

**Windsor, North Carolina**  
**August 3, 2015**  
**Regular Meeting**

The Bertie County Board of Commissioners met for their regularly scheduled meeting at 4:00pm at 106 Dundee 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  
County Attorney Lloyd Smith  
Finance Officer William Roberson  
Economic Development Director Steve Biggs  
Emergency Services Director Mitch Cooper  
EMS Division Chief Matt Leicester  
Network Administrator Joe Wilkes

Barry Ward of the Bertie-Ledger Advance and Gene Motley of the Roanoke-Chowan News Herald were present from the media.

**CALL TO ORDER**

Chairman Wesson called the meeting to order, and thanked those present for their attendance.

**INVOCATION/PLEDGE OF ALLEGIANCE**

Commissioner Bazemore led the Invocation and Pledge of Allegiance.

**PUBLIC COMMENTS**

Dr. Michael Elam, President of Roanoke-Chowan Community College, was present to submit his 2014-2015 Presidents Annual Report.

The report summarized the various achievements of Roanoke-Chowan Community College students over the past year, as well as showcased various faculty members for their contributions

and accolades. In addition, the report presented figures depicting approximately 900 students enrolled in the community college in both Continuing Education and Curriculum courses during the past year.

Dr. Elam thanked the Board for their support and praised the work of the staff, faculty, and students at the community college for their continued dedication to education and their commitment to making RCCC the best college that it can be.

Norman Cherry, Interim Director of the Martin Community College – Bertie Campus, was present to update the Board regarding a Welding program initiative that was proposed to the Bertie County Board of Education as well as to the County Commissioners back in June. Mr. Cherry stated that the program will begin in the upcoming school year and that one full class of students had already pre-registered.

Mr. Cherry informed the Board of his intentions to bring a CADET Correctional Officer program as well as an HVAC program to MCC within the next couple of school years. He also stated that there has been much interest expressed by local citizens to host Welding and HVAC courses in the evenings as well.

Annie Wilson, Bertie County Register of Deeds, was present to formally thank the Board for its assistance in the various renovations that have recently been completed in her office in the Bertie County Courthouse.

Chairman Wesson commended Ms. Wilson and reminded all of those present that the Board made strides in the recently approved 2015-2016 FY budget to include more programs and services for County employees such as a 2% 401K match, flexible spending accounts with a \$200 contribution, as well as an employee assistance program providing staff with the opportunity to receive various counseling services.

## APPOINTMENTS

### **Workforce Development Consortium update by Region Q Workforce Development Board Director, Walter Dorsey**

Region Q Workforce Development Board Director, Walter Dorsey, and Region Q Workforce Development Business Services Specialist, Wayne Rollins, were present to update the Board about the newest Board appointment statutes and requirements.

The newly adopted Workforce Development Consortium Agreement now requires 19 members that make up the following sectors: business, organized labor, community based organizations, adult education and literacy, vocation rehabilitation, economic development, and State employment.

Mr. Dorsey requested that the Board consider these new guidelines and to assist in the effort to meet these requirements in the nearest future.

The Board commended Mr. Dorsey for his proactivity and work efficiency during this uncertain time on the State level.

Chairman Wesson thanked Mr. Dorsey for the update.

### **Economic Development Update by Steve Biggs**

Economic Development Director, Steve Biggs, was present to provide an update to the Board regarding his latest efforts.

Before giving his report, Mr. Biggs extended his gratitude to Walter Dorsey and Wayne Rollins for their assistance and support over the years regarding the economic health of Bertie County.

Mr. Biggs then presented a video to the Board which showed footage of a sail boat regatta that had just taken place in Manteo, NC.

Mr. Biggs reminded the Board of the success of the first annual Pound the Sound event in June 2015 and stated that adding a regatta event to the Pound the Sound agenda could be very beneficial in drawing more and more people to the County's water ways.

The Board thanked Mr. Biggs for his report and Chairman Wesson requested that the clip that was shown to the Board, be given to the County's new Economic Development and Marketing firm, Creative Consulting.

### **BOARD APPOINTMENTS**

There were no Board Appointments.

Chairman Wesson reiterated the process that citizens may follow to apply for any vacancy on County boards, committees, or commissions.

Citizens may visit the County website to see the various openings as well as to download an application.

Applications and current vacancies may also be picked up in the Clerk to the Board's Office at the County Office building.

## **CONSENT AGENDA**

### **Approve minutes for Regular Session 7-20-15**

County Manager Sauer recommended this item for approval.

Commissioner Bazemore made a **MOTION** to approve the minutes for regular session 7-20-15. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

### **Approve Closed Session minutes for 6-1-15, 7-1-15, and 7-20-15**

County Manager Sauer recommended this item for approval.

Vice Chairman Lee made a **MOTION** to approve the Closed Session minutes for 6-1-15, 7-1-15, and 7-20-15. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

### **Approve Register of Deeds Fees Report – August 2015**

Commissioner Bazemore made a **MOTION** to approve the Register of Deeds Fees Report for August 2015. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

### **Consider Sheriff vehicle trade-in request**

Commissioner Bazemore made a **MOTION** to Sheriff Holley's request to declare said vehicle as surplus property authorized a trade-in value of \$6,600 and to advertise for upset bids as soon as possible. Vice Chairman Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

### **Authorize bidding process for CDBG 2012 IF – Farm Lane water line extension**

Commissioner Trent made a **MOTION** to authorize the bidding process for CDBG 2012 IF - Farm Lane water line extension concurrent with friendly condemnation previously approved by the Board. Vice Chairman Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

**Budget Amendments (#15-07) – Council on Aging additional grant funds, and carry over funds for the high school project**

Commissioner Trent made a **MOTION** to approve the Budget Amendments for the additional grant funds to the Council on Aging, and the carry over funds for the high school project. Vice Chairman Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

Budget Amendment #15-07 reads as follows:

BUDGET AMENDMENT				
		# 15-07		
	INCREASE			INCREASE
10-5860-5399-05	\$	1,774	COA	10-0025-4586-07
				\$
				1,774
TO INCREASE BUDGET FOR SHIP (MIPPA GRANT) - MONEY REC'D 4-27-15				
	INCREASE			DECREASE
51-5430-5430-01	\$	13,000	COUNSEL FEE	51-5430-5991-00
51-5430-5399-62	\$	138,325	LEGAL	
				\$
				151,325
REALLOCATE FUNDS IN BERTIE HIGH SCHOOL				
APPROVED ___ / ___ /2015				

**DISCUSSION**

**Discuss approval of items recently reviewed by the County Attorney –**

**Engineer Service Agreement with Green Engineering and corresponding capital project ordinance**

Commissioner Bazemore made a **MOTION** to approve both the Engineer Service Agreement as well as the corresponding capital project ordinance for the Water District III water system improvements in the amount of \$3,055,000 as approved by USDA Rural Development. Vice Chairman Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

The Capital Project Ordinance reads as follows:

**Bertie County**  
**Project Ordinance - Water District III**  
**USDA Rural Development Grant**  
**August 2015**

**BE IT ORDAINED** by the Governing Board of the County of Bertie, North Carolina that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section I. The Governing Board of the County of Bertie, sitting as the Board of Commissioners for Water District III unanimously accepted and approved the "Letter of Conditions" presented by the U.S. Department of Agriculture Rural Development on July 20, 2015.

Section II. The project description includes water distribution line replacement, SCADA improvements, the Woodard Road water main, and water meter replacement for customers in Water District III.

Section III. These improvements are consistent with the capital improvement plan for Bertie County's regional water system consisting of Water Districts I, II, III, and IV; and

**BE IT RESOLVED**, that the Chairman and County Manager are directed to execute financing documents for USDA Rural Development and NC Local Government Commission application materials associated with this project, including interim financing during construction;

The following revenue is anticipated to be available to complete this project:

Water District III (local) Appropriated fund balance	\$264,000
USDA Rural Development Loan	\$1,717,000
USDA Rural Development Grant	\$1,074,000
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Total Project Funding	\$3,055,000

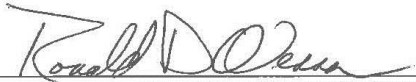
The following amounts are appropriated for the project:

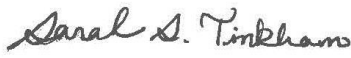
Construction	\$2,351,755
Engineering Fees	371,400
Legal Fees (local)	10,000
Bond Counsel	20,000
Easement Acquisition	5,000
Administration	5,000
Advertisement & Permits	6,500
Interest	50,169
Project Contingency	235,176
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Total Project Cost	\$3,055,000

The County Manager and Finance Officer are directed to include a detailed analysis of past and future costs and revenues on this project annually.

Copies of this capital project ordinance shall be furnished to the Clerk to the Governing Body, and to the County Manager and to the Finance Officer for direction in carrying out this project.

Adopted this day 3<sup>rd</sup> day of August, 2015.

  
Ronald D. Wesson, Chairman  
Board of Commissioners for Water District III

  
Sarah S. Tinkham, Clerk to the Board

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

  
Finance Officer

### Electronic Monitoring agreement – Corrisoft, LLC.

County Attorney Lloyd Smith presented various concerns regarding the wording of the Corrisoft, LLC agreement.

After some discussion, the Board agreed to approve the contract pending the County Attorney's specifications and recommendations.

Commissioner Trent made a **MOTION** to approve the Corrisoft, LLC. agreement pending changes by the County Attorney are accepted by the vendor. Vice Chairman Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

### **Two EMS agreements for community college student “ride along” training**

County Manager Sauer recommended these items for approval.

County Attorney Smith also recommended these items for approval but that he would like to have all “ride along” training contracts be more standard and uniform once these reach their expiration.

Commissioner Bazemore made a **MOTION** to approve the “ride along” training agreements with both Martin and Lenoir Community College. Commissioner White **SECONDED** the motion. The **MOTION PASSED** unanimously.

### **Lease with CADA of NC, Inc.**

After a brief discussion, the decision was made to grant a lease to CADA of NC, Inc. for office space in the DRC building.

The County Manager and his staff were instructed to move forward with the execution of the lease that was provided by the County Attorney.

Commissioner Trent made a **MOTION** to approve the lease with CADA of NC, Inc. for office space in the DRC building in Windsor. Vice Chairman Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

### **Contract amendment for child support enforcement services – YoungWilliams**

The County Attorney recommended this item for approval.

County Manager Sauer also recommended this item for approval.

Vice Chairman Lee made a **MOTION** to approve the contract amendment for child support enforcement services with YoungWilliams. Commissioner Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously.

### **Review of the Fair Housing Program adopted in December 2001**

County Manager Sauer alerted the Board to a complaint he had been made aware of regarding the Cashie Apartment complex on Sterlingworth Street in Windsor.

Back in 2001, a Fair Housing Policy was signed by the Board authorizing the County Manager to handle any and all complaints regarding the Cashie Apartments.



The complaint received by a resident of the complex involves the inability to host religious services or gathering in public areas including, but not limited to: hallways, cafeterias, libraries, social halls, etc.

County Manager Sauer requested guidance as well as the ability to delegate this task to a member of County staff to field any complaints in the future.

After some discussion, the Board came to a consensus that they would prefer to have all complaints submitted to the County Manager.

### **Draft agenda for August 5 Planning Session at the Roanoke-Cashie River Center**

The Board had no issues with the draft agenda for the August 5, 2015 Planning Session at the Roanoke-Cashie River Center.

The only recommendation made involved adding a discussion about the new appointments and requirements for the Region Q Workforce Development Board as requested by the Director, Walter Dorsey.

### **COMMISSIONERS' REPORTS**

Commissioner Trent stated that the boat ramp installation on Weeping Mary Road in West Bertie should be completed in late September/early October, and that construction was still running smoothly and on time. He also reiterated the three new solar farms that were being built in the West Bertie area.

Commissioner Bazemore reported that she had recently toured the Agape Community Health Clinic in Williamston, NC and stated that she hoped Bertie County would be able to secure a similar facility in the future in order to expand dental services for our citizens. .

Vice Chairman Lee informed all of those present that a former museum in Colerain was looking for a non-profit to possibly donate funding to the restoration of the museum.

Commissioner White publicly thanked the leadership at the Indian Woods Missionary Baptist Church for hosting the Tuscarora Native American tribe visiting from Lewiston, New York.

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

County Manager Sauer informed the Board of the upcoming date of the 2015 Aulander Peanut Festival. The County had received a sponsorship request, and the County Manager requested the Board's concurrence.

Commissioner Trent made a **MOTION** to replicate last year's sponsorship amount of \$500 (Gold sponsor) for the 2015 Aulander Peanut Festival. Vice Chairman Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

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

The County Attorney gave no remarks at this time but reminded the Board about the requested Closed Session at the end of the meeting.

### **PUBLIC COMMENTS CONTINUED**

Only Board members and County staff were present, so there were no additional public comments.

### **CLOSED SESSION**

Chairman Wesson made a **MOTION** to go into Closed Session 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 approves 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 and 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. Commissioner Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously.

The Board shifts into Closed Session.

Commissioner Bazemore made a **MOTION** to return to Open Session. Vice Chairman Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

After some discussion in Closed Session, Chairman Wesson made a **MOTION** for the effected Department of Social Services employee to be reimbursed all funds she has paid up until this point, and to be forgiven of any additional payments in order to be consistent with a similar situation with an employee from the Inspections Department and instructions to the County Manager to issue a letter of reprimand to the appropriate staff for the error. Commissioner

Bazemore **SECONDED** the motion. The **MOTION PASSED** 4-1 with all Commissioners voting “yes” except Vice Chairman Lee.

Also, due to scheduling conflicts, the Board discussed an alternative date for the Planning Session originally scheduled for Wednesday, August 5<sup>th</sup>.

After some discussion, it was decided to postpone the Planning Session until Wednesday, August 12 at 8:00AM at the Roanoke-Cashie River Center.

**RECESS**

Chairman Wesson recessed this meeting until 8:00AM on Wednesday, August 12, 2015 at the Board’s Planning Session at the Roanoke-Cashie River Center.

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Ronald D. Wesson, Chairman

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Sarah S. Tinkham, Clerk to the Board