

**BERTIE COUNTY BOARD OF  
COMMISSIONERS  
August 16, 2021 Meeting Agenda**

The Bertie County Board of Commissioners held its regular meeting on Monday, August 16, 2021 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 Tammy A. Lee, District III Ronald “Ron” Roberson, District V John Trent, District IV
Staff Present:	County Manager Juan Vaughan, II Assistant County Manager David Scarborough County Attorney Lloyd Smith Finance Director William Roberson
Staff Present (Zoom):	Clerk to the Board LaShonda Cartwright

**Call to Order**

Chairwoman Lee called meeting to order at 6:00 p.m.

**Invocation, Pledge of Allegiance**

Invocation was led by Assistant District Forester James Caddy.  
Pledge was led by Chairwoman Lee.

**Public Comments (3-minute limit per speaker)**

*There were no public comments.*

(A)

**\*\*\* REPORTS & APPOINTMENTS \*\*\***

- (1) Presentation of Resolution to Tar Heel League State Champions & Runner Ups: Cashie 15U, 8U & 10U All-Stars

Chairwoman Lee and Commissioner Trent presented the resolutions to the Tar Heel League 15-Under and 8-Under State Champions, as well as the 10-U Runner Ups.

- (2) De-obligation of Bertie County CDBG Broadband Grant by Kevin Richards, Mid-East Commission and Cathy Davidson, Roanoke Electric Cooperative

Mr. Richards and Ms. Davidson presented via ZOOM. The \$250,000 grant was funded through de-obligated CBDG funds in 2012, for the purchase of equipment, monopoles and grants administration. Due to a number of impacts and delays, the project was never started, and the federal government has mandated all grants that had not been expended be returned. This is the reason the grant needs to be de-obligated by the County.

Commissioner Trent made the **MOTION** to de-obligate the Bertie County CDBG Broadband Grant. Commissioner Wesson **SECONDED** the **MOTION**. The **MOTION PASSED** with a 5-0 vote.

- (3) State of COVID-19 in Bertie County by Ashley Stoop, Director of Policy, Planning & Preparedness, ARHS

Ms. Stoop presented via ZOOM. She shared her screen showing the updated COVID history and current cases. Updates are provided each Friday. Vaccination rate data was provided. Confident that the region is close to or exceeding the 50% full and/or partial vaccination. Data provided demonstrates that vaccinations are working towards reducing the impact of COVID, and the risk of infection, hospitalization and death decrease substantially after vaccinations. She shared the mitigation strategies in regards to vaccinations. She provided support information as to how masking has demonstrated an additional layer of protection.

- (4) Presentation of 2020 Audit by Greg Adams, Thompson, Price, Scott, Adams & Co.

Mr. Adams presented via ZOOM. Audit presentation handout was provided. There were no material errors found in the audit. Work was not limited in any way. All required communications were addressed during the audit and this presentation. Deficiencies noted were related to DSS. He addressed the LGD recommended 8% in undesignated fund balance, which for Bertie County would be \$2,116,751 and at the end of June 30<sup>th</sup>, 2020, there was \$284,275, which is under the recommended undesignated fund balance. He confirmed to County Manager Vaughan that the available fund balance is what is compared to the 8%, not the unassigned fund balance, to which Bertie County is at 1%. There was discussion regarding how to determine how fund balance is impacted, and steps that Finance Department could take to provide updated information to Commissioners, such as monthly reports.

The deficiencies related to DSS were addressed next (Slide 12) and Medicaid, technical errors inside individual files and errors in County documentation. Second deficiency addressed inaccurate information being entered into applications that determined eligibility (ineligibility) of applicants.

Chairwoman Lee stated the expectation that Mr. Adams firm would be more prompt in their completion of their audit this year being that the contract has been signed and returned. Mr. Adams agreed.

A further discussion on fund balance was held between the Commissioners, Finance Director William Roberson and County Manager Vaughan which resulted in the August 25<sup>th</sup> work session being scheduled to address a better understanding of fund balance questions.

When discussion was complete, it was determined that Mr. Adams had dropped off the ZOOM meeting, so Chairwoman Lee proceeded to next item on agenda.

### **Board Appointments (B)**

No appointments.

### **Consent Agenda (C)**

1. Register of Deeds Fee Report  
– July 2021  
Commissioner Trent made **MOTION** to accept. **MOTION** was **CARRIED** 5-0.
2. Approve Resolution Declaring August 22, 2021 Mrs. Sallie Surface Day  
Commissioner Trent made **MOTION** to accept. **MOTION** was **CARRIED** 5-0.
3. Approve Interlocal Agreement with Tyrrell County to Provide Building Inspection Services  
Attorney Lloyd said it was good.  
Commissioner Trent made **MOTION** to accept. **MOTION** was **CARRIED** 5-0.
4. Approve Preaudit Policy for Electronic Payments

County Manager Vaughan explained that it was recommended that the County make the preaudit procedure currently in place official by adopting it as policy.

Commissioner Trent made **MOTION** to accept. **SECONDED** by Commissioner Wesson. **MOTION** was **CARRIED** 5-0.

5. Approve Project Ordinance for TGOW

County Manager Vaughan explained that due to the need to pay out expenses associated with TGOW, a project ordinance needs to be put into place.

Commissioner Trent made **MOTION** to accept. **SECONDED** by Commissioner Wesson. **MOTION** was **CARRIED** 5-0.

### **\*\*\*OTHER ITEMS\*\*\* Discussion Agenda (D)**

1. Consideration of Proposals for New Construction Appraisal Services by Tax Administrator Jodie Rhea

Tax Administrator Rhea explained that the existing services provided by Gary Piner to do new construction appraisal, without a contract. Mr. Vincent has provided a proposal for same services. The difference in costs between the two proposals for the work done for approximately 18 days of work for one year is about \$430, with Mr. Vincent being the higher cost. Mr. Rhea would prefer using Mr. Vincent, due to his being a local contractor with additional assistance if needed.

Commissioner Wesson made **MOTION** to accept Mr. Vincent's proposal. Mr. Roberson **SECONDED**. **MOTION** was **CARRIED** 5-0.

2. Request for Use of Tornado Relief Funds & Update on Citizens Occupying Trailer Campers  
County Manager Vaughan \$46,000 relief fund, 6 families still in the trailers.

Commissioner Wesson made **MOTION** to utilize \$3,100 of these funds to address the needs of one of the tornado victims to include sewer hookup, electric hookup and other needs to make it habitable. Mr. Roberson **SECONDED**. **MOTION** was **CARRIED** 5-0.

A second **MOTION** was made at the request of Emergency Management Director Mitch Cooper to utilize funds from the tornado relief fund to provide infrastructure support hookup to another tornado victim currently in one of the campers. This **MOTION** was made by Commissioner Atkins, and **SECONDED** by Commissioner Trent. **MOTION CARRIED** 5-0.

3. Request for Trailer Campers by NC State of Emergency Management  
County Manager Vaughan informed the Commissioners that the NC State Emergency Management office has requested a donation of 3 of the trailer campers donated during the tornado to which are no longer being utilized, to be used for other disaster victims.

Commissioner Trent made **MOTION** to provide 3 trailers back to NCEM. Mr. Roberson **SECONDED**. **MOTION** was **CARRIED** 5-0.

County Manager Vaughan noted that we now have 5 citizens remaining in the 16 campers provided after the tornado. It has been one year since we allowed the occupation of these trailers. The timeframe for these citizens to vacate from these campers is coming up, and it is imperative that these citizens begin considering other options for housing more urgently.

4. Discussion of Upcoming Events:

- a. Blue Jay Recreation Center Ribbon Cutting – Due to COVID concerns, this event will be rescheduled.
- b. 2021 Bertie River Fest – Due to COVID concerns, this event has been cancelled.

#### **Commissioners' Reports (E)**

Commissioner Roberson – provided update on a new farmers loan officer at the USDA for farmers.

Commissioner Trent – none

Commissioner Atkins – none

Commissioner Wesson – Commissioner Wesson’s comments were inaudible.

Chairwoman Lee – Elected to serve on National Association of County Commissioners on their board of directors.

Convocation at High School this morning, it was a spirited and exciting event.

Bertie County won an award through the NCAAC. The Agriculture Extension Award.

August 24<sup>th</sup>, 9:00 a.m., Donuts & Coffee to our Veterans.

### **County Manager’s Reports (F)**

None

### **County Attorney’s Reports (G)**

None

Commissioner Atkins made MOTION to go into closed session, MOTION APPROVED 5-0.

### **Closed Session**

Pursuant to NCGS § 143-318.11(a)(3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged.

Pursuant to NCGS § 143-318.11(a)(5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.

Pursuant to NCGS § 143-318.11(a)(6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, 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.

### **Return to Open Session**

County Manager Vaughan reported that in closed session it was explained that the response from the Office of State Human Resources where it was explained that it is not necessary for the Department of Social Services to have their own pay schedule, and as such he is recommending that the DSS employees get put back on the County’s pay schedule as they were prior to 2018. Commissioner Atkins made the MOTION to accept the County Manager’s recommendation. Commissioner Trent **SECONDED** the MOTION. The MOTION CARRIED 5-0.

### **Public Comments**

*(3 minutes per speaker)*

There were no public comments.

*Meeting was recessed until August 25<sup>th</sup>, 2021 for a Work Session.*