

**BRUNSWICK COUNTY BOARD OF COMMISSIONERS  
OFFICIAL MINUTES  
REGULAR MEETING  
JANUARY 26, 2009  
6:30 P.M.**

**The Brunswick County Board of Commissioners met in Regular Session on the above date at 6:30 p.m., Commissioners' Chambers, David R. Sandifer Administration Building, County Government Center, Bolivia, North Carolina.**

PRESENT: Commissioner Phil Norris, Vice-Chairman  
Commissioner J. Marty Cooke  
Commissioner Charles Warren  
Commissioner Scott Phillips  
Commissioner William Sue, Chairman

STAFF: Marty K. Lawing, County Manager  
Steve Stone, Assistant County Manager  
Huey Marshall, County Attorney  
Debby Gore, Clerk to the Board  
Margie Stephenson, Deputy Clerk  
Ann Hardy, Fiscal Operations Director

**I. CALL TO ORDER**

Chairman Sue called the meeting to order at 6:30 p.m.  
Attached to these Minutes is an item called Board Action containing all items on this agenda and those items are incorporated herein.

**II. INVOCATION/PLEDGE OF ALLEGIANCE**

Commissioner Phillips gave the Invocation and led the Pledge of Allegiance.

**III. ADJUSTMENTS/APPROVAL OF AGENDA**

Chairman Sue asked if there were any adjustments to the agenda. The following adjustments were made:

1. Huey Marshall, County Attorney requested to remove parcel number 2360009 from the Tax Releases on page 12 under Consent Agenda and informed that it would be corrected in an upcoming meeting.
2. Commissioner Warren requested to add appointments to the newly formed Tax Task Force as Item VIII-3.

Vice-Chairman Norris moved to approve the agenda as amended. The vote of approval was unanimous.

**IV. PUBLIC COMMENTS**

Chairman Sue asked if there was anyone in the audience who wished to speak regarding any item on the agenda or any matter that was not included in the agenda. The following citizens addressed the Board:

1. Steve Candler, member of the Brunswick County Association of Realtors urged the Board to spend tax dollars wisely and prudently asking for monetary support of the pending lawsuit involving the proposed Beach Plan Home Insurance rate increase. Mr. Candler requested to include all municipalities in this effort also.

**V. APPROVAL OF CONSENT AGENDA**

Commissioner Warren moved to approve the Consent Agenda. The vote of approval was unanimous. The following items were approved:

**A... Minutes**

**B... Tax**

1. ... Monthly Tax Collection Report for December
2. ... Tax Releases for January 2009

**C... Ambulance Billing Services Contract Renewal**

Staff requests approval to renew the contract for ambulance billing service from EMS Management and Consultants.

**D... Southeastern Mental Health Financial Reports**

Staff requests that the Board receive the Southeastern Mental Health Financial Reports as information.

**VI. PRESENTATION**

**1 Acting Tax Administrator Appointment**

Marty Lawing, County Manager, explained that due to the resignation of Tom Bagby in October, 2008 the County has conducted a recruitment and selection process to fill the vacancy. Tax Administrator is a position filled by the Board of Commissioners. A committee consisting of two Commissioners, the County Manager, Assistant County Manager and the Human Resources Director conducted the interview.

The Committee is recommending the appointment of Thomas M. Davis. Mr. Davis is currently serving in the Interim Tax Administrator Position and has served in the position of Assistant Tax Administrator since August 1, 2006. Mr. Davis holds two degrees from West Virginia University and is a Certified County Real Property Appraiser by the North Carolina Department of Revenue. The North Carolina General Statutes require all County Tax Assessor's / Administrator's to be certified within two years of initial appointment by achieving a passing grade in a comprehensive examination in property tax administration conducted by the Department of Revenue. From the date of appointment until the date of certification, persons appointed to serve as County Assessor / Administrator are deemed to be serving in an acting capacity. The statutes state that the Assessor shall be appointed for a term of not less than two years or more than four years. It further states that whenever a vacancy occurs in this office, the Board of County Commissioners shall appoint a qualified person to serve as county assessor for the period of the unexpired term. The previous Tax Administrator was appointed for a two year term on July 2, 2007. The unexpired term would expire on July 2, 2009. If the Board appoints Mr. Davis to the position of Tax Administrator the appointment would expire on July 2, 2009.

The committee is recommending the appointment of Thomas M. Davis to the position Tax Administrator for a period beginning January 26, 2009 and ending on July 2, 2009. The recommended starting salary is \$78,364.

Commissioner Phillips moved to appoint Tom Davis as Acting Tax Administrator and fill the unexpired term that will expire on July 2, 2009. The vote of approval was unanimous.

Huey Marshall, County Attorney, administered the Oath to Mr. Davis.

**2. North Carolina 4-H Centennial (Vice-Chairman Norris)**

Vice-Chairman Norris read a Proclamation commemorating the Centennial birthday of North Carolina and Brunswick County 4-H Programs continuing the tradition of youth development recognizing the members, faculty and volunteer leaders.

**NORTH CAROLINA 4-H CENTENNIAL**

WHEREAS, North Carolina 4-H has a “Historic Legacy and Prosperous Future”; and  
 WHEREAS, since 1909 the 4-H Club has provided a world in which youth and adults learn, grow and work together as catalysts for positive change; and  
 WHEREAS, the mission of the 4-H Club is to assist youth in acquiring knowledge, developing life skills and forming attitudes that will enable them to become self-directing, productive and contributing members of society; and  
 WHEREAS, North Carolina 4-H is a program of North Carolina Cooperative Extension, housed out of North Carolina State University and North Carolina Agricultural & Technical University, and this youth development program is celebrating its 100th anniversary this year and boasts 204,000 current members; and  
 WHEREAS, during 2009 the North Carolina 4-H program is commemorating its centennial anniversary and  
 WHEREAS, North Carolina 4-H Centennial Day is beginning the celebration throughout the state at Carter-Finley Stadium.  
 THEREFORE, The Brunswick County Board of Commissioners, do hereby recognize the members, faculty, and volunteer leaders of North Carolina 4-H and Brunswick County 4-H as they continue the 100 year-old tradition of 4-H youth development. Today we commemorate the Centennial birthday of North Carolina 4-H and urge the young people of this county to take advantage of the opportunity to become involved in the 4-H program.

This is the 26<sup>th</sup> day of January, 2009.

s/William M. Sue, Chairman

Attest:

s/Deborah S. Gore  
 Clerk to the Board

**3. Port Presentation (Jim Bradshaw)**

Jim Bradshaw, Economic Development Director, presented a power point presentation of the infrastructure and development associated with the APM Terminal in Portsmouth, Virginia.

**VII. ADMINISTRATIVE REPORT**

**1. EMS-Emergency Response Team MOA (Randy Thompson)**

Staff recommends approving the Memorandum of Agreement with the NC Department of Crime Control and Public Safety Division of Emergency Management for a CERT Grant in the amount of \$6,000 and the associated budget amendment.

Fund	Description	Code	Increase	Decrease
General Fund	State Revenues Restricted	104330-332000	\$6,000	
General Fund	Equipment less \$500	104330-426100	\$3,300	
General Fund	Training Expense	104330-439500	\$2,700	

The budget amendment above is to appropriate grant revenues received from the CERT Funds in the amount of \$6,000 for the purchasing of equipment and training expenses associated with this program.

Vice-Chairman Norris moved to approve the Memorandum of Agreement with the NC Department of Crime Control and Public Safety Division of Emergency Management for a CERT Grant in the amount of \$6,000 and the associated budget amendment. The vote of approval was unanimous.

**2. EMS-Emergency Response Team Medical Reserve Corps MOA (Randy Thompson)**

Staff recommends approving the Memorandum of Agreement with the N.C. Department of Crime Control and Public Safety, Division of Emergency Management for a CERT Grant in the amount of \$5,950.35 and the associated FY 2008-2009 budget amendment.

Fund	Description	Code	Increase	Decrease
General Fund	State Revenues Restricted	104330-332000	\$5,950	
General Fund	Equipment less \$500	104330-426100	\$3,950	
General Fund	Training Expense	104330-439500	\$2,000	

The budget amendment above is to appropriate grant revenues received from the CERT Funds in the amount of \$5,950 for the purchasing of equipment and training expenses associated with this program.

Commissioner Warren moved to approve the Memorandum of Agreement with the NC Department of Crime Control and Public Safety, Division of Emergency Management for a CERT Grant in the amount of \$5,950.35 and the associated FY 08-09 budget amendment. The vote of approval was unanimous.

### 3. Utilities-Phase I Sewer System Improvements Change Order (John Nichols)

Staff recommends approving Change Order No. 1 to the Contract of Ralph Hodge Construction Company for the BPS #6 Water Main Interconnection Project for Additional construction services in the amount of \$36,600 associated with the Phase I Sewer System Improvement Project originally contracted with the TARA Group of Lumberton, Inc.

John Nichols, Assistant Utilities Director, explained that this change order in the amount of \$36,600 for additional construction services associated with the Phase 1 Sewer System Improvements – 12”/24” Force Main Project installation would increase the contract amount for the Booster Pump Station #6 Water Main Interconnection Project from \$730,000 to \$766,600.

On July 2, 2007, the Board of Commissioners approved a contract with The TARA Group of Lumberton, Inc., for construction of the Phase 1 Sewer System Improvements – 12”/24” Force Main Project connecting the Shallotte WWTP with the West Brunswick WRF. The bid amount of \$3,600,000 was approximately \$1,000,000 below the engineer’s estimate. During the course of construction, relocation of a portion of the proposed pipe alignment closer to Highway 17 was necessitated due to the abundance of existing utilities in the proposed path of the new force main. NCDOT approved the pipe realignment but would not approve the associated Air Release Valves in the shoulder of Highway 17. Brunswick County Public Utilities personnel were unsuccessful in negotiating a fee with the TARA Group for relocating the Air Release Valves to a point closer to the right-of-way line, so bids were solicited from other contractors to perform the work. Ralph Hodge Construction Company, a contractor performing the Booster Pump Station #6 Water Main Interconnection Project and Oak Island Force Main Project was the low bidder for the work. In order to provide a contract vehicle and work under the existing bonds and insurance this work will be performed as a modification to the Booster Pump Station #6 Water Main Interconnection Project. There are sufficient unencumbered funds budgeted in the project. An additional appropriation is not needed for the change order requested.

Vice-Chairman Norris moved to approve Change Order No. 1 to the Contract of Ralph Hodge Construction Company for the BPS#6 Water Main Interconnection Project for additional construction services in the amount of \$36,000 associated with the Phase I Sewer System Improvement Project originally contracted with the TARA Group of Lumberton, Inc. contingent upon negotiating the NCDOT once again, regarding the Air Release Valves located on Highway 17. The vote of approval was unanimous.

### 4. Utilities-Engineering Contract Change Order/Black & Veatch (John Nichols)

Staff recommends approving the Contract Amendment with Black & Veatch in the amount of \$27,720.

John Nichols, Assistant Utilities Director, requested approval for a change order in the amount of \$27,720 for engineering services associated with the Booster Pump Station #6 16" water main interconnection project, increasing the contract amount with Black & Veatch from \$92,470 to \$120,190.

On September 17, 2007, the Board of Commissioners approved a contract with Black & Veatch to design a water main to connect Booster Pump Station #6 with the existing water line on Brick Landing Road. This change order modifies that contract for the following additional work: geotechnical investigation, easement map preparation, reimbursement for NCDENR permit fees, and additional design, survey, and environmental work. Black & Veatch was tasked with determining the water line route, so easement and geotechnical needs were unknown initially and not included in the contract. In order to submit the NC DENR Division of Water Quality permit in a timely manner, Black & Veatch paid the \$900 permit fee and is requesting reimbursement. Additional alignment design, survey, and environmental work were required due to unanticipated conditions along the project corridor. The additional work was required to avoid wetland areas and reduce the length of horizontal directional drill work. As a result of these changes, the overall project cost was reduced. There are sufficient unencumbered funds budgeted in the project. An additional appropriation is not needed for the change order requested.

Vice-Chairman Norris moved to approve the Contract Amendment with Black & Veatch in the amount of \$27,720. The vote of approval was unanimous.

#### **5. Utilities-Regional Pump Station Evaluation and Modeling/McKim & Creed (John Nichols)**

Staff recommends approving Proposal of McKim & Creed for additional engineering services in the amount of \$7,300.

John Nichols, Assistant Utilities Director, requested approval of a change order to McKim & Creed's existing Regional Pump Station Evaluation and Modeling contract in the amount of \$7,300. The additional engineering services covered under this change order include an evaluation of existing pump stations in the northeast portion of the County that flow directly to the Northeast Brunswick Regional Wastewater Treatment Plant. The evaluation will be used to determine existing demands, current available capacity, and the location of necessary collection system upgrades to meet the proposed expanded plant capacity of 2.475 MGD.

In January 2008, Brunswick County contracted with McKim & Creed for engineering services that would provide recommendations for locations of Regional Pump Stations including creation of collection system sewer models. These models have been completed and are available for use in planning future upgrades to the sewer collection and transmission system. An immediate use is to assist in determining the existing condition and required upgrades to the sewer transmission system due to the proposed expanded capacity of the Northeast Brunswick Regional Wastewater Treatment Plant. This study will help Brunswick County determine if any transmission system upgrades are required. If significant upgrades are warranted, further study may be necessary to provide detailed improvement recommendations and cost opinions.

Vice-Chairman Norris moved to approve the Proposal of McKim & Creed for additional engineering services in the amount of \$7,300. The vote of approval was unanimous.

#### **6. Utilities-Sewer Cleaning and Inspection Contract (John Nichols)**

Staff recommends approving Proposal of Tarheel Underground Camera, Inc. for cleaning and camera inspection of gravity sewer system.

John Nichols, Assistant Utilities Director, requested approval of a proposal submitted by Tarheel Underground Camera, Inc., for sewer cleaning and camera inspection of gravity sewer system. The proposal includes a cost of \$1.88 per linear foot for cleaning and camera inspection. An estimated 45,000 linear feet is to be cleaned and camera inspected at an approximate cost of \$84,600.

Funds were included in the FY 2009 Public Utilities Budget for cleaning and inspection of approximately 10% of Brunswick County's gravity sewer system. The NCDENR Division of Water Quality requires Brunswick County Public Utilities to clean 10% of its gravity system each year as a condition of its Sanitary Sewer System-wide permit. Cleaning and inspection helps to identify inflow and infiltration problems that put undue burden on the sanitary sewer system. Ultimately this helps to minimize the potential for sanitary sewer overflows. Proposals were received from eleven firms that perform sewer cleaning and inspection services. A selection committee determined that Tarheel Underground Camera, Inc. would best serve the interests of the County when price, equipment, deliverables, and experience were considered.

There was discussion regarding this scope of work to be done in-house and it was consensus of the Board to discuss this during the upcoming Board Retreat.

Commissioner Phillips moved to approve the Proposal of Tarheel Underground Camera, Inc. for cleaning and camera inspection of gravity sewer system. The vote of approval was unanimous.

#### **7. Utilities-Public Water Supply Section Funding Resolution (Jerry Pierce)**

Staff recommends approving Resolution authorizing funding application for county water projects to the public water supply section of NCDENR.

Jerry Pierce, Utilities Director, requested approval of a resolution authorizing the application for grants and/or loans for the construction of improvements to the Northwest Water Treatment Plant and a 750,000 gallon elevated water storage tank from the Public Water Supply Section of the North Carolina Department of Environment and Natural Resources and authorizing the County Manager to sign grant-related documents.

The Public Water Supply Section of the North Carolina Department of Environment and Natural Resources (NC DENR) has notified the County that additional grant and/or loan funds may be made available to the NC DENR by the federal government as a part of an economic stimulus program. If additional funds are received, the Public Water Supply Section has indicated that projects need to be included on their priority list and has extended the deadline for project application submittal.

During the current fiscal year and next fiscal year, the County has two drinking water projects planned for construction that will meet the Public Water Supply requirements. The first project is the construction of a 750,000 gallon elevated water storage tank to be located near Shallotte. This project is presently under design with an expected letting date of April 2009. The second project is improvements at the Northwest Water Treatment Plant, which include a new 4,000,000 gallon clearwell and chemical feed system. Design of these improvements is schedule to start in March 2009 with an expected letting date of September 2009.

To submit an application, the Public Water Supply requires adoption of a resolution by the utility's governing body authorizing submittal of an application and authorizing an official to sign grant- related documents on behalf of the County □

#### **RESOLUTION BY GOVERNING BODY OF APPLICANT**

**WHEREAS,** The Federal Clean Water Act Amendments of 1987 and the North Carolina Clean Water Revolving Loan and Grant Act of 1987 have authorized the making of loans and grants to aid eligible units of government in financing the cost of construction of drinking water treatment plant improvements and drinking water distribution system improvements, and

**WHEREAS,** Brunswick County has need for and intends to construct improvements at its Northwest Water Treatment Plant and a new 750,000 gallon elevated water storage tank near Shallotte to improve its drinking water distribution system, and

**WHEREAS,** Brunswick County intends to request State grant and/or loan assistance for the project.

NOW THEREFORE BE IT RESOLVED, BY THE BOARD OF COMMISSIONERS OF BRUNSWICK COUNTY:

That Brunswick County will arrange financing for all remaining costs of the project, if approved for a State grant and/or loan award.

That Brunswick County will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

That the governing body of Brunswick County agrees to include in the loan agreement a provision authorizing the State Treasurer, upon failure of Brunswick County to make scheduled repayment of the loan, to withhold from Brunswick County any State funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan.

That Brunswick County will provide for efficient operation and maintenance of the project on completion of construction thereof.

That Marty K. Lawing, County Manager, and successors so titled, is hereby authorized to execute and file an application on behalf of Brunswick County with the State of North Carolina for a loan to aid in the construction of the project described above.

That Marty K. Lawing, County Manager, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That Brunswick County has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 26th day of January 2009 at Bolivia, North Carolina.

s/William M. Sue, Chairman  
Brunswick County Board of Commissioners

### **CERTIFICATION BY RECORDING OFFICER**

The undersigned duly qualified and acting Clerk to the Board of Commissioners of the Brunswick County does hereby certify: That the above resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a legally convened meeting of the County of Brunswick Board of Commissioners duly held on the 21st day of May, 2007; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this 26th day of January, 2009.

Attest:

\_\_\_\_\_  
s/Deborah S. (Debby) Gore

Clerk to the Board, CMC

Commissioner Phillips moved to approve a Resolution authorizing funding application for county water projects to the public water supply section of the North Carolina Department of Environment and Natural Resources. The vote of approval was unanimous.

**8. ..Engineering-Change Order #2/Bordeaux Construction (Marty Lawing)**

Staff recommends approving Change Order No. 2 to the Contract of Bordeaux Construction

GC-01R	Revise site utilities	\$6,096.00
GC-14	Steel changes	\$13,902.00
GC-15	Extend elevator drain	\$834.00
GC-16	Parking lot undercut	\$21,814.00
GC-17	Access door materials	\$439.00
GC-18R	Electrical changes for water utilities	\$2,321.00
	Credit remainder of mass undercut allowance	-\$14,663.00
	Credit unsuitable trench soil undercut allowance	-\$6,400.00
	Credit water tap fee	-\$4,000.00
	Credit sewer tap fee	-\$4,000.00
	Credit contingency allowance	-\$16,343.00

**\$0.00**

Marty Lawing, County Manager, explained the following:

**GC-01R – Revise site utilities**

This change is required because the existing main water supply line for the Kitchen building was not located where the site survey indicated it was. The incoming water supply line now comes in on the dock area side of the addition. This change does not include associated electrical work. See GC-18 below.

**GC-14 – Steel changes:** See attachment #3 for explanation.

**GC-15 – Extend elevator drain**

The underground foundation drain for the elevator pit was shown and detailed on the architectural drawings and noted to be extended out and connected to the nearest catch basin. Both the plumbing and site contractors missed the connecting line between the elevator pit perimeter foundation drain and the catch basin in their bid. The cost for this comes out of the contractor's contingency.

**GC-16 – Undercut 12/2/08 through 12/15/08**

Includes removal of various areas of soft soil from under parking lots, haul off-site, and replace with engineered fill. This is required to keep the parking lots from cracking prematurely.

**GC-17 – Access door material only**

Two access doors were called for in the kitchen plans on sheet A6.3. One is to keep access to two existing above ceiling mechanical units and the other to provide service access to the overhead coiling grille located between the serving and dining area. Installation of these access doors was picked up by the drywall contractor but the access doors themselves was missed in the bid package. The cost for this comes out of the contractor's contingency.

**GC-18r – Electrical changes**

Relocate tamper and flow switches: The incoming water supplies for both domestic and fire sprinkler were relocated over to the other side of the building. This covers the cost of additional wire, conduit, and labor to relocate the tamper and flow alarm switches for the fire sprinkler riser.

Relocation of air compressor from exterior to inside hot water heater room: There is an existing air compressor for a vacuum sealer in the kitchen. It was later discovered that the air compressor is a portable unit on wheels and not a unit that gets mounted to a concrete pad. This covers the cost of some additional underground conduit and wire to relocate the unit to the hot water heater room.

Bonding and grounding: The main building electrical ground line is, by code, required to be attached to the incoming water supply where it enters the building. This covers the cost of additional copper wire and fittings to extend the ground line from the electrical room over to the location of the incoming water

supply line in the hot water heater room.

Commissioner Cooke moved to approve Change Order No. 2 to the Contract of Bordeaux Construction Company Inc. The vote of approval was unanimous.

**9. Finance-Financial Reports ending December 31, 2008 (Unaudited) (Ann Hardy)**

Staff recommends receiving FY 2008-2009 Financial Report for the Period Ending December 31, 2008 as presented.

Ann Hardy, Fiscal Operations Director, reviewed the Financial Reports ending December 31, 2008. The Board received the reports as information.

**VIII. BOARD APPOINTMENTS**

**1. Brunswick-Columbus International Park Inc. Board (2 appointments)**

Commissioner Sue nominated Zack Miller and Don Hughes. Vice-Chairman Norris moved to close the nominations. The vote of approval was unanimous. Vice-Chairman Norris moved to approve the appointments of Miller and Hughes. The vote of approval was unanimous. Zack Miller and Don Hughes will serve on the newly formed Brunswick-Columbus International Park Inc. Board along with Chairman William Sue and Jim Bradshaw, Economic Development Director with a term that shall be determined at a later date.

**2. Zoning Board of Adjustment (2 alternate appointments)**

Chairman Sue nominated Nelson Best and Commissioner Warren nominated Angela Gore. Commissioner Phillips moved to close the nominations. The vote of approval was unanimous. Chairman Sue moved to approve the appointments of Best and Gore. The vote of approval was unanimous. William Nelson Best and Angela M. Gore were reappointed to serve another three-year term that will expire on November 1, 2011 as Alternates on the Zoning Board of Adjustment.

**3. Tax Task Force (Added Under Adjustments to the Agenda)**

Commissioner Warren nominated Paul Fisher, Steve Foster, Boyd Williamson, Tim Davis. Chairman Sue nominated Tom Davis. Vice-Chairman Norris moved to close the nominations. The vote of approval was unanimous. Vice-Chairman Norris moved to approve the appointments of Fisher, Foster, Williamson, Tim Davis and Tom Davis. The vote of approval was unanimous. Paul Fisher, Steve Foster, Boyd Williamson, Tim Davis, and Tom Davis will serve along with Commissioner Warren on the newly formed Tax Task Force to review tax structures and bring recommendations to the Board of Commissioners.

**IX. COUNTY ATTORNEY'S REPORT**

**1. Proposed Brookneal Road Closure (Huey Marshall)**

Huey Marshall, County Attorney, explained that the county is in receipt of a Petition for the closure of a portion of Brookneal Street in Sunset Harbor and requested approval of a Resolution calling for the closure. The portion in question lies to the east of Palm Street and has never been part of the North Carolina Road System. The adoption of the Resolution does not close the street but calls for a public hearing that may result in the closure of this portion of Brookneal Street.

Commissioner Cooke moved to Adopt a Resolution declaring the intent to close a portion of Brookneal Street that lies to the east of Palm Street in Sunset Harbor and set a Public Hearing for March 2, 2009 at 6:30 p.m. The vote of approval was unanimous.

**2. Proposed Procedural Rule for Agenda Packet Formulation (Huey Marshall)**

Huey Marshall, County Attorney presented a proposal for Section 1-2-89 of the Rules of Procedure for Agenda. The Board discussed their difficulty in having the packet prior to the meeting at a time sufficient

to read all agenda items. It was consensus that all items and supporting documentation must be given to the Clerk by the close of business on the day prior to the Agenda meeting. All items shall then be collected and dispensed for delivery to the Board on the day of the Agenda meeting.

Commissioner Warren moved to form a committee to review all procedures and rules. The vote of denial was one aye (Warren) and 4 nays (Phillips, Sue, Norris and Cooke).

Commissioner Cooke moved to amend the Agenda procedure as previously discussed. The vote of approval was 4 ayes (Phillips, Sue, Norris and Cooke) 1 nay (Warren).

### **3. NC Insurance Commission Rules**

Huey Marshall, County Attorney, explained that recently the North Carolina Insurance Commission held hearings and adjusted the insurance premiums allowed by insurance companies on coastal properties. The most dramatic rate increases were all in coastal areas and a group of counties will be attempting to adjust those rulings by appeal.

There was a brief discussion and it was consensus of the Board to support the appeal and to send a letter to all municipalities requesting their support in the amount of \$5,000.

Commissioner Warren moved to become a party to the action and support the appeal in the amount of \$10,000. The vote of approval was unanimous.

## **X. OTHER BUSINESS/INFORMAL DISCUSSION**

### **1. Law Enforcement Center/Training Center Gun Range (Chief Deputy Miller & Lt. Turner)**

Chief Deputy Charles Miller and Lt. Sammy Turner presented the need for a Law Enforcement/Training Center/Gun Range. It was consensus of the Board that the Sheriff's Department present this proposal at the upcoming Board Retreat.

### **2. County Manager Report (Marty Lawing)**

1. The County Manager reminded the Board of the Capital Improvement Project Field Trip scheduled for next Tuesday beginning at 8:30am.

2. The County Manager informed that the Board Retreat would be held on March 17, 18 and 19 at the complex beginning at 8:00 a.m.

3. The County Manager requested input regarding dates for the Municipal Breakfast. It was consensus of the Board to schedule it after the Board Retreat.

4. The County Manager reminded that the Take Home Vehicle Plan was deferred to the First Quarter and asked that a committee be formed to include two commissioners. Commissioner Cooke and Phillips volunteered to serve on the committee and directed the Manager to set a date for a meeting within the next two weeks.

5. The County Manager informed that the Hospital Authority has requested a Task Force to pursue potential uses of the current Brunswick Hospital as soon as the new hospital is complete. The Authority asked that two commissioners serve on the Task Force to make recommendations of future use. Commissioners Warren and Cooke volunteered to serve as members of the Task Force.

6. The County Manager informed that the Marine Fisheries Board announced the receipt of a \$300,000 grant to purchase one acre at the end of Bricklanding Road for a public boat ramp.

7. Steve Stone, who has been Acting Director of Operation Services since the retirement of Darry Somerset, announced that Stephanie Lewis has accepted the position of Director of Operation Services.

Chairman Sue informed that the National Association of Counties Conference is scheduled for March 2009 and asked the Manager to prepare an appropriation request packet to be presented to our Legislators. Commissioner Phillips moved to appoint Commissioner Warren as the voting delegate of the Board at the NaCO Conference in Washington, D.C. The vote of approval was unanimous.

**XI. ADJOURNMENT**

Chairman Sue moved to adjourn the Regular Meeting at 8:50 p.m. The vote of approval was unanimous.

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William M. Sue, Chairman

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Deborah Gore, Clerk to the Board