

Windsor, North Carolina
August 12, 2015
Planning Session

The Bertie County Board of Commissioners recessed its regular meeting on Monday, August 3, 2015 in order to reconvene today at 8:00AM for a planning session at the Roanoke-Cashie River Center located at 112 W. Water Street, Windsor, NC. The following members were present or absent:

Present: Ronald “Ron” Wesson, District I
Stewart White, District II
Tammy A. Lee, District III
John Trent, District IV
Ernestine (Byrd) Bazemore, District V

Absent: None

Staff Present: County Manager Scott Sauer
Clerk to the Board Sarah S. Tinkham
Finance Officer William Roberson

There were no media members present.

RECONVENE

Chairman Wesson reconvened the Board’s Monday, August 3 meeting today at 8:30AM inside the Conference Room at the Roanoke-Cashie River Center located at 112 W. Water Street, Windsor, NC.

iPad Tutorial by Networks Administrator, Joe Wilkes

Mr. Wilkes provided an iPad tutorial for the Board and County staff present. The group was introduced to the general settings of the tablets as well as a program called Tiny PDF Reader which allows users to make annotations, add bookmarks, write comments, as well as other features to the Board’s weekly agenda packets.

PENDING PROJECTS AND CURRENT ACTIVITY

Non-Emergency Transports – ALS evening shift proposal

County Manager Sauer informed the Board that there is increasing demand for an ALS evening shift transports within the Non-Emergency Transport division. He reminded the Board that an

evening basic transport service shift had been canceled back in December 2014, but that there is now more stability and demand for advanced care (ALS) to support an additional shift.

County Manager Sauer referred the Commissioners to the revenue and expense projections for this proposal that was included in their agenda materials.

The Board agreed that they would be prepared to vote on this matter at the next Board meeting on Monday, August 17.

Regional Jail Renovations

County Manager Sauer asked for Commissioner Trent to update the Board on the latest progress of the Regional Jail renovations.

Commissioner Trent stated that 10% of the new roof on the building is remaining to be completed, and despite some additional work required to replace the roof adequately, the project is coming in under budget by \$18,000. He also stated that the various plumbing projects had been completed and that there has been a very positive response from the employees there about the completed work.

The Board came to a consensus that they would like to take a tour of the building once all renovations had been completed as well as invite the press to chronicle the renovations in an upcoming edition.

Sheriff and Communications relocation and generator bids

County Manager Sauer informed the Board that minor renovations would soon begin at the old Board of Education Administration building (recently purchased by the County) in order to prepare for the Sheriff's Department and Communications staff relocation.

The first work to be completed will include the buying of orange, plastic conduit tubing that would later hold fiber optic lines to the building for internet and server connectivity.

Renovations and construction would also begin soon inside the building for all needed Communications equipment, holding cell, and other needed customizations

Courthouse exterior (windows, paint, shutters)

Commissioner Trent updated the Board about the latest plans of renovation for the Courthouse exterior including paint, new gutters, and window replacement.

Commissioner Trent recommended that the Courthouse be painted using a classic white with black accent trim colors and the Board concurred.

He stated that contractors had recently tested all paint both on the exterior as well as on the interior of the building for lead based paint, and several small exposed areas have tested positive for indications of lead. As a result, work to properly prepare and paint the building would need to

be done as efficiently and safely as possible, and that it was important to address these renovations sooner rather than later.

It was also suggested that the Board consider future exterior improvements of the County Administration building soon after the improvements are finished on the Courthouse as the age of that building would begin to show more dramatically in comparison to the Courthouse. Commissioner Trent warned that renovations to the Courthouse would take more time than the renovations at the jail, so it was important to work carefully with the Clerk of Court to be sure these renovations could take place around the court schedules.

County Administration building ventilation

County Manager Sauer reported that Maintenance Superintendent, Anthony Rascoe, had just completed the process in securing quotes for the cleaning and restoration of the ventilation system of the County Administration building.

Mr. Sauer stated that the County Administration building would need the same care as the Courthouse ventilation system had received recently.

Emergency generators for shelter locations

Mr. Sauer updated the Board on the latest movements regarding generators for shelter locations in the event of a natural disaster. He stated that some quotes were still forthcoming, but that there was some logistical items that would need to be handled as well including the suitability of the new Bertie High School as a storm shelter versus continuing to use Bertie Middle School.

Basketball court proposed for recreation complex

County Manager Sauer used a visual aid so that the Board could view the latest basketball court design as well as an aerial map of the proposed location at the recreation complex.

Chairman Wesson expressed concerns with the proposed location and asked for the County Manager to get with the Parks and Recreation Director, Donna Mizelle, to bring forward more information about a previously suggested, alternative location.

Playground (handicap accessible) grant application – Resolution

County Manager Sauer informed the Board of a grant opportunity through the East Carolina Behavioral Health agency that Ms. Mizelle was currently seeking for funding to build a handicap accessible playground. He stated that a resolution of support was needed, and this resolution was provided to the Board in the agenda packet for this meeting.

After some discussion, Commissioner Trent made a **MOTION** for the Chairman to sign this Resolution of Support as needed to apply for the mentioned grant. Commissioner White **SECONDED** the motion. The **MOTION PASSED** unanimously.

Grant application – Chowan River public access (Eden House point)

County Manager Sauer informed the Board of the latest efforts made by Planning Director, Traci White, for a grant that could assist in the process of adding a public access point to the Chowan River for a public beach, boat/jet ski ramp, as well as other amenities. A potential location has been identified, but Board action would be needed in the future to secure it as a location for the public access.

Water Department projects

Mr. Sauer stated that a lot of background tasks were still being completed for the USDA Rural Development project financing for Water District III and more updates will be provided as they are received by USDA or Green Engineering. Additionally, staff work continues in support of the two State revolving fund applications being developed by Green Engineering.

GRANT OPPORTUNITIES – GRANT WRITING CONSULTANT’S SUPPORT AND PARTICIPATION ESPECIALLY AS IT RELATES TO RECREATION AND ECONOMIC DEVELOPMENT

County Manager Sauer reminded the Board about his meeting scheduled for tomorrow, August 13, at 9:00AM with Emily Miller of Municipal Engineering Services.

Mr. Sauer indicated that Ms. Miller has been a great wealth of knowledge and information so far and that she has been more than willing to point the County in the appropriate direction concerning all available grant opportunities.

Chairman Wesson thanked Commissioner White for his reference to Ms. Miller, but also stated that grant writing should be the County’s top priority now and in the future as there are so many grants that the County is eligible to receive.

The Board also came to a consensus to have Ms. Miller attend an upcoming Board meeting so that the Board may discuss some of those opportunities in person.

COMMUNITY RECREATION (UPDATE ON YMCA ACTIVITIES)

The County Manager provided an update to the Board about the latest action regarding Community Recreation.

Mr. Sauer stated that a survey had recently been distributed to members of the public regarding their recreational program preferences. Those surveys are expected to be returned soon so that additional plans can be made for the initiative.

Mr. Sauer explained that the NC Regional YMCA office is providing a recreation facilitator who will assist in conducting the community meetings in Aulander, Colerain, and Lewiston-

Woodville in order to refine the program proposals for each municipality. With this information, budget presentations will be made to each town outlining their respective responsibilities for this collaborative effort.

Chairman Wesson wanted to ensure that all municipalities were involved with this process.

A suggestion has also been made for the addition of a public swimming pool either within the County or at the Windsor YMCA.

UPDATE ON MARKETING STRATEGIES AND EVALUATION OF ECONOMIC DEVELOPMENT PROGRAM

Mr. Sauer reported that a detailed evaluation would be received soon from Creative Consulting and suggested that the Board receive it during a special work session.

The Board also discussed the latest school test scores for Bertie County and other surrounding counties and the impact this data has on business recruitment.

DISCUSS AUGUST 15 KICK OFF FOR THE DEPARTMENT OF PUBLIC SAFETY'S COMMUNITY ENGAGEMENT INITIATIVE FOR JOB CREATION, PRISON STAFFING, YOUTH PROGRAMMING, CADET PROGRAM, AND DOMESTIC VIOLENT TRAINING LED BY GOVERNOR'S OFFICE – MICHELLE WERNER

Chairman Wesson reported that a meeting would be held at this same location tomorrow, August 13 at 2:00pm to discuss the Governor's latest kick off for the Department of Public Safety's Community Engagement initiative. State personnel, faith based leaders, and local leaders are expected to attend.

ADMINISTRATIVE ITEMS

Commissioner Travel – credit card available for reservations and travel

The Board briefly discussed the option of Commissioners receiving County credit cards from the Finance Department.

It was agreed that individual Commissioners may request a credit card for business travel and that itemized expense reports will still be required for each Commissioner.

Finance – accepting debit and credit cards versus ATM machine installation in County Administration building

The Board briefly discussed the possibility of accepting debit and credit cards or having an ATM installed within the building for customer convenience.

The Board requested that cost information be submitted so that each item could be explored more thoroughly.

Schedule performance evaluation for County Manager

The Board scheduled the County Manager's performance evaluation in Closed Session for its first meeting in September on Tuesday, the 8th following the Labor Day holiday.

Review of August 17 Board meeting agenda

The Board briefly reviewed the latest draft of the August 17th agenda. After some discussion, the Board agreed that various agencies receiving funding from the County should come before the Board in order of contribution beginning on August 17th with the Tri-County Airport Authority Board and the HIVE.

Review of Cooperative Extension staff compensation formula for salary adjustments and longevity pay

The Board discussed the possibility of Amending the Cooperative Extension staff compensation formula for salary adjustments and longevity pay.

The Board briefly discussed the item and the main concern was double dipping with other State benefits.

Finance Director, William Roberson, also provided additional clarification, and the Board agreed to discuss the item again in the near future.

Schedule Work Session with Davenport Financial Advisors to review high school QSCB sinking fund investment requirements

County Manager Sauer highly recommended that the Board find a time for another work session in the future to hear from Davenport Financial Advisors concerning the high school QSCB sinking fund investment requirements.

Possible dates will be provided at an upcoming meeting.

Review State holiday schedule and proposed Board meeting schedule for 2016

After some discussion, Vice Chairman Lee made a **MOTION** to approve the State holiday schedule as well as the Board meeting schedule for 2016 as proposed. Chairman Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

Surplus Property Auction

County Manager Sauer also made an addition to the agenda so that the Board could discuss a possible County surplus property auction. He stated that the County owned various vehicles and equipment that is ready for sale.

Finance Officer, William Roberson, stated that some property may also be available, and that he would consult with Tax Administrator, Jodie Rhea.

The Board concurred and stated that they were open to the idea of a surplus property auction.

DONNA NIXON, PIERCE GROUP BENEFITS

Prior to Ms. Nixon's arrival for the meeting, County Manager Sauer reviewed the OPEB (other post-employment benefits) for retiree health insurance and the associated long term costs. Bertie County's annual required contribution is \$703,514 and remains under funded. The long term unfunded actuarial accrued liability for the County is \$8,878,477 according the most recent audit for the fiscal year June 30, 2014.

The Board reviewed several potential retiree health insurance coverage changes and examples from various NC counties which were included in the agenda package. It was the consensus of the Board that these options should be analyzed by the County's actuarial advisor in order to gain a better understanding of each alternative and the potential fiscal impact.

Ms. Donna Nixon provided an overview of recent legislation approved by the NC General Assembly which would allow certain eligible local governments to participate in the State Health Plan. After much discussion it was the consensus of the Board that the County should receive additional information and explanations provided by the State representatives before any decision is made on this matter.

After some discussion, Vice Chairman Lee made a **MOTION** for the County to engage actuarial projections for the State Health Plan as well as with Pierce Group Benefits. Commissioner Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously.

BOARD APPOINTMENTS

Discuss mandated versus voluntary and advisory boards and review all advisory boards, membership, consistency with goals established by the governing body

The Board received a copy of all of the County committees and advisory boards, and discussed some specifically.

No action was taken.

REVIEW & CONSIDER RECENT FUNDING REQUESTS FROM THREE NON-PROFIT AGENCIES

The Board discussed a few requests for funding that have recently been received for the following organizations: Visions for View, Jene-sis Global Foundation for the Survival of Children, and Esquires for Education, Inc.

After some discussion, Chairman Wesson made a **MOTION** to provide the requested amount of \$10,000 to Visions for View and the requested amount of \$7,500 for Esquires for Education, Inc. The \$17,500 total amount would be taken from the County's fund balance. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

END OF REGULAR AGENDA - OTHER ITEMS

Commissioner Bazemore raised concerns about the Board of Elections and the required voting equipment for the next 2 elections. She also requested that the Board hear a report from the Board of Elections about the latest developments.

Chairman Wesson made a **MOTION** for the Board of Elections to come before the Board to provide a report regarding the latest voting changes. Vice Chairman Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

County Manager Sauer informed the Board that he had not forgotten about the initiative to streamline payroll services, and it was the consensus of the Board to talk with other vendors at the upcoming NCACC conference.

Commissioner Stewart White requested clarification about the County's EMS franchise fees. The County currently requires a \$2,500 franchise fee for all transport companies in the County.

There were no other matters to discuss at this time.

ADJOURN

Chairman Wesson adjourned the meeting at approximately 3:15PM.

Ronald D. Wesson, Chairman

Sarah S. Tinkham, Clerk to the Board