

Windsor, North Carolina
December 4, 2017
REGULAR MEETING

The Bertie County Board of Commissioners met for their regular meeting today inside the Commissioners Room, 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
Economic Development Director Steve Biggs
Finance Officer William Roberson
Water Superintendent Ricky Spivey
Maintenance Superintendent Anthony Rascoe
Cooperative Extension Director Billy Barrow
4-H Agent Guy Holley
EMS Division Chief Crystal Freeman
EMS/NET Billing Coordinator Stephanie Wiggins
Bertie County Humane Society Director Dianne Cowand
Register of Deeds Annie Wilson

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.

INVOCATION/PLEDGE OF ALLEGIANCE

Commissioner White led the Invocation and Pledge of Allegiance.

ELECTION OF CHAIRMAN --- COUNTY MANAGER SAUER

At this time, County Manager Sauer oversaw the election of the 2017 Chairman. The Board will also vote to elect a 2018 Vice Chairman. This process is being completed in accordance with **NCGS § 153A-39**.

The full statute is listed below:

NCGS § 153A-39

Selection of chairman and vice-chairman; powers and duties. [During] its first regular meeting in December of each odd-numbered year, the board of commissioners shall choose one of its members as chairman for the ensuing year, unless the chairman is elected as such by the people or otherwise designated by law.

The board shall also at that time choose a vice-chairman to act in the absence or disability of the chairman. If the chairman and the vice-chairman are both absent from a meeting of the board, the members present may choose a temporary chairman.

The chairman is the presiding officer of the board of commissioners. Unless excused by rule of the board, the presiding officer has the duty to vote on any question before the board.

Commissioner Trent and Commissioner Wesson made a **MOTION** to nominate Commissioner Bazemore as the 2018 Chair of the Bertie County Board of Commissioners. Commissioner White **SECONDED** the motion. The **MOTION PASSED** unanimously.

ELECTION OF VICE CHAIRMAN

At this time, newly appointed Chair, Ernestine Bazemore, presided over the election of the 2018 Vice Chairman.

Commissioner White made a **MOTION** to nominate Commissioner Trent as 2018 Vice Chairman. Commissioner Lee **SECONDED** the motion.

Chair Bazemore made a **MOTION** to nominate Commissioner Wesson as 2018 Vice Chair. Commissioner Wesson **SECONDED** the motion.

At this time, the Board voted on the first motion on the floor which is the nomination of Commissioner Trent as the 2018 Vice Chair. The **MOTION FAILED** in a 1-4 with all but Commissioner White voting against the motion.

Then, Chair Bazemore called for a vote for the second motion on the floor to nominate Commissioner Wesson as the 2018 Vice Chair. The **MOTION PASSED** in a 4-1 vote with Commissioner White voting against the motion.

RECESS

The Board recessed for a quick 5-minute break.

COMMISSIONERS COMMENTS

Commissioner Lee thanked Commissioner Trent for his dedicated service as the Chairman of the Board for the past 2 years.

Commissioner White echoed the same sentiments and congratulated newly appointed Chair, Ernestine Bazemore, and newly appointed Vice Chairman, Ronald Wesson. He also thanked former Chairman Trent and Vice Chair Bazemore for their diligence in networking with County representatives on the federal level in Washington, D.C. over the past 2 years.

Commissioner Wesson thanked Commissioner Trent for his work as Chairman of the Board, and that he looked forward to supporting the Board's initiatives under Chair Bazemore's leadership over the near year.

Commissioner Trent thanked Chair Bazemore for stepping up to the plate to lead the Board in the coming year.

Chair Bazemore thanked the public for their attendance at today's meeting, and stated that it was an honor to serve as a Chair of the Board, and that she was looking forward to an exciting year.

PUBLIC COMMENTS

William Williams of 311 E. Church Street in Roxobel was present to report a concern he had about a water meter currently in his driveway. The location of the meter presents a problem when using his driveway, and has caused some damage to his vehicle. He also supplied photos of the meter, and shared his past conversations with Ricky Spivey, Water Superintendent, and Scott Sauer, County Manager.

Chair Bazemore recommended that he leave his name and contact information with the Clerk to the Board so that he may be reached in the next 30 days with a resolution to this issue.

Bertie County Cooperative Extension Director, Billy Barrow, was present to introduce Guy Holley. Mr. Holley is the newly hired 4-H Agent for the Bertie County Cooperative Extension Department. The Board welcomed Mr. Holley and wished him the best of luck in his new position.

James Pugh of Indian Woods came before the Board to express his concern over the lack of membership currently on the Nursing Home and Adult Care Advisory Committee. He stated that his heart went out to all of the elderly residents inside the various rest and nursing homes within Bertie County as he did not feel that they were being given a loud enough voice regarding the conditions inside these establishments. He asked that the Commissioners do what they could to help in finding new members as the current guidelines prohibit close relatives of patients within these homes to serve on this important committee.

**Introductions of new President and Chief Financial Officer of Roanoke-Chowan
Community College**

This item was deferred until the Board's meeting on Monday, December 18, 2017.

BOARD APPOINTMENTS

Jury Commission

Commissioner Trent made a **MOTION** to reappoint Vernon Lee, Lawrence Carter, and Clinton Freeman to the Jury Commission per the recommendation of Vasti F. James, Bertie County Clerk of Court. Commissioner White **SECONDED** the motion. The **MOTION PASSED** unanimously.

Vidant-Bertie Director's Council

Vice Chairman Wesson made a **MOTION** to appoint Cathy Wilson to the Vidant-Bertie Director's Council. Commissioner Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

CADA Board

Vice Chairman Wesson made a **MOTION** to reappoint Curt Kedley to the CADA Board, and hold off on appointing another member until an interest person could be reached. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

CONSENT AGENDA

The Consent Agenda was approved as follows:

1. **Minutes** – Regular Session 11-6-17, Closed Session 11-6-17, Work Session 11-6-17
2. **Bonds** – Sheriff, Tax Administrator, Finance Officer, Register of Deeds
3. **Fees Report** – November 2017
4. **Release Journal** – October 2017
5. **Transfer of assets** – approval of all documents presented for the water system for Town of Roxobel and Town of Lewiston-Woodville consolidations
6. **Budget Amendments** – #18-05
7. **Contract Award** – CDBG-DR and NCDRA 2017 program – RFP process, selection of Holland Consulting Planners
8. **Project Schedule Extension** – NCSU, additional 100 days
9. **Grant Agreement** – NC Department of Natural and Cultural Resources, \$80,000 state appropriation for Blue Jay Recreation Park

Commissioner Lee made a **MOTION** to approve Agenda Items C-1 thru C-3. Commissioner Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

Vice Chairman Wesson made a **MOTION** to approve Agenda Items C-4 thru C-7. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

Commissioner Trent made a **MOTION** to approve Agenda Items C-8 thru C-10. Vice Chairman Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

Budget Amendment #18-05 reads as follows:

BUDGET AMENDMENT

# 18-05					
	INCREASE			INCREASE	
10-0018-4240-01	\$	76,000		10-4180-5399-14	\$ 76,000
INCREASE REGISTER OF DEEDS-EXCISE TAX (REVENUE AND EXPENSE)					
	INCREASE			INCREASE	
10-0011-4111-35	\$	7,200		10-4140-5399-01	\$ 7,200
INCREASE BUD FOR CONTRACT SERVICES - AUDITS TO PAY COUNTY TAX SERVICE (CTS)					
APPROVED / /2017					

BUDGET AMENDMENT

BUDGET AMENDMENT				
		# 18-05		
	INCREASE			INCREASE
10-0018-4240-01	\$ 76,000		10-4180-5399-14	\$ 76,000
INCREASE REGISTER OF DEEDS-EXCISE TAX (REVENUE AND EXPENSE)				
	INCREASE			INCREASE
10-0011-4111-35	\$ 7,200		10-4140-5399-01	\$ 7,200
INCREASE BUD FOR CONTRACT SERVICES - AUDITS TO PAY COUNTY TAX SERVICE (CTS)				
	INCREASE			INCREASE
10-4190-5351-06	\$ 80,000		10-0090-4991-99	\$ 80,000
INCREASE BUD FOR SECURITY RENOVATIONS AT COURTHOUSE (SALLY PORT)				
APPROVED ___/___/2017				

Account Detail

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Org 100018 Object 424001 Project 10 -0018-124001

Detail

Journal

Approvals

Acct name PEG OF DEEDS EXCISE TAX

Posted	YR/Per	Eff Dt	Src	Ref1	Ref4	Amount	Vendor	Comment
Y	2018/04	10/31/17	GEN	RODFEE	ROD FEES	-155,105.00		OCT ROD FEES
Y	2018/02	09/29/17	GEN	RODFEE	ROD FEES	-7,193.00		SEPT ROD FEES
Y	2018/02	08/31/17	GEN	RODFEE	ROD FEES	-13,176.00		AUG ROD FEES
Y	2018/01	07/31/17	GEN	RODFEE	ROD FEES	-2,924.00		JULY ROD FEES

Total Amount

-178,401.00

Account Inquiry - Munis [BERTIE COUNTY]

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- Totals
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Account

Fund 10 GENERAL FU Acct 10-0018-424001

Orig 100018 OTHER TAXE Acct name REG OF DEEDS-EXCISE TAX

Object 424001 EXCISE TAX Type Revenue Status Active

Project Rollup MultiBy Fund

Account Notes

4 Year Comparison	History			
	Fiscal Year 2017	Fiscal Year 2016	Fiscal Year 2015	Fiscal Year 2018
Original Budget	-55,000.00	-55,000.00	-55,000.00	-55,000.00
Transfers In	.00	.00	.00	.00
Transfers Out	.00	.00	.00	.00
Revised Budget	-55,000.00	-55,000.00	-55,000.00	-55,000.00
Actual (Memo)	-51,938.00	-45,275.00	-66,340.00	-178,401.00
Encumbrances	.00	.00	.00	.00
Requisitions	.00	.00	.00	.00
Available	-3,062.00	-9,725.00	13,240.00	123,401.00
Percent used	94.43	82.32	124.07	324.37



Account

- Detail
- Months
- Seg Find
- Totals
- User Defined Fields

Fund 10 ... GENERAL FU Acct 10 -4180-539914 Account Notes
 Org 10-4180 REG DEEDS Acct name DEED EXCISE TAX TO STATE
 Object 539914 CONVEN TAX Type Expense Status Active
 Project Rollup MultiYr Fund

4 Year Comparison	Current Year		Fiscal Year 2015		Fiscal Year 2018	
	Fiscal Year 2017	History	Fiscal Year 2016	Fiscal Year 2015	Fiscal Year 2018	Fiscal Year 2018
Yr Per 2017/13	30,000.00		30,000.00	30,000.00	30,000.00	
Original Budget	.00		.00	3,437.00	.00	
Transfers In	.00		.00	.00	.00	
Transfers Out	30,000.00		30,000.00	33,437.00	30,000.00	
Revised Budget	25,450.00		22,183.00	33,437.00	11,424.00	
Actual (Memo)	.00		.00	.00	.00	
Encumbrances	.00		7817.00	.00	76,001.00	
Requisitions	4,550.00		73.94	100.00	-57,425.00	
Available	84.82				291.42	
Percent used						

BUDGET AMENDMENT

# 18-05			
INCREASE		INCREASE	
10-0011-4111-35	\$ 7,200	10-4140-5399-01	\$ 7,200
INCREASE BUD FOR CONTRACT SERVICES - AUDITS TO PAY COUNTY TAX SERVICE (CTS)			

William Roberson

From: Jodi Rhea
Sent: Tuesday, November 7, 2017 3:03 PM
To: William Roberson
Subject: Invoice

I've got an invoice from CTS for \$7,200.00

Jodie Rhea
Tax Administrator
Bertie County
252-794-6152
Jodi.rhea@bertie.nc.gov

DISCUSSION AGENDA

Review recent Hurricane Matthew recovery program correspondence

County Manager Sauer discussed the two recent loans received for Hurricane Matthew recovery which include:

- State NCEM DR17 in the amount of \$1,000,000.
- CDBG-DR in the amount of \$777,500.

This item was purely informational and no action was needed at this time.

Financial update and progress report on the audit for the fiscal year ended June 30, 2017

Also, Mr. Sauer reported that Jeff Best of Carr, Riggs, and Ingram, along with his team, were still finalizing the County's latest audit ended June 30, 2017.

Preliminary numbers were received from Mr. Best which showed a General Fund gain of reportedly \$347,000.

Additionally, Mr. Sauer mentioned that a private foundation via an anonymous donor would be contributing \$137,000 for a permanent library location.

The Board thanked Mr. Sauer for the updates, and extended their gratitude to the anonymous donor for their generosity as they continue to move forward in securing a lot and funding needed to build the joint Cooperative Extension and Library facility in the coming years.

Courthouse security renovation project update and budget amendment

County Manager Sauer informed the Board that the design firm was reaching completion of all construction drawings for the various security updates at the Bertie County Courthouse, but an increase of \$80,000 was needed to ensure all upgrades could be completed as originally planned.

Vice Chairman Wesson made a **MOTION** to increase the budget for the Courthouse security upgrades in the amount of \$80,000. Commissioners Trent and Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

Animal Shelter renovation update

County Manager Sauer explained the request from the Human Society to accept the donation of a 32 x 28-foot storage building (former school mobile unit) to replace the storage trailer which is in terrible disrepair. Vice Chairman Wesson made a **MOTION** to accept the recommendation and to declare the former storage trailer surplus for disposition or disposal as determined by Anthony Rascoe, Maintenance Superintendent. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

Discuss proposed cancelation of December 18, 2017 meeting due to Christmas holiday

At this time, County Manager Sauer highly recommended that the Board keep to the original Board of schedule of holding its December 18, 2017 meeting as several items will need their attention.

The Board meeting schedule remains unchanged, and the Board will meet on Monday, December 18, 2017 at 7:00 PM in this location as originally planned. No cancellation was made.

Looking Ahead: pending items/updates

Mr. Sauer briefly reminded the Board of various upcoming events including the Employee Appreciation Luncheon on Thursday, December 7th, as well as the Aulander Christmas Parade and Tree Lighting on Saturday, December 9th. Lastly, he encouraged the Board to mark their calendars for early 2018, and to relay any of their scheduling concerns to County staff incase any meeting schedules need to be altered due to conferences, trainings, etc.

COUNTY MANAGER'S REPORTS

Mr. Sauer announced that the Commissioners were invited to sit in on a conference call with the County and North Carolina Emergency Management personnel tomorrow related to CDBG disaster recovery funds, December 5th, at 1:30 PM in the second floor Glass Conference Room at the County Administration Building.

COUNTY ATTORNEY'S REPORTS

The County Attorney gave no remarks at this time.

PUBLIC COMMENTS

Ricky Spivey, Water Superintendent, reported that a very frequent representative to Bertie County of Herring-Rivenbark lost his spouse to cancer this past weekend. The Board asked for Mr. Spivey to send their condolences to the family.

Commissioner Wesson took this time to formally thank Mr. Spivey for assisting his church in restoring water service this past Sunday. Mr. Wesson stated that Mr. Spivey performed a quick evaluation and found a solution to the lack of water service in an extremely timely manner.

Monica Lassiter of Lewiston-Woodville thanked the Board of Commissioners for their diligent work, and wished them all a happy holiday season.

COMMISSIONERS REPORTS

Chair Bazemore

Chair Bazemore reminded the Board that the Town of Powellsville commissioners were being sworn in tomorrow, and invited her fellow commissioners to attend.

Commissioner Trent

Commissioner Trent gave no remarks at this time.

Commissioner Lee

Commissioner Lee provided copies of an amended Memorandum of Understanding for Cooperative, Comprehensive, and Continuing Transportation Planning and the Establishment of a Rural Transportation Planning Organization (RPO) for Bertie County and its municipalities.

She requested that the Board review the document, and asked that the County Manager ensure this item was added to an upcoming agenda for Board approval.

Additionally, she provided copies of a PowerPoint from the NC Department of Transportation filled with High Impact/Low Cost Projects. She briefly reviewed some of the information in the presentation, and suggested that a better solution to the 4-way stop at Highway 308 and Highway 11 in Lewiston-Woodville could be explored with the funding being supplied through Senate Bill 257.

She also invited the public and Board of Commissioners to attend two upcoming events at the Askewville Assembly Church in Askewville.

Commissioner White

Commissioner White reported several recent complaints he had received from citizens that use the Rosemeade and Hardentown convenience sites currently staffed and maintained by Republic Services.

He mentioned that these issues were ongoing, and that he would be very interested to hear more specifically from Republic Services why these same issues are coming up over and over again.

Vice Chairman Wesson

Vice Chairman Wesson reported the Bertie Community Foundation Commission was granted an additional \$10,000 and that the amount would again be split between the NC Baptist Men, and the United Methodist Men for their continued service to assisting Bertie County in its recovery after Hurricane Matthew.

Mr. Wesson also announced that a grant of \$250,000 was available through the Mid-East Commission for low income individuals who were impacted by Hurricane Matthew. The public was told to contact Ben Rogers at the Mid-East Commission for more information.

Additionally, Mr. Wesson announced that tomorrow, December 5th, there would be a distribution boxed food items for senior citizens. Qualifications including being 60 or over with an income requirement were also mentioned.

Lastly, Mr. Wesson requested that County staff prepare revenue and expense summary reports for Commissioners in both January and March so that the Board is prepared to handle any issues before the 2018-2019 budget cycle.

ADJOURN

Chair Bazemore **ADJOURNED** the meeting at 5:20 PM.

Ernestine Bazemore, Chair

Sarah S. Tinkham, Clerk to the Board