

2014 Planning Meeting
Minutes, Part 1
January 16th – 17th 2014

Chairman Perry reconvened the January 7, 2014 regular meeting of the Bertie County Board of Commissioners on January 16, 2014 at 9:00am. The meeting reconvened for its first 2014-2015 planning retreat. The meeting was held in Windsor, NC at the Roanoke Cashie River Center located at 112 West Water Street. 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 M. Seredni
Finance Director William Roberson
County Attorney Lloyd Smith

Guest Presenters: Emergency Services Director Mitch Cooper
Emergency Management Services Consultant David Clary
Interim Emergency Medical Services Director Matt Leicester
Carr, Riggs & Ingram Jeff Best
Leo Green, III. Green Engineering
Rodney Tart Green Engineering

In advance of the Retreat, the Board received the following documents for review:

- Proposed Agenda
- Article 46 – Local Option Sales Tax 2012 revenue projection (\$166,992)
- Referendum on solid waste options requiring State legislation
- Vehicle tax listing summary for existing ambulance providers in the County
- N.C.G.S. § 153A-250 regarding ambulance services and franchise options
- Green Engineering Cover Letter & Proposed contract for water system evaluation

During the Retreat, the Board received the following items for review:

- Copy of Bertie Ledger Advance paid advertisement dated 9/4/13 (p.A6)
- Financial Summary of the general fund and water district funds
- Historical trend information (sales tax, landfill host fees, and property tax burden)
- Color map (population growth projections) with demographic data attached

- North Carolina counties ranked by land area
- School current expense data & school academic performance report
- Emergency Management Services Consultant David Clary(two handouts)
- AQUA water system strategic options (working draft)
- Management staff classifications
- Day Reporting Center space allocation
- North Carolina Justice Reinvestment Implementation Plan
- Senior Center facility use policy
- OPEB excerpts from the June 2013 audit
- State summary of Retiree Medical Benefits
- Auditor Jeff Best handout of OPEB, actuarial analysis, and trial balance for 6-30-13
- Land area charts (bar graphs)
- Carr, Riggs & Ingram – Auditor Jeff Best
 - One page summary of state retirement & medical benefits
 - Excerpts from the 2013 audit related to Other Post Employment benefits
 - Actuarial information
- DRC layout for potential renters
- Senior Center handout/policies

Chairman Perry reconvened the meeting.

Commissioner Wesson gave the Invocation and Pledge of Allegiance.

Midyear Financial Review

The County Manager reviewed the financial summary report and supporting documents with the Board, noting that the audit for the fiscal year ended June 30, 2013 has been approved with favorable indicators in all aspects of the report.

Discussion of “State of the County” report to the citizens

The Board discussed the possibility of presenting a State of the County report to the citizens of the County regarding the latest audit, and other current matters. The Commissioners also discussed the possibility of other publications being developed and distributed on a regular basis that inform the citizens of County’s various projects.

Voter Referendum for Article 46 local option sales tax (1/4 of one percent) on the May 2014 primary ballot

The Board discussed putting a local option sales tax on the May 2014 ballot. If approved by the voters, the estimated annual income is \$166,992 or the equivalent of 1.4 cents on the tax rate.

Commissioner Harrell introduced a **MOTION** for the proposed Article 46 local option sales tax (1/4 percent) on the May 2014 primary ballot. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

Curbside Solid Waste & Recycling project status

The Board discussed the extension of the current waste contract for the convenience sites as well as the possibility of implementing the Curbside Solid Waste & Recycling program. The Board also discussed the procedure for a voter referendum on the November 2014 ballot.

County Attorney Smith advised that referendums are not usually granted by the legislature in the State of North Carolina and that the current bid submitted in response to the Request for Proposals from Waste Industries had already expired. He advised that if the Board were to still consider curbside services from Waste Industries that a new RFP would need to be submitted. County Attorney Smith also reminded the Board that they are currently operating on a month to month basis without a contract in place to keep the current convenience sites open.

After a lengthy discussion, Commissioner Harrell introduced a **MOTION** for the Board to direct the County Manager to negotiate an extension of the current contract with Waste Industries for the convenience sites to remain open for an additional period of 12 months. Commissioner Wesson and Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

Emergency Medical Services (transition to County operated Paramedic program)

Staff present for this section included Emergency Services Director Mitch Cooper and Interim Emergency Medical Services Director Matt Leicester. Emergency Medical Services Consultant David Clary was also present to give a detailed presentation regarding the County's next steps in the EMS transitional process.

Mr. Clary's financial analysis of the County's current Paramedic EMS system projected an operating deficit of between \$813,577 and \$1,138,280 annually, which could be remedied with the establishment of County operated non-emergency transport services for movement of patients between facilities both locally and regionally.

Mr. Clary advised the Board regarding EMS pay schedules, overtime and benefits, operating expenses and capital outlay recommendations. The County Manager noted that the implementation of non-emergency transport services would entail additional full time and part time staff, depending on the schedule enacted by the Board. Mitch Cooper will bring additional data to the Board in the next few weeks.

After some discussion, the Board agreed that a bi-weekly pay schedule would be most effective for County staff, including newly hired EMS personnel.

Commissioner Wesson introduced a **MOTION** for the County to pay employees on a bi-weekly, 26 pay periods basis versus a once per month pay frequency. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously. Staff are to begin work on this transition and report back to the Board with an implementation plan as quickly as possible.

Emergency Services Director Mitch Cooper informed the Board that the County may see the initial reimbursement for Medicare as early as February 1, 2014.

The Board then discussed the option of non-emergency transport and also a potential agreement with other community stakeholder such as hospitals and nursing homes who may be in need of these services.

Water System Analysis and Evaluation

Members of Green Engineering presented the Board with an agreement for professional engineering services between Bertie County's Water Districts and Green Engineering. The Board discussed the proposed agreement and asked questions as needed.

Chairman Perry suggested amended language in the proposed contract regarding additional services performed by the engineer, be "pre-approved by the county manager in writing."

Commissioner Wesson introduced a **MOTION** to approve the agreement with changes. Commissioner Harrell **SECONDED** the motion. The **MOTION PASSED** unanimously.

There was also discussion regarding some initial cost savings opportunities related to monthly telephone charges within the current water district structure. There was also discussion about the need to research county files regarding the Innsbrook project, now operating as Scotch Hall Preserve.

Commissioner Trent also noted that the Green Engineering team should review the non-residential water connection check list developed by the Board in recent months.

The County Manager reviewed the latest AQUA water system proposals and provided the Board with a working draft of AQUA's presentation. By consensus of the Board, it was agreed to put this matter aside indefinitely.

The County Manger updated the Board on the Black Rock subdivision water line construction which has been delayed until February due to wet weather.

County Attorney Smith reported to the Board that he had checked out the Green Engineering firm and had received positive reports. He also noted that there had been a lack of progress on the efforts by McDavid and Associates to resolve their claim for expenses.

Legal Updates

County Attorney Lloyd Smith requested that the Board go into Closed Session pursuant to N.C.G.S. 143-318.11 (a) (3) to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged.

Commissioner Trent introduced a **MOTION** for the Board to go into Closed Session pursuant to N.C.G.S. 143-318 (a)(3). Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

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

The Board returned to its consideration of the Paramedic EMS program discussed the non-emergency transport component of Mr. Clary's presentation. The County Attorney advised the Board that the County has a compelling public interest in taking steps to provide a long term, financially sound EMS Paramedic program and non-emergency transport service for the citizens of Bertie County. After much discussion, Commissioner Trent suggested that we need to direct our County Attorney to review the existing ambulance transport ordinance, so that we can evaluate the best approach to get up and running as soon as possible.

Vice Chairman Smith introduced a **MOTION** for the County to maintain the current County-wide Paramedic EMS system and to add non-emergency transport services. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

The Board also discussed a pay increase for Emergency Services Director Mitch Cooper, as recommended by the County Manager.

Commissioner Trent introduced a **MOTION** to approve a pay increase for Emergency Services Director Mitch Cooper. Commissioner Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

County Attorney Smith also advised the Board regarding Child Support Enforcement and a request for contract renewal by the vendor Young Williams.

Commissioner Wesson introduced a **MOTION** to renew the contract with Young Williams regarding Child Support Enforcement. Vice Chairman Smith **SECONDED** the motion. The **MOTION PASSED** unanimously.

County Attorney Lloyd Smith informed the Board that the transitional documents for the South Windsor Water Association were not yet ready to be signed. Additionally, the County Manager noted that the financial information from South Windsor Water Association is currently under review by the County's CPA Jeff Best.

County Attorney Smith also addressed the current ownership regarding the property of the new high school. Mr. Smith advised the Board that the school does not specifically owned by the County, but that there is a possibility with a line item direction budget that could the County more leverage in administrative decisions.

County Manager Sauer also informed the Board that he had met with Superintendent White regarding her request of additional funding for various areas of the new high school, as well as for improvements on the school system's bus garage. A request for funding was also made on

behalf of the middle school to install security cameras in the building. Mr. Sauer also stated that he had provided the Superintendent with a copy of the County's audit, and that once it was available, he requested that the Board of Education's audit be submitted to the Board.

The Board recessed the meeting until 9:00am on January 17, 2014 at the Roanoke Cashie River Center.

Minutes, Part 2 January 16th – 17th 2014

Chairman Perry reconvened the January 7, 2014 regular meeting of the Bertie County Board of Commissioners on January 16, 2014 at 9:00am. The meeting reconvened for its first 2014-2015 planning retreat. The meeting was held in Windsor, NC at the Roanoke Cashie River Center located at 112 West Water Street. The following members were present or absent:

Present: J. Wallace Perry, Chairman
Charles L. Smith, Vice Chairman
Rick Harrell
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Absent: None

Staff Present: County Manager Scott Sauer
Clerk to the Board Sarah M. Seredni
Finance Director William Roberson
Assistant County Attorney Jonathan Huddleston

Guest Presenters: Carr, Riggs & Ingram Auditor Jeff Best
Chief Probation Officer Lori Greene
Council on Aging Venita Thompson
Economic Developer Steve Biggs

Chairman Perry reconvened the meeting.

Commissioner Harrell gave the Invocation.

At the beginning of the morning session, County Manager Sauer presented the Board with various handouts, and worksheets depicting the amount of money spent per student in Bertie County in comparison to other counties in the State.

Discussion with Auditor

The Board heard a presentation from County auditor Jeff Best regarding the fiscal year ending June 30, 2013.

The Board and Mr. Best also discussed the actuarial valuation of the post employment healthcare plan of Bertie County via phone call with Todd Green.

Discussion ensued regarding the current healthcare rate liability and about other possible options for employee retirement and health care benefits.

Commissioners agreed to consult the North Carolina Local Government Commission, the Association of County Commissioners and the UNC School of Government for advice on this matter.

The Board also recommended that Finance Officer William Roberson bring forward an actuarial study proposal for consideration by the Board as soon as possible.

Jeff Best also indicated that his firm would be submitting a proposed contract for services for the next annual audit for the Board to consider in the near future.

Review of Potential DRC facility lease occupants

Chief Probation Officer Lori Greene provided the Board with an update regarding the various organizations interested in occupying space in the DRC building as well as potential rental rates.

After some discussion, the Board reached consensus to brain storm two possible rental rates for both for-profit and non-profit entities interested in the space.

Review Senior Center Facility Use Policy

Department of Aging Venita Thompson informed the Board of some current issues that have arisen in regards to the Senior Center Use Policy.

At some recent events, there have been problems regarding the cleaning of the facility between uses.

The Board discussed options to address this issue including a possible security deposit to be expended if the building suffers damage, and also that a part-time custodian could be hired to ensure the facility is clean before the next use.

A security deposit of \$50 was suggested along with the \$100 rental fee. The security deposit would be returned to the renter if no damage or housekeeping is needed.

Economic Development

Economic Developer Steve Biggs informed the Board that the Economic Development Commissioner had met to discuss the four business clusters that the Board established at its October 2013 Planning Retreat.

Mr. Biggs also stated that an Executive Producer from UNC-TV had visited the area and may possibly return to film a special about the County.

The Board was also updated on the Scotch Hall waterfront development, Southern Bank closings in Bertie County, and the SunEnergy solar farm.

Mr. Biggs also informed the Board of two potential grant opportunities, and his efforts to secure funds to advance the consultant study previously discussed with the Board.

Mr. Biggs also briefly reviewed several other projects related to landfill methane gas production for electricity, additional solar projects under development, the transition from Kerr Drug to Walgreens in Windsor, and the possibility of a new indoor shooting range as a new business venture in Windsor.

Commissioner Wesson requested that the Board go into Closed Session pursuant to N.C.G.S. 143-318.11 (a)(4).

Vice Chairman Smith introduced a **MOTION** for the Board to go into Closed Session pursuant to N.C.G.S. 143-318.11 (a)(4). Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

Commissioner Harrell introduced a **MOTION** for the Board to return to Open Session. Vice Chairman Smith **SECONDED** the motion. The **MOTION PASSED** unanimously.

Other Pending Items

County Manager Sauer informed the Board that he was approached by David Thompson, Chairman of the Democratic Party. Chairman Thompson was concerned about the Board holding Commissioners meetings in any type of church environment including Fellowship Halls.

The Board came to a consensus that churches would no longer be appropriate locations for Board of Commissioners meetings.

County Manager Sauer gauged the Board about their comfort levels regarding tablet technology and inquired about their readiness to go paperless at the next meeting.

The Board agreed that they were ready to go paperless but stated that they would prefer a Data Center employee available at the meeting in case issues arise.

County Manager Sauer reported to the Board that the Planning Department and the Planning Board were prepared to bring forth a new Manufactured Mobile Home Park Ordinance which was suggested by the County Attorney at the October 2013 retreat.

The Board briefly discussed its concerns with the proposed Mid- East Commission's Interlocal Agreement for financing of new administrative offices in Beaufort County.

County Manager Sauer inquired about a possible Resolution honoring retired Clerk of Court John C. Tyler. Consensus was reached by the Board to draft a Resolution that would honor Mr. Tyler's service to the County.

County Manager Sauer also informed the Board that a Budget Amendment would be needed in the near future regarding attorney fees.

County Manager Sauer encouraged the Board to allow Emergency Services Director Mitch Cooper to have an opportunity to review the County's Emergency Operations Plan with the Board, in order to re-familiarize them with the various details and options.

County Manager Sauer followed up on the EMS discussion from the previous day and recommended classification and grade changes for the new EMS Director position and the Emergency Services Director as follows: EMS Director Grade 76 and Emergency Services Director Grade 77.

FY 2014-2015 Budget Planning – choose date for next work session

County Manager Sauer recommended that the Board hold a brief Budget Planning Session with the Department Heads in order to begin this year's budget process. The Board agreed and asked Mr. Sauer to recommend potential dates for a Budget Planning Session to take place.

Assistant County Attorney Jonathan Huddleston reviewed the proposed land transfer for the Hexlena/Mitchell I voting precinct to an adjoining property owner with several deed stipulations required for the transaction, and by consensus the Board agreed to proceed with the steps outlined by Mr. Huddleston.

The Chairman declared that the Board would be in recess until 5:00 p.m. on October 10th when the Board would reconvene in its meeting room at 106 Dundee Street.

J. Wallace Perry, Chairman

Sarah Seredni, Clerk to the Board