

Windsor, North Carolina
March 7, 2016
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
County Attorney Lloyd Smith
Finance Officer William Roberson
Network Administrator Joe Wilkes
Economic Development Director Steve Biggs
Emergency Services Director Mitch Cooper
EMS Division Chief Crystal Freeman
Parks and Recreation Director Donna Mizelle

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

CALL TO ORDER

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

INVOCATION/PLEDGE OF ALLEGIANCE

Commissioner Lee led the Invocation and Pledge of Allegiance. The Board also elected to perform the salute to the North Carolina State Flag per N.C.G.S. 144-8 as recommended by Vice Chairman Bazemore.

PUBLIC COMMENTS

Norman Cherry, Interim Director of the Martin Community College – Bertie Campus, was present to distribute a new monthly newsletter from Martin Community College called the *The Martin Messenger*.

Emergency Services Director, Mitch Cooper, was presented to introduce 4 new employees to the EMS Division. Those employees included: Lynn Woodard, Rashawn Anthony, and Victoria Hoggard. Other new members that were mentioned, but not present due to a last minute emergency call, included Shaun Bell, Dominique Montaque, Clay Barmer, Jerry Cowand, Bridgett Scott, and Jennifer Burby.

APPOINTMENTS

Presentation by Greg Kirkpatrick of Habitat for Humanity

Greg Kirkpatrick of the Habitat for Humanity of North Carolina was present to introduce himself and the Habitat program. Mr. Kirkpatrick provided a pamphlet detailing the Mountains to the Sea Campaign which is a partnership effort with State Employees Credit Union (SECU).

The goal of the campaign is to build at least one (1) Habitat home for a deserving family in each of the 100 counties in North Carolina.

Mr. Kirkpatrick stated that he was currently working with CADA of NC, Inc. to find deserving families in each county of their service area, and that more partnerships were encouraged.

Upon completion of the home and closing of the mortgages, the SECU Foundation will then purchase the homeowner's mortgage at full face values which would then give Habitat the funding to serve the next family until the campaign goal is achieved.

If available, funding will be used to continue building more houses and assisting more families with their homeownership endeavors.

The Board thanked Mr. Kirkpatrick for his time and commended him for his work on this worthy cause.

Presentation to consider support of request to expand fox/coyote trapping in Bertie County by Mr. David Denton, Denton Wildlife Services, Sergeant George Owens, Bertie County Wildlife Officer, and representing the NC Wildlife Resources Commission are: James C. Turner, Evin Stanford, and Colleen Olfenbuttel

Mr. David Denton of Denton Wildlife Services was present to discuss the current climate of fox and coyote trapping. The Board also received a summarized report on the topic in their electronic agenda packets.

In addition, Chris Turner of the NC Wildlife Resources Commission was present to show a short PowerPoint presentation describing the habitats of both red and gray foxes, as well as the implications of a fox trapping season in Bertie County.

Several local fox trappers were in the audience for the presentation, and when asked about their feelings on the matter, expressed their concerns against the initiative.

EMS/NET financial report and other updates by Emergency Services Director, Mitch Cooper

David Pickren of Colleton Software was present with Emergency Services Director, Mitch Cooper, to provide the Board with a quarterly financial update for Non-Emergency Transport. The information presented included the end of 2015, but that figures for January and February of 2016 were still being collected.

Mr. Pickren stated that December 2015 was a record month for Non-Emergency Transport with a total of 134 scheduled calls, and a total of approximately \$33,400 collected in payments.

He stated that call volume continues to steadily increase, and that continued efforts are being made to appropriately train staff the proper input practices after each call. This is to ensure the County is in compliance and that all payable calls can be billed accordingly.

The Board commended Mr. Pickren, Mr. Cooper, and the entire leadership team on their continued efforts to ensure proper billing compliance and their constant networking to promote the County Non-Emergency Transport services.

BOARD APPOINTMENTS

Nursing Home/CAC Board

Vice Chairman Bazemore made a **MOTION** to re-appoint James S. Pugh to the Nursing Home/CAC Board. Commissioner **SECONDED** the motion. The **MOTION PASSED** unanimously.

Planning Board

Commissioner White made a **MOTION** to appoint Jodey Sarey to the Planning Board. Commissioner Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

CONSENT AGENDA

Upon review by Chairman Trent, Vice Chairman Bazemore made a **MOTION** to approve the Consent Agenda in its entirety as presented. Commissioner Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously.

The Consent Agenda was approved as follows:

1. **Tax Release Journal** – January 2016
3. **Minutes** – Regular Session 2-1-16, Work Session 2-1-16, and Special Meeting 2-19-16
4. **Fees Report** – February 2016
5. **Bid acceptance** – old Dr. Jordan's Office lot in the amount of \$3,500
6. **Budget Amendment #16-09**

The budget amendment reads as follows:

BUDGET AMENDMENT				
		# 16-09		
	INCREASE			INCREASE
10-6120-5499-89	\$	50,000	10-0025-4431-27	\$ 50,000
INCREASE IN TRILLIUM GRANT FOR HANDICAP ACCESSIBLE PLAYGROUND				
	INCREASE			INCREASE
10-0025-4586-05	\$	3,800	10-5860-5399-10	\$ 5,067
10-0090-4991-99	\$	1,267		
TO SETUP BUDGET FOR SR CENTER GENERAL PURPOSE MONEY (SIGNED NOV. 2015)				
	DECREASE			DECREASE
12-0025-4531-02	\$	105	DSS 12-5380-5399-70	\$ 105
TO DECREASE BUDGET TO MATCH ACTUAL CRISIS MONEY RECEIVED				
	DECREASE			DECREASE
12-0025-4586-18	\$	1,980	DSS 12-5380-5411-50	\$ 1,980
TO DECREASE BUDGET TO MATCH ACTUAL LIEAP MONEY RECEIVED (LOW INCOME ENERGY ASSISTANCE PROGRAM)				
	INCREASE			INCREASE
10-0025-4583-01	\$	2,781	10-6100-5695-53	\$ 2,781
INCREASE BUDGET FOR JCPC PROGRAM				
	INCREASE			INCREASE
10-0050-4839-82	\$	400	28-Jan 10-4950-5399-20	\$ 400
10-0050-4839-82	\$	47	2-Feb 10-4950-5399-20	\$ 47
TO INCREASE BUDGET - DONATIONS/RETURNS EFNEP PROGRAM				
	INCREASE			INCREASE
10-0090-4991-99	\$	922	10-4950-5399-30	\$ 922
TO BRING OVER UNSPENT GRANT MONEY FROM EFNEP LY SALARY LINE (BENEFITS)				
	INCREASE			INCREASE
10-4110-5370-00	\$	4,600	MAILINGS 10-0090-4991-99	\$ 17,200
10-4110-5310-00	\$	8,000	NACO	
			LEGISLATIVE	
			CONFERENCE	
10-4110-5310-00	\$	4,600	NACO ANNUAL	
			CONFERENCE	
TO INC BUDGET FOR NACO CONFERENCES AND "YEAR IN REVIEW" MAILING				
APPROVED / /2016				

DISCUSSION

Blue Jay Recreation Center lease to Bertie County

County Manager Sauer directed the Board to the draft lease in their agenda packet, and noted the various suggested changes from the County Attorney. Two sections were highlighted.

The first section addressed improvements and removal of fixtures. After some discussion, Commissioner Wesson made a **MOTION** to move forward with the requested changes for this section. Vice Chairman Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously.

The second section addressed Assignments and Subletting. After some discussion, Vice Chairman Bazemore made a **MOTION** to move forward with the requested changes for this section. Commissioner Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

County Manager Sauer also requested an overall motion allowing the County Attorney to make the approved changes, as well as correcting a mailing address listed.

Vice Chairman Bazemore made a **MOTION** to approve the lease in its entirety pending the application of the aforementioned changes. Commissioner Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

Shared & Vacation Leave (maximum accumulation) Policy

County Manager Sauer briefly introduced a potential addition to the County's personnel policy regarding Shared Leave and a maximum accumulation clause for Vacation Leave.

He stated that this item was simply a "first reading," and that the item was purely informational. It was also noted that the draft policies were modeled after personnel policies for the Town of Ahoskie.

Fiscal Update by Finance Officer, William Roberson

Finance Officer, William Roberson, directed the Board to the Fiscal Update that they had received in their electronic agenda packet.

He noted that there was a decrease in on-hand cash flow due to various projects being invoiced in the month of February including courthouse renovation costs, Sheriff Relocation expenses, and that some items would be reimbursed by the State in the near future.

No action was needed.

Water District III (and South Windsor) – resolution to approve Engineering Design and Final Plans for submittal to USDA Rural Development

County Manager Sauer reminded the Board of a previous email which was sent to the Board prior to today's meeting which detailed the Engineering Design and Final Plans for submittal to USDA Rural Development.

After a brief discussion, Commissioner Wesson made a **MOTION** to approve the resolution as requested. Vice Chairman Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously.

The Resolution reads as follows:



BERTIE COUNTY
106 DUNDEE STREET
POST OFFICE BOX 530
WINDSOR, NORTH CAROLINA 27983
(252) 794-5300
FAX: (252) 794-5327
WWW.CO.BERTIE.NC.US

**BOARD OF
COMMISSIONERS**
RONALD "RON" WESSON, Chairman
TAMMY A. LEE, Vice-Chairman
JOHN TRENT
ERNESTINE (BYRD) BAZEMORE
STEWART WHITE

**RESOLUTION TO APPROVE ENGINEERING DESIGN AND FINAL PLANS
FOR SUBMITTAL TO USDA RURAL DEVELOPMENT AS THEY RELATED TO
WATER DISTRICT III/SOUTH WINDSOR**

WHEREAS, on Monday, July 20, 2015, the Bertie County Board of Commissioners accepted the USDA's Letter of Conditions for Water District III system improvements (including the area of South Windsor); and

WHEREAS, the County Water Department and its consulting engineer have worked to develop detailed engineering plans and specifications to meet the needs of Water District III; and

WHEREAS, the Bertie County Water Department has reviewed, consulted, and concurred with these engineering plans and specifications; and


NOW, THEREFORE, BE IT RESOLVED, the Board of Commissioners on behalf of Bertie County Water District III do hereby approve these specifications and plans for submission to USDA Rural Development for its review.

Resolved this 7th day of March, 2016.



John Trent, Chairman
Bertie County Board of Commissioners

ATTEST:



Sarah S. Tinkham, Clerk to the Board
Bertie County Board of Commissioners

COMMISSIONERS REPORTS

Commissioner Wesson commended Emily Miller for her diligent work regarding potential grant opportunities for various County projects. He also thanked his fellow Commissioners for their support at the Washington, D.C. Legislative Conference in late February as he suffered a minor injury while in attendance.

Vice Chairman Bazemore stated that she and Chairman Trent had spoken with Congressman G.K. Butterfield recently regarding various County projects. She stated that Congressman Butterfield is very enthusiastic about assisting Bertie with the various initiatives, and that he would do all he could to make them possible.

Commissioner Lee reported that she had learned a great deal from the recent NACo Legislative Conference in Washington, D.C. and stated that she was currently working with a steering committee to find grant opportunities for the Sheriff's Office.

Commissioner White sent his condolences via Leslie Beachboard to another Bertie-Ledger reporter, Thadd White, for the loss of Duke University to the University of North Carolina during Saturday's basketball showdown.

Chairman Trent reported that Bertie County was now able to utilize a helipad/landing zone per the generosity of Sunenergy1, LLC. The County may now utilize the helipad for any calls in which Vidant Emergency Transport is needed to safely and efficiently transport high risk patients.

COUNTY MANAGER'S REPORTS

County Manager Sauer distributed a worksheet regarding the Town of Roxobel's reimbursement commitments due to the Bertie County Regional Water System for the installation of the temporary pump station.

No action was needed.

In addition, Mr. Sauer reminded the Board about a previous update that sent to the Board about a firm called Worksite Solutions which provided assistance for retirees transitioning to the NC State Health Plan effective March 1, 2016.

Mr. Sauer stated that the firm has prepared an aggressive package and quote, and would require an open enrollment soon so that all plans could become effective on July 1, 2016. Guidance was requested from the Board on this matter.

Mr. Sauer further explained that there will also be a significant savings in administrative costs for the County under this new proposal.

Commissioner Lee made a **MOTION** to move forward with Worksite Solutions in accepting their proposal. Vice Chairman Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously.

Additionally, Commissioner Wesson inquired about the County's intent regarding the Flexible Spending Accounts which were put into effect last fiscal year. He asked about whether or not the County planned to renew that benefit for County employees as he had received numerous questions from staff since the County transitioned over to the North Carolina State Health Plan.

The Board concurred that the program was received positively by County staff, and that they were interested in continuing it into the next fiscal year.

Commissioner Wesson made a **MOTION** to renew the Flexible Spending Accounts in the amount of \$200 per employee. Commissioner Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

Lastly, County Manager Sauer deferred his remaining time to Parks and Recreation Director, Donna Mizelle.

Ms. Mizelle was reported that she had received a lot of questions and concerns from the community regarding the Davis baseball field in Windsor. She stated that the Town of Windsor was to discuss the possibility of conveying, selling, or otherwise distributing the property to a new individual, or to the Bertie County Parks and Recreation Department.

After some discussion, the Board stated that they would like to hear about what the Town of Windsor discussed, and that they would consider a transfer of the property if it were to become available.

COUNTY ATTORNEYS REPORT

The County Attorney reminded the Board of a needed Closed Session under N.C.G.S. § 143-318.11(a)(3) following the last public comments sections.

PUBLIC COMMENTS

There were no additional public comments as only County staff were present.

CLOSED SESSION

Commissioner Lee made 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. Vice Chairman Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously.

OPEN SESSION

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

ADJOURN

Chairman Trent adjourned the meeting at 6:00PM.

John Trent, Chairman

Sarah S. Tinkham, Clerk to the Board