

**Windsor, North Carolina**  
**November 4, 2013**  
**Regular Commissioners Meeting**

The Bertie County Board of Commissioners met at 10:00AM on November 4, 2013 in the Commissioners Room located at 106 Dundee Street Windsor, NC 27983. The following members were present or absent:

Present:	J. Wallace Perry, Chairman Charles L. Smith, Vice-Chairman Rick Harrell John Trent Ronald "Ron" Wesson
Absent:	None
Staff Present:	County Manager Scott Sauer Clerk to the Board Sarah Seredni Assistant County Attorney Jonathan E. Huddleston Finance Director William Roberson

The following Staff members were present for a portion of the meeting: Economic Developer Steve Biggs, Tax Collector Jodie Rhea, Planning Director Traci White, Register of Deeds Annie Wilson, County Attorney Lloyd Smith, and Network Administrator Joe Wilkes.

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**

Chairman Perry led the Invocation & Pledge of Allegiance.

**PUBLIC COMMENTS**

There were no Public Comments.

## APPOINTMENTS

### **Furniture orders for new Bertie High School report presentation by Superintendent Elaine White**

Ms. Ann Williams of Hite Associates was also present for this report.

Superintendent Elaine White discussed a bid that was received from one vendor regarding furniture for the new high school. The first bid totaled \$322,000.

She also stated that more bids were being collected and answered questions from Commissioners about possible reimbursement sources.

Commissioners also requested the current completion date of the new high school. Ms. Williams stated that the current date is March 26, 2014.

She also stated that if furniture orders could be placed this month that the furniture would be delivered in April 2014.

Superintendent White requested an additional \$50,000 in funds be moved from the Contingency Fund to the Capital Outlay line item for furniture as some items have been priced higher than expected.

After discussion, Commissioner Wesson introduced a **MOTION** to transfer an additional \$50,000 from the Contingency Fund to the Capital Outlay line item for furniture. Vice Chairman Smith **SECONDED** the motion. The **MOTION PASSED** unanimously.

### **Mid-East Commission Area Agency on Aging report presentation by Tameka Riggsbee**

Regional Ombudsmen, Tameka Riggsbee, presented her Annual Report for FY October 1, 2012-September 30, 2013.

Ms. Riggsbee detailed the work by the Adult Care and Nursing Home Community Advisory Committee. She noted that the Committee had failed to make visits to all Nursing and Family Care Homes during the last fiscal year.

This was due to a resignation, failing health, and scheduling conflicts among 3 of the 5 members. Ms. Riggsbee stated that the Committee has transitioned to 3 new members this year.

She also reviewed areas of concerns within the facilities as well as answered questions from Commissioners.

Commissioners agreed that all of the areas of concern needed to be addressed and that citizens should have more than one opportunity to report any issues that they find while visiting loved ones in long term care facilities.

Commissioner Wesson suggested that these facilities mirror a system used at Vidant Health where family members are contacted for a phone interview after visiting the facilities.

Commissioners requested an update be presented at the first meeting of January 2014.

### **National Council on Aging (NCOA) and NC Works impact report presentation by JoAnne Wolfe**

JoAnne Wolfe, Senior Community Service Employment Program (SCSEP) Manager informed the Board that this program provides subsidized employment opportunities to senior citizens so that they may later gain unsubsidized employment.

Ms. Wolfe stated that originally when a facilitator was placed in Bertie County that they were housed in the local unemployment office at no cost.

Due to changes on the State level, and the conversion of JobLink to NC Works, the facilitators will no longer be allowed to stay in their current offices without paying a monthly fee.

Ms. Wolfe stated that the program does not have money in its budget to pay a monthly fee and that it was important to keep a facilitator in Bertie County so that they could continue to find employers for their program participants.

She also introduced Gloria Hill, the current Employment Facilitator in the County.

Ms. Wolfe requested any suggestions of potential buildings to house Ms. Hill's office from the Board. Ms. Wolfe stated that the office would only need to contain a computer and telephone.

County Manager Sauer suggested the DRC Building to the Board and that he had already had 3 different agencies requesting office space within it.

Commissioners also recommended various sources for Ms. Wolfe to collect a computer for the new office.

Board came to a consensus to explore DRC office space and for Ms. Wolfe to work with County Manager Sauer on resolving the matter for all of the office space requests.

### **Tax Collections report presentation by Jodie Rhea**

A report was presented by Jodie Rhea entailing the current state of the County tax office. Mr. Rhea informed the Board that the current property tax software being used will no longer be supported in the near future. He stated the software will eventually be obsolete and that a new software program was imperative.

He stated that he had met with a potential software vendor and the Data Center. The quote from that vendor totaled \$300,000. Mr. Rhea mentioned that he was also exploring other vendors but

that there was an opportunity to save a substantial amount of funding with the integration of the Tax Department, Register of Deeds, and GIS/MAPs systems together.

Mr. Rhea also stated that certain areas of the Tax Office have fallen behind due to transition of staff and lack of an additional staff person. The absence of a Tax Administrator is also hindering certain revenue collection procedures including wage garnishments, foreclosures, mailing of delinquent notices, bank attachments, and the debt set off program.

Mr. Rhea also suggested that the Board consider another contract with Tax Management Associates (TMA) to audit business personal property. New legislation now prohibits contingency fees. Fee rates of \$400- \$15,000 would apply per audit depending on the size of the business account. He will bring a report to the Board in December on this matter.

Mr. Rhea also updated the Board about the state of the North Carolina Vehicle Tax System. He stated that the program was going well with the taxpayers but that there are still some bugs on the side of the Tax Department.

#### **Finance Officer's report presentation by William Roberson**

Mr. Roberson presented two reports. One report showed the comparison from the current year to the previous three years. The second report was for the current year of 2013.

Mr. Roberson stated that the first payment of \$1.2 million towards the debt on the new high school has been made and that second installment of \$1.7 million is due by the end of the year.

County Manager Sauer recommended that Budget Amendment #14-01 be approved by the Board. Budget Amendment #14-01 is as follows:

A-3

# BUDGET AMENDMENT

# 14-01

		INCREASE			DECREASE
10-4120-5399-00	\$	17,000		10-9910-5991-00	\$ 17,000

TO SETUP BUDGET TO COVER MOVING EXPENSE AND RELOCATION EXPENSE FOR  
NEW COUNTY MANAGER PER EMPLOYMENT AGREEMENT

		INCREASE			INCREASE
10-4190-5580-00	\$	85,523		10-0090-4991-99	\$ 85,523

TO INCREASE BUDGET TO COVER COURTHOUSE ROOF REPAIRS (WIND DAMAGE - INS)

		DECREASE			INCREASE
10-6100-5695-47	\$	12,950		10-6100-5695-62	\$ 12,950

TO SET UP BUDGET FOR CHILDREN MATTERS

		DECREASE			DECREASE
10-0025-4495-08	\$	2,000		10-4950-5399-32	\$ 2,000

TO ADJUST BUDGET TO ACTUAL AMOUNT RECEIVED - ESMMWL PROGRAM

		INCREASE			INCREASE
10-5860-5399-50	\$	124	2HOT2TROT	10-0090-4991-99	\$ 124
10-5860-5399-21	\$	1,250	R-U-OK	10-0090-4991-99	\$ 1,250
10-5860-5399-05	\$	1,585	SHIIP	10-0090-4991-99	\$ 1,585

TO BRING OVER UNSPENT GRANT MONEY- COA - R-U-OK, 2HOT2TROT, SHIIP

10-0050-4848-07	\$	10,000		10-6100-5695-39	\$ 10,000
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TO INCREASE BUDGET FOR LIBRARY DONATION

10-4190-5351-03	\$	35,000		10-0090-4991-99	\$ 35,000
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TO INCREASE BUDGET TO COVER DAY REPORTING CENTER REPAIRS

10-4330-5399-49	\$	91,250		10-0090-4991-99	\$ 91,250
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TO INCREASE BUDGET TO COVER NEW EMS AGREEMENT

		DECREASE			DECREASE
10-0025-4588-01	\$	50,000		10-6307-5399-85	\$ 42,500

10-6307-5399-86 \$ 7,500

TO DECREASE BUDGET - 2011 CDBG-HU PROGRAM SETUP AS MULTI FUND LAST YEAR

	INCREASE		DECREASE
10-4330-5399-00	\$ 1,200	10-9910-5991-00	\$ 1,200

MOVING FUNDS FROM CONTINGENCY TO COVER TEMP. LEASE FOR WINDSOR EMS

10-6120-5399-15	\$ 2,250	10-0025-4586-13	\$ 2,250
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TO SET UP BUDGET FOR SENIORS ON THE MOVE GRANT

	INCREASE		INCREASE
10-4950-5399-30	\$ 1,600	10-0090-4991-99	\$ 3,084
10-4950-5399-32	\$ 1,004		
10-4950-5399-36	\$ 428		
10-4950-5399-37	\$ 52		

TO BRING OVER UNSPENT GRANT MONEY FROM LAST YEAR  
EXPANDED FOOD & NUTRITION  
EAT SMART-MOVE MORE  
OPERATION ROUNDUP  
4-H COOKING CAMP

10-6120-5399-15	\$ 988	10-0090-4991-99	\$ 988
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TO BRING OVER UNSPENT GRANT MONEY FROM SENIORS ON THE MOVE GRANT

10-4950-5398-50	\$ 1,280	10-0090-4991-99	\$ 1,280
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TO BRING OVER UNSPENT GRANT MONEY FROM MEMORIAL MONUMENT

10-5860-5399-95	\$ 21,277	EDTAP	10-0025-4586-03	\$ 21,277
12-5380-5399-95	\$ 31,915	EDTAP	12-0025-4586-03	\$ 31,915
12-5380-5399-94	\$ 11,007	WF	12-0025-4531-10	\$ 11,007
10-6100-5695-20	\$ 61,602	RGP	10-0025-4585-04	\$ 61,602

TO ADJUST BUDGET FOR ROAP TRANSPORTATION MONEY FROM STATE

10-4190-5351-04	\$ 75,000	10-0090-4991-99	\$ 75,000
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TO INCREASE BUDGET TO COVER OLD COUNTY OFFICE BUILDING (OCOB) REPAIRS



12-5380-5399-70	\$	INCREASE	-	12-0025-4531-02	\$	INCREASE	-
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INCREASE BUDGET FOR CRISIS-MONEY FROM STATE

10-4190-5580-00	\$	-	10-0090-4991-99	\$	-
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TO INCREASE BUDGET TO COVER COURT HOUSE REPAIRS

20-5912-5499-30	\$	-	20-0090-4991-99	\$	-
51-0070-4981-05	\$	-	51-5430-5193-00	\$	-
			51-5430-5991-00	\$	-

TO INCREASE BUDGET FOR BERTIE HIGH SCHOOL CAPITAL PROJECT

12-5380-5411-50	\$	-	12-0025-4586-18	\$	-
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TO INCREASE BUDGET FOR LOW-INCOME HOME ENERGY ASSISTANCE - (LIEAP)

10-4110-5499-00	\$	INCREASE	- CHAMBER	10-9910-5991-00	\$	DECREASE	-
10-6100-5695-78	\$	-	STEM				

MOVING FUNDS FROM CONTINGENCY FOR  
(CHAMBER - BLACK HISTORY EVENT / BERTIE STEM HIGH SCHOOL ROBOTICS)

10-4170-5399-10	\$	-	10-0025-4417-01	\$	-
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TO SET UP HAVA GRANT

10-6120-5510-00	\$	-	10-0090-4991-99		
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TO INCREASE BUDGET FOR PARKS/REC CAP - EQUIP.(INS MONEY - THEFT)

10-6120-5510-00	\$	INCREASE	-	10-9910-5991-00	\$	DECREASE	-
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TO INCREASE BUDGET FOR PARKS/REC CAP - EQUIP.(NOT COVERED BY INS )

12-0025-4531-22

12-5380-5399-75

TO SET UP BUDGET FOR TANF JOB BOOST

49-0025-4328-04

49-9800-5880-02

TO SET UP BUDGET FOR LOTTERY MONEY REC'D ON 7/29/2011

10-4190-5580-00

10-0090-4991-99

10-4190-5580-00

10-0090-4991-99

10-4190-5580-00

10-0090-4991-99

TO INCREASE BUDGET TO COVER ROOF REPAIRS

10-0090-4991-99

10-4350-5399-02

TO BRING OVER HOME OWNERS RECOVERY FUND

10-0090-4991-99

10-4390-5399-01

TO INCREASE BUDGET FOR SUBSTANCE ABUSE

10-0025-4431-03

10-4310-5499-01

TO INCREASE THE RESTRICTED DRUG ACCT

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After discussion, Vice Chairman Smith introduced a **MOTION** to approve Budget Amendment #14-01 as recommended by the County Manager. Commissioner Harrell **SECONDED** the motion. The **MOTION PASSED** unanimously.

A request was made by Chairman Perry to go into Closed Session.

Commissioner Wesson introduced a **MOTION** to go into Closed Session pursuant to N.C.G.S. § 143-318.11(a)(3) to go into closed session to consult with the County Attorney in order to preserve the attorney-client privilege that exists between the attorney and this public body.

Pursuant to N.C.G.S. § 143-318.11(a)(6) to consider the qualifications, competence, performance, character, fitness, conditions of employment, 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.

Pursuant to N.C.G.S. § 143-318.11(a)(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.

Vice Chairman Smith **SECONDED** the motion. The **MOTION PASSED** unanimously.

The Board takes a 3 minute break at 11:24am. The Board will reconvene in Closed Session.

### **CLOSED SESSION**

The Board shifts into Closed Session.

Commissioner Harrell introduced a **MOTION** to return to Open Session. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

The Board shifts back into Open Session.

### **OPEN SESSION**

Commissioner Trent introduced a **MOTION** to give Ms. Holloman her pro-rated, 5% raise effective at the end of her probationary period. Chairman Smith **SECONDED** the motion. The **MOTION PASSED** unanimously.

Commissioner Trent introduced a **MOTION** to promote Jodie Rhea from Deputy Tax Collector to Tax Administrator. Commissioner Harrell and Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

## **BOARD APPOINTMENTS**

### **Bertie-Martin Regional Jail Board**

Consensus was reached by the Board to table this appointment until the current Board members receive correspondence about their expiring terms as well as the opportunity to submit their applications for reappointment, if interested.

## **CONSENT AGENDA**

Vice Chairman Smith introduced a **MOTION** to approve the Closed Session minutes for 10-10-13. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

Commissioner Harrell introduced a **MOTION** approve the Regular Session minutes for 10-21-13. Commissioner Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

Commissioner Wesson introduced a **MOTION** to approve the Closed Session minutes (not ready by time of agenda) for 10-29-13. Vice Chairman Smith **SECONDED** the motion. The **MOTION PASSED** unanimously.

Vice Chairman Smith introduced a **MOTION** to accept the Register of Deeds fees report for October 2013. Commissioner Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

Commissioner Trent introduced a **MOTION** to approve the letter of appreciation for John E. Whitehurst. Vice Chairman Smith **SECONDED** the motion. The **MOTION PASSED** unanimously.

Commissioner Wesson introduced a **MOTION** to approve the Resolution on the Voting Rights Act of 1965. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

## **DISCUSSION AGENDA**

### **Upcoming Dates & Proposed 2014 Calendar**

Commissioner Harrell asked if the proposed schedule would include meetings in various areas of the County as the 2013 schedule did.

County Manager Sauer stated that a discussion can be had at the next meeting regarding 2014 meeting locations.

Commissioner Harrell introduced a **MOTION** to approve the proposed Regular Commissioners meeting schedule for 2014. Vice Chairman Smith **SECONDED** the motion. The **MOTION PASSED** unanimously.

County Manager Sauer also invited Commissioners to a dinner meeting on Wednesday, November 13, 2013 to hear a presentation from a vendor regarding their electronic monitoring system for pre-trial detainees. Court officials will also be in attendance. The meeting will take place at the Heritage House Restaurant in Windsor at 6:00pm.

The Board also set the 2013 Employee Appreciation Luncheon for Thursday, December 5, 2013.

### **Update from Request for Qualifications (RFQ) for engineering services**

County Manager Sauer proposed a meeting for the Commissioners to hear proposals from engineering firms on Wednesday, November 20, 2013 at 9:00am in the Commissioners Room.

### **COMMISSIONERS' REPORTS**

Commissioner Harrell informed the Board of a new boat ramp and fishing pier on the Roanoke River that will be installed on Weeping Mary Road in Lewiston.

Commissioner Trent stated that he had received a letter from the mother of a Bertie High School student, Andrew Ryan, Jr. notifying the Board that he had been nominated to attend the Congress of Future Medical Leaders in Washington, DC on February 14-16, 2014.

Consensus was reached among the Board to extend an invitation to Mr. Ryan to come before the Board at the next meeting to receive a letter of Congratulations.

Commissioner Trent also updated the Board on the progress of the Old Elections building.

Commissioner Wesson and Vice Chairman Smith had no remarks during this section.

### **COUNTY MANAGER'S REPORTS**

County Manager Sauer had no further remarks.

### **COUNTY ATTORNEY'S REPORTS**

Assistant County Attorney Huddleston had no further remarks.

### **PUBLIC COMMENTS CONTINUED**

There were no Public Comments during this section. All of those present were either Commissioners or Staff members.

### **ADJOURN**

Chairman Perry adjourned the meeting at 1:36pm.

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J. Wallace Perry, Chairman

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Sarah Seredni, Clerk to the Board