMETER SEAL	160V	NATIONAL GUARD	FINISH: T.B.D.
1 DRIP CAP	17	NATIONAL GUARD	FINISH: T.B.D.
1 THRESHOLD	427V	NATIONAL GUARD	FINISH: T.B.D.
1 DOOR SWEEP	97V	NATIONAL GUARD	FINISH: T.B.D.

HARDWARE GROUP II

3 EA. HINGES	5000 450	BOMMER	FINISH: T.B.D.
1 EA. LOCKSET	73K 7D 15D S3	BEST	FINISH: T.B.D.
1 EA. WALL STOP	409	ROCKWOOD	FINISH: T.B.D.
3 EA. MUTES	608	ROCKWOOD	FINISH: GREY

HARDWARE GROUP IV
HARDWARE FOR BI-FOLD/ SLIDING DOORS

HARDWARE GROUP V

3 EA. HINGES	5000 450	BOMMER	FINISH: T.B.D.
1 EA. DUMMY SET			FINISH: T.B.D.
1 EA. WALL STOP	409	ROCKWOOD	FINISH: T.B.D.
3 EA. MUTES	608	ROCKWOOD	FINISH: GREY

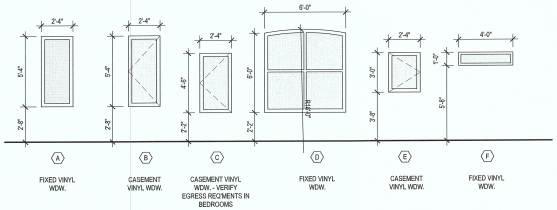
GLASS SCHEDULE & LEGEND

1. ALL INTERIOR GLASS TO BE 1/4" CLEAR, WHERE APPLICABLE.
2. ALL EXTERIOR GLASS TO BE 1" INSULATED CLEAR GLASS, LOW E, U = 0.31, COEFFICIENT = 0.39, UNLESS OTHERWISE NOTED
3. USE TEMPERED GLASS IN ALL DOORS AND WINDOWS LOCATED WITHIN 24 INCHES OF A DOOR.
4. USE TEMPERED GLASS WHERE EXPOSED BOTTOM EDGE LESS THAN 18 INCHES ABOVE THE FLOOR.
5. ALL DOOR AND WINDOW ASSEMBLIES LOCATED IN 1 HR. RATED WALL SHALL BE 45 MIN. RATED ASSEMBLIES
6. ALL DOOR AND WINDOW ASSEMBLIES LOCATED IN 2 HR. RATED WALL SHALL BE 1 1/2 HR. RATED ASSEMBLIES

T = TEMPERED GLASS

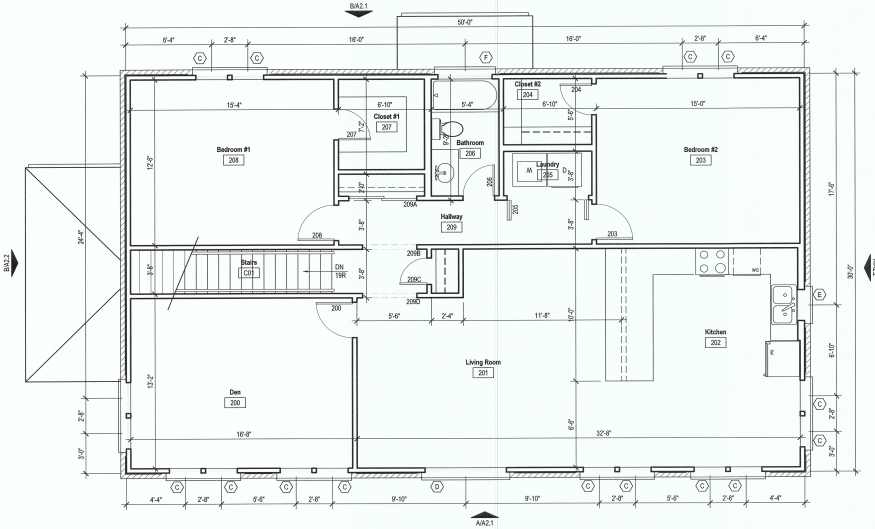
Door Schedules/ Elevations

B
1/4"



Window Elevations

C
1/4"



PLAN NORTH

Second Floor Plan

A
1/4"

Lisle Architecture & Design, Inc.
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Wilmington, NC 28401
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(910) 763.4527 (f)

5 W. Hargett St. Suite 312
Raleigh, NC 27601
(919) 980.0283 (o)

www.LisleArchitecture.com

DATE: 08.28.2020
Construction Set

PROJECT NO: 20138

SLOOP POINT OFFICE
19847 US HWY 17
HAMPSTEAD, NC 28443

NO.	REV./SUB.	DATE
	CONSTRUCTION SET	08.28.2020

SHEET TITLE

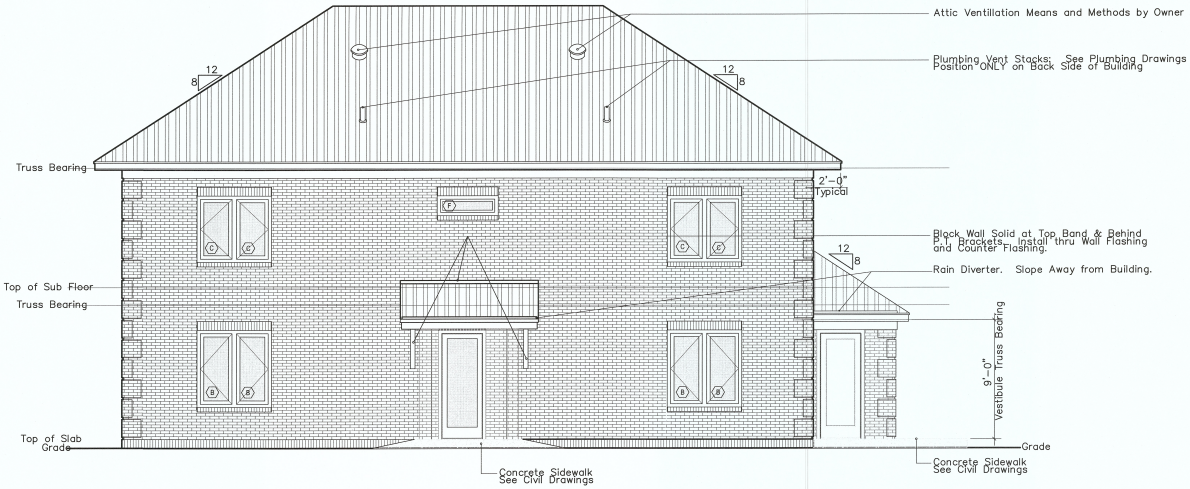
Second Floor Plan

SHEET NUMBER

A1.2

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Attachment 5



Rear Elevation — B, 1/4"



Front Elevation — A, 1/4"

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LISLE ARCHITECTURE & DESIGN, INC. CORPORATE SEAL

DAVID LISLE REGISTERED ARCHITECT NORTH CAROLINA

SLOOP POINT OFFICE
19847 US HWY 17
HAMPSTEAD, NC 28443

PROJECT NO. 20138

NO	REV./SUB.	DATE
	CONSTRUCTION SET	08.28.2020

DATE: 08.28.2020
Construction Set

SHEET TITLE
Exterior Elevations

SHEET NUMBER
A2.1

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Pender County

Request For Board Action

DATE OF MEETING:	February 16, 2021
REQUESTED BY:	Travis N. Henley, Director, Planning and Community Developm
SHORT TITLE:	Resolution Requesting Approval of a Conditional Zoning Map Amendment to amend the allowable uses in GB-CD2, General Business conditional zoning district 2.
BACKGROUND:	Archie McGirt, applicant, on behalf of AJ McGirt Land Management, LLC, owner, is requesting the approval of a Conditional Zoning Map Amendment for one (1) tract totaling approximately ±9.39 acres to amend a previously-approved conditional rezoning for detached storage buildings, boat and RV storage, and a two-story office building to further allow for a caretaker apartment on the second story of the office building. The subject property is located along the west side of US HWY 17 approximately ± 2,500 feet to the north of the intersection of US HWY 17 and Sloop Point Loop Road (SR 1563) in the Topsail Township and may be further identified by Pender County PIN: 4204-76-9748-0000.
SPECIFIC ACTION REQUESTED:	To Hold a Public Hearing and Consider the Approval of a Conditional Zoning Map Amendment to amend the allowable uses in GB-CD2, General Business conditional zoning district 2.

RESOLUTION

NOW, THEREFORE BE IT RESOLVED by the Pender County Board of Commissioners that:

on February 16, 2021, the Pender County Board of Commissioners (approved, modified, denied) the Zoning Map Amendment, as described herein. The Chairman/County Manger is authorized to execute any/all documents necessary to implement this resolution.

AMENDMENTS:

MOVED: **SECONDED:**

☐ APPROVED ☐ DENIED

YEA VOTES: ☐ BROWN ☐ MCCOY ☐ NEWTON ☐ PIEPMEYER ☐ WILLIAMS

2/16/2021

George R. Brown, Chairman Date

2/16/2021

Clerk to the Board Date