

Windsor, North Carolina
January 31, 2017
Planning Session

The Bertie County Board of Commissioners reconvened their regular meeting held in Powellsville on January 17, 2017 in order to meet inside the Commissioners Room, 106 Dundee Street, Windsor. 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

There were no media members present.

RECONVENE

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

INVOCATION/PLEDGE OF ALLEGIANCE

Commissioner Wesson led the Invocation and Pledge of Allegiance.

Old Business – review items tabled from consent agenda

Commissioner Wesson made a **MOTION** for the Board 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. Chairman Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

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

Upon returning to Open Session, Chairman Trent and County Attorney Smith briefly summarized the votes that were needed to settle some of the issues just discussed in Closed Session.

First, regarding Closed Sessions, Commissioner Lee made a **MOTION** for the County Clerk to record all Closed Session meetings, to interpret the recording while constructing a draft of the minutes, and once the minutes are reviewed by the County Manager, the draft should then be sent to all Commissioners and the Legal Team for review. Then, the Closed Session minutes are to be submitted for approval at a Board meeting, and upon approval, the recording of the Closed Session should be erased. The recordings are not to be considered the official minutes of a closed session but are a guide for accuracy in the preparation of the final written minutes. Commissioner Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

Second, regarding Open Sessions, Commissioner Wesson made a **MOTION** for all drafts of Open Session minutes to be submitted to the Board at the same time the Legal Team receives them. All Open Session recordings will remain available for public inspection even after the official minutes have been approved by the Board. Likewise these recordings are not to be considered the official minutes of a meeting as the Commissioners have elected to have the official minutes be the written, typed and approved documents as the Board's minutes. Vice Chairman Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously.

Also, Chairman Trent called for the Board to pass a motion displaying the Commissioner's "vote of confidence," in the work that County Manager Sauer has done while serving Bertie County.

Commissioner White made a **MOTION** assuring that the Board had confidence in the performance and work ethic that County Manager Sauer has been providing to the County. Chairman Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

Chairman Trent reiterated that County Manager Sauer had gone "over and above" in his service to Bertie, and stated that "this Board will have disagreements, much like any family," and he thanked Mr. Sauer for his service.

Commissioner Wesson gave similar remarks, and commended Mr. Sauer for the work he has done and continues to do for Bertie, but also encouraged each Board member to "speak up" if they feel there is a concern to share.

After a brief discussion, Commissioner Lee made a **MOTION** to approve the Open Session minutes from January 3, 2017 pending a change Vice Chairman Bazemore requested on page 13, respectively. Chairman Trent **SECONDED** the motion. The **MOTION PASSED** in a 4-1 vote with Commissioner Wesson voting against.

Commissioner Wesson made a **MOTION** to approve the Closed Session minutes from January 3, 2016. Vice Chairman Lee **SECONDED** the motion. The **MOTION PASSED** in a 4-1 vote with Vice Chairman Bazemore voting against.

Review items deferred since September 14, 2016 Work Session

County Manager Sauer briefly discussed various items that were deferred after the Board's work session on September 14, 2016. The items were deferred because of Tropical Storm Julia, and later Hurricane Matthew.

Preliminary Audit Report for FY 2015-2016

The Board received a brief, preliminary audit report from County Manager Sauer and Finance Officer, William Roberson.

Jeff Best of Carr, Riggs, & Ingram was also present to answer any questions.

PROJECTS & ACTIVITIES INITIATED, ADVANCED OR COMPLETED

The Board reviewed three lists that were drafted by County Manager Sauer that highlighted various projects and activities that were initiated during the two storm events. The lists were in the Board's agenda packet.

Mr. Sauer also explained the advancement or completion of some of the items listed.

Discussion was brief on each item, and the consensus was for County staff to continue progressing, and to provide updates as they are available.

The lists are below:

Deferred Items

1. Salary Study Implementation
2. SECU Housing Initiative grant
3. Hotel Feasibility Study
4. Environmental Enhancement Grant – NC Attorney General’s Office—discussed at September 14th work session. Letter of intent was due September 30th.
5. Active Shooter Training session (review videos) – all employees
6. Facility Signage – Sheriff’s Office, County Administration outside lettering
7. Facility dedication plaques – Courthouse, Sheriff’s Office
8. Animal Shelter Renovations – for enclosing dog & puppy runs
9. Planning for Courthouse security and staffing/procedure recommendations

Projects & Activities initiated, advanced or completed

1. Sheriff Relocation—including HVAC improvements for Communications Center work station area to address temperature control for new equipment
2. Board of Education—emergency funding request, correspondence with LGC and DPI
3. Water District III system improvements and related implementation:
 - a. Sale of Bond Anticipation notes – Local Government Commission approved Water District III application on September 6th for \$1,717,000 interim financing.
 - b. Construction began November 10th following pre-construction meetings with contractors, engineers, NCDOT, Construction Inspectors, USDA, Ricky Spivey
 - c. Date of Bond Anticipation Note sale closing—September 29th and maturing, due and payable on May 29th 2018.
4. Other Active Water Projects:
 - a. Water District II SRF-\$1,366,137 for Water Loss Reduction Improvements and SCADA (telemetry controls) system installation.
 - b. Water District IV SRF-\$1,712,121 for Roxobel system merger & consolidation including \$500,000 principal forgiveness.
 - c. Water District IV NC Rural Development Center –\$197,721 for 2009 Project reauthorization for Town of Kelford system improvements including \$72,263 in grants funding.
 - d. Water District IV-\$88,000 for Infrastructure Asset Inventory & Assessment Grant
 - e. Water Districts I and III--\$150,000 each for Infrastructure Asset Inventory & Assessment Grants—pending Board approval of application on February 6th.
5. EMS – USDA Rural Development financing for Ambulance Procurement –bids approved at January 3rd Board meeting. Extensive staff work for review of specs and bidding criteria to satisfy USDA guidelines.
6. County building renovations
 - a. Courthouse – interior – 2nd floor painting, carpet in court rooms, and window frame casements completed. Restrooms (both levels) and 2nd floor hallway floor covering will be scheduled to begin this spring.
 - b. Administration Building – HVAC controls and ductwork installation completed.

7. Auctions for property disposal--November 2016 (2 sales)
 - a. Tax Foreclosure sale by County Attorney
 - b. Remaining surplus property
8. Storm Debris RFP and two bidding cycles
9. School financial review of prior audits and consult with Jeff Best, County Attorney, interim Superintendent and lead auditor for Board of Education.
10. Bertie County Facebook page established!
11. Perdue property tax appeal—discussions pending
12. Regional 911 PSAP Back-up project with Martin County
13. Countywide Recreation Master Plan—consultants to update the Board on February 6th
14. TGOW—PARTF grant agreement approved and reimbursement documentation for receipt of \$500,000 is in process—must document covenants and deed restrictions.
15. Blue Jay Recreation Park improvements—work has begun for parking and entrances
16. 2016 Election process-- IT staff - telephone lines, set up/break down at all 12 polling sites
17. EMS Lease for school building at Bertie Early College—final details pending
18. EMS Grant approved—Kate B. Reynolds Charitable Trust for \$51,450 for flood recovery
19. Raising Bertie film screenings (2)—staff assistance from County
20. Electronic Monitoring Program— legal review of Corrisoft contract finalized.
21. NRCS – USDA -- Office space lease renewal with federal government
22. Completed review of claim for damaged homes near BHS -- Lloyd Smith
23. Comp Time Use clarification and amendment to personnel policy—Lloyd Smith
24. Preparation for review of County Manager’s contract--Lloyd Smith
25. QSCB sinking fund—continue to monitor market conditions

26. OPEB actuarial analysis complete—presentation on January 31st.
 27. Renewal and replacing of retiree health insurance for 2017—complete.
 28. Charters of Freedom monument –site selection complete, site clearing soon.
 29. National Geographic article – flooding in Windsor
 30. WRAL Documentary interview—comparison of Bertie and Wake County schools
 31. Audit & Financial statements—near complete for June 30, 2016
 32. Ordinance Development—final drafts, discussion for enforcement & public hearings are near completion for:
 - a. Dangerous Weapons
 - b. Smoking Restrictions
 - c. Private Roads
 33. Disaster Relief Employment staffing agreement through CADA and Mid-East Commission—approved January 3, 2017. Staffing assignments pending.
 34. Hazard Mitigation & Flood Recovery—Holland Consulting Planners engaged assisting Bertie County residents, citizen outreach and preparation of inventory of households requiring disaster recovery/flood mitigation assistance; and development of interlocal agreement between Bertie County and the Town of Windsor related to the application and project management process for Hurricane Matthew Disaster Recovery and Flood Mitigation.
 35. EMS Station One – FEMA assistance to be determined.
 36. Lawrence Memorial Library—options for possible relocation pending.
 37. Cooperative Extension Service—temporary offices in former Sheriff’s building.
 38. Long range planning phase one--Hydrology Study—joint efforts with Town of Windsor, discussions have begun. Opportunity to capitalize on technical support offered by East Carolina University and NC State University needs further discussion with Windsor.
 39. NOAA 2017 Coastal Community Resilience Grant opportunity—just announced.
 40. Kate B. Reynolds—next grant application with encouragement from KBR staff.
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Other Items for discussion:

- 1) Travel Policy
- 2) Marketing
- 3) USDA Rural Development – Broadband grant opportunity—possible joint venture with Roanoke Electric Cooperative or other entity, community college
- 4) NC Recreation Trails Program—next grant cycle—which location?
- 5) TGOW PARTF—next grant application cycle—Regional Coordinator for NC Parks will be at the 2:00 p.m. work session on February 6th prior to the 4:00 p.m. regular meeting.

On the near horizon:

- 1) Audited financial statements for the fiscal year ended June 30, 2016
- 2) Budget Development process for FY 2017-2018
- 3) Collaborative and strategic partnerships to build on the success with the Criminal Justice and EMT Cadet programs with RCC and the high school; and the welding program coordinated by MCC. Explore joint use of facilities and infrastructure and encourage cooperation to make the most appropriate use of public assets (including Albemarle Sound water recreation public access area).

On the far horizon, but within site:

- 1) Property Tax Revaluation for 2020 (assessed value as of January 1, 2020)—request for proposals will be presented for distribution in July 2017 and the Board will need to review the scope of work and alternative options for these specifications.
- 2) Renewal, negotiations and consideration of franchise ordinance and landfill host agreement with Republic Services which is due to expire in October 2018.

**OPEB ACTUARIAL STUDY – ELIZABETH WRIGHT,
CAVANAUGH MACDONALD CONSULTING, LLC.**

ElizaBeth Wright of Cavanaugh Macdonald Consulting, LLC. presented the Board with a summary of options to address the County’s unfunded retiree health insurance costs.

Options were provided and discussed, but no action was taken at this time.

County Manager Sauer encouraged the Board to review these items carefully, and that the report would be revisited at a later date.

The Board took a break for lunch at 12:00 Noon.

CONTINUE DISCUSSIONS

The Board returned to continue to discuss projects and initiatives that were deferred during the two most recent flooding events.

**PRESENTATION BY HERITAGE COLLEGIATE LEADERSHIP ACADEMY –
EXECUTIVE DIRECTOR, DR. KASHI B. HALL, AND PRINCIPAL NICK SHOOK**

Dr. Kashi B. Hall, Executive Director of Heritage Collegiate Leadership Academy (HCLA) came forward to respond to the latest financial struggles of the Bertie County Public School System.

Dr. Hall stated that she had met twice recently with the new BCPS Superintendent, Dr. Steven Hill, and that the discussions were very positive, and she stated that she was really looking forward to working closer with the Superintendent to ensure that the educational needs of children will be met in Bertie County.

Dr. Hall also reported that HCLA currently serves 322 scholars in grades K-5, and a majority of those students live in Bertie County. She assured the Board that she was not present to request funding as current legislation doesn’t provide any leeway for County governments to directly support charter schools.

She mentioned that her main reason for appearing today was to show interest in the former Southwestern Middle School building which is now home to the Bertie County Early College. Dr. Hall stated that she would be interested, if the opportunity arose, to lease or purchase that property as a permanent location for HCLA.

The Board also commended Dr. Hall for all of her support and donations that were collected at HCLA for the flood victims of Tropical Storm Julia and Hurricane Matthew.

Lastly, Vice Chairman Bazemore stated that the Board of Commissioners supports all public schools in Bertie County, and wished each one continued success in serving Bertie's students.

ADJOURN

Chairman Trent adjourned the meeting at 3:00 PM.

John Trent, Chairman

Sarah S. Tinkham, Clerk to the Board