

**BERTIE COUNTY BOARD OF COMMISSIONERS
COMMISSIONER'S ROOM
MONDAY, OCTOBER 4, 2021
10:00 AM**

The Bertie County Board of Commissioners reconvened its regularly scheduled meeting of September 7, 2021 today, October 4, 2021 at 10:00AM inside the Commissioners Room, 106 Dundee Street, Windsor, NC. Because of the COVID-19 pandemic, this meeting was hosted partially in person, and partially via Zoom (conference call). The following members were present or absent:

Present: Ronald "Ron" Wesson, District I
Greg Atkins, District II
Ronald "Ron" Roberson, District V
John Trent, District IV

Absent: Tammy A. Lee, District III

Staff Present: County Manager Juan Vaughan, II
Assistant County Manager David Scarborough
Assistant County Attorney Jonathan Huddleston
Finance Director William Roberson

Staff Present (Zoom): Clerk to the Board LaShonda Cartwright

Call to Order

Vice-Chair Trent called meeting to order at 10:00 a.m., and noted that Chairwoman Lee was out of town and would not be present for this meeting.

Invocation, Pledge of Allegiance

Invocation and pledge of allegiance was led by Commissioner Roberson.

Consent Agenda

1. Commissioner Wesson made the **MOTION** to Approve the Meeting Minutes - 1.20.21 Work Session, 1.20.21 Closed Session, 5.10.21 Regular Meeting, 5.10.21 Closed Session. Commissioner Roberson **SECONDED** the **MOTION**. The **MOTION PASSED** with a 4-0 vote.
2. Commissioner Roberson made the **MOTION** to Approve the Contract for Aging Services Provided Through the Older American Act & State Appropriated Funds from the NC Division of Aging. Commissioner Wesson **SECONDED** the **MOTION**. The **MOTION PASSED** with a 4-0 vote.
3. Commissioner Wesson made the **MOTION** to Approve the Senior Center General Purpose Funding. Commissioner Roberson **SECONDED** the **MOTION**. The **MOTION PASSED** with a 4-0 vote.
4. Commissioner Roberson made the **MOTION** to Approve the Budget Amendment #21-07. Commissioner Atkins **SECONDED** the **MOTION**. The **MOTION PASSED** with a 4-0 vote.
5. Commissioner Roberson made the **MOTION** to Approve the OSHA's COVID-19 Emergency Temporary Standard. Commissioner Wesson **SECONDED** the **MOTION**. The **MOTION PASSED** with a 4-0 vote.
6. Commissioner Wesson made the **MOTION** to Approve the Building Codes Enforcement Officer Position. The **MOTION PASSED** with a 4-0 vote.
7. Commissioner Wesson made the **MOTION** to Approve the Donation of Two Trailer Campers to Edgecombe County. Commissioner Roberson **SECONDED** the **MOTION**. The **MOTION PASSED** with a 4-0 vote.
8. Commissioner Roberson made the **MOTION** to Approve the Bertie County Holiday Schedule and Bertie County Board of Commissioners Meeting Schedule. Commissioner Wesson **SECONDED** the **MOTION**. The **MOTION PASSED** with a 4-0 vote.

Request to Approve Destination by Design for Countywide Branding & Marketing Planning Services & TGOW Site Y Artifacts and Travel & Tourism Discussion by Project Consultant Robin Payne

- Consensus was to move forward with Destination by Design for Countywide Branding and Marketing Planning Services.

Bertie County Employee Evaluation Process by Assistant County Manager David Scarborough

- Assistant County Manager presented the new evaluation process developed by Human Resources Director and County Manager's Office.
- This tool will improve employee engagement between employees and supervisors to improve communication and job performance.
- Evaluation schedule, with established goals and performance measures, are aligned to meet budget calendar to provide justification for requests for salary increases. Once merit system put into place this evaluation tool will be the impetus for determining merit increases of all employees.
- Commissioner Trent instructed County Attorney to review County Manager contract to determine when the County Manager's evaluation is due, so that this can be scheduled.

Request to Amend Retirement Policy by HR/Risk Management Director Courtney Ward

- A request has been brought to the attention of Human Resources to account for gaps in employment history in regards to retirement benefits. This specifically addresses those employees that worked full-time, then went part-time, and then returned to full-time service prior to 2016. Several scenarios were presented that reflected how these changes would impact the costs the County might face should these changes be approved. This could impact up to 75 employees, and cost the County approximately \$65,000 per employee, which would not be determined until an audit performed.
- No decision was made, other than a direction from Commissioner Trent to find out how this change could affect employee's pensions.

Update on Ownership of Water Lines in Scotch Hall Preserve by Attorney Jonathan Huddleston

- Assistant County Attorney Jonathan Huddleston summarized how the water lines were installed within Scotch Hall Preserve.
- Once the developer completed the build of the water lines, there is a checklist that is required to be completed in order to transfer such ownership to the County.
- This checklist was not completed; therefore, the water system is not the responsibility of Bertie County.
- Commissioner Trent questioned why the letter stating to the owners of Scotch Hall that the water lines and fire hydrants belong to Scotch Hall and are not the responsibility of Bertie County had not been sent, even after direction by County Commissioners to do so. Assistant County Attorney Huddleston stated that the reason this had not been done was because the Attorney's Office had not yet been able to go through all 15 years of records to determine if an agreement had been made. Commissioner Trent stated that since they have not been able to find such an agreement, the letter should now be sent, to which Assistant County Attorney Huddleston agreed should be done.

Discussion of Metal Detecting on County Property

- There was a consensus among the Board to NOT allow metal detecting on any County property.

Discussion of Rotation for Chair & Vice Chair of Board of Commissioners

- Tabled until Chairwoman Lee returns.

Other Items as Needed

Upcoming Events:

- Community Redistricting Workshop: Drawing the Line Hertford Bertie, Martin, and Beaufort Counties on October 6th, 6 PM via Zoom
- Regional Economic Summit on October 14th, 9 AM - 4PM, Elizabeth City
- Mayors & Commissioners Dinner on October 14th, 7PM. Colerain Fire Dept.

MOTION to Adjourn made by Commissioner Roberson. Commissioner Wesson **SECONDED** the **MOTION**.

The **MOTION PASSED** with a 4-0 vote.