



**ONLOW COUNTY BOARD OF COMMISSIONERS' MEETING**  
**Monday, June 15, 2020**  
**Onslow County Government Center – Commissioners' Chambers**  
**234 NW Corridor Boulevard, Jacksonville**  
**6:00 PM**

**REGULAR MEETING**

**CALL TO ORDER** - Chairman Jack Bright

**INVOCATION** – Sharon Russell, County Manager will provide the invocation.

**PLEDGE OF ALLEGIANCE** - Benjamin Warren, Assistant County Manager will lead the Board in the Pledge of Allegiance.

**ACKNOWLEDGEMENT OF ELECTED OFFICIALS PRESENT**

**CHAIRMAN'S REMARKS**

*We ask that all in attendance please set your cell phones to silent or vibrate mode. The Board offers the public one opportunity to speak during the meeting. Comments during the public comment period should be limited to five minutes and may be on any issue upon which the Board of Commissioners has control.*

*Citizen speakers will be acknowledged in the order in which they signed up to speak and will address all comments to the Board as a whole and not one individual commissioner. Speakers will address the Board from the speaker's podium at the front of the room and will begin their remarks by stating their name and address. Discussions between Speakers and members of the audience will not be allowed. Public comment is not intended to require the Board to answer any impromptu questions. Speakers are expected to be civil in their language and presentation. Any comments where the primary purpose is to promote a business or candidacy shall not be allowed.*

*In accordance with the Board's adopted Rules of Procedure, Commissioners shall reserve responses, if any, for the Commissioner comment period on the agenda.*

**ITEM 1      ADOPTION OF AGENDA**

Chairman:      With no other items being considered separately, a motion to adopt the Meeting Agenda is in order.

**Specific Action Requested:** Adopt the Meeting Agenda.

## ITEM 2 APPROVAL OF ITEMS ON CONSENT AGENDA

*The Chairman will ask any Board Members with questions or concerns about any agenda item to identify the item, which will be removed from the Consent Agenda and considered separately toward the end of the meeting. If an item is identified, no vote is necessary to move the item for separate consideration. The Chairman will call for a motion to approve the Consent Agenda.*

### **CONSENT AGENDA**

*The Consent Agenda includes routine items that may be acted upon in a single vote. Any Commissioner may remove items from the Consent Agenda for separate discussion and consideration later in the agenda.*

**A. Budget Amendments** – The following budget amendments for Fiscal Year 2019-2020 are requested for your approval on June 15, 2020: B50-B54.

**Specific Action Requested:** Respectfully request that the Board of Commissioners approve the Budget Amendments B50-B54.

### **B. Approval of BOC Meeting Minutes**

May 18, 2020 BOC Regular Meeting Minutes

**Specific Action Requested:** Respectfully request approval of listed minutes.

### **C. Approval of Proclamations**

National Parks and Recreation Month  
National Mosquito Control Awareness Week 2020

**Specific Action Requested:** Respectfully request approval of listed proclamations.

### **D. Access Easement - Duke Energy Progress, LLC**

The Animal Services expansion and renovation project will require the relocation of certain utility lines and infrastructure. Duke Energy Progress, LLC has requested an easement to facilitate the relocation of underground conduits and supporting structures necessary to support the Animal Services facility. A copy of the proposed easement and site plan are included in this request for the Board's review and consideration.

**Specific Action Requested:** It is respectfully requested that the Board of Commissioners approve the requested easement, thereby granting Duke Energy Progress, LLC access to the Animal Services project site.

### **E. Additional Closures and Early Closure for Onslow County Public Library**

Onslow County Public Library proudly serves the public seven days a week. Due to this extended schedule, there are times when the approved County Holiday Schedule does not match OCPL's service hours. In addition to the FY 2020-2021 approved holiday schedule, Onslow County Public Library respectfully requests permission to close or close early on the following dates:

- Saturday, July 4, 2020 and Sunday, July 5, 2020, Independence Day Weekend, All locations.
- Saturday, December 26, 2020 and Sunday, December 27, 2020, Christmas Weekend, All locations.
- Sunday, April 4, 2021, Easter Weekend, Main Library.
- Thursday, December 31, 2020, New Year's Eve, close all locations at 6pm.

**Specific Action Requested:** Respectfully request the Board of Commissioners authorize the additional closures and early closures for the Onslow County Public Library.

### **F. 2020/2021 Holiday Closures for Onslow County Museum**

Onslow County Museum is typically open to the public, Monday through Friday, 8 am until 5 pm and Saturdays, 10 am until 4 pm. The current 2020/2021 Holiday Closings Schedule includes July 3 and 6 for Independence Day and December 23-25 for Christmas. As these holidays fall over the weekend, Onslow County Museum would respectfully request consideration to be allowed to close July 4 and December 26.

**Specific Action Requested:** Onslow County Museum respectfully request consideration to allow the Museum to be closed additional holiday days/dates of Saturday, July 4 and December 26, 2020.

### **G. Update to Board's Rules and Procedures**

**Specific Action Requested:** Respectfully request consideration of Rules of Procedure and authorize the Chairman to sign on behalf of the Board.

### **H. Amendment to Fire/Rescue Commission Resolution**

On March 7, 2011, the Board of Commissioners adopted a Resolution establishing the Onslow County Fire/Rescue Commission. The Commission serves as an advisory board to the Board of Commissioners on matters related to fire and rescue services. The recent consolidation of certain fire and rescue services changed the way fire and rescue services are organized in Onslow County, and these changes need to be reflected in the Board of Commissioner's Resolution. A proposed Amendment has been prepared that updates the titles and departments of Fire/Rescue Commission members. The Commission's designation of membership and appointment protocol will now be contained in the Commission's Bylaws.

The Fire/Rescue Commission has reviewed the proposed Amendment to the Resolution and recommends approval.

**Specific Action Requested:** Emergency Services respectfully requests that the Board of Commissioners consider approval of the proposed Amendment to the Fire/Rescue Commission Resolution, and if approved, authorize the Chairman to sign the necessary documents on behalf of the Board.

#### **I. Updates to Fire/Rescue Commission Bylaws**

On March 7, 2011 the Onslow County Board of Commissioner adopted the Bylaws of the Onslow County Fire/Rescue Commission. The purpose of the Fire/Rescue Commission is to be an advisory board to the County Board of Commissioner on items relating to fire and rescue services. In the last two years, rescue services were consolidated with fire services. The Bylaws of the Fire/Rescue Commission need to be updated to reflect changes in membership, reappointment language, and the audit review. The primary recommended changes are as follows:

- Change the membership from 11 members to 9;
- Change one position from a Rescue Service Representative to a Fire Service Representative;
- Change dates for reappointment of positions 1-6 to create staggered terms; and
- Update the duties of the Fire/Rescue Commission regarding review of fire department financial audit or reviews.

The Fire/Rescue Commission has reviewed and recommends the approval of the proposed changes to the Bylaws.

**Specific Action Requested:** Emergency Services respectfully requests that the Board of Commissioners consider the recommended changes to the Fire/Rescue Commission Bylaws, and if approved, that the Board of Commissioners authorize the Chairman to sign on behalf of the Board.

#### **J. Property Loss Claims Execution Authority**

The County of Onslow has designated the Risk Analyst to process insurance claims for incidents that occur with county fleet, equipment, buildings, and property. Within the claims process, documentation is required if a vehicle is totaled. The following documents require the County's signature to accept insurance funds: Statement in Proof of Loss, Damage Disclosure Statement, and the Certificate of Title or Power of Attorney. There may also be different types of property claims in the future that will require documents to have a County signature recorded. Therefore, permission is being requested to sign vehicle and property insurance claim documents by County employees Christina Russell, Risk Analyst and Amy Davis, Internal Auditor.

**Specific Action Requested:** It is respectfully requested that the Board of Commissioners grant Christina Russell and Amy Davis authorization to sign vehicle and property insurance claim documents on behalf of Onslow County.

**ITEM 3 PUBLIC COMMENT** - Citizens have an opportunity to address the Board for no more than five minutes per comment on any issue upon which the Board of Commissioners has control.

**ITEM 4 PRESENTATIONS**

**A. Proclamation** – Two proclamations have been prepared for presentation. Sharon Russell, County Manager shall read the proclamations.

**i. National Parks and Recreation Month**

Representatives from Onslow County Parks and Recreation will accept the proclamation. The Chairman has requested that Commissioner Shanahan present the proclamation.

**ii. National Mosquito Control Awareness Week 2020**

Representatives from Onslow County Mosquito and Vector Control will accept the proclamation. The Chairman has requested that Commissioner Knapp present the proclamation.

**ITEM 5 PUBLIC HEARING** – One public hearing is scheduled during this meeting. The Chairman has directed Sharon Russell, County Manager to conduct the public hearing.

**A. Public Hearing on the Resolution of Intent to Sell Home Health and Hospice**

Onslow County began providing home health and hospice services over 40 years ago. At that time, there were no other home health and hospice agencies in Onslow County. Through the years, these services have been provided by 75 public health departments in North Carolina. As more private agencies have been established most public health departments have sold or closed their government run home health and hospice agencies. Currently, Onslow County is one of six counties that still provide this service.

Home health and hospice services are billable through Medicaid, Medicare and private insurances. However, as pay structures and insurance practices change, running this type of program in a government environment has become increasingly difficult. The County began operating at a loss several years ago and expects to see a loss of approximately \$700,000 in fiscal year 2020.

The Onslow County Board of Commissioners recognize the value of this service to our community and decided to explore selling the agency to ensure it can remain available to the citizens of Onslow County.

Citizens have an opportunity to address the Board for no more than five minutes per speaker.

*i. Staff Introduction*

Sheri Slater, Assistant County Manager, will give a brief introduction.

*ii. Public Hearing* – The Chairman directs the County Manager to open the public hearing.

a. Public – The Commissioners will take comments from the public.

b. Close Public Hearing.

*iii. Commissioner Discussion* – Discussion and questions to the staff and/or public.

**Specific Action Requested:** Respectfully request the Onslow County Board of Commissioners hold the public hearing.

**ITEM 6 GENERAL ITEMS**

**A. Hart-Intercivic Election Equipment Agreement**

Onslow County last purchased election equipment in 2006 and the election equipment is in need of replacement.

The legislature established new requirements for voting systems used in state elections, including minimum requirements for the purchase of new systems. In S.L. 2005-323 (S 223), the legislature amended G.S. 163-165.7 to require that counties purchase only voting systems certified by the State Board of Elections. While paper balloting systems are automatically deemed certified, other systems must be specifically approved by the state. To be certified the systems must meet the requirements of a request for proposal process set forth in the amended statute.

The state request for proposal process will establish which systems may be purchased by counties upon recommendation of the county board of elections. Under G.S. 163-165.8, when the county purchases a voting system certified by the state, the county is exempt from the otherwise applicable bidding requirements in Article 8 of G.S. Chapter 143. The amendments affecting voting systems also require the vendors to place the source code in escrow to secure its continued use in the event of a failure of the system or the business. A list in the statute specifies who may view this material, which is otherwise not subject to public disclosure.

Hart-Intercivic has been certified by the state and the Onslow County Board of Elections unanimously selected Hart-Intercivic as vendor of choice.

Jason Dedmond, Board of Elections Director, will be available to present this item and answer any questions the Board may have.

**Specific Action Requested:** Respectfully request that the Board of Commissioners approve the Hart-Intercivic Election Equipment Agreement and authorize the Chairman to sign on behalf of the County.

### **B. Emergency Management Planning Grant – Supplemental**

April 14, 2020 the Department of Homeland Security and the Federal Emergency Management Agency announced a \$100 million supplemental grant to the 2020 Emergency Management Planning Grant (EMPG). This money was a part of the Coronavirus Aid Relief and Economic Security Act (CARES).

On April 29, 2020 North Carolina Emergency Management announced that they had received approval for EMPG-Supplemental funds to total \$2.6 million and were to be used to support emergency management activities throughout the state related to COVID-19. The period of performance for the grant is 24 months and runs through January 26, 2022. There is a 50/50 match requirement for EMPG-S and in-kind matches are allowable. Allowable expenditures can fall in either the planning, organization, equipment, or training categories.

Onslow County will receive \$12,695 in funds to work on development of an Emergency Public Information Plan and Overhaul of our Vulnerable Population Registry.

Norman Bryson, Emergency Services Director, will be available to present this item and answer any questions the Board may have.

**Specific Action Requested:** Respectfully request the Board of Commissioners consider approval of the EMPG-S grant. If approved, we also respectfully request the Commissioners authorize the County Manager to sign the Memorandum of Agreement with North Carolina Emergency Management.

### **C. 2020 CARES Act Grant Ordinance**

As a result of the Coronavirus Pandemic experienced by the world and its impact on local governments the Federal government established the Coronavirus Aid, Relief and Economic Security Act (CARES Act). The act provided funding to State & Local governments for expenses related to preparation, recovery and response to the pandemic.

To receive funds the County was required to submit a plan to the State. The State has approved the plan and funding has been received. The ordinance as presented is in accordance with the plan submitted to the State which includes funds for mass testing, improved communication capabilities and contributions to municipalities (that submitted plans to the County). The entire amount awarded to the County is \$3.4 million, of the awarded amount approximately \$2.4 million was approved for salary and benefit expenses associated with the preparation, response and recovery by the County. Due to accounting requirements for salaries and benefits these expenses will remain in the

County's General Fund. The remaining million is presented on the Grant ordinance submitted.

Jessica Roberts, Deputy Finance Officer, will be available to present this item and answer any questions the Board may have.

**Specific Action Requested:** Respectfully request approval of the grant ordinance for the CARES Act and authorize the Chairman to sign on behalf of the County.

#### **D. Nutrition Contract**

This contract between Onslow County and Gibbs Management Services, Inc. allows Senior Services to continue our Congregate and Home Delivered Meals programs. The contract provides delivery of prepackaged food for home delivered meals as well as the meals for all five congregate nutrition sites in Jacksonville, Richlands, Sneads Ferry, Swansboro and Belgrade. Clients are assessed on an annual basis for eligibility under the guidelines of the Division of Aging and Adult Services.

Onslow County solicited bids for this service in August 2017. Gibbs Management Services, Inc. was the lowest responsible bidder at that time. The contract was written to extend up to four additional one-year terms. We have experienced excellent service from Gibbs Management Services, Inc.; therefore, county staff recommends exercising a one-year extension for FY 2020-2021.

This service is reimbursed through the Home and Community Care Block Grant.

Clay Calhoun, Senior Services Director, will be available to present this item and answer any questions the Board may have.

**Specific Action Requested:** It is respectfully requested that the Board consider approval of the contract to Gibbs Management Services, Inc., and authorize the Chairman of the Board to execute the contract documents.

#### **E. Home and Community Care Block Grant**

Onslow County Senior Services is the lead agency for Home and Community Care Block Grant services in Onslow County. This grant received annually from the Area Agency on Aging, Eastern Carolina Council provides funding for in home services, adult day care, transportation and nutrition services.

The total grant is \$675,272 with \$75,030 local match which will be met with existing Senior Services operational budget appropriation. No additional monies will be required.

Clay Calhoun, Senior Services Director, will be available to present this item and answer any questions the Board may have.



**Specific Action Requested:** It is respectfully requested that the Board consider approval of the contract to Area Agency on Aging, Eastern Carolina Council, and authorize the Chairman of the Board to execute the contract documents.

#### **F. Onslow United Transit System Transportation Contract**

This contract between Onslow County and Onslow United Transit System, Inc. will facilitate transportation services to elderly clients aged 60 and over. Clients are assessed for eligibility on an annual basis, under the guidelines of the Division of Aging and Adult Services.

Onslow United Transit System, Inc. provides handicap accessible transportation to medical appointments and to senior nutrition sites around the county. Services are reimbursable under the Home and Community Care Block Grant.

Clay Calhoun, Senior Services Director, will be available to present this item and answer any questions the Board may have.

**Specific Action Requested:** It is respectfully requested that the Board consider approval of the contract to Onslow United Transit System and authorize the Chairman of the Board to execute the contract documents.

#### **G. Memorandum of Agreement for the Dix Crisis Intervention Center**

The Onslow County Board of Commissioners made having a sustainable facility-based crisis center a priority and signed a Memorandum of Agreement between Onslow County, Carteret County, Craven County, Jacksonville, Onslow Memorial Hospital, Carteret Health Care, and Trillium Health Resources in 2018. The Dix Crisis Intervention Center opened in Onslow County in July 2019.

This updated agreement extends the terms of the original agreement through June 2022. The parties commit to supporting the crisis center and participating on the oversight committee.

Sheri Slater, Assistant County Manager, will be available to present this item and answer any questions the Board may have.

**Specific Action Requested:** Respectfully request the Board of Commissioners approve the Memorandum of Agreement and authorize the Chairman to sign on behalf of the County.

#### **H. Discussion of Termination of State of Emergency**

Brett DeSelms, County Attorney, will be available to present this item and answer any questions the Board may have.

**Specific Action Requested:** Respectfully request the Board of Commissioners to discuss and consider Termination of State of Emergency.

**ITEM 7 APPOINTMENTS**

**A. Jacksonville Onslow Sports Commission**

The Board Secretary to the Jacksonville-Onslow Sports Commission' Board of Directors provided a letter to staff requesting that the Board of Commissioners consider appointments to the Jacksonville-Onslow Sports Commissions' Board of Directors.

The Sports Commission advertised for nominations to the Board of Directors and the Advisory Group. No nominations were received. The advertisements were run a second time, and again no nominations were received.

After careful consideration, the Jacksonville-Onslow Sports Commission Board of Directors nominated by unanimous vote at their May 28, 2020 meeting, incumbent Steve Goodson, Seat C and Mary Thomas, Seat D to be reappointed to serve a three-year term expiring June 30, 2023.

The applications are on file and have been certified by the Clerk's Office.

**Specific Action Requested:** Respectfully consider reappointment of Steve Goodson, Seat C and Mary Thomas, Seat D, for a three-year term expiring June 30, 2023.

**ITEM 8 CONSENT AGENDA ITEMS, if necessary**

**ITEM 9 MANAGER'S COMMENTS**

**ITEM 10 COMMISSIONER'S COMMENTS**

**ITEM 11 ADJOURNMENT**