



Minutes

**Board of County Commissioners Regular Meeting
Tuesday, January 21, 2025 at 4:00 PM
Hampstead Annex Auditorium
15060 HWY 17, Hampstead, NC, 28443**

PRESENT: Commissioner Brad George
Commissioner Jerry Groves
Chairman Randy Burton
Commissioner Brent Springer
Commissioner Ken Smith

ABSENT:

OTHER PRESENT: Michael Silverman, County Manager
Trey Thurman, County Attorney
Lexi Stanfield, Clerk to the Board
Allen Vann, Assistant County Manager
Other Staff and Members of the Press and Public

1. CALL TO ORDER

Chairman Burton called the meeting to order at 4:00PM.

2. INVOCATION

Chairman Burton gave the invocation.

3. PLEDGE OF ALLEGIANCE

Commissioner Groves led the Pledge of Allegiance.

4. ADOPTION OF AGENDA

The Board of Commissioners amended the attachment for item 8.3, item 11.1, and item 11.2.

5. PUBLIC HEARING

6. PUBLIC INFORMATION

6.1 Fiscal Year 2024 Audit Presentation

Margaret Blue

4

Meg Blue, Finance Director, introduced Bao Thao from Martin and Starnes to review the Fiscal Year 2024 Audit. Thao reported that there was \$71.1 million in total in the Fund Balance. She compared 2023 and 2024's revenues and expenditures. Thao went over the major enterprise funds: solid waste and utilities. Thao reviewed the key performance indications for the County. The County had two statutory violations that have been resolved. The audit found the water and sewer quick ratio was too low. The audit did have positives. The audit was completed in a timely manner and the general fund balance percentage was good. Meg Blue stepped in to

explain some number reported and how those are affected by the Capital Improvement Projects currently in the works.

6.2 Pender County Strategic Plan Update Sarah Fulton 5-13

Sarah Fulton, Assistant to the County Manager, presented the item. Fulton reviewed what a strategic plan is and why Pender County needs one. She gave an overview of the process to develop and implement the plan. Fulton reported there is not a hard timeline for the project. Fulton answered questions from the Board.

6.3 Pender County Cost of Community Services Study Mark Seitz 14-22
Update

Mark Seitz, Cooperative Extension Director, presented the item. Seitz discussed what it costs to preserve farmland.

7. PUBLIC COMMENT

Susan Lemmons spoke about lighting the courts and fields at Kiwanis Park.
Rob Gillard spoke about lighting the courts and fields at Kiwanis Park.
Alive Cabin spoke about lighting the courts and fields at Kiwanis Park.
Tommy Batson gave a weather report regarding the snow.
Olivia Dawson spoke about the upcoming 150th Anniversary for Pender County.

8. CONSENT AGENDA

8.1 Approval of Budget Ordinance Amendment to Receive Sarah Fulton 23-24
\$350,000.00 Building Reuse Grant Including Local
Matching Funds for Cardinal Foods

8.2 Approval of Increase in Purchase Order 368 for Turf Zach White 25-30
Planer of Carolina, LLC in the amount of \$7,200.00.

8.3 Approval from the Board of County Commissioners to Carolyn Moser 31
Increase Purchase Order 162 to Cardinal Health by
\$60,000 for Vaccines.

8.4 Approval to Increase Purchase Order 111 to Target Carolyn Moser 32-33
Specialty Products by \$30,000 to purchase additional
mosquito Chemicals for spraying; and to approve
Target Specialty Products as a sole source to purchase
DeltaGard, Permanone and Aqua-Reslin for spraying
mosquitos.

8.5 Approval of Budget Ordinance Amendment for Pender Margaret Blue 34-35
County 150th Project Costs for \$20,000 as previously
presented

8.6	Approval of Budget Ordinance Amendment, Purchase Order, and Authorization for Contract Amount \$70,600 for Flock Camera System as previously presented	Margaret Blue	36-37
-----	--	---------------	-------

9. APPROVALS AND RESOLUTIONS

9.1	Approval of Purchase Order, Budget Amendment, and Authorization to Execute Contract to Building Automation Services, LLC for \$105,894.22 for Physical Security Cameras and Door Access Control at Pender County Courthouse	Marcel Miranda	38-40
-----	---	----------------	-------

Marcel Miranda, ITS Director, presented the item. Miranda reported this would be the first step in refreshing the County's physical security. Pender County received five proposals in the bidding process and Building Automation Services, LLC was the best candidate that responded. The funding would come from existing funds in the budget set aside for the Courthouse restoration. This purchase order would provide thirty-two cameras inside and eight outside. The cameras have a ten year warranty.

9.2	Approval of Additional Purchase Order for Budgeted Project contingency for the Law Enforcement Center Project	Margaret Blue	41
-----	---	---------------	----

Meg Blue, Finance Director, presented the item. Blue reported that this allows Pender County to take owner contingencies and create a second change order that will streamline construction. This only applies for this purchase order though. Anything over the \$30,000.00 mark will require Board approval.

9.3	Approval of Additional Purchase Order for Budgeted Project contingency for the Department of Health & Human Services Center Project	Margaret Blue	42
-----	---	---------------	----

Meg Blue, Finance Director, reported that this is the same item as item 9.2, but for the Health and Human Services building,.

9.4	Approval of the Budget Ordinance Amendment and Revised Contract Purchase Order for K-8 School Project for the true up final bond proceeds as presented	Margaret Blue	43-44
-----	--	---------------	-------

Meg Blue, Finance Director, presented the item. Blue explained that these are the proceeds from the true-up final bond proceeds. This item acts as house keeping in the finance department.

9.5	Approval to Submit a Request for Full Special Census Cost Estimate to United States Census Bureau	Michael Silverman	45-46
-----	---	-------------------	-------

Michael Silverman, County Manager, presented the item. Silverman reported that Pender County has 68,000 residents and staff would like to do a special census to provide more insight on the actual population within the County. Silverman reported that he is only asking to receive a quote on the cost estimate.

9.6	Approval of Budget Ordinance Amendment and Purchase Order with Musco Sport Lighting in the	Dario Ramirez-Duenas	47-50
-----	--	----------------------	-------

amount of \$368,107.00 for Sport Court Lighting

Dario Ramirez-Duenas and Zach White, Project Manager and Parks and Recreation Director respectively, presented the item. This item was tabled at the January 6, 2025, Board of County Commissioners Meeting. These lights would light two basketball courts, four pickleball courts, and six tennis courts. The lights come with a twenty-five-year warranty. This item was not budgeted.

- | | | | |
|-----|---|------------|-------|
| 9.7 | Approval of a Budget Ordinance Amendment to Receive \$18,000.00 Youth Sports Funds for Hampstead Kiwanis Park Batting Cage Lighting Project | Zach White | 51-52 |
|-----|---|------------|-------|

Zach White, Parks and Recreation Director, presented the item. White is requesting the Board approve a budget ordinance amendment to receive an \$18,000.00 grant to go towards lighting the batting cages at Kiwanis Park.

10. DISCUSSION

- | | | | |
|------|----------------------------------|-------------------|-------|
| 10.1 | Courthouse Grounds Azalea Bushes | Michael Silverman | 53-60 |
|------|----------------------------------|-------------------|-------|

Michael Silverman, County Manager, presented the item. Silverman asked the Board to share their thoughts on removing the azalea bushes from the Courthouse Square. Chairman Burton stated the bushes needed pruning. Jan Dawson, Town of Burgaw, also spoke on the topic. Dawson informed the Board the bushes had been pruned many times and recommended removing them. Zach White, Parks and Recreation Director, informed the Board that there is \$2,500.00 budgeted for the Courthouse Dquare but would need to contract out labor for the electrical lines.

11. APPOINTMENTS

- | | | | |
|------|-----------------------------------|----------------|-------|
| 11.1 | Appointment to the Planning Board | Lexi Stanfield | 61-76 |
|------|-----------------------------------|----------------|-------|

Lexi Stanfield, Clerk to the Board, presented the item. Jake Wyer, Rachel Newman, Brett Keeler, and Max Southworth-Beckwith all applied for the At-large position on the Planning Board. Stanfield reviewed each applicants' qualifications and answered Board questions. The Board chose to appoint Brett Keeler. Mr. Keeler's term will begin on February 1, 2025, and expire on January 31, 2028.

- | | | | |
|------|--|----------------|-------|
| 11.2 | Appointment to the Voluntary Agricultural District Board | Lexi Stanfield | 77-82 |
|------|--|----------------|-------|

Lexi Stanfield, Clerk to the Board, presented the item. Harrison Johnson and Sam Guidry both applied for the Voluntary Agricultural District Board. Stanfield reviewed each applicants' qualifications and answered Board questions. The Board chose to appoint Harrison Johnson. Mr. Johnson's term began on September 1, 2024, and will expire on August 31, 2027.

- | | | | |
|------|--|----------------|-------|
| 11.3 | Appointment to the Tourism Development Authority Board | Lexi Stanfield | 83-95 |
|------|--|----------------|-------|

Lexi Stanfield, Clerk to the Board, presented the item. Candy Jennings and Morgan Rodrigue-Tasgal have applied for the District Three Representative. Stanfield reviewed each applicant's application and answered questions from the Board. The Board voted to appoint Ms. Rodrigue-Tasgal. Her term began on September 1, 2023, and is set to expire on August 31, 2026.

- | | | | |
|------|---|----------------|--------|
| 11.4 | Appointment to the Parks and Recreation Board | Lexi Stanfield | 96-106 |
|------|---|----------------|--------|

Lexi Stanfield, Clerk to the Board, presented the item. Heather Whitley and Kevin Walsh both applied for the At-Large position on the Parks and Recreation Board. Stanfield reviewed each applicant's application and qualifications. The Board voted Heather Whitley to the At-Large seat. Her term began on July 1, 2023, and is set to expire on June 30, 2026.

12. MAPLE HILL WATER AND SEWER DISTRICT

13. ROCKY POINT WATER AND SEWER DISTRICT

14. SCOTTS HILL WATER AND SEWER DISTRICT

15. MOORE'S CREEK WATER AND SEWER DISTRICT

16. CENTRAL PENDER WATER AND SEWER DISTRICT

17. PENDER COUNTY BOARD OF HEALTH

17.1	Approval from Board of County Commissioners to Write-Off Bad Debt for the Health Department for Calendar Year 2022 in the amount of \$14,361.67.	Carolyn Moser	107
------	--	---------------	-----

Carolyn Moser, Health and Human Services Director, presented the item. Moser reported to the Board that this debt write-off is basic housekeeping. Staff tried to receive payment for services from 2022 but were unable to locate the persons.

18. SOCIAL SERVICES BOARD

19. ITEMS FROM COUNTY ATTORNEY, COUNTY MANAGER, ASSISTANT COUNTY MANAGER, & COUNTY COMMISSIONERS

Trey Thurman, County Attorney, requested the Board go into Closed Session for item three (3) Attorney Client Privilege.

Commissioner Groves spoke about water access for Western Pender residents.

Vice Chairman Smith expressed his disappointment in having the meeting during hazardous weather.

20. CLOSED SESSION (IF APPLICABLE)

The Board went into closed session for item three (3) Attorney Client Privilege.

21. 7PM PUBLIC HEARINGS: SPECIAL USE PERMITS/ZONING MAP AMENDMENTS/RESOLUTIONS

- 21.1 REZONE 2024-77: Request to rezone approximately 0.89 acres of a five-acre parcel from the RA, Rural Agricultural, zoning district to a Conditional Zoning district to permit a commercial facility for a specialty trade contractor in the Long Creek Township Justin Brantley 108-161

Daniel Adams, Planning Director, presented the item. Arcuri Construction is requesting to rezone .89 acres of a 5-acre lot from Rural Agricultural to Conditional Zoning.

- 21.2 REZONE 2024-76: Request to rezone two parcels totaling approximately 4.31 acres from the RA, Rural Agricultural, zoning district to the RP, Residential Performance, zoning district in the Grady Township. Tucker Cherry 162-195

Tucker Cherry, Planner, presented the item. The applicant is requesting to rezone a parcel from rural agricultural to residential performance. The rezoning would conform the parcel to the surrounding lots.

- 21.3 REZONE 2024-78: Request to rezone approximately 11.35 acres from the RP, Residential Performance, zoning district to a Conditional Zoning district that would permit the construction of a new building within an existing boatyard in the Topsail Township Tucker Cherry 196-241

Tucker Cherry, Planner, presented the item. The applicant is requesting to rezone a property from residential performance to conditional zoning on a 11.35-acre lot.

- 21.4 SUP 2024-49: Special Use Permit request for a self-storage facility in the Rocky Point Township Tucker Cherry 242-276

Tucker Cherry, Planner, presented the item. The Special Use Permit would be for a self-storage facility in the Rocky Point Township.

22. ADJOURNMENT

The Board adjourned the meeting at 7:15PM.