

Windsor, North Carolina
November 18, 2013
Regular Meeting

The Bertie County Board of Commissioners met for a regular meeting at 7:00pm in the Fellowship Hall of Mt. Ararat Baptist Church located at 305 Cowtrack Road Windsor, NC 27983. The following members were present or absent:

Present: J. Wallace Perry, Chairman
Charles L. Smith, Vice-Chairman
John Trent
Ronald "Ron" Wesson
Rick Harrell

Absent: None

Staff Present: County Manager Scott Sauer
Clerk to the Board Sarah Seredni
County Attorney Lloyd Smith
Finance Director William Roberson

Emergency Service Director Mitch Cooper, Network Administrator Joe Wilkes, and Planning Director Traci White were present for a portion of the meeting.

Media members present included Gene Motley of the Roanoke-Chowan News Herald and Thadd White of the Bertie Ledger-Advance.

Chairman Perry opened the meeting.

INVOCATION & PLEDGE OF ALLEGIANCE

Reverend James Collins of Mt. Ararat Baptist Church led the Invocation. Vice Chairman Smith led the Pledge of Allegiance.

PUBLIC COMMENTS

Monica Lassiter of Windsor submitted a signed petition of approximately 180 individuals in favor of the proposed curbside trash pickup & recycling program.

Commissioner Trent announced that the Town of Kelford Board of Commissioners had written a letter to the County stating that they would be interested in being a part of the proposed county-wide curbside trash pickup & recycling program.

Mr. Anthony Ward, representing the South Windsor Water Authority, asked if there were any updates concerning the South Windsor Water Project.

County Manager Sauer stated that a contract was being drafted to take over the daily management operations of the water system as well as to retain the existing system identification number so that the system would still qualify for grant options. He also stated that a contract could be completed by sometime in December. The County plans to take over day-to-day operations in January 2014, with the transfer of assets to occur December 31, 2014.

Mr. Ward thanked the Board for their dedication to this project.

Mr. Robert Spivey expressed concern for diversity of contractors in various towns of the County.

The Board stated that diversity of contractors as well as Bertie residents finding employment was a top priority.

Commissioner Wesson mentioned new employers to the area, such as Sunenergy1, LLC, hiring as many local residents as possible.

Commissioner Trent stated that there are 100+ residents employed at the Department of Corrections in the County.

APPOINTMENTS

Honoring of Andrew Ryan, Jr. for being nominated to attend the Congress of Future Medical Leaders

A letter of congratulations was presented to Bertie High School Senior Andrew Ryan, Jr. for being nominated to attend the Congress of Future Medical Leaders in Washington, DC in February 2014. The letter was read by the Chairman and signed by all Board members.

The letter reads as follows:

November 8, 2013

Dear Andrew,

The Bertie County Board of Commissioners would like to congratulate you on being nominated to attend the Congress of Future Medical Leaders in Washington, DC in February 2014.

This is a great achievement and one that could not be attained without the highest levels of determination, intelligence, hard work, and perseverance. This is an extraordinary accomplishment for you, your school, your family, and your community.

On behalf of the citizens of Bertie County, we would like to extend to you our deepest congratulations for a job well done. You have made your community proud, and we know that your success will inspire others.

Congratulations and good luck to you in all of your future endeavors.

First Med Updates from EMS Director Matt Leicester

EMS Director Matt Leicester presented a report to the Board regarding First Med and current response time figures as relating to their contractual obligations.

As of November 17, 2013, the average response time for First Med was 10.94 minutes.

In October 2013, First Med responded to 271 calls and 92% of those calls were responded to in less than 20 minutes which is in accordance with the EMS Contract.

The Board commended First Med for their good work and asked if there was anything that First Med needed at this time to continue to perform well.

Mr. Leicester stated that the credit belongs to his employees and that, at this time, they have all needs met since they have received a warm welcome from the community and area hospitals.

Community Development Block Grant (CDBG) 2011 Scattered Site Housing (SSH) Update by Mike Barnette, PE

Mike Barnette provided an update on the CDBG 2011 SSH to the Board.

Mr. Barnette explained that HUD is the funding source for the SSH program and that funding for the program will not be dispersed during 2014 and 2015.

The County's 2011 CDBG SSH program was funded and the County signed the \$400,000 Grant Agreement on July 9, 2012.

The program has no Local Funds match requirement and a completion deadline of 12-22-2014.

The program will include the full rehabilitation of 3 homes, the clearance/reconstruction of 2 homes, and emergency repairs on an estimated 6 homes.

The County has received bids on the rehabilitation of 3 units and the clearance/replacement of 1 unit. Bid information and a Resolution to award construction contracts is detailed in a letter dated November 8, 2013.

The resolution reads as follows:

RESOLUTION BY THE BOARD
OF
BERTIE COUNTY

WHEREAS, Bertie County has received funding for housing improvements under the 2011 CDBG SSH program, and;

WHEREAS, Bertie County has received bids for housing Demolition, Reconstruction and Rehabilitation work to be completed under said program, and;

WHEREAS, the Program Manager has recommended awards which are consistent with the grant policies and procedures.

WHEREAS, the Program Manager's recommendation of award is subject to the County's determination that no member of the governing board, County employee who exercises any function or responsibility with respect to the CDBG program, or anyone who has served in these capacities in the past year, is associated in any way with any party on the attached ownership / occupant disclosure form in any manner which could potentially constitute a conflict-of-interest.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of housing Demolition, Reconstruction and Rehabilitation contracts are awarded as follows:

<u>House No.</u>	<u>Contractor</u>	<u>Amount</u>
<u>11-02 Demolition</u>	<u>U-Scrap-It, Inc.</u>	<u>\$3,100</u>
<u>11-02 Replacement</u>	<u>Holland Construction Company</u>	<u>\$80,900</u>
<u>11-05 Rehabilitation</u>	<u>B & B Construction</u>	<u>\$47,565</u>
<u>11-06 Rehabilitation</u>	<u>Evans Custom Builders</u>	<u>\$52,806</u>
<u>11-07 Rehabilitation</u>	<u>Robert P. Cunningham</u>	<u>\$33,775</u>

THAT, no member of the governing board is involved with any party on the attached ownership/occupant disclosure form in any manner which could potentially constitute a conflict-of-interest, and;

THAT, Scott T. Sauer, County Manager is authorized to sign contracts on behalf of Bertie County.

ADOPTED this the 18th day of November, 2013.

J. Wallace Perry
Chairman

ATTEST:

Sarah M. Seredni
Clerk to the Board

Mr. Barnette requested that the Board approve the Resolution to award the construction contracts.

Commissioner Harrell introduced a **MOTION** to approve the Resolution to award the construction contracts. Commissioner Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

**Community Development Block Grant 2012 Farm Road Water Extension Project Update by
Mike Barnette**

Mr. Barnette provided an update about the current state of Farm Road and the current contamination issues still needing to be addressed.

Commissioner Wesson raised concerns about accessibility to the site. Mr. Wesson asked if there could be any assistance from the owner or NCDOT about making the area more accessible as this would make the property more valuable.

Mr. Barnette stated that communication could be initiated with the property owner to address any concerns.

**Consider for approval 2012 CDBG IF program letter regarding procurement for engineering
services**

Mr. Barnette requested approval of a negotiation letter regarding procurement for engineering services.

The letter reads as follows:

November 5, 2013

Stephanie Morris
Community Assistance
4313 Mail Service Center
Raleigh, NC 27699-4313

Subject: 2012 CDBG IF program
Bertie County
5110

Dear Stephanie:

The purpose of this letter is to request Community Assistance approve the use of non-competitive negotiation as the procurement method for engineering services for the County's 2012 CDBG IF program. On February 26, 2013, the County sent the initial Request for Proposals to 3 established, reputable engineering firms with significant CDBG experience and on March 6, 2013 advertised availability of the Request for Proposals in the Bertie Ledger Advance. On March 13, 2013, the County received only received one response. On March 13, 2013, the County expanded the direct solicitation to 5 engineering firms and on March 20, 2013, advertised availability of the Request for Proposals in the Washington Daily News, a regional publication. On March 27, 2013, the County received only received one response.

Bertie County requests permission to negotiate with the only firm responding to the County's request for engineering services, McDavid Associates, Inc., and upon satisfactory negotiations, enter into an Agreement for the firm to provide the needed services.

Thank you in advance for your favorable consideration of this request. If you have question or need additional information, please contact me at (252) 794-5300.

Sincerely,

BERTIE COUNTY

Scott Sauer
County Manager

Vice Chairman Smith introduced a **MOTION** to approve the negotiation letter regarding procurement for engineering services. Commissioner Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

Consider for approval 2012 CDBG IF Administration Services proposed agreement

Mr. Barnette requested approval for the 2012 CDBG IF Administration Services proposal agreement. He reminded the Board that the deadline for this project is December 1, 2013.

County Attorney Lloyd Smith posed many questions about the particular language used in the Agreement and sited specific sections of concern.

After a lengthy discussion, Commissioners came to a consensus that the Agreement needed to be redrafted as the original negotiations had occurred under previous Interim County Manager Morris Rascoe in March 2013 and the County Attorney and the Commissioners were seeing the Agreement for the first time and had numerous questions about the meaning of portions of the document.

Mr. Barnette stated that he wanted the County to be comfortable with the Agreement before moving forward. He requested the opportunity to work with County Manager Sauer and County Attorney Lloyd Smith to iron out any particular concerns.

Mr. Barnette also stated the urgency of the December 1, 2013 deadline and posed a question about the possibility of an Agreement being re-negotiated and signed before the Thanksgiving Holiday.

The Board stated that this was a reasonable deadline and would not need to meet at the next Regular Commissioners meeting to approve the document as the next meeting would be after the December 1st deadline.

Consider for approval CDBG IF Engineering/Construction Observation Services proposed agreement

The Board tabled this matter as Mr. Barnette stated it is not as much of a pressing matter as the Administrative Services agreement.

BOARD APPOINTMENTS

There were no Board Appointments.

CONSENT AGENDA

Commissioner Wesson introduced a **MOTION** to approve the Closed Session minutes with changes from 11-4-13. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

Commissioner Wesson introduced a **MOTION** to approve the Regular Session minutes with changes from 11-4-13. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

Commissioner Wesson introduced a **MOTION** to approve the Special Meeting minutes from 11-13-13. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

DISCUSSION AGENDA

Review Electronic Monitoring Program Proposal

County Manager Sauer elicited feedback from the Board about the CORRISOFT presentation that took place during a Special Meeting at the Heritage House Restaurant on 11-13-13.

Chairman Perry and other Commissioners agreed that this program should be monitored and admitted by jail personnel versus Sheriff's Office personnel.

Commissioner Wesson stated that this action would need to be approved by the Bertie Martin Regional Jail Board before proceeding further.

Commissioner Trent introduced a **MOTION** to propose the Bertie County personnel present at the Bertie-Martin Regional Jail should be responsible for overseeing the daily activities of the Electronic Monitoring program and that the Sheriff's Office should respond to any violations. Commissioner Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

Chairman Perry (also Chairman of the Bertie-Martin Regional Jail Board) stated that he would present this item to that Board at their next meeting.

Meeting Locations for Regular Commissioners Meetings 2014

County Manager Sauer requested opinions about conducting Regular Commissioners Meetings in 2014 in various areas of the County as done in 2013.

The Board reached a consensus to potentially follow the same location schedule used in 2013. The Board requested suggestions of other locations from County Manager Sauer and Clerk to the Board Seredni.

Commissioner Wesson noted the improvement of attendance at the Regular Commissioners Meetings and that continuing to bring meetings into various parts of the County is helpful for active participation.

Update on DRC office space allocations for various agencies

County Manager Sauer updated the Board on various agencies looking to rent space in the DRC office.

Mr. Sauer requested input from the Board regarding need for formal leases.

County Attorney Lloyd Smith advised that no formal lease was needed but that the County could provide a list of what items were needed and a generic form could be created.

McDavid & Associates, LLC – loan offerings extension for Automatic Meter Reading project (not listed on Agenda)

County Manager Sauer informed the Board that they could receive an extension on the loan to extend the Automatic Meter Reading project for one year. If the Board were to extend, a letter of extension would need to be submitted by November 19, 2013.

The Board chose to let the deadline expired and to not extend the loan due to current pending matters.

Commissioner Wesson introduced a **MOTION** to allow the loan offering to expire and not extend the Automatic Meter Reading project. Vice Chairman Smith **SECONDED** the motion. The **MOTION PASSED** unanimously.

COMMISSIONERS' REPORTS

Commissioner Harrell had no further remarks.

Vice Chairman Smith thanked the citizens present for attending and for hosting the Board.

Commissioner Trent thanked the citizens present for attending

Chairman Perry stated that he appreciated those present for attending and to Mt. Ararat Baptist Church for hosting the Board.

COUNTY MANAGER'S REPORTS

County Manager Sauer had no further remarks.

COUNTY ATTORNEY'S REPORTS

County Attorney Lloyd Smith had no further remarks.

PUBLIC COMMENTS CONTINUED

Mr. John Sanford thanked the Board for holding the meeting in the Snakebite community. He asked about a \$17,000 price tag of a musical instrument storage locker for the new Bertie High School.

The Board stated that this storage locker was needed for the Marching Band to store their instruments, and that the students will be required to store their instruments in the Band Room.

Betty Cooper Butler of Aulander posed a question regarding who will be the judge of certain medical issues and the proposed Electronic Monitoring program.

The Board stated that County Judge's would be in charge of recommending appropriate individuals for the program.

RECESS

Chairman Perry recessed the meeting at 8:41pm. The Board will reconvene this meeting on Wednesday, November 20, 2013 at 9:00am in the Glass Conference Room located at 106 Dundee Street Windsor, NC 27983.

J. Wallace Perry, Chairman

Sarah Seredni, Clerk to the Board