

January 18, 2017

The Martin County Board of Commissioners met in Regular Session on Wednesday, January 18, 2017 (instead of January 11, 2017) at 7:00 p.m. in the Martin County Governmental Center, Commissioners' Boardroom at 305 East Main Street, Williamston, North Carolina.

ASSEMBLY

Those in attendance: Chairman Elmo "Butch" Lilley, Vice Chairman Tommy Bowen, Commissioner Ronnie Smith, Commissioner Dempsey Bond, Jr., Commissioner Joe R. Ayers, County Manager David Bone, County Attorney J. Melvin Bowen, Clerk to the Board Marion B. Thompson and Finance Officer/Deputy Clerk Cindy Ange.

Chairman Lilley called the meeting to order at 7:00 p.m. Commissioner Ayers led the pledge of allegiance. Commissioner Smith provided the invocation.

Chairman Lilley welcomed everyone and stated it was good to see citizens interested in county issues. Chairman Lilley acknowledged elected officials, Bear Grass Mayor Charlotte Griffin, Williamston Mayor Joyce Whichard-Brown, Sheriff Dan Gibbs and Parmele Mayor Jerry McCrary. Superintendent of Martin County Schools Chris Mansfield was also in attendance.

AGENDA APPROVAL

Vice Chairman Bowen made the MOTION to approve the agenda, as presented, with a SECOND by Commissioner Bond. The motion was unanimously APPROVED.

PUBLIC COMMENTS – None

CONSENT AGENDA

Commissioner Smith made the MOTION to approve the Consent Agenda as presented, with a SECOND by Vice Chairman Bowen. The motion was unanimously APPROVED.

1. **Minutes** for December 5, 2016, Regular Session, December 14, 2016 Special Called Session & December 30, 2016 Special Called Session.
2. **Financial Report** for November 2016 included for informational purposes.
3. **Tax Refund Request – December 2016**

Mr. Lester Bess, Jr. (Account #34048) requested a refund for a double listing on a doublewide mobile home. Mr. Bess only owns the land, where the mobile home is located; however, Mr. Bess and the rightful owner (Account # 17179) were billed and paid the taxes for the doublewide mobile home.

In pursuant of NC G. S. §105-381 (a) (1), Martin County can only refund the current year plus five previous years. The refund amount would be \$733.07, for years 2011-2016. Mr. Bess requested the refund be mailed to him, since the taxes have been paid in full.

4. Tax Relief Orders – November & December 2016

<u>Year Levy</u>	<u>Lname</u>	<u>Fname</u>	<u>Reason</u>	<u>Value</u>	<u>Total</u>
<u>November</u>					
2016	Leathers	James E Jr Etals	Error in Value	14,960	290.94
2016	Moore	Willie Earl	Error in Landfill		86.00
2016	Moore	Willie Earl	Error in Landfill		86.00
2016	Rawls	Jonathan C	Double List		15.36
<u>December</u>					
2016	Bailey	Kenneth W	Error in Landfill		172.00
2016	Bess	Lester Jr	Double List		109.22
2015	Bess	Lester Jr	Double Billed		117.09
2014	Bess	Lester Jr	Double Billed		120.12
2013	Bess	Lester Jr	Double Billed		128.61
2012	Bess	Lester Jr	Double Billed		124.50
2011	Bess	Lester Jr	Double Billed		133.53
2015	Martin	County	Error in Landfill		172.00
2016	Martin	County	Error in Landfill		172.00
2016	Roberson	Charles Brent	Error in Value	103,701	1,067.85
2016	Ross	Mark W	Error in Listing	182,000	1,483.30
				Total	\$4,278.52

5. Tax Collector's Report – Nov. & Dec. 2016

Cat.		November	November Y-T-D	December	December Y-T-D
20	Real Property	\$1,280,833.13	\$3,845,814.74	\$2,989,176.63	\$6,834,991.37
25	Personal Property	<u>43,212.73</u>	<u>655,245.70</u>	<u>3,143,359.63</u>	<u>3,798,605.33</u>
	Total	\$1,324,045.86	\$4,501,060.44	\$6,132,536.26	\$10,633,596.70
30	Motor Vehicle	<u>143.97</u>	<u>2,329.44</u>	<u>55.83</u>	<u>2,385.27</u>
	Total MV	\$143.97	\$2,329.44	\$55.83	\$2,385.27
	All Total	\$1,324,189.83	\$4,503,389.88	\$6,132,592.09	\$10,635,981.97

6. Board Appointments/Reappointments/Resignations

a. Martin County Regional Water & Sewer Authority (MCRWASA) Board

Mr. Albert Perry submitted a letter of resignation, effective November 30, 2016 for the Martin County Regional Water and Sewer Authority (MCRWASA).

Mr. Julius Patrick expressed an interest in serving as a MCRWASA Board of Directors. Mr. Patrick currently also serves on the Martin County Water District Advisory Board.

Since the Water District Advisory Board is a purely an advisory body, Mr. Patrick could serve as a member of the Water District Advisory Board, and on the MCRWASA Board, without violating restrictions on multiple office-holding, so long as he does not belong to any other local government boards, which would violate the multiple office-holding statute. (N C G. S. §128-1.1)

This reappointment would be a three-year term, which would expire November 30, 2019.

The Board of Commissioners approved the appointment of Mr. Patrick to the MCRWASA Board, as part of the Consent Agenda.

b. Martin-Tyrrell-Washington District Health Board

Martin County needed to fill vacancies on the MTW District Health Board of Directors, a public member and physician, preferably a dentist.

Mr. Robert Martin “Mark” Phelps expressed an interest in serving as a Martin-Tyrrell-Washington District Health Board Director. This would be a three year term, which would expire January 18, 2020.

The Board of Commissioners approved the appointment of Mr. Phelps to the MTW District Health Board, as part of the Consent Agenda.

c. Mid-East Commission

On behalf of the Mid-East Commission Board, Executive Director Bryant Buck requested that the Board of Commissioners consider the following appointments / reappointments to its board for a two (2) year term which would expire December 31, 2018.

- Commissioner Ronnie Smith, Commissioner Representative
- County Manager David Bone, Alt. Commissioner Representative Designee
- Mr. Willie Peele, Citizen Representative

The Board of Commissioners approved the appointment/reappointments of the individuals above to the Mid-East Commission Board, as part of the Consent Agenda.

d. Williamston Planning Board/Board of Adjustments Extra-Territorial Planning Jurisdiction (ETJ)

Chapter 32.016 (B) of The Town of Williamston’s code of ordinance states, “The Martin County Board of Commissioners has the authority to appoint members to

represent the extraterritorial jurisdiction, but may concede the appointment to the Town Board of Commissioners”.

On July 11, 2016, the Town of Williamston voted to reappoint Mr. Earl Newsome to the Williamston ETJ Planning Board/Board of Adjustments. This matter recently came to the attention of the County staff.

Mr. Newsome would be serving a three (3) year term, which would expire June 22, 2019.

The Board of Commissioners approved the reappointment of Mr. Newsome to the Williamston ETJ Planning Board/Board of Adjustments, as part of the Consent Agenda.

7. Resolution Supporting Upgrading US Hwy 17 in Northeastern North Carolina to Interstate Standards

The Virginia Port Authority had been approached regarding the expansion of Foreign Trade Zone # 20 into northeastern North Carolina. The NC East Alliance reported the US Department of Commerce approved the request to expand, on November 29, 2016.

This approval cleared the path for the inclusion of Camden, Chowan, Currituck, Gates, Hertford, Pasquotank and Perquimans Counties in Foreign Trade Zone #20. Previously, these locations had not been included in any Foreign Trade Zone service area because there was not a Foreign Trade Zone in North Carolina close enough to sponsor any counties.

By expanding of US Hwy 17 as part of the proposed I-87 Interstate route, northeastern North Carolina counties in the Foreign Trade Zone #20 would be positioned to recruit and retain industrial jobs, whose companies require access to interstate-quality highways to link products and services to eastern US markets.

The Board adopted the following resolution as part of the Consent Agenda.

RESOLUTION SUPPORTING THE UPGRADING OF U.S. HIGHWAY 17 IN NORTHEAST NORTH CAROLINA TO INTERSTATE STANDARDS

WHEREAS, US Highway 17, the Ocean Highway, was once the primary north-south transportation route in the coastal plain of eastern North Carolina; and

WHEREAS, US Highway 17 continues to be the primary corridor of trade for northeastern North Carolina; and

WHEREAS, there is a substantial amount of poverty, unemployment, underemployment, and economic distress in northeastern North Carolina due to the lack of economic opportunity that adequate highways can help to provide; and

WHEREAS, US Highway 17 as part of the proposed I-87 Interstate Route will enable northeastern North Carolina to recruit and retain industrial jobs whose companies require access to interstate-quality highways to link products and services to eastern US markets; and

WHEREAS, the Ports of Virginia are cooperating in the joint Virginia-North Carolina effort to expand Foreign Trade Zone #20 from southeastern Virginia into northeastern North Carolina including Currituck, Camden, Pasquotank, Perquimans, Chowan, Gates, and Hertford Counties; and

WHEREAS, waterborne foreign imports accessing the United States through Ports of Virginia and Ports of North Carolina via the emerging Piedmont Atlantic Mega-region will be transported along U. S. Highway 17 as identified within the North Carolina Maritime Strategy; and

WHEREAS, the completion of the I-87 Interstate Route from the Ports of Virginia to Raleigh will require funding and work over many years; and

WHEREAS, the upgrading of US Highway 17 to interstate standards can coincide with the expansion of Foreign Trade Zone #20 into the area, creating a synergy to ignite economic development in northeastern North Carolina.

NOW, THEREFORE, BE IT RESOLVED THAT the Martin County Board of Commissioners does hereby support the upgrading of US Highway 17 in northeastern North Carolina to interstate standards, and request funding for the planning and completion of this portion of interstate I-87, as expeditiously as possible.

Adopted this 18th day of January, 2017.

Elmo "Butch" Lilley, Chairman

Marion B. Thompson, NCCCC
Clerk to the Board

8. Clerk Report included for informational purposes.

INTRODUCTION OF NEW EMPLOYEE (S)

The following new full-time employees were introduced by their respective Department Heads/Supervisor: E-911 Communications Manager Jason Steward – Telecommunicator Karen Evans; Social Services/Social Worker Supervisor Veronica Taylor – Social Worker Lavelle Rhodes; Social Services/Social Worker Supervisor Nancy Connor – Social Workers Latoya Young and Sade Reaves; and Deputy Social Services/Transit Director Frank Halsey – Transit Driver Shannon Lyons.

PRESENTATION(S)

Resolution of Memoriam – Former Commissioner Henry Winslow

Former Commissioner Henry Brown Winslow died on October 29, 2016. In honor of his legacy of hard work, dedication and commitment to the community, a resolution of memoriam was prepared to be presented to the family. Commissioner Winslow served as a Martin County Commissioner from December 1982 until November 1989.

Commissioner Ayers made the MOTION to approve the Resolution of Memoriam for former Commissioner Henry Winslow for presentation, with a SECOND by Commissioner Smith. The motion was unanimously APPROVED.

Mr. William Henry “Hank” Winslow (Son), Mrs. Christy Winslow (Daughter-in-law), Katie Winslow (grand-daughter) and Mr. William Gray Winslow (grand-son), thanked the Board and accepted the presentation on behalf of the Winslow family.

The Board expressed condolences and gratitude to the family. Mr. Winslow thanked the Board of Commissioners for recognizing his father’s contribution to Martin County.

RESOLUTION IN MEMORIAM

WHEREAS, Mr. Henry Brown Winslow, a native and lifetime resident of Martin County, graduated from Robersonville High School and attended North Carolina State University, where he earned a degree in agronomy; and

WHEREAS, Mr. Henry Brown Winslow farmed for more than 60 years, until retiring in 2008; and

WHEREAS, Mr. Henry Brown Winslow, being elected twice (1982 and 1986), served as a Martin County Commissioner until November 1989; and

WHEREAS, Mr. Henry Brown Winslow, a United States Army veteran, also served his community in organizations such as the Martin County School Board and the Fort Branch Battlefield Commission; and

WHEREAS, Mr. Henry Brown Winslow seized the opportunity to acquire the land and created a museum of historical objects (Colonial and Native American artifacts) on a location that has been the stage for the annual Fort Branch Battlefield Reenactment in Hamilton, NC for over 30 years; and

WHEREAS, Mr. Henry Brown Winslow will be greatly remembered for his enthusiasm of historic preservation, his unique perspective, as well as his commitment, dedication and courage demonstrated during his lifetime; and

NOW, THEREFORE, the Martin County Board of Commissioners, do hereby extend sincere condolences upon the passing of former Commissioner Henry Brown Winslow on October 29, 2016, and express gratitude to his family and urge all citizens to join us

in recognizing and remembering his legacy of sense of community, dedication and commitment.

Adopted this 18th day of January, 2017.

Elmo "Butch" Lilley, Chairman

Marion B. Thompson, NCCCC
Clerk to the Board

Resolution of Memoriam – Water Advisory Board Member Douglas Cannon

In 2003, Mr. Doug Cannon was appointed to the Martin County Water Advisory Board, became its 1st Chairman, and served in that capacity until April 2016.

Mr. Cannon served wholeheartedly as an advocate for economical, good, clean water in Martin County. Mr. Cannon was a member of the Martin County Water Advisory Board up until his death, on December 22, 2016.

Vice Chairman Bowen made the motion to approve the Resolution of Memoriam for Water Advisory Board Member Douglas Cannon for presentation, with a SECOND by Commissioner Bond. The motion was APPROVED unanimously.

The Board of Commissioners presented the following resolution to the family in remembrance of Mr. Cannon and to say thank you for his years of dedication, commitment, and service to the citizens of Martin County.

Mrs. Rita Cannon (wife), Ms. Laura Johnson (daughter) and Mr. Jimmy Long (son), thanked the Board for the recognition given to their loved one.

RESOLUTION OF MEMORIAM

WHEREAS, Mr. Douglas "Doug" Cannon served his community in various capacities, and he will be remembered and commended by the Martin County Board of Commissioners' particularly for his commitment and service on the Martin County Water Advisory Board; and

WHEREAS, From the inception of the Martin County Water District Advisory Board in March 2003, Mr. Douglas "Doug" Cannon served wholeheartedly as an advocate for economical, good, clean water, being the 1st Chairman of the Martin County Water Advisory Board, and serving in that capacity until April 2016; and

WHEREAS, Mr. Douglas “Doug” Cannon enjoyed cooking and socializing at the Hunting Club and Oak City Fire Department, so much so, that the fire department crowned him an honorary fireman; and

WHEREAS, Mr. Douglas “Doug” Cannon demonstrated a strong sense of family, friends, loyalty, and belief in taking care of those in need, as he strived constantly to help others in Martin County, in his own special way; and

WHEREAS, Mr. Douglas “Doug” Cannon was described by a close friend as straightforward, dedicated, honest, with a big heart; someone who could be counted on to be there in times of need, and one who was called a friend.

NOW, THEREFORE, the Martin County Board of Commissioners, do hereby extend sincere condolences and expressions of gratitude to the family and friends of Mr. Douglas “Doug” Cannon upon his passing on December 22, 2016, and urge all citizens to join in recognizing and remembering his commitment and service to Martin County.

Adopted this 18th day of January, 2017.

Elmo “Butch” Lilley, Chairman

Marion B. Thompson, NCCCC
Clerk to the Board

Recognition of Advance Law Enforcement Service & Professional Certifications/Awards

Martin County Sheriff Dan Gibbs, along with Chief Deputy Tim Manning, requested time to present Lt. Maurice LeDrew “Drew” Robinson two certificates at the Commissioners’ meeting on January 18, 2017.

The State of North Carolina Department of Justice Sheriff’s Education and Training Standards Commission awarded Lt. Robinson both certificates for outstanding accomplishments in his law enforcement career. The Advance Professional Certificate, which consisted of at least 12 years of service and 48 training points (Each point equals to 20 hours of class room training.); and the Advance Service Award for 20.2 years of credible service.

The Commission makes these awards available under the authority granted in pursuant to North Carolina General Statutes, Chapter 17C, and in accordance with 12 NCAC 09 Subchapter D.

The Board commended and thanked Lt. Robinson for his dedication and commitment to the Martin County Sheriff’s Office and the Martin County citizens, as well as for accomplishing the two prestigious awards.

Sheriff's Gibbs stated Lt. Robinson began his law enforcement career with the Martin County Sheriff's Office in 1997, coming from the Bethel Police Department. Sheriff's Gibbs thanked Lt. Robinson for being professional, and for providing commendable service under his administration.

Lt Robinson's parents, Mr. Maurice Robinson and Mrs. Sharon Robinson proudly supported their son, and were on hand for the presentation.

2015-16 CAFR/ Audit Report – Chris Burton, of Carr, Riggs and Ingram (CRI)

In accordance with NC General Statute §159-34 and governmental auditing standards generally accepted in the United States, the independent certified public accounting firm of Carr Riggs & Ingram, LLC (CRI) completed the 2015-16 Audit of Martin County.

The Independent Audit Report is part of the Comprehensive Annual Financial Report (CAFR) for the County. The CAFR was produced under the direction of the Martin County Finance Office, Cindy Ange, Finance Officer. For 25 years, the Martin County Finance Office has been awarded the Certificate of Achievement for Excellence in Financial Reporting.

The General Finance Office Association (GFOA) established the Certificate of Achievement for Excellence in Financial Reporting Program (CAFR Program) in 1945 to encourage and assist state and local governments to go beyond the minimum requirements of generally accepted accounting principles to prepare comprehensive annual financial reports that evidence the financial health of the County.

Mr. Chris Burton, of Carr Riggs & Ingram, stated the Martin County 2015-16 financial statements were "presented fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of Martin County as of June 30, 2016, and the respective budgetary comparison of the General fund for the year then ended in accordance with accounting principles generally accepted in the United States of America".

Financial Highlights

- The assets and deferred outflow of resources of Martin County exceeded its liabilities and deferred inflows of resources at the close of the fiscal year by \$21,297,904 (net position).
- As of the close of the current fiscal year, Martin County's General Fund reported an ending fund balance of \$12,403,180, an increase of \$1,276,852, in comparison with the prior year.
- At the end of the fiscal year, unassigned fund balance for the General Fund was \$7,776,204, or 28.7 percent of total General Fund expenditures for the fiscal year.

Mr. Burton referred to a letter received from the Local Government Commission, concerning the Water Districts, Enterprise Funds, not being self-sustaining, which required a response. While collections for Water District #1 have been sufficient, Water District #2 has not been collecting

enough to cover the debt service payment. This practice could affect the County's credit rating in the future, if it continued.

The Board thanked Auditor Burton, Finance Officer Ange and staff for continuing to do an excellent job.

Charts from the 2015-16 CAFR / Audit Report containing the general fund revenue by sources, changes in ad valorem taxes revenue, growth in sales tax revenue, general fund expenditures by function and the fund balance calculation are listed below:

<u>Revenue by Source</u>	<u>6/30/2016</u>		<u>6/30/2015</u>	
Ad valorem taxes	14,248,880	49.87%	14,156,564	49.06%
Local option sales taxes	4,093,207	14.33%	4,095,482	14.19%
Other taxes	405,357	1.42%	406,274	1.41%
Intergovernmental	6,801,538	23.80%	7,049,801	24.43%
Licenses and fees	325,975	1.14%	296,509	1.03%
Sales and services	2,406,602	8.42%	2,633,204	9.12%
Investment earnings	14,575	0.05%	2,343	0.01%
Miscellaneous	<u>277,577</u>	<u>0.97%</u>	<u>217,168</u>	<u>0.75%</u>
	28,573,711	100.00%	28,857,345	100.00%

<u>Year</u>	<u>Change in Ad Valorem</u>		
	<u>Amount Collected</u>	<u>Percentage Increase</u>	<u>Tax Rate</u>
1998	9,502,460	-0.41%	0.770
1999	9,597,881	1.00%	0.770
2000	10,098,011	5.21%	0.770
2001	10,185,450	0.87%	0.770
2002	11,668,521	14.56%	0.770
2003	12,203,732	4.59%	0.785
2004	12,188,052	-0.13%	0.785
2005	12,316,564	1.05%	0.785
2006	12,451,545	1.10%	0.785
2007	12,086,146	-2.93%	0.785
2008	11,668,642	-3.45%	0.785
2009	13,142,729	12.63%	0.785
2010	12,260,051	-6.72%	0.670

2011	12,232,872	-0.22%	0.670
2012	12,740,224	4.15%	0.670
2013	12,741,568	0.01%	0.670
2014	14,251,585	11.85%	0.720
2015	14,156,564	-0.67%	0.720
2016	14,248,880	0.65%	0.735

<u>Year</u>	<u>Sales Tax Revenue</u>	
	<u>Sales Tax Revenue</u>	<u>% of Growth</u>
1998	3,447,411	2.75%
1999	3,625,310	5.16%
2000	3,839,887	5.92%
2001	3,797,738	-1.10%
2002	3,463,500	-8.80%
2003*	3,859,365	11.43%
2004^	4,761,902	23.39%
2005	4,665,609	-2.02%
2006	4,709,182	0.93%
2007	5,100,922	8.32%
2008	5,460,400	7.05%
2009**	4,860,601	-10.98%
2010	3,841,869	-20.96%
2011	3,650,972	-4.97%
2012	3,965,060	8.60%
2013	3,733,134	-5.85%
2014	3,862,305	3.46%
2015	4,095,482	6.04%
2016	4,093,207	-0.06%

* *First year Article 44*

^ *First Full year Article 44*

***First Full year Article 46*

<u>Expense by Function</u>	<u>6/30/2016</u>		<u>6/30/2015</u>	
Education	7,076,879	26.08%	7,065,581	25.42%

Human Services	6,791,665	25.03%	6,586,015	23.70%
Public Safety	5,269,595	19.42%	5,359,983	19.29%
General Government	3,006,131	11.08%	2,837,997	10.21%
Environmental Protection	2,123,054	7.83%	2,133,514	7.68%
Economic & Phy. Development	1,164,915	4.29%	2,033,664	7.32%
Transportation	787,139	2.90%	839,034	3.02%
Debt Service	763,432	2.81%	793,384	2.85%
Culture and Recreation	<u>148,639</u>	<u>0.55%</u>	<u>141,627</u>	<u>0.51%</u>
	<u>27,131,449</u>	<u>100.00%</u>	<u>27,790,799</u>	<u>100.00%</u>

Fund Balance Calculation

Cash and Investments, 06-30-16	9,428,515
Less:	
Liabilities	(287,563)
Deferred Revenues	
Prepaid taxes	<u>(72,375)</u>
Fund Balance available for appropriation	<u>9,068,577</u>
2016 Actual Expenditures	27,131,449
Transfers to other funds	<u>954,350</u>
Total expenditures and transfers out	<u>28,085,799</u>
Available fund balance as % of expenditures and transfers out	32.29%

Highway 17 Traffic Issue at Riverside Middle School

Prior to the opening of Riverside Middle School in 2012, the Martin County Board of Education requested a traffic light and a speed reduction from 55mph to 45mph. This request was not approved.

Traffic at Riverside Middle School remained problematic, and safety concerns deepened with the development of a convenience store beside the school property. The convenience store traffic also utilizes the same side road and crossing at the school. Of particular concern is when buses cross the four-lane, divided highway.

In December 2014, a resolution supporting the placement of a stoplight and school signal signs for Riverside Middle School was approved by the Board of Commissioners, in conjunction with the Martin County Board of Education and the Town of Williamston. The stoplight and school signal signs were denied. However, signs depicting speed reduction during certain school hours were installed to address safety concerns.

Over the last two years, NCDOT staff has reviewed various issues along the corridor with Board of Education, Town of Williamston and Martin County staff. Additionally, NCDOT have researched various potential funding sources. This ongoing discussion culminated in a meeting in December between County Manager Bone, Superintendent Chris Mansfield, Williamston Town Planner / Interim Administrator Brent Kanipe and Anthony Roper of NCDOT.

NCDOT Engineer Anthony Roper, PE, Division 1 Maintenance Division, provided a presentation to the Board of Commissioners at the January 18, 2017 meeting about the entire section of the US-17 corridor – from Ralph Taylor Road to possibly, the shopping mall intersection, where Wal-Mart is located.

The following NCDOT staff attended the meeting, as well: Ronnie Sawyer - Assistant Division Maintenance Engineer; Jason Davidson - Division Traffic Engineer; Darrick Lee - District Field Engineer; Carlos Moya-Astudillo, EI and Scott Walston - Transportation Planning Branch (Raleigh).

NCDOT Engineer Roper explained all requests for stop lights are investigated. NCDOT follows national minimum standards maintained by the Federal Highway Administration to determine if a traffic signal is warranted. Using these standards, traffic engineers perform a detailed study of existing conditions to determine if a traffic signal is warranted at the location.

The study includes the number of pedestrians, traffic flow, crash history, vehicle and pedestrian delay, and the presence of school children. Engineers use this information to determine if a traffic signal is the best method of controlling traffic at the location.

During the study, the engineer may determine that other traffic control methods may be more beneficial such as speed limit signs, increased law enforcement, improved regulatory or guidance signs, improved pavement markings, geometric improvements, or other innovative techniques, such as was the case for this area.

Operating under NCDOT and the Federal Highway Administration guidelines, Engineer Roper suggested data did not warrant a traffic signal for the corridor. Rather, suggested improvements included limited access to connecting streets, with only right-in/right-out movements and elimination of cross-over movement on the four-lane. Traffic would be required to make U-turns at designated areas to proceed in the opposite direction.

NCDOT was seeking input from the Board of Commissioners concerning this corridor, so it could pursue grant funding sources for possible safety enhancements.

Commissioner Smith spoke of the effect this plan could have on long term planning issues, such as preserving the area for growth and limited cross-over access coming off the interstate.

Commissioners Bond expressed concern for safety in regards to buses having to switch from right to left lane in a short distance and make the U-turn. Commissioner Ayers suggested looking into a plan more business friendly.

County Manager Bone added Martin County would be bringing its Comprehensive Transportation Plan (CTP) development process to a close, and it had been suggested the community's vision for the Business 17 interchange needed to be highlighted more in the CTP. The community has invested in water / sewer infrastructure along the corridor.

In general, the Board seemed consensual that the safety concerns at Riverside Middle School should be addressed as soon as possible, and inquired as to whether an exception could be granted for the stop light.

The Board seemed to lend its support of improvements on said corridor. Chairman Lilley suggested NCDOT continue to tweet the suggested plan, for the safety of the students and to find a solution for the potential stacking issues.

January NCACC Video Update

The NC Association of County Commissioners (NCACC) requested a placeholder on County Commissioners' monthly board meeting agendas for the monthly video it usually produces.

The January 2017 video noted that the general assembly legislative long session began on January 11, 2017. The NCACC Legislative Goals Conference was held on January 12-13, 2017 in Raleigh, NC. Joining one of the seven steering committees was suggested in the video, as an opportunity to get involved. Additionally, the video highlighted the many upcoming training events.

The NCACC Update video for January 2017 was made available online at:
<https://youtu.be/3-qgOzRH5Sg>

OLD BUSINESS

Review of Action Taken at December 30, 2016 Special Called Meeting

The Martin Community College (MCC) Board of Trustees had convened since the Board of Commissioners' Special Called Meeting on December 30, 2016. Chairman Lilley asked to add this item to the January 18, 2017 agenda.

List below are some of the events that took place prior to the Board of Commissioners' Special Called meeting regarding MCC in December:

As a result of concerns about the MCC FY 2014-15 Audit and subsequent site visits (September 2016), the State Board of Community Colleges issued a report about MCC on November 18, 2016. In this report, the State Board of Community Colleges outlined several areas of concern involving administration and governance at MCC, in accordance with NC G. S. §115 D. The State Board of Community Colleges required a response from Martin Community College by

December 16, 2016. The MCC Board of Trustees responded with a Corrective Action Plan on December 9, 2016.

The State Board of Community Colleges met on December 20, 2016 and responded to the MCC Corrective Action Plan. In the State Board of Community Colleges' response, the Board recommended new leadership at MCC immediately, rather than the President's announced retirement date of March 15, 2017. Additionally, the State Board announced it would withhold State funds to support the MCC President's salary, effective January 1, 2017, until such time as an acting or interim president took over as leader of the college. The State Board of Community Colleges also recommended that the Martin County Board of Commissioners follow suite.

The Board of Commissioners held a Special Called meeting on December 30, 2016 to discuss and take any action deemed appropriate concerning the State Community College Board's response to Martin Community College's corrective action plan. At the same meeting, County Manager Bone reported Martin County appropriates approximately \$1 million annually to Martin Community College, mostly for facility maintenance and capital needs.

After a lengthy discussion, during the December 30, 2016 Special Called Meeting, the majority of the Board voted that the County suspend all future funding and freeze existing fund balances provided by the County to Martin Community College for the purpose of paying the salary and settlements to Dr. Ann Britt, effective immediately; failure to comply will result in the College jeopardizing future, partial or full funding.

Following the meeting, County Manager Bone officially conveyed the Board of Commissioners' mandate to MCC Board of Trustees Chairman Jackie Gilliam in a letter.

In review of action taken at the Special Called meeting, some on the Board of Commissioners did not see a need to rescind and stated objections to rescinding the approved decision on December 30, 2016. Others on the Board of Commissioners stated that the action taken had brought confusion and disruption for the Martin Community College Board of Trustees and others, on what was permissible, as it related to use of Martin County funding allocated to the College.

At the conclusion of the discussion, Commissioner Bond made the MOTION to rescind the action taken by the Board of Commissioners at the December 30, 2016, Special Called Meeting concerning Martin Community College, and to remove all restrictions stated in the motion. Commissioner Smith SECONDED the motion. Commissioners Smith and Bond VOTED to RESCIND. Commissioners Bowen and Ayers VOTED NOT TO RESCIND. Chairman Lilley AFFIRMED the motion to rescind, breaking the tie. The motion PASSED 3 to 2.

NEW BUSINESS

Request to Upgrade Communications Position to Assistant Telecommunications Manager

In the 2016-17 Budget, the Board of Commissioners approved the addition of one Tele-Communicator position. This was requested to assist with a number of additional services / responsibilities, including:

- Animal Control – answering, processing, logging and dispatching all Animal Control calls for service in the county
- Emergency Medical Dispatch (EMD) – Emergency Medical Dispatch (EMD) refers to a system that strives to enhance services by rendered by a Public Safety Answering Point’s (PSAP, or 911 Communications Center) call takers / dispatchers. It achieves this goal by allowing the dispatcher to quickly narrow down the caller’s type of medical condition or trauma situation, which allows the dispatcher to:
 - Better dispatch emergency services,
 - Provide clear pre-arrival intelligence to those responding, and
 - Provide instruction to the caller before help arrives to render aid the injured or ill party.

Emergency Medical Dispatch (EMD) allows the caller to begin “triage” of the patient, giving lifesaving instructions to the caller in an effort to render medical aid during the first few moments of a critical incident.

- Governmental Center Security – The Communications Department has been charged with monitoring over thirty (30) security cameras and a number of “panic” buttons, as well as monitoring after-hours entry into the Governmental Center.
- Emergency Fire Dispatch (EFD) – The EFD protocol employs standardized, industry created methods of dealing with several different types of fire related calls for service. Tele-Communicators are trained on what to ask callers who are reporting fires or fire related incidents, resources that are available, what and when to dispatch for various types of calls, and lifesaving pre-arrival instructions to give to 911 callers while help is in route. These pre-arrival instructions have been proven to save lives and preserve property.

Telecommunications Manager Jason Steward requested that the Board of Commissioners approve the upgrade of one Tele-Communicator position to an Assistant Telecommunications Manager, with a classification as Grade 60, compared to the Tele-Communicator I position currently being classified on Grade 56 and the Tele-Communicator II position currently being classified on Grade 58, on the Martin County Table of Pay Grades.

In addition to working a flexible schedule to adjust to variable staffing and scheduling needs, and working as a third Tele-Communicator during peak hours, this person would:

- (1) Help ensure policy and procedures are being followed by staff members.
- (2) Take the lead on Quality Assurance (QA) review of service calls required by EMD and EFD protocols.
- (3) Serve as the department’s supervisor in the Telecommunications Manager’s absence.

- (4) Provide the Telecommunications Manager some additional support, providing the Telecommunications Manager the time to focus on the new Martin County Regional 911 Center project.

The proposed class specification, Assistant Telecommunications Manager, was drafted with the assistance of The MAPS Group.

Vice Chairman Bowen made the MOTION to approve the upgrade of one Tele-Communicator position to an Assistant Telecommunications Manager, with classification as Grade 60. Commissioner Bond SECONDED the motion. The motion was APPROVED unanimously.

Martin County Transit

Public Transportation Consolidated Capital Call for Projects Program Resolution

Deputy Social Services/Transit Director Frank Halsey stated the Public Transportation Consolidated Capital Call for Projects Program Resolution was a follow-up to the FY18 Community Transportation Program (CTP) 5311 grant application that was approved by the Board of Commissioners(October 12, 2016) and submitted to NCDOT-PTD (November 4, 2016)

The North Carolina Department of Transportation-Public Transportation Division requested that an additional resolution be adopted by the Board of Commissioners and filed with the application packet because of minor changes made related to capital project requests for Martin County. The overall dollar amount for the grant application remained the same. This resolution refers to the capital budget section of the application only.

Deputy Social Services/Transit Director Halsey explained the Martin County Transit (MCT) grant application total budget amount requested for the administrative and capital budgets for the period *July 1, 2017 through June 30, 2018* was:

<u>Project</u>	<u>Amount Requested</u>	<u>Local Share</u>
Administrative	\$ 172,942	\$ 25,941 (15%)
Capital (Renovations)	\$ 207,404	\$ 20,740 (10%)
Total Project	<u>\$380,346</u>	<u>\$ 46,681</u>

Commissioner Smith made the MOTION to approve the Public Transportation Consolidated Capital Call for Projects Program Resolution as presented below, with a SECOND by Commissioner Bond. The motion was APPROVED unanimously.

PUBLIC TRANSPORTATION CONSOLIDATED CAPITAL CALL FOR PROJECTS
PROGRAM RESOLUTION

WHEREAS, Article 2B of Chapter 136 of the North Carolina General Status and the Governor of North Carolina have designated the North Carolina Department of Transportation (NCDOT) as the agency responsible for administering federal and state public transportation funds; and

WHEREAS, the North Carolina Department of Transportation will apply for a grant from the US Department of Transportation, Federal Transit Administration and receives funds from the North Carolina General Assembly to provide assistance for public transportation projects; and

WHEREAS, NCDOT has been designated as the State agency with principle authority and responsibility for administering capital projects for small urbanized and rural areas; and

WHEREAS, (Legal Name of Applicant) Martin County hereby assures and certifies that it will comply with the federal and state statutes, regulations, executive orders, and all small administrative requirements related to the applications made to and grants received from the Federal Transit Administration, as well as the provisions of Section 1001 of Title 18, U.S.C.

WHEREAS, (Legal Name of Applicant) Martin County understands and agrees that capital project requests will be funded with 5310, 5311 (RTAP or ADTAP), 5339, state funds or a combination thereof. The applicant agrees they will adhere to the compliance of the grant used to fund the project.

NOW, THEREFORE, be it resolved that the (Authorized Official's Title)* County Manager of (Name of Applicant's Governing Body) Martin County Board of Commissioners is hereby authorized to submit a grant for federal and state funding, provide the required local match, make the necessary assurances and certifications and be empowered to enter into an agreement with the NCDOT to provide public transportation services.

Conflict of Interest Policy

As previously stated on the last agenda item, Martin County Transit submitted a Community Transportation Program (CTP) 5311 FY18 grant application on November 4, 2016. Due to some changes in the requirements pertaining to this grant, NCDOT-PTD asked that a Conflict of Interest Policy be adopted by the Board of Commissioners, and that each member of the Board sign a copy of this policy, which will be filed with the application documents. This Conflict of Interest Policy would be a first step to meet that requirement in addressing grants and procurements.

Martin County Transit follows the NCDOT-PTD guidelines related to grants and procurements. During the January 11, 2017 Compliance, Capacity, and Proficiency Review, Martin County Transit was also informed that the agency needed a "local procurement policy".

Commissioner Smith made the MOTION to adopted/approve the Martin County Transit Conflict of Interest Policy as presented below, which requested a signed copy from each Commissioner, with a SECOND by Commissioner Bond. The motion was APPROVED unanimously.

Martin County Transit

Conflict of Interest Policy

Date this policy was adopted: _____ addressing grants and procurements.

In accordance with Board policy and related legislation, no employee, officer, agent, immediate family member, or Board member of the agency shall participate in the selection, award, or administration of a contract supported by Federal and/or State funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when any of the following has a financial or other interest in the firm selected for award:

- The employee, officer, agent, or Board member,
- Any member of his/her immediate family,
- His or her partner, or
- An organization that employs, or is about to employ, any of the above.

The agency's officers, employees, agents, or Board members will neither solicit nor accept gifts, gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to subagreements.

Grantees may set minimum rules when the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value. [To the extent permitted by state or local law or regulations, such standards of conduct will provide for penalties, sanctions, or other disciplinary action for violation of such standards by the grantee's officers, employees, or agents, or by contractors or their agents.]

The undersigned hereby acknowledges, understands, and agrees to abide by this policy.

Addendum to Interlocal Agreement to Add Pasquotank County to Regional 911 Center

County Manager Bone reiterated the NC 911 Board awarded a grant of \$4,315,437 to Martin County to fund the construction of a new Martin County 9-1-1 Communications Center (also referred to as PSAP or "Public Safety Answering Point") building, which would also serve as a back-up and training facility for Bertie County Communications. The grant also would provide funding for the procurement and installation of Next Generation 9-1-1 technologies that would ensure 9-1-1 would be meeting the needs of all its citizens.

The grant award would involve the relocation of the Martin County 9-1-1 Communications Center to a county-owned site at 1560 Prison Camp Road. The current Martin County 9-1-1 Communications Center would be maintained as a back-up facility for Martin County.

As part of the regional grant application process, an inter-local agreement was adopted in its original form by the Martin County Board of Commissioners on May 18, 2016, and by the Bertie County Board of Commissioners on May 23, 2016.

The Martin County Board of Commissioners approved the acceptance of the grant on September 14, 2016.

The NC 911 Board later placed certain conditions on the grant; namely, a 10-year clawback provision should Bertie County terminate the inter-local agreement. An amendment to the ILA acknowledging this requirement was completed and adopted by the Martin County and the Bertie County Board of Commissioners in November 2016.

Pasquotank County applied for a 911 grant to assist with the implementation of a back-up PSAP. At its August 26, 2016 meeting, the NC 911 Board approved a grant of \$1,010,779 for Pasquotank County.

Pasquotank County had expressed a desire to join the Martin County Regional PSAP project. Since October, Martin County had been in communications with Pasquotank County and 911 Board staff about the possible inclusion of Pasquotank County in the new Martin County Regional 911 Center.

With Pasquotank County partnering in the Regional PSAP, Martin County would continue with its grant, and Pasquotank County would continue with its grant. Conceptually, part of Pasquotank's grant would help pay for part of the Martin County building project. The footprint of the new 911 center would increase, due to the inclusion of Pasquotank County in the center. Pasquotank County would need to submit its revised plan to the 911 Board staff for its review and approval.

Like Martin County, Pasquotank County has already developed a consulting relationship with Mission Critical Partners (MCP) concerning administration of its grant, which should greatly enhance coordination of the two projects.

The addendum to the inter-local agreement was approved by the Bertie County Commissioners on January 3, 2017. Pasquotank County Commissioners approved it on January 9, 2017.

Commissioner Smith made the MOTION to approve the following addendum adding Pasquotank County to the Martin County Regional PSAP project, with a SECOND by Vice Chairman Bowen. The motion was APPROVED unanimously.

Commissioner Smith stated the regional project concept encouraged three counties to come together and pool resources. Commissioner Smith commended the Boards for support of the Martin County Regional PSAP project.

ADDENDUM TO
INTER-LOCAL AGREEMENT
MARTIN COUNTY REGIONAL
PUBLIC SAFETY ANSWERING POINT (PSAP)

Original – executed May 23, 2016
Amended – November 16, 2016
Addendum – January 18, 2017

WHEREAS, Martin County and Bertie County entered into an agreement concerning a Regional Public Safety Answering Point (PSAP), or 911 Center on May 23, 2016; and

WHEREAS, This proposal includes:

- The relocation of the Martin County Public Safety Answering Point (PSAP) facility;
- The new facility would be a back-up facility for Bertie County; and
- The current Martin County Public Safety Answering Point (PSAP) facility would be maintained as a back-up facility for the new Martin County 911 Public Safety Answering Point (PSAP) facility.

WHEREAS, Martin and Bertie Counties jointly funding a feasibility study to support this application; and

WHEREAS, at its August 26, 2016 meeting, the NC 911 Board approved a grant of \$4,315,437 to Martin County for a Regional PSAP project to serve Martin and Bertie Counties; and

WHEREAS, Section 8.0 of the current inter-local agreement allows for admission of new jurisdictions; and

WHEREAS, Pasquotank County desires to join the Martin County Regional PSAP project; and

WHEREAS, at its August 26, 2016 meeting, the NC 911 Board approved a grant of \$1,010,779 for Pasquotank County to assist with the implementation of a back-up PSAP; and

WHEREAS, on December 14, 2016, the NC 911 Board Executive Director communicated support of Pasquotank County's inclusion in the Martin County Regional PSAP as the back-up PSAP for Pasquotank County and the use of the 911 grant of \$1,010,779 to Pasquotank County to assist in its efforts to join the Martin County Regional PSAP; and

NOW THEREFORE, as an exercise of the police power and authority granted by the Constitution and laws of the State of North Carolina, and in consideration of the mutual terms, covenants and conditions set forth herein, it is hereby agreed and covenanted among the undersigned as follows:

8.1 EXCEPT wherein this Addendum changes or by necessary implication changes the original Interlocal Agreement dated May 23, 2016 or the Amendment to the Interlocal Agreement dated November 16, 2016, said original Interlocal Agreement shall remain in full force and effect.

8.2 PASQUOTANK COUNTY IS ADDED AS A PARTY TO THIS AGREEMENT WITH THE FOLLOWING TERMS:

- (A) Pasquotank County agrees to the terms of the original agreement.

- (B) The Martin County Regional Back-Up PSAP facility will be utilized by Martin County as a primary PSAP and by Bertie County and Pasquotank County as a back-up PSAP.
- (C) Martin County is developing a temporary back-up PSAP solution in a modular unit and will provide space in this unit for Pasquotank County until the Martin County Regional PSAP is constructed and operational.
- (D) Pasquotank County currently provides services to Camden County and Elizabeth City on a contract basis.
- (E) Pasquotank County has received a 2016 911 Board grant of \$1,010,779 to assist with the implementation of a back-up PSAP for Pasquotank County. Of this amount, Pasquotank County agrees to provide \$157,500 to the Martin County Regional PSAP project to expand the footprint of the Martin County Regional PSAP facility to accommodate three (3) additional stations for Pasquotank County.
- (F) Since Pasquotank County will have equipment dedicated for its use at the Martin County Regional PSAP, Pasquotank County will provide a lump sum annual amount of \$300 (to be paid by October 1st of each year) for consideration of electricity use for the Pasquotank County dedicated equipment in the Martin County Regional PSAP / temporary back-up facility. Additionally, an average operational daily cost (to include utility and facility maintenance costs) will be determined annually by Martin County. This will be determined by September 1st of each year for the prior July 1st – June 30th fiscal year. In the event that Pasquotank County utilizes the Martin County Regional PSAP for back-up services, training or any other use, Pasquotank County will reimburse Martin County for 50% of the average daily operational costs (to include utility and facility maintenance costs) for each day (or portion thereof) that Pasquotank County uses the Martin County Regional PSAP. If both Bertie County and Pasquotank County use the Regional PSAP during the same day for back-up services, training or any other use, then Bertie County and Pasquotank County will each reimburse Martin County for 33.3% of the average daily operational costs (to include utility and facility maintenance costs) for each day (or portion thereof). For the first year of operation, \$50 will be used as the “average operational daily cost”.
- (G) Pasquotank County will purchase and maintain some equipment dedicated for its use at the Martin County Regional PSAP, Pasquotank County will retain ownership of equipment purchased by Pasquotank County for the dedicated use of Pasquotank County. Pasquotank County also retains the maintenance, liability and replacement cost for such dedicated equipment and agrees to fund the maintenance and replacement cost of any equipment intended for its dedicated service.

(H) Pasquotank County assumes all risks in regards to the 10-year clawback provision required by the 911 Board for the Pasquotank County 911 Grant.

All parties are in agreement to this addendum.

Signed:

PASQUOTANK COUNTY:

MARTIN COUNTY:

Cecil Perry, Chairman
Pasquotank County Board of Commissioners

Elmo "Butch" Lilley, Chairman
Martin County Board of Commissioners

Attest:

Attest:

Pasquotank County Clerk to the Board

Martin County Clerk to the Board

BERTIE COUNTY:

John Trent, Chairman
Bertie County Board of Commissioners

Attest:

Bertie County Clerk to the Board

BOARD REPORTS / COMMISSIONERS' COMMENTS - None

ADJOURNMENT

With no further business to discuss, Vice Chairman Bowen made the MOTION to adjourn at 9:04 p.m., with a SECOND by Commissioner Bond. The motion was unanimously APPROVED.

The next regular meeting of the Martin County Board of Commissioners was scheduled for Wednesday, February 8, 2016 at 7:00 p.m. in the Board Room of the Martin County Governmental Center, 305 East Main Street, Williamston, North Carolina.

Elmo "Butch" Lilley, Chairman

Marion B. Thompson, NCCCC
Clerk to the Board