

March 10, 2021

The Martin County Board of Commissioners met in a Regular Session on Wednesday, March 10, 2021, 7:00 p.m. in the Commissioners Boardroom at the Martin County Governmental Center, 305 East Main Street, Williamston, North Carolina.

ASSEMBLY

Present in the Boardroom: Chairman Ronnie Smith, Vice Chairman Dempsey Bond, Jr., Commissioner Joe R. Ayers, Commissioner Emily Biggs, Commissioner David “Skip” Gurganus, County Manager James Bennett, Former Martin County Clerk to the Board Marion B. Thompson, Finance Officer Cindy Ange, County Attorney Nate James, Sheriff Tim Manning, Chief Deputy Drew Robinson, and IT Director Jeb Gardner.

Present via Cisco WebEx: Lead for North Carolina Fellow Elizabeth Mitchell and Bear Grass Mayor Charlotte Griffin.

Chairman Smith called the meeting to order at 7:00 p.m. Commissioner Biggs led the Pledge of Allegiance, and Commissioner Gurganus provided the invocation. Commissioner Smith extended a welcome to all.

AGENDA APPROVAL

Commissioner Biggs made a MOTION to approve the agenda as presented, with a SECOND from Vice Chairman Bond. The Board APPROVED the motion unanimously. (5-0)

PUBLIC COMMENTS

Public Comments submitted prior to the meeting

Mr. Lawrence A. Watts, Jr., P. E., Greenville, NC submitted written comments about possible major misconceptions about solar farms in North Carolina. Mr. Watts’s comments were read entirely during the meeting. A copy of Mr. Watts’s comments will be maintain as part of the public records for this meeting.

Commissioner Gurganus commented he believed Mr. Watts was someone whom he had made contact with during his research with broadband. Commissioner Gurganus stated if this was the same individual, Mr. Watts was an engineer and an advocate opposing solar farms, who planned to express that opposition to as many people as possible.

Facebook Live Stream

In order to maintain transparency, a brief moment was observed to allow anyone watching Facebook live to provide comments. No comments were offered on the Facebook live stream.

CONSENT AGENDA

Commissioner Gurganus made a MOTION to approve the consent agenda as presented, with a SECOND by Commissioner Bond. The Board APPROVED the motion unanimously. 5-0)

1. Minutes Approval

Minutes for February 10th, 2021 Regular Session, February 24th and 25th, 2021 Special Called Meeting Planning and Budget Retreat

2. Financial Report for February 2021

3. Tax Assessor – Tax Refund Requests – February 2021 – None

4. Tax Assessor – Tax Relief Orders –February 2021

| Year Levy | Lname | Fname | Reason | Value | Total |
|-----------|----------------|---|--------------------------------|-------|-------------|
| 2020 | Back Lawn Care | Landscaping | Sold Vehicle | | 152.46 |
| 2018 | Parker | Donna Nobles | Error in Listing | | 5.71 |
| 2015 | Reddick | Alfonza Jr | Error in Listing | | 23.50 |
| 2016 | Reddick | Alfonza Jr | Error in Listing | | 22.15 |
| 2017 | Reddick | Alfonza Jr | Error in Listing | | 21.81 |
| 2018 | Reddick | Alfonza Jr | Error in Listing | | 21.81 |
| 2019 | Reddick | Alfonza Jr | Error n Listing | | 21.43 |
| 2020 | Reddick | Alfonza Jr | Error in Listing | | 18.70 |
| 2020 | Williams | Michael C | Sold Vehicle | 1,457 | 12.75 |
| | | <i>Total Real & Personal Releases</i> | | | \$300.32 |
| 2021 | Aria | Yana Segura | Situs Error | | 53.82 |
| 2021 | Baker | Corey | Situs Error | | 40.54 |
| 2021 | Barrow | Neil W. Jr | Situs Error | | 218.33 |
| 2021 | Bess | Karlisha Davis | Situs Error | | 56.03 |
| 2021 | Betancourt | Letica | Situs Error | | 54.15 |
| 2021 | Cherry | Nikendra K. | Situs Error | | 43.04 |
| 2021 | Collie | Kenneth B. Jr | Situs Error | | 52.43 |
| 2021 | Collier | James Mark | Situs Error | | 45.23 |
| 2021 | Critcher | James A. Jr | Over Assessment | | 14.17 |
| 2021 | Faviola | Santos Svc | Situs Error | | 50.66 |
| 2021 | Leggett | Kyle Grayson | Situs Error | | 255.02 |
| 2021 | Lilley | International | Situs Error | | 1.04 |
| 2021 | Lord Jesus | Christ Ctr Inc | Exempt Property | | 115.00 |
| 2021 | Owens | Van Kirby | Situs Error | | 46.81 |
| 2021 | Radford | Rex Taylor | Situs Error | | 2.10 |
| 2021 | Ramirez | Benito R. | Situs Error | | 42.37 |
| 2021 | Roopnarain | Devin Jarrett | Situs Error | | 109.22 |
| 2021 | Spivey | Kelly Lynn | Situs Error | | 29.92 |
| 2021 | Taylor | Ahakavia T. | Situs Error | | 57.71 |
| | | | <i>Total VTS Refunds</i> | | \$ 1,287.29 |
| | | | <i>Total Tax Relief Orders</i> | | \$1,587.91 |

5. Tax Collector's Report –February 2021

| | Category | Feb-21 | Feb-21 Y-T-D |
|-------------------|----------|---------------|-----------------|
| Real Property | 20 | \$ 226,447.96 | \$ 8,812,332.98 |
| Personal Property | 25 | \$ 20,980.50 | \$ 5,136,856.51 |

| | | | |
|---------------|----|---------------|-----------------|
| Total | | \$ 247,428.46 | \$13,949,189.49 |
| Motor Vehicle | 30 | \$ 0.00 | \$ 271.69 |
| Total Vehicle | | \$ 0.00 | \$ 271.69 |
| All Total | | \$ 247,428.46 | \$13,949,461.18 |

6. Board Appointments/Reappointments

a. Transportation Advisory Board

The Martin County Transportation Advisory Board (TAB) shall be composed of the following representatives. One voting representative from each of the following agencies:

- Martin County Department of Social Services (Core Agency)
- Martin Enterprises (Core Agency)
- Martin County Board of Commissioners or its Designee
- Martin-Washington-Tyrell District Health Department (Core Agency)
- Martin County Department of Aging (Core Agency)
- Trillium Health Resources
- One voting representative from the following user groups: Martin County Community Action Head Start, Martin Community College, Martin County Schools, Martin County Emergency Management, consumers and transportation vendors.
- NC Works Career Center
- Church Leader
- Business/Industry

On January 13, 2021, Finance Officer Cindy Ange was appointed to the TAB as the Interim County Manager. The Board of Commissioners was asked to approve the appointment of our new County Manager U. James Bennett to the Transportation Advisory Board instead.

The above listed appointment was APPROVED as part of the consent agenda.

b. Tourism Development Authority

The Martin County Tourism Development Authority Board of Directors recommended the appointment of Mr. Fred Harrison, as the Martin County Historical Society representative on the Tourism Development Board. Mr. Harrison would be replacing Ms. Helen Harrison, who recently resigned.

The above listed appointment was APPROVED as part of the consent agenda.

c. Bear Grass ETJ Planning & Zoning

On behalf of the Bear Grass ETJ Planning & Zoning Board, Mayor Charlotte Griffin recommended the reappointment of Mr. Jerry Rogerson for another three years term, which would expired March 31, 2024.

The above named individual was reappointed as part of the consent agenda.

d. Martin General Hospital Board of Trustees

A Commissioner Representative was needed to fill the vacancy of former Commissioner Tommy Bowen. Commissioner David “Skip” Gurganus has agreed to serve on that Board.

The Board was asked to approve the appointment of Commissioner David “Skip” Gurganus to the Martin General Health Board of Trustees to fill the unexpired term of former Commissioner Tommy Bowen, which would expire January 31, 2022.

The appointment was APPROVED as part of the consent agenda.

7. Clerk Report included for informational purposes.

INTRODUCTION OF NEW EMPLOYEE(S) - None

PRESENTATIONS

COVID-19 Update

MTW Health Director Wes Gray was present via Cisco Webex to provide the monthly COVID-19 update to the Board of Commissioners.

As of March 10th, 2021, Director Gray reported Martin County had 2118 total cases, 2007 recoveries (71 active cases). There had been 40 deaths, and there were currently 6 hospitalized Martin County residents. Nine new cases had been reported since Friday, March 5th, 2021, which represented a slight increases. However, the cases showed less severe illnesses.

Director Gray provided an update on vaccinations in Martin County. He stated a total of 8,060 vaccines had been given in Martin County since the first dose was administered on December 23, 2020. In North Carolina, the first dose had been administered to 18% and second doses to 9.9% to the population for those 18 years of age and older. Comparatively, in Martin County, the first dose had been given to 25.9% and second doses to 15.4% to the population in the category of those 18 years of age or older.

There were ongoing outbreaks in Martin County – Roanoke River Nursing and Rehabilitation, Vintage Inn and Williamston Primary School.

| As of March 10, 2021 | | | | | |
|----------------------|---------|---------------|------------|-------------|-------------|
| North Carolina | | United States | | Global | |
| Total Cases | 877,764 | Total Cases | 29,843,045 | Total Cases | 118,652,664 |
| Deaths | 11,622 | Deaths | 541,449 | Deaths | 2,629,529 |
| Recovered | 837,824 | Recovered | 20,604,237 | Recovered | 94,098,787 |

Martin County Airport Presentation

The Martin County Airport, a valuable resource to Martin County, was built in 1969 and is located in Everetts, North Carolina.

County Manager James Bennett commented the Martin County Airport was one of the best kept secrets in this area. County Manager Bennett stated the intention was to choose a different department/agency

to share with the Board and the public, existing, new and exciting things happening in each respective department, with the Airport being the first.

Project Engineer Jason Elliott, W.K. Dickson (via Webex), along with Airport Manager Jesse Council (live) were in attendance to provide highlights of the Martin County Airport. Engineer Jason Elliott commented currently the Airport offers a self-service fuel tank, (10) ten T-Hangars, (1) one corporate hangar, a 5,000 foot runway, a new rotating beacon, 2000 square foot terminal building, and a Wright Flight program for six graders to promote aviation and civic learning. Several major projects have either been completed (i.e. a fire hydrant for forest fire assistance), presently under construction (AWOS-Automated Weather Observing System, Parallel taxiway and Terminal) or planned (Corporate hanger apron, T-hangar and taxi-lane) for the near future at little or no cost to Martin County through federal (10% cost to county) and state (0% cost to county) funding.

Engineer Elliott stated studies report that as of January 2020, the annual economic impact of the Martin County Airport to the economy was listed as \$7,850,000, to personal income – \$2,730,000, to state and local tax revenues – \$369,000 and jobs – 65. Engineer Elliott stated in 2019, twenty-two (22) states or countries flew through or from Martin County Airport, as far as Saint Vincent (a volcanic island in the Caribbean).

Chairman Smith commented that most citizens do not realize the annual impact and the importance of the Airport in Martin County. Chairman Smith thanked the County Manager, Project Engineer Elliott and Airport Manager Jesse Council and staff for making the public aware of what the Airport offers.

Commissioner Ayers added Airport Manager Council has certainly made the difference and has brought the Airport a long way.

Airport Manager Council humbly expressed gratitude for the support received over the last (9) nine years. Stating, it was easy to be a P/R (Public Relations) person with such a great resources.

PUBLIC HEARING

Closeout PH Martin County FY16 Community Development Block Grant Program

Vice Chairman Bond made the MOTION to enter the Public Hearing for the Martin County FY16 CDBG program, with a SECOND by Commissioner Ayers. The Board APPROVED the motion unanimously. (5-0)

This was a required public hearing for the FY2016 North Carolina Small Cities Community Development Block Grant (CDBG) program(s) in order to close-out the CDBG-Economic Development Building Reuse Grant #16-E-2907. The public hearing was duly advertised, as required.

The purpose of this public hearing was to allow residents/citizens an opportunity to express views concerning community development priorities, available funds and eligible activities, and review of program compliance prior to the County's project-specific applications to the state administering agencies.

This federal funding comes from the United States Department of Housing and Urban Development (U.S. HUD)

- CDBG program activities must meet one of the national objectives:

- Benefit low- and moderate- income (LMI) persons;
- Prevent or eliminate slum and blight;
- Address an urgent need

Eligible locations (non-entitlement communities):

- All NC small cities except the 24 entitlement municipalities
- All NC counties except Cumberland, Mecklenburg, Union, and Wake

The State receives approx. \$40-46 million each year for CDBG-ED, CDBG-NR, and CDBG-I funding.

The CDBG program can fund a wide variety of community development activities. The State has chosen to fund several activities: water and sewer infrastructure, neighborhood revitalization, economic development, and special allocations for disaster (hurricane) recovery and COVID-19.

The North Carolina Department of Commerce Rural Economic Development Division receives \$10-\$12 million annually to support CDBG-ED projects.

County Manager Bennett explained Martin County received a CDBG-ED Building Reuse Grant in the amount of \$620,000 to support the renovations of a 53,000 sq.ft., vacant industrial facility in the Town of Everetts, Martin County, NC. Weitron, Inc., a packager and distributor of refrigerant gases, selected the facility for a state-of-the-art production facility with plans to invest \$12.8 million and create 31 jobs, 19 (60%) of which were intended to be reserved for low- and moderate-income individuals. As of December 2020, Weitron had met its investment requirements and hired 32 new employees, of which 25 (78%) qualify as low- and moderate-income individuals.

Chairman Smith opened the public hearing to public comments live, chat, or via Webex. Chairman Smith commented he was impressed with the facility. Adding, Weitron could have located anywhere in the world but chose the small town of Everetts, NC for its location. Martin County is blessed to have the company.

Economic Development Coordinator Kyle Touchstone, The Wooten Company attended the meeting via Webex to answer any questions. ED Coordinator Touchstone commented Weitron had hired above its goal. In January 2021, two (2) more employees had been hired in addition to the thirty two mentioned.

The Board of Commissioners had been asked to hold the required public hearing to review and assess the performance of this project and close-out this project. A resolution was provided for the approval of the Board.

With no further comments, Vice Chairman Bond made the MOTION to end the Public Hearing for the Martin County FY16 CDBG program, with a SECOND by Commissioner Biggs. The Board APPROVED the motion unanimously. (5-0)

Martin County FY16 CDBG Program Closeout Resolution

Commissioner Biggs made the MOTION to approve the Martin County FY16 CDBG Program Closeout Resolution as presented below, with a SECOND by Commissioner Gurganus. The Board APPROVED the motion unanimously. (5-0)

**Martin COUNTY FY 16 Community Development BLOCK GRANT Program
Closeout RESOLUTION**

A Resolution Authorizing the closeout of the Martin FY 16 Community Development Block Grant (CDBG) Program.

Be It Resolved by the Board of Commissioners of Martin County, North Carolina, That

WHEREAS, the County is participating in the Community Development Block Grant Program under the Housing and Community Development Act of 1974, as amended, administered by the North Carolina Department of Commerce; and

WHEREAS, the County has completed all the approved project activities and certifies that a public hearing, to review and assess the performance of this project, in accordance with the North Carolina CDBG Program Regulations, was conducted on Wednesday, March 10, 2021 at 7:00 PM to discuss the project closeout. Comments made at the public hearing were favorable; and

THEREFORE, BE IT RESOLVED, that the Board of Commissioners of Martin County, North Carolina, hereby authorizes the closeout of the FY 16 Community Development Block Grant Program and directs the Chairman to act on behalf of the County in executing closeout documentation as the Chief Elected Official under the provisions of the North Carolina Community Development Block Grant Program Regulations (4 NCAC 19L).

Adopted this 10th day of March, 2021.

Ronnie Smith, Chairman

ATTEST:

_____, Clerk to the Board

OLD BUSINESS – None

NEW BUSINESS

Resolution for Clerk to the Board

Martin County Clerk/Executive Assistant Jessica Godard submitted her resignation to pursue a career as Town Clerk/Executive Assistant for the Town of Williamston, NC. County Manager Bennett drafted the following resolution in recognition of Martin County Clerk/Executive Assistant Godard's service to Martin County.

Commissioner Ayers made the MOTION to adopt the Resolution of Appreciation for Jessica Rose Godard for presentation, SECONDED by Commissioner Biggs. The Board APPROVED the motion unanimously. (5-0)

Commissioner Smith stated Martin County Clerk/Executive Assistant Godard did a wonderful job. Adding, in order to grow, one must go on to greater things.

Commissioner Ayers commented as Martin County Clerk/Executive Assistant, Mrs. Godard did an outstanding job. Adding, Mrs. Godard was brilliant and intelligent. She took the necessary classes to

succeed. Always on point. Commissioner Ayers concluded by wishing Mrs. Godard the best in future endeavors.

Vice Chairman Bond also thanked Mrs. Godard for her service to Martin County. Stating, he appreciated everything Mrs. Godard had done.

Commissioner Biggs stated Mrs. Godard was a wonderful addition to the County. Commissioner Biggs stated she was saddened to hear about Mrs. Godard's new position. Adding, Mrs. Godard was very helpful.

Commissioner Gurganus commented having spent a life in the corporate world, he had never encountered anyone as willing to help. Stating, as Martin County Clerk/Executive Assistant, Mrs. Godard never complained. Commissioner Gurganus added he was very disappointed Mrs. Godard decided to leave.

Resolution of Appreciation

WHEREAS, the Martin County Board of Commissioners desires to express their appreciation for the services provided to the County by Jessica Rose Godard.

WHEREAS, Jessica Rose Godard was first employed by Martin County Government in April 2016 by the Department of Aging.

WHEREAS, on July 2018, Jessica Rose Godard was hired as the Martin County Clerk to the Board and Executive Assistant to the County Manager.

WHEREAS, during this time, she was responsible for coordinating meetings, agendas, training, and minutes for the Martin County Commissioners.

WHEREAS, during the year of 2020, COVID-19 restricted public meetings and Jessica Rose Godard played an integral part in providing virtual meetings which allowed continued citizen engagement by complying with the Open Meeting Law.

WHEREAS, Jessica Rose Godard served as the Deputy Secretary for the Martin County Regional Water and Sewer Authority; additionally, she took on the task with a group to oversee the design and implementation of the new county website.

NOW, THEREFORE, be it resolved that the Martin County Board of Commissioners on behalf of the citizens of Martin County, hereby expresses appreciation and gratitude for the dedicated service to the County provided by Jessica Rose Godard during her tenure as Clerk to the Board and Executive Assistant to the County Manager.

Presented with appreciation to Jessica Rose Godard this 10th day of March, 2021.

ATTEST:

Cindy L. Ange
Martin County Finance Officer

Ronnie Smith, Chairman
Martin County Board of Commissioners

Agreement for Professional Services with The Wooten Company for FY20 CDBG-CV Grant

On August 25, 2020, the state announce a new grant program for local governments. NC Commerce's Community Development Block Grant Coronavirus (CDBG-CV) grant program was designed to help local governments and communities respond to the health and economic impacts of COVID-19. The program provides \$28.5 million in funding received from the U. S. Department of Housing and Urban Development (HUD) to support North Carolina's COVID-19 response efforts. This allocation was authorized by the CARES Act of 2020.

The primary objective of the County proposal was to provide up to 6 months of emergency utility payments to prevent service disconnection of electricity, water, sewer, gas, internet, and telephone services. A second objective was to provide up to 6 months' emergency rent/mortgage payments to prevent eviction and homelessness.

The Board of Commissioners held two public hearings, as required. The first public hearing was held on September 9th, 2020. The second public hearing was held on September 16th, 2020.

Martin County applied for the grant in September 2020 and received notice of a CDBG-CV grant award of \$900,000 on October 16th, 2020.

The grant agreement was executed on January 5, 2021 at a Special Called Meeting of the Board of Commissioners. Martin County issued a Request for Proposals to establish a contract with an experienced CDBG Grant Administrator consultant, which will provide technical assistance to CADA for the income verification requirements. Proposals were due January 29, 2021. The County received two eligible bids, one from the Insight Planning and Development and one from The Wooten Company.

At its February 10, 2021 meeting, the Board of Commissioners approved The Wooten Company as the Grant Administrator for the CDBG-CV grant.

The Board of Commissioners was asked to approve the Grant Agreement for Professional Services with The Wooten Company. County Attorney Nate James was present to answer any questions and found no problems with the agreement as written.

Vice Chairman Bond made the MOTION to approve the agreement between Martin County, NC and The Wooten Company (entered into these minutes by title reference "*Agreement for Professional Services-FY2020 CDBG Coronavirus (CDBG-CV) Project Grant Administration*"), as presented, with a SECOND by Commissioner Biggs. The Board APPROVED the motion unanimously. (5-0)

Resolution for CDBG-CV Grant/CDBG 2020 Funding Years Program Manual

Finance Officer Cindy Ange explained that the program manual and the adoption of the resolution regarding the program manual was a required component of the grant funding for the NC CDBG-CV Program.

Engineer Kyle Touchstone, The Wooten Company, attended the March 10, 2021 Board of Commissioners meeting virtually to present the items needed to proceed with the CDBG-CV grant process. The Board was asked to adopt the attached resolution authorizing the adoption of the Program Manual for Martin County during the NC CDBG-CV Program.

Commissioner Biggs made the MOTION to adopt the Martin County CDBG 2020 Program Funding Year Program Manual Resolution as written, with a SECOND by Commissioner Gurganus. The Board APPROVED the motion unanimously. (5-0)

**MARTIN COUNTY
COMMUNITY DEVELOPMENT BLOCK GRANT
2020 PROGRAM FUNDING YEAR
PROGRAM MANUAL RESOLUTION**

A Resolution Authorizing the Adoption of the Program Manual for MARTIN COUNTY during the North Carolina Community Development Block Grant- Coronavirus (CDBG-CV) Program.

WHEREAS, the COUNTY intends to participate in the 2020 Small Cities CDBG Program under the Housing and Community Development Act of 1974, as amended, and administered by the North Carolina Department of Commerce (DOC), Rural Economic Development Division (REDD); and

WHEREAS, the following documents are required under this program;

- Language Access Plan
- Equal Opportunity Plan
- Fair Housing Complaint Procedure
- Procurement Standards
- Local Jobs Initiative, Section 3 Plan
- Section 504
- Non-Discrimination Policy
- Grievance Procedure
- Citizen Participation Plan
- Residential Anti-Displacement and Relocation Assistance Plan
- Optional Coverage Relocation Plan
- Code Of Conduct/Hatch Act Policy
- Excessive Force/Section 519 Policy
- Acquisition Guidelines
- Disposition Guidelines
- Relocation Guidelines
- Clearance Guidelines
- Rehabilitation Guidelines
- Rehabilitation/Reconstruction Guidelines
- Hook Up Guidelines
- Public Facility Guidelines
- Complaint Procedure

- Contracts Officer Designation
- Labor Standards Officer Designation
- Verification Officer Designation
- Just Compensation Officer Designation
- Financial Management Procedure
- Duplication of Benefits Policy

THEREFORE, BE IT RESOLVED by the BOARD OF COMMISSIONERS of MARTIN COUNTY, North Carolina:

1. That the following designees, and/or successors so titled, are hereby authorized to execute any and all grant-related documents:

Ronnie Smith, Chairperson
James Bennett, County Manager
Cindy Ange, Finance Director

2. That this Program Manual is hereby submitted and adopted and to be used throughout the implementation of the MARTIN COUNTY FY 2020 CDBG Program.

Adopted this 10th day of March, 2021.

Ronnie Smith, Chairperson

ATTEST:

_____, Clerk to the Board

2021 Essential Single Family Rehabilitation (SFR) Loan Pool

Mr. Mike Barnette of McDavid Associates stated the North Carolina Housing Finance Agency (NCHFA) had awarded Martin County \$190,000 under the 2021 cycle of the Essential Single Family Rehabilitation Loan Pool Program (ESFRLP21). This program would be funded through the NC Housing Trust Fund and HOME funds.

Mr. Barnette explained that the ESFRLP21 program targets properties with moderate, “essential” repair needs. All eligible households must be located within Martin County (including its municipalities) and have household incomes at or below Martin County’s 80% median income (LMI). The LMI annual amount for a 1-person household is \$32,550. The LMI annual amount for a four-person household is \$46,500. Households must also be occupied by individuals with special needs (elderly, disabled, veteran, or children with elevated blood lead levels).

Martin County needed to budget the funding expected from NCHFA and approve a Program Budget Ordinance for the initial funding obligation of \$190,000. The document would authorize the Finance Director to revise the County's budget when the County receives additional funds. Mr. Barnette commented the 2017 ESFR grant started at approximately \$190,000 and had reached up to \$2 million, after being entered into the loan pool.

Mr. Barnette commented the County would have access to the ESFR "loan pool" later in the project. NCHFA would automatically increase the revenues available to the County during this process, and the County must authorize individuals to accept the additional funding. A "Contract Signing Authority" to authorize individuals to accept these funds in the NCHFA Portal was provided for approval by the Board.

NCHFA operates the ESFRLP program through an online "Portal". An authorization to allow McDavid staff to access the Portal and enter information only and allow County staff access to enter information and approve requisitions and invoices was provided for approval as well.

Mr. Barnette added ESFRLP21 regulations required policies be developed for program execution. These policies included: Assistance Policy; Disbursement Policy; and the Procurement Policy. The County would submit these Policies to NCHFA, as part of the Post Approval Documentation (PAD) approval process.

NCHFA would be forwarding a Funding Agreement to the County upon completion of the Post Approval Documentation (PAD) process.

As part of the required actions, Mr. Barnette presented the following items for approval by the Board:

- Accept the \$190,000 grant offer from NCHFA and authorize the Manager to execute paperwork needed to accept the grant offer.
- Approve McDavid Associates to manage the program as contained in the Application for the available soft cost amounts directed by NCHFA and contained in the application.
- Approve the Program Budget Ordinance
- Approve the Contract Signing Authority
- Approve the Requisition Approval and Project Access Authorization
- Approve the Assistance Policy, Disbursement Policy and Procurement Policy

Vice Chairman Bond made the MOTION to approve the following actions listed below, with a SECOND by Commissioner Biggs. The Board APPROVED the motion unanimously. (5-0)

- Accept the \$190,000 grant offer from NCHFA and authorize the Manager to execute paperwork needed to accept the grant offer.
- Approve McDavid Associates to manage the program as contained in the Application for the available soft cost amounts directed by NCHFA and contained in the application.
- Approve the Program Budget Ordinance (*below*)
- Approve the Contract Signing Authority (*entered into these minutes by reference*)
- Approve the Requisition Approval and Project Access Authorization (*entered into these minutes by reference*)
- Approve the Assistance Policy, Disbursement Policy and Procurement Policy (*below*)

**GRANT PROGRAM BUDGET
MARTIN COUNTY
2021 ESFRLP PROGRAM**

(Budget Amendment # 30)

Be it ordained by the Board of Commissioners of Martin County, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following Grant Program Budget is hereby adopted:

Section 1. The Program authorized is the Essential Single Family Rehabilitation Loan Pool Program (ESFRLP) described in the work statement contained in the grant agreement between this unit and the North Carolina Housing Finance Agency. This project is more familiarly known as the 2021 ESFRLP Program.

Section 2. The officers of this unit are hereby directed to proceed with the Grant Program Budget within the terms of the grant documents, the rules and regulations of the NC Housing Finance Agency and the budget contained herein.

Section 3. The following revenues are anticipated to be available to complete this Program:

| | |
|---------------------------------------|--------------|
| NC Housing Finance Agency 2021 ESFRLP | \$190,000.00 |
| County Funds | 5,000.00 |
| Total | \$195,000.00 |

Section 4. The following amounts are appropriated for the Program:

| | |
|------------|--------------|
| Hard Costs | \$140,000.00 |
| Soft Costs | 55,000.00 |
| Total | \$195,000.00 |

Section 5. The Finance Officer is hereby directed to maintain within the Grant Program Fund sufficient detailed accounting records to provide the accounting to the grantor agency required by the grant agreement and federal and state regulations.

Section 6. The Finance Officer is authorized to revise the existing budget as needed to make needed changes between and above listed line items within the ESFRLP revenues available.

Section 7. The Board recognizes the County may receive additional revenues from the ESFRLP Loan Pool to do additional units and authorizes the Finance Officer to make appropriate changes as needed to this budget to accommodate for these additional revenues and expenditures.

Section 8. Funds may be advanced from the General Funds for the purpose of making payments as due. Reimbursement requests should be made to the grantor agency in an orderly and timely manner.

Section 9. The Finance Officer is directed to report annually on the financial status of each project element in Section 4 and on the total grant revenues received or claimed.

Section 10. The Finance Officer is directed to include a detailed analysis of past and future costs and revenues on this grant project in every budget submission made to this board.

Section 11. Copies of this grant project ordinance shall be made available to the budget officer and the Finance Officer for direction in carrying out this Program.

Adopted this 10th day of March, 2021.

Ronnie Smith, Chairman
Martin County Board of Commissioners

ATTEST:

Clerk to the Board

**Martin County
Assistance Policy
For the 2021 Cycle of the
Essential Single-Family Rehabilitation Loan Pool**

What is the Essential Single-Family Rehabilitation Loan Pool?

Martin County has been awarded Membership by the North Carolina Housing Finance Agency (“NCHFA”) under the 2021 Cycle of the Essential Single-Family Rehabilitation Loan Pool (“ESFRLP”). This program provides Members with funds via a “loan pool” to assist with the rehabilitation of moderately deteriorated homes that are owned and occupied by lower-income, special need households. ESFRLP assists eligible households by facilitating aging in place, meeting minimum housing code requirements, promoting long-term affordability, lowering operating costs, and stabilizing pre-1978 homes that include children aged 6 or under whose health is threatened by the presence of lead hazards.

Martin County has been allocated an initial set-aside of \$190,000 which it plans to apply toward the rehabilitation of five houses in Martin County. After demonstrating successful use of the initial set-aside, the County may access additional funds, when available, on a unit-by-unit basis from the ESFRLP loan pool.

This Assistance Policy describes who is eligible for assistance under ESFRLP, how applications for assistance will be ranked, what the terms of assistance are, and how the rehabilitation process will be managed. Martin County has designed the ESFRLP project to be fair, open and consistent with its approved application for funding and with ESFRLP Program Guidelines.

The funds provided by NCHFA come from the US Department of Housing and Urban Development’s (HUD) Federal HOME Investment Partnerships Program. Assistance for construction-related costs (hard costs) will be provided as no interest, no payment loans which are forgiven at the rate of \$5,000 per year. Non-construction-related costs (soft costs including lead/asbestos inspections/clearances, radon testing and environmental reviews) will be provided in the form of a grant.

Who is Eligible to Apply?

There are three major requirements to be eligible for ESFRLP assistance:

- 1) The housing unit to be rehabilitated with ESFRLP funds must be located in Martin County, and must be owner-occupied. The household occupying the unit must have an elderly, disabled and/or veteran (see definitions) fulltime household member or a child aged 6 or under if there are lead hazards in the home;
- 2) The gross annual household income must not exceed 80% of the Area Median Income for the County (see income limit table on the following page) and;
- 3) The cost of rehabilitation cannot exceed the ESFRLP Program limit of \$30,000 and must include all Essential Rehabilitation Criteria as described in the ESFRLP Administrator’s Manual for the 2021 Cycle (available online at www.NCHFA.com).

Unfortunately, not all homes can be rehabilitated to meet the Essential Rehabilitation Criteria with the limited funding available. Some otherwise-eligible households may be deemed ineligible for assistance because their homes fail this test.

What Types Of Houses Are Eligible?

Properties are eligible only if they meet the following requirements:

- The property must require at least \$5,000 of improvements to meet ESFRLP Property Standards or the local minimum housing code.
- Site-built and off frame modular units are eligible for assistance. Manufactured housing is eligible for assistance if the foundation and utility hookups are permanently affixed including removal of all transporting equipment (e.g. wheels, axles, tongue) and installation of a full masonry foundation and tie-downs.
- No more than fifty percent (50%) of the total area of the unit may be used for an office or business (e.g. day care). Program funds may only be used to improve the residential portion of mixed-use buildings.

- The property must be free of environmental hazards and other nuisances as defined by all applicable codes or regulations, or any such hazards or nuisances must be corrected as part of the rehabilitation of the home. Martin County's Rehabilitation Specialist will determine the presence of any known environmental hazards/nuisances on the site and if they can be removed through rehabilitation.
- Properties cannot be in the right-of-way of any impending or planned public improvements. Martin County staff will assist in making this determination.
- The property cannot be located on a site that is endangered by mudslides, landslides or other natural or environmental hazards. If needed, the Rehabilitation Specialist will work with the homeowner to make this determination.
- The property may be in the 100-year flood plain if the lowest finished floor level (verified by an elevation certificate provided by the homeowner) is above the base flood elevation and the property will be covered by flood insurance. The property must be in compliance with Martin County's flood plain ordinance. All things considered equal, properties located outside the 100-year flood plain will be given priority over properties located in the 100-year flood plain. *(Martin County will verify whether the home is in the flood plain.)*
- The property cannot have been repaired or rehabilitated with public funding of \$30,000 or more within the past 10 years without NCHFA approval.
- Properties that have a known infestation of bed bugs, fleas, mites or any other ectoparasites will not be evaluated until the infestation has been eliminated.
- If the county representative and/or county suspects that the home is being used for criminal activity or homeowners are engaging in criminal activity, the property will not be eligible. Properties that have been approved will be removed from the program if criminal activity is suspected and the homeowner will be required to make restitution to the County.

2020 Income Limits for Martin County's Essential Single-Family Rehabilitation Loan Pool

| Number in Household | 30% of Median Income | 50% of Median Income | 80% of Median Income |
|---------------------|----------------------|----------------------|----------------------|
| 1 | \$12,250 | \$20,350 | \$33,550 |
| 2 | \$14,000 | \$23,250 | \$37,200 |
| 3 | \$15,750 | \$26,150 | \$41,850 |
| 4 | \$17,450 | \$29,650 | \$46,500 |
| 5 | \$18,850 | \$31,400 | \$50,250 |
| 6 | \$20,250 | \$33,700 | \$53,950 |
| 7 | \$21,650 | \$36,050 | \$57,700 |
| 8 | \$23,050 | \$38,350 | \$61,400 |
| | | | |

**Income limits are subject to change based on annually published HUD HOME Income Limits and will be updated immediately upon publication.*

How are applications ranked?

There are many more ESFRLP-eligible households (with eligible houses) than can be assisted with the available funds. Therefore, Martin County has devised the following priority system to rank eligible applicants, determine which of them will be selected for assistance and in what order. Under this system applicants will receive points for falling into certain categories. Applications will be ranked according to which receive the most points. If there are more eligible applicants with eligible houses than can be treated with existing funding, Martin County may be able to treat additional houses with unrestricted pool funds. Pool applicants will come from the original applicant list and be considered according to which received the most points. If alternate pool applicants are not identified on the original applicant list and must be solicited, the solicited, eligible, pool applicants will be selected on a first come first to qualify.

| Eligibility Criteria | |
|--|---------------|
| Owner occupied | |
| Owner/Occupant 62 years old or disabled | |
| Veteran full-time household member | |
| Household income under 80% | |
| Non-historic (as determined by SHPO) | |
| Age and Disability | Points |
| 0-62 and disabled | 30 |
| 63-80 and disabled | 50 |
| 81+ and disabled | 40 |
| 62-80 and not disabled | 40 |
| 81+ and not disabled | 30 |
| Household with a child age 6 or under with a reference level of 5 mg per deciliter or higher | 20 |
| Household with a child age 6 or under with lead hazards in the home | 15 |
| Veteran full-time household member | 15 |
| Income | |
| 0% – 30% | 15 |
| 31% – 50% | 10 |
| 51% – 80% | 8 |
| Bonus Points | |
| Clear title | 18 |
| Estimated LBP < \$8,000 | 5 |
| No liens or judgments | 5 |
| Taxes paid | 5 |

Definitions under ESFRLP are:

- *Elderly*: An individual aged 62 or older.
- *Disabled*: A person who has a physical, mental, or developmental disability that greatly limits one or more major life activities, has a record of such impairment, or is regarded as having such an impairment.
- *Head of Household*: The person or persons who own(s) the house.
- *Household Member*: Any individual who is an occupant (defined below) of the unit to be rehabilitated shall be considered a “household member” (the number of household members will be used to determine household size and all household members are subject to income verification).
- *Occupant*: An occupant is defined as any immediate family member (mother, father, spouse, son/daughter of the head of household) who has resided in the dwelling unit for at least 3 months prior to the submission of the family’s application.
- *Veteran*: A person who is a military veteran, is defined as one who served in the active military, naval, or air service (i.e. Army, Navy, Air Force, Marine Corps, and Coast Guard; as a commissioned officer of the Public Health Service; or as a commissioned officer of the National Oceanic and Atmospheric Administration or its predecessors), and who was discharged or released there from under conditions other than dishonorable. Provide DD-214 form to demonstrate.

Recipients of assistance under ESFRLP will be chosen by the above criteria without regard to race, color, religion, national origin, sex, familial status and disability.

What Are The Terms of Assistance Under ESFRLP?

The form of ESFRLP assistance is a 0% interest, forgivable loan covering the hard costs associated with the rehabilitation of the home and a grant for the soft costs. These will be two separate documents or sets of documents.

The Loan: To assist households selected for the project, NCHFA will create loan documents including a Promissory Note and Deed of Trust covering hard costs for the rehabilitation in an amount not to exceed \$30,000. This loan covering the hard costs remains 0% interest and forgivable at \$5,000 per year for as long as the owner

resides in the home or until the balance is reduced to \$0. The term of the loan is dependent upon the loan amount and the number of years it takes to bring the balance of the loan to \$0 when forgiven at \$5,000 per year. For example, if the amount of the loan is \$21,452, then the term is 5 years (\$20,000 forgiven over the first 4 years and \$1,452 forgiven at the end of the 5th year). The maximum term of the typical loan will be six years.

If the borrower lives in the home, no payments on the loan will be required. If the recipient prefers, the loan can be paid off at any time to NCHFA, either in installments or as a lump sum payment. Furthermore, under certain circumstances NCHFA may allow assumption or refinancing of the loan. Should an heir inherit the property and choose to live in the house as their permanent residence, they may assume the loan without being income eligible. However, the lien remains on the property. A buyer who may wish to buy the property to live in may assume the loan so long as they can document that they are income-eligible ($\leq 80\%$ AMI). Default can occur if the property is sold or transferred to another person and/or if the borrower fails to use the home as a principal residence, without prior written approval of the North Carolina Housing Finance Agency.

The Grant: To pay for soft costs including application outreach/intake/management, environmental reviews/inspections/testing and project assessment/documentation/ estimating/bidding, NCHFA will create a Grant Agreement not to exceed \$10,000. The grant has no repayment or recovery terms.

What Kinds Of Work Will Be Done?

Each house selected for assistance must be rehabilitated to meet ESFRLP Rehabilitation Criteria. That means every house must, upon completion of the rehabilitation:

- meet the more stringent requirements of either NCHFA's Essential Property Standard or the municipal housing codes (These are "habitability standards" which set minimum standards for decent, safe and sanitary living conditions.) Additionally, the home must meet applicable Lead-Based Paint regulations 24 CFR part 35.
- retain no "imminent threats" to the health and safety of the home's occupants or to the home's "structural integrity". (An example of an imminent threat to occupants as well as to the home's structural integrity is an infestation of insects or a crawlspace that is too damp).

These requirements are spelled out in full in the ESFRLP Administrator's Manual which you may view, at reasonable times, upon request, at the Community Development office of Martin County or anytime online at www.NCHFA.com.

In addition to the above items that must be done to satisfy NCHFA requirements, the scope of work may include approved items meant to reduce future maintenance and operational costs or to further protect homes from natural disasters and/or home modifications designed to enable greater accessibility for household members to function more independently as they age.

Once the rehabilitation is complete, major systems in the home that, with reasonable maintenance and normal use, should be capable of lasting another 5 years include: structural support, roofing, cladding and weatherproofing, plumbing, electrical and heating/cooling systems.

Of course, contractors performing work funded under ESFRLP are responsible for meeting all local requirements for permits and inspections. All work done under the program must be performed to meet NC State Residential Building Code standards. (This does not mean, however, that the whole house must be brought up to current Building Code Standards.)

What About Lead-based Paint?

Until it was discovered to be a health hazard, lead was used for centuries to make house paints. Now we know that lead exposure is a serious problem for everyone and especially small children. Selling lead paint was outlawed in 1978, but many older buildings still contain lead paint and children are still being poisoned.

Under ESFRLP, a lead hazard evaluation must be performed on every home selected for rehabilitation that was built before 1978. The specific type of evaluation and the appropriate lead hazard reduction work performed will

depend on the total amount of Federal funds used to rehabilitate the home, as per 24 CFR part 35. If required, lead-based paint hazard reduction and/or abatement will be performed by contractors who are trained and certified to perform such work.

It may be necessary for the household to relocate during the construction process for protection against lead poisoning. If relocation is required, it shall be the responsibility of the homeowner to pay for the relocation.

Who Will Do the Work On the Homes?

Martin County is obligated under ESFRLP to ensure that quality work is done at reasonable prices and that all work is contracted through a fair, open and competitive process.

To meet the requirements, Martin County will conduct a bid process which will allow all vendors qualified (using the Martin County vendor process) to provide quotes, bids or proposals for the product or services needed on each home. For additional information about procurement and disbursement procedures, please refer to the Martin County ESFRLP Procurement and Disbursement Policy for the 2021 Cycle

- All qualified vendors will be invited to bid on each home and the lowest responsive and responsible bidder will be selected for the contract. Every reasonable effort will be made to receive at least three quotes, bids or proposals for the product or services needed.
- All contractors working on pre-1978 units must be Renovation, Repair and Painting Rule (RR&P) Certified Renovators working for Certified Renovation firms.
- Homeowners who know of quality rehabilitation contractors that are not on the approved contractors' registry are welcome to invite them to apply.

What Are The Steps In The Process From Application To Completion?

You now have information about how to apply for the Essential Single-Family Rehabilitation Loan Pool (ESFRLP) and what type of work can be done through the Program. Let's go through the steps for getting the work done:

1. **Completing a pre-application form:** Homeowners who wish to apply for assistance must do so by October 31, 2021. *[Applicants after this date will be placed on a list for a review of qualifications only after it is determined that sufficient funds and time remain available once those who applied by the application deadline have been qualified, ranked and their needs determined.]* Proof of ownership and income will be required. Those who have applied for housing assistance from Martin County in the past will not automatically be reconsidered and must complete a new pre-application form.
2. **Client Referral and Support Services** Many homeowners seeking assistance through the Essential Single-Family Rehabilitation Loan Pool may also need other services. If the ESFRLP staff meet the homeowner during the application process, they will provide pamphlets and a list of the agencies with contact information for the resources and programs available in the County. For households that meet the requirements of the pre-application step and qualify to receive assistance through the ESFRLP program, additional verbal discussion will be offered during the Screening of applicants and/or Pre-rehab inspection steps of the program.
3. **Preliminary inspection:** Martin County's Rehabilitation Specialist will visit the homes of eligible households to determine the need and feasibility of the home for rehabilitation.
4. **Screening of applicants:** Applications will be ranked by Martin County based on the priority system outlined on page 3 and the feasibility of rehabilitating the house. Households to be offered assistance will be selected by December 15, 2021. Household income will be verified for program purposes only (information will be kept confidential). NCHFA will verify ownership of the property by conducting a title search. From this review, the five most qualified applicants will be chosen according to the priority system

described above; the remaining applicants will be placed on a list of alternates in the order that they qualified.] Martin County will then submit to NCHFA an ESFRLP Loan Application and Reservation Request for each potential borrower for approval. Applicants not selected for ESFRLP assistance will be notified in writing.

5. **Written agreement:** A HOME Owner Agreement, between the homeowner and Martin County, will be executed as part of the Loan Application and Reservation Request procedure (that formally commits funds to a dwelling unit). This agreement will certify that the property is the principal residence of the owner, that the post-rehab value of the property will not exceed 95% of the 203(b) limits established by HUD and defines the ESFRLP maximum amount and form of assistance being provided to the homeowner, the scope of work to be performed, the date of completion and the rehabilitation criteria and standards to be met.
6. **Pre-rehab inspection & unit evaluation:** Martin County's Rehabilitation Specialist will visit the home again for a more thorough inspection. All parts of the home must be made accessible for inspection, including the attic and crawlspace. The owner should report any known problems such as insect and/or pest infestations, electrical short circuits, blinking lights, roof leaks, etc. Each unit will be evaluated for energy-saving opportunities such as air-sealing and duct-sealing as well as for environmental concerns, such as lead based paint hazards, radon and asbestos.
7. **Work write-up:** The Rehabilitation Specialist will prepare complete and detailed work specifications (known as the "work write-up"). A final cost estimate will also be prepared by the Rehabilitation Specialist and held in confidence until bids are received from contractors.
8. **Lead and Other Testing:** Martin County will arrange for a certified firm to inspect all pre-1978 constructed homes for potential lead hazards (required) and asbestos hazards (as deemed necessary before or after 1978). All homes will be tested for radon. The owner will receive information covering the results of the tests and any corrective actions that will be needed as part of the rehabilitation.
9. **Bidding:** The work write-up and bid documents will be conveyed to all contractors from the Approved Contractors Registry who will be given no less than seven days in which to inspect the property and prepare bid proposals. Each contractor will need access to all parts of the house to prepare a bid. A bid opening will be conducted in the County Administrative Building in Williamston, NC at a specified date and time, with all bidders invited to attend.
10. **Contractor selection:** Within 7 days of the bid opening the winning bidders will be selected. All bidders and the homeowner will be notified in writing of 1) the selection of the winning bid, 2) the amount of the winning bid, and 3) the specific reasons for the selection, if other than the lowest bidder was selected.
11. **Loan closing and contract execution:** Loan documents (Promissory Note and Deed of Trust) will be prepared by NCHFA as the lender and executed by the homeowner. *By law, homeowners have the right to hire legal representation of their choosing at loan closing.* If a homeowner does not have "representation" at the closing, the borrower must sign a NCHFA "Legal Advice Disclosure". Rehabilitation contract documents will be executed by the homeowner and contractor with Martin County signing on as an interested third party prior to the commencement of any construction. Martin County will facilitate with the loan closing and recordation of these documents and forward the recorded documents to NCHFA.
12. **Pre-construction conference:** A pre-construction conference will be held at the selected applicant's home. At this time, the homeowner, contractor and ESFRLP Martin County program representatives will discuss the details of the work to be completed. Starting and ending dates will be finalized, along with any special arrangements such as weekend or evening work hours and disposition of items to be removed from the home. Martin County will issue a "proceed order" formally instructing the contractor to commence work by the agreed-upon date.

- 13. Construction:** The contractor is responsible for obtaining and posting all permits for the project before beginning work. Martin County ESFRLP Program staff will closely monitor the contractor during the construction period and local Code Enforcement Officials will inspect the work. To protect personal property the homeowner will be responsible for working with the contractor toward clearing work areas of personal property as needed as much as practicable. The contractor will be responsible for all clearing and cleaning activities necessary due to construction activities.
- 14. Change Orders:** All changes to the scope of work must be approved by the owner, the contractor, Martin County's Rehabilitation Specialist and/or Martin County Program Manager, and the Martin County Manager or Point of Contact and reduced in writing as a contract amendment ("change order"). The owner, contractor and three Martin County personnel must execute any change order agreements to the construction contract.
- 15. Progress payments:** The contractor is entitled to request three partial payments and a final payment. The first partial payment may be requested when the work is 25% complete. The second partial payment may be requested when the work is 50% complete. The third partial payment of 75% may be requested when the project is ready for a punch list inspection. Payment will be made within 15 business days of the receipt of the approved payment request by the Finance Office.
- 16. Closeout:** When the Rehabilitation Specialist and the Homeowner are satisfied that the contract has been fulfilled, the Homeowner, Project Administrator and Rehabilitation Specialist will sign off on the work. All material and workmanship will be guaranteed by the contractor for a period of one-year from the date of completion of the work as established by the date on the final pay requisition.
- 17. Post-construction conference:** Following construction, the contractor and the Rehabilitation Specialist will sit down with the Homeowner one last time. At this conference, the contractor will hand over all owner's manuals and warranties on equipment and materials to the homeowner. The contractor and Rehabilitation Specialist will go over operating and maintenance requirements for the new equipment, materials and appliances and discuss general maintenance of the home with the Homeowner. The Homeowner will have the opportunity to ask any final questions about the work.
- 18. Final loan amount determination:** If, upon completion of all rehabilitation work, the contract price has changed due to change orders, NCHFA will prepare an estoppel for a loan reduction or modification agreement for loan increases as necessary at the time of closeout of the unit to modify the loan amount when there is a need for a change order involving a change in the original loan amount). The loan will remain the property of NCHFA, with original documents remaining there for storage and "servicing. Please note that it is the responsibility of the owner to record an estoppel if they wish this to be reflected in the Deed of Trust.
- 19. The warranty period:** It is extremely important that any problems with the work that was performed be reported by the homeowner to the Martin County Rehabilitation Specialist or other representative, as soon as possible in writing. All bona fide defects in materials and workmanship reported within one year of completion of construction will be corrected free of charge by the Contractor.

What are the key dates?

If, after reading this document, you feel that you qualify for this program and wish to apply, please keep the following dates in mind:

- Applications available to the public starting July 1, 2021
- Applications must be turned in by 5:00 PM on October 31, 2021.
- Selection of units will be made by December 15, 2021.
- All rehabilitation work must be under contract by December 31, 2023.
- All rehabilitation work must be completed by June 30, 2024.

How do I request an application?

Contact: McDavid Associates, Inc

PO Drawer 49
Farmville NC 27828
(252) 753-2139

Or: pick up an application at the Martin County Manager's office in the Martin County Administrative Building in Williamston, NC (252) 789-4300

Is there a procedure for dealing with complaints, disputes and appeals? Although the application process and rehabilitation guidelines are meant to be as fair as possible, Martin County realizes that there is still a chance that some applicants or participants may feel that they are not treated fairly. The following procedures are designed to provide an avenue for resolution of complaints and appeals.

During the application process:

1. If an applicant feels that his/her application was not reviewed fairly or rated and would like to appeal the decision made about it, he/she should contact James Bennett, County Manager through the assistant to the County Manager at (252) 789-4300 within five days of the initial decision and voice their concern.
2. If the applicant remains dissatisfied with the decision, the detailed complaint should be put into writing. A written appeal must be made within 10 business days of the initial decision on an application.
3. Martin County will respond in writing to any complaints or appeals within 10 business days of receiving written comments.

During the rehabilitation process:

1. If the homeowner feels that construction is not being completed according to the contract, he/she must inform the contractor and the Rehabilitation Specialist, preferably in writing.
2. The Rehabilitation Specialist will inspect the work in question. If he finds that the work is not being completed according to the contract, the Rehabilitation Specialist will review the contract with the contractor and ask the contractor to correct the problem.
3. If the Rehabilitation Specialist finds that the work is being completed according to contract, the complaint will be added to the applicant's file and the Rehabilitation Specialist and the homeowner will discuss the concern and the reason for the Rehabilitation Specialist's decision.
4. If problems persist, the homeowner must put the concern in writing and a mediation conference between the homeowner and the contractor may be convened by the Rehabilitation Specialist and facilitated by Martin County's County Manager.
5. Should the mediation conference fail to resolve the dispute, the County Manager will render a written final decision.

Final Appeal:

After following the above procedures, any applicant or homeowner who remains dissatisfied with Martin County's final decision may appeal in writing to Chuck Dopler, NCHFA, P.O. Box 28066, Raleigh, NC 27611-8066, (919) 981-5008.

Will the personal information provided remain confidential? Yes. All information in applicant files will remain confidential. Access to the information will be provided only to Martin County employees who are directly involved in the program, the North Carolina Housing Finance Agency, the US Department of Housing and Urban Development (HUD) and auditors.

What about conflicts of interest? No employee or board member of Martin County, or entity contracting with Martin County, who exercises any functions or responsibilities with respect to the ESFRLP project shall have any interest, direct or indirect, in any contract or subcontract for work to be performed with project funding, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter. Relatives of Martin County employees or of Martin County board members and others closely identified with, may be approved for rehabilitation assistance only upon public disclosure before the Martin County Board of Commissioners and written permission from NCHFA.

What about favoritism? All activities under ESFRLP, including rating and ranking applications, inviting bids, selecting contractors and resolving complaints, will be conducted in a fair, open and non-discriminatory manner, entirely without regard to race, color, religion, national origin, sex, familial status and disability.

Outreach Efforts of the ESFRLP Program

The County makes citizens aware of the ESFRLP program and other housing rehabilitation opportunities through various service providers and specific outreach efforts. At minimum, the County will advertise or publish an article about the Essential Single-Family Rehabilitation Loan Pool Program via the following media/venues: the Williamston Enterprise, at senior center and social service locations throughout the County, on the County's website and through the local nutrition programs such as meals on wheels.

Who can I contact about the ESFRLP program? Any questions regarding any part of this application or program should be addressed to:

Assistant to the County Manager
Martin County
305 E. Main Street
PO Box 668
Williamston, NC 27892
Phone: (252) 789-4300

Mike Barnette, Program Manager
McDavid Associates, Inc.
3714 N. Main Street
PO Drawer 49
Farmville, NC 27828
Phone: (252) 753-2139

The County Manager is authorized to amend this Assistance Policy as needed for effective program execution.

This Assistance Policy is adopted this 10th day of March, 2021.

Ronnie Smith Chairman
Martin County Board of Commissioners

Attest:

Clerk to the Board

Martin County
Procurement and Disbursement Policy
For the 2021 Cycle of the
ESSENTIAL SINGLE-FAMILY REHABILITATION LOAN POOL

PROCUREMENT POLICY

1. To the maximum extent practical, Martin County promotes a fair, open, and competitive procurement process as required under the North Carolina Housing Finance Agency's (NCHFA) Essential Single-Family Rehabilitation Loan Pool (ESFRLP). Bids are invited from Contractors who are part of the County's approved contractor registry. Any current contractor listed with and approved by the County and in good standing (i.e. no unresolved past performance issues and not listed on the federal or state debarred list) will receive automatic approval status on the Approved Contractor Registry.
2. To be listed in the Approved Contractor Registry, a contractor must complete an application, have their recent work inspected, reviewed and approved by the County's Rehabilitation Specialist and submit proof of insurance.
3. At least three eligible contractors on the County's Approved Contractor Registry shall be invited to bid on each job and the lowest responsive and responsible bidder shall be selected for the contract. "Responsive and

responsible” means (a) the contractor is deemed able to complete the work in a timely fashion, (b) the contractor has not been suspended or debarred and (c) there is no conflict of interest (real or apparent).

All contractors working on pre-1978 units must be Renovation, Repair and Painting Rule (RR&P) Certified Renovators working for Certified Renovation firms; only those contractors with this certificate on file will be invited to bid on pre-1978 homes.

4. Although bid packages may be bundled for multiple job sites, the bids for multiple job sites shall be considered separate and apart when awarded and shall be awarded to the lowest responsive and responsible bidder(s) for each job site.
5. Bid packages shall consist of an invitation to bid, work write up(s) and bid sheet(s) for each job, including instructions for distribution and receipt of bids. Contractors will be given no less than seven days in which to inspect the property and prepare bid proposals. Each contractor will need access to all parts of the house in order to prepare a bid. A bid opening will be conducted in the Martin County Administrative Building at 305 E. Main Street, Williamston, NC 27892 at a specified date and time, with all bidders invited to attend.
6. Bids must include a cost-per-item breakdown with unit price totals equaling the submitted bid price. Discrepancies must be reconciled prior to a contract being awarded.
7. The County reserves the right to reject any or all bids at any time during the procurement process.
8. In the event of a true emergency situation, the County reserves the right to waive normal procurement procedures in favor of more expedient methods, which may include seeking telephone quotes, electronic bids and the like. Should such methods ever become necessary, the transaction will be well documented. In the event phone bids are used, Martin County will call the first three responsive contractors on the approved contractor list who have indicated a desire to be on the telephone call list. The County will track who has been called and responsive, and will rotate through the full list before beginning the rotation again.
9. All sealed bids will be opened publicly at a time and place to be announced in the bid invitation. All bidders are welcome to attend. Within 7 days of the bid opening, after review of bid breakdowns and construction schedules, the winning bidders will be selected. All bidders and the homeowner will be notified in writing of 1) the selection of the winning bid, 2) the amount of the winning bid, 3) the specific reasons for the selection, if other than the lowest bidder was selected.
10. The contractor is responsible for obtaining a building permit for the project before beginning work. The permit must be posted at the house during the entire period of construction. If applicable, the contractor will obtain a permit for lead hazard related activities. Martin County ESFRLP staff will closely monitor the contractor during the construction period to make sure that the work is being completed according to the work write-up (which is made a part of the rehabilitation contract by reference) and in a timely fashion. Local Code Enforcement Officials will inspect the work for compliance with the NC State Building Code and the local minimum housing code, when applicable. To protect personal property the homeowner will be responsible for working with the contractor toward clearing work areas of personal property as needed as much as practicable. The contractor will be responsible for all clearing and cleaning activities necessary due to construction activities.
11. Any change to the original scope of work must be reduced to writing in the form of a change order to be agreed upon and signed by all parties to the original contract including at minimum, the homeowner, the contractor and two representatives of the County. The change order must also detail any changes to the original contract price and completion date.
12. No work may begin prior to a contract being awarded and executed and a written order to proceed provided to the contractor. In addition, a pre-construction conference and “walk thru” shall be held at the work site prior to commencement of repair work. At this time, the homeowner, contractor and ESFRLP Martin County

program representatives will discuss the details of the work to be completed. Starting and ending dates will be finalized, along with any special arrangements such as weekend or evening work hours and disposition of items to be removed from the home. Within 24 hours of the pre-construction conference, Martin County will issue a "proceed order" formally instructing the contractor to commence work by the agreed-upon date.

13. Martin County is an equal opportunity employer, implements non-discriminatory practices in its procurement/disbursement and will make special outreach efforts to include M/WBE (Minority/Women Business Enterprise) businesses within its contractor and subcontractor pool. Contractors will be chosen by the above criteria without regard to race, color, religion, national origin, sex, familial status and/or disability.

DISBURSEMENT POLICY

1. All repair work must be inspected by (a) the County's Rehabilitation Specialist, (b) the local building or minimum housing code inspector when applicable and (c) the homeowner prior to any payments to contractors. If all work is deemed satisfactory and all other factors and written agreements are in order, payment shall be issued upon presentation of an original invoice from the contractor. Contractor should allow 21 business days for processing of the invoice for payment.
2. The contractor is entitled to request three partial payments and a final payment. The partial payments may be requested when the work is 25%, 50% and 75% complete. When a payment is requested, the Rehabilitation Specialist will inspect the work within three days, determine percentage of job completion and calculate a payment based on 90% of the total work completed.
3. Following construction, the contractor and the Rehabilitation Specialist will meet with the Homeowner in a post-construction conference. At this conference the contractor will hand over all owner's manuals and warranties on equipment and materials to the homeowner and be available to answer homeowner questions.
4. Project Closeout: When the contractor declares the work complete, the Rehabilitation Specialist will thoroughly inspect the work. If any of the work is deemed unsatisfactory, it must be corrected prior to authorization of final payment. If the contractor fails to correct the work to the satisfaction of the County's Rehabilitation Specialist, payment may be withheld until the work is deemed satisfactory. (Contractors may follow the County's Essential Single-Family Rehabilitation Loan Pool Assistance Policy if a dispute occurs; however, contractors shall abide by the final decision as stated in the policy). The Homeowner, Project Administrator and Rehabilitation Specialist will sign off on the work. After receipt of the contractor's final invoice, inspections, certificate of completion and lien releases, the final payment will be ordered. All material and workmanship will be guaranteed by the contractor for a period of one-year from the date of completion of the work as approved after inspection by the Rehabilitation Specialist.
5. The County assures, through this policy, that adequate funds shall be available to pay the contractor for satisfactory work.
6. All contractors, sub-contractors and suppliers must sign a lien waiver prior to disbursement of funds.

The County Manager is award contracts and amend this Policy as needed.

This Procurement and Disbursement Policy is adopted this 10th day of March, 2021.

Ronnie Smith, Chairman
Martin County Board of Commissioners

Attest

Clerk to the Board

CONTRACTORS STATEMENT:

I have read and understand the attached Martin County Procurement and Disbursement Policy.

BY: _____

COMPANY NAME: _____

WITNESS: _____

Town of Williamston Fire/EMS Grant and Additional Personnel Request

County Manager Bennett spoke of meeting with Fire Chief Michael Peaks and then Town Administrator John O'Daniels about the Town of Williamston Fire/Rescue plans to apply for a grant that would pay the salary for two additional Fire/EMS workers. This grant would be for a 3-year period.

The Town of Williamston requested that Martin County pay for one of those salaries, after the 3-year grant expired, and the Town of Williamston would pay for the other staff member. After reviewing the matter, County Manager Bennett stated he was opposed to the request.

The Board took discussion. Having been approached by a city representative on the proposal, Chairman Smith questioned what about the other fire departments. The response was the other fire departments had not apply. Chairman Smith did not think it would be wise to partner in this manner, if the other fire departments would not benefit.

Vice Chairman Bond stated opposition as well. Vice Chairman Bond was concerned all of the other fire departments would expect the same.

Commissioner Ayers commented that he did not see how the County should do this, understanding Williamston Fire/EMS covered a big area. Commissioner Ayers stated he would hate to see the County commit to this, with there being too many in-hour needs.

Fire Chief Michael Peaks and Interim Town Administrator Christina Craft were available via Webex. Chief Peaks recalled the meeting on February 19, 2020 with County Manager Bennett concerning the Town's proposal. Chief Peaks stated in addition to covering the Town of Williamston, Williamston Fire/EMS covered Bear Grass and Griffin Township, a little over one half of the county. Starting the 4th year, salary and benefits would cost approximately \$53,530.

Chairman Smith commented now was not the best time. However, the County would try to continue to collaborate in the future. Chief Peaks thanked the Board of Commissioners for their time.

USDA Lease Renewal

County Manager Bennett commented a lease for the USDA-FSA (Farm Service Agency) Services Center at 104 Kehukee Park Road Williamston, NC 27892 was approved in July 2020. The Kehukee Office Building (total of 10,440 square feet) is used for its USDA Service Center in Martin County. It appeared the same fee had been paid to Martin County since at least 1997.

Chairman Smith stated previously, USDA - NRCS contracted to pay Martin County \$3 per square foot per year, or \$371.75 / month (\$4,461 / year) in lease payments.

County Manager Bennett state in the past year, staff negotiated the other two USDA leases at that building to \$10/square foot. When staff received the renewal lease for wildlife space, staff asked for it also to be at the \$10 per square foot price. This would increase the lease from \$1,000 per year to \$1,210 per year. This increase also would make all the leases be at the same rate.

The lease would be effective July 1, 2021 and shall continue through June 30, 2025.

The Board of Commissioners was asked to approve the lease agreement for the wildlife space at USDA offices located in Martin County.

Commissioner Ayers made the MOTION to approve the lease agreement entitled “*Use Agreement from County of Martin Williamston, North Carolina to U. S. Department of Agriculture Animal and Plant Health Inspection Service Wildlife Services*” for the USDA offices as presented, with a SECOND by Commissioner Biggs. The Board APPROVED the motion unanimously. (5-0)

NC DOT Purchase of Right-Of-Way Property

County Manager Bennett explained the North Carolina Department of Transportation had compiled an appraisal summary sheet and offer to purchase Parcel No. R-4705 144, owned by Martin County Water and Sewer District No. 2, a parcel located at East College Road and Prison Camp Road.

The North Carolina Department of Transportation had valued the property, and had placed a contingent offer to purchase the property of \$2,475.00. The parcel contains approximately 0.88 acres near Prison Camp Road.

County Attorney Nate James stated the 60 page appraisal for the parcel of land was thorough and in keeping with the information they provided.

The Board was asked to consider the offer of \$2,475.00 for the purchase of the property as described above.

Commissioner Gurganus made the MOTION to accept the offer of \$2,475 submitted by the North Carolina Department of Transportation for the said stated right-of way parcel, with a SECOND by Vice Chairman Bond. The Board APPROVED the motion unanimously. (5-0)

Budget Amendment(s)

Budget Amendment #22

Finance Office Cindy Ange stated Martin County approved a proposal with Moseley Architects in August 2019 for a feasibility study concerning the possible expansion of the Bertie-Martin Regional Jail partnership and facility. Chowan and Bertie Counties approved the same proposal with a total cost of \$74,750, which included \$48,750 for Moseley’s services, \$20,000 for Davenport’s financial analysis, and \$6,000 for travel-related expenses.

Finance Officer Ange explained in March 2020, the Board of Commissioners approved Budget Amendment #17 to fund this study. However, these funds were not fully expended last fiscal year, and the approval of Budget Amendment #22 was needed to re-appropriate these funds in this fiscal year.

BUDGET ORDINANCE AMENDMENT-22

BE IT ORDAINED by the Board of Commissioners of Martin County, North Carolina, that the following amendments be made to the annual budget ordinance for the fiscal year ending June 30, 2021.

Section 1. To amend the General Fund, the expenditures are to be changed as follows.

| | Increase | Decrease |
|---------------|-----------|----------|
| Public Safety | | |
| Jail | \$ 12,460 | |

This will result in an increase of \$12,460 in the expenditures of the General Fund. To provide an increase in the revenues for the above, the following revenues will be changed.

| | |
|----------------------------|-----------|
| Fund Balance Appropriation | \$ 12,460 |
|----------------------------|-----------|

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Finance Officer for their direction.

MOTION by Vice Chairman Bond and SECONDED by Commissioner Biggs to adopt the above budget ordinance amendment this 10th day of March 2021. The Board APPROVED the motion unanimously. (5-0)

Budget Amendment #23

Finance Office Cindy Ange stated Session Law 2020-17 designated \$9,616,929 in nonrecurring funds to county boards of elections and entitled each county a minimum of \$10,000 and no more than \$250,000. The General Assembly further stipulated that in reimbursement of the funds, the counties must certify that HAVA funds would not be used to supplant county funds. Use of the funds must adhere to the categories and permissible purposes established by the U.S. Elections Assistance Commission and the federal standards set by the Congressional grant authorization.

Finance Office Ange stated the North Carolina State Board of Elections calculated each county's award based upon economic tiers defined by the NC Department of Commerce and the number of registers voters.

Budget Amendment #23 represented Martin County's award of \$55,609. Martin County Board of Elections planned to use these funds to purchase equipment.

BUDGET ORDINANCE AMENDMENT-23

BE IT ORDAINED by the Board of Commissioners of Martin County, North Carolina, that the following amendments be made to the annual budget ordinance for the fiscal year ending June 30, 2021.

Section 1. To amend the General Fund, the expenditures are to be changed as follows.

| | Increase | Decrease |
|--------------------|-----------|----------|
| General Government | | |
| Elections | \$ 55,609 | |

This will result in an increase of \$55,609 in the expenditures of the General Fund. To provide an increase in the revenues for the above, the following revenues will be changed.

Restricted Revenue

\$ 55,609

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Finance Officer for their direction.

MOTION by Vice Chairman Bond and SECONDED by Commissioner Gurganus to adopt the above budget ordinance amendment this 10th day of March 2021. The Board APPROVED the motion unanimously. (5-0)

Budget Amendment #24

Finance Office Cindy Ange explained the Coronavirus Aid, Relief, and Economic Security (CARES) Act was signed into law on March 27, 2020. This law directed \$150 billion to states and territories via the Coronavirus Relief Fund (CRF) to be used for expenses related to addressing the COVID-19 pandemic. North Carolina received a total of \$4.066 billion, but approximately \$481M went directly to local governments with populations greater than 500,000.

Session Law 2020-4 placed \$300 million in a local government CRF reserve fund and appropriated \$150 million of those funds to be distributed to counties across NC who were not eligible for direct funding. The allocation percentages are determined in S.L. 2020-4. The allocation includes:

- Base allocation of \$250,000, and
- Additional pro-rata allocation based on county population according to 2019 Vintage Year Census Bureau estimates (leaving out Guilford, Mecklenburg, and Wake as they received funds directly from U.S. Treasury).

Martin County received \$615,106 on May 26, 2020. The county submitted a spending plan to the state on May 27, 2020. The state now asked for FEMA dollars be used before the CARES funds. The state will provide the match for the FEMA dollars.

Session Law 2020-80 appropriated the remaining \$150 million. Martin County was allocated an additional \$435,514.

Eligible spending must be directly related to expenditures incurred to address the COVID-19 pandemic. The funds must be used for expenditures incurred between March 1, 2020 and December 30, 2020. Money from the Coronavirus Relief Fund cannot be used for revenue replacement purposes. The broad categories of eligible funding include:

- Medical expenses including the COVID-19 related expenses of public hospitals and clinics, establishment of temporary medical facilities, COVID-19 testing, and public telemedicine capabilities.
- Public health expenses such as the acquisition of personal protective equipment and other medical supplies, disinfection of public areas and other facilities such as nursing homes, and expenses for public safety measures, including expenses for quarantining.
- Payroll expenses for public safety or healthcare employees and other employees whose services are substantially dedicated to responding to the COVID-19 emergency.

- Expenses of actions that facilitate compliance with COVID-19 related public health measures such as teleworking, distance learning, food delivery paid sick and family and medical leave for public employees, expenses for maintaining prisons, and expenses for protecting the homeless population.
- Expenses associated with the provision of economic support in connection with the COVID-19 public health emergency.

Finance Officer Ange stated interest earned on CARES funds were required to also be spent on these COVID-19 specific categories. Budget amendment #24 would appropriate the interest earned in last fiscal year.

BUDGET ORDINANCE AMENDMENT-24

BE IT ORDAINED by the Board of Commissioners of Martin County, North Carolina, that the following amendments be made to the annual budget ordinance for the fiscal year ending June 30, 2021.

Section 1. To amend the Coronavirus Relief Fund, the expenditures are to be changed as follows.

| | Increase | Decrease |
|-------------------------|----------|----------|
| Public Safety | | |
| Coronavirus Relief Fund | \$ 41 | |

This will result in an increase of \$41 in the expenditures of the General Fund. To provide an increase in the revenues for the above, the following revenues will be changed.

| | |
|----------------------------|-------|
| Fund Balance Appropriation | \$ 41 |
|----------------------------|-------|

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Finance Officer for their direction.

MOTION by Chairman Smith and SECONDED by Commissioner Gurganus to adopt the above budget ordinance amendment this 10th day of March 2021. The Board APPROVED the motion unanimously. (5-0)

Budget Amendment #25

Finance Office Cindy Ange stated the horse trail project included the construction of trailhead facilities via upgrades to the USDA-Agricultural Service Center and Public Works Maintenance facility and parking areas. Approximately 3-5 miles of new equine trails were to be constructed beginning at this trailhead and connecting to the Martin Community College Equine Facilities. The addition of a cross-country training field was planned to offer additional equine exercise opportunities.

Finance Office Ange continued to state that Martin County received a \$1,000 grant from the CSX. Budget amendment #25 would appropriate these funds, which would be used to help complete lighting, handicap accessibility to restrooms, water trough, and water spigots.

BUDGET ORDINANCE AMENDMENT-25

BE IT ORDAINED by the Board of Commissioners of Martin County, North Carolina, that the following amendments be made to the annual budget ordinance for the fiscal year ending June 30, 2021.

Section 1. To amend the Program Grant Fund, the expenditures are to be changed as follows.

| | Increase | Decrease |
|--------------|----------|----------|
| Construction | \$ 1,000 | |

This will result in an increase of \$1,000 in the expenditures of General Fund. To provide an increase in the revenues for the above, the following revenues will be changed.

| | |
|-------------------|----------|
| Horse Trail Grant | \$ 1,000 |
|-------------------|----------|

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Finance Officer for their direction.

MOTION by Commissioner Gurganus and SECONDED by Commissioner Ayers to adopt the above budget ordinance amendment this 10th day of March, 2021. The Board APPROVED the motion unanimously. (5-0)

Budget Amendment #26

Finance Office Cindy Ange explained that Martin County Adult and Aging Services received \$40,389 of CARES funding through the Mid-East Commission on Area Agency. These funds were part of the families First Coronavirus Response Act and must be used to respond to the coronavirus emergency by providing Older Americans Act services related to the response. Approval of Budget Amendment #26 would appropriate this emergency funding, which would be used to support older adults during the COVID-19 pandemic with home-delivered, congregate and supplemental nutritional services.

BUDGET ORDINANCE AMENDMENT-26

BE IT ORDAINED by the Board of Commissioners of Martin County, North Carolina, that the following amendments be made to the annual budget ordinance for the fiscal year ending June 30, 2021.

Section 1. To amend the General Fund, the expenditures are to be changed as follows.

| | Increase | Decrease |
|-----------------|-----------|----------|
| Human Resources | | |
| Aging | \$ 40,389 | |

This will result in an increase of \$40,389 in the expenditures of the General Fund. To provide an increase in the revenues for the above, the following revenues will be changed.

| | |
|--------------------|-----------|
| Restricted Revenue | \$ 40,389 |
|--------------------|-----------|

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Finance Officer for their direction.

MOTION by Commissioner Ayers and SECONDED by Commissioner Ayers to adopt the above budget ordinance amendment this 10th day of March 2021. The Board APPROVED the motion unanimously.

Budget Amendment #27

Finance Office Cindy Ange stated due to a keying error in the Communications Department budget for this fiscal year, the equipment maintenance and repair line item was keyed as \$4,000 rather than \$54,000. Budget amendment #27 was needed because the error was not discovered until after the budget was approved. (5-0)

BUDGET ORDINANCE AMENDMENT-27

BE IT ORDAINED by the Board of Commissioners of Martin County, North Carolina, that the following amendments be made to the annual budget ordinance for the fiscal year ending June 30, 2021.

Section 1. To amend the General Fund, the expenditures are to be changed as follows.

| | Increase | Decrease |
|----------------|-----------|----------|
| Public Safety | | |
| Communications | \$ 50,000 | |

This will result in an increase of \$50,000 in the expenditures of the General Fund. To provide an increase in the revenues for the above, the following revenues will be changed.

| | |
|---------------------------|-----------|
| Appropriated Fund Balance | \$ 50,000 |
|---------------------------|-----------|

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Finance Officer for their direction.

MOTION by Commissioner Ayers and SECONDED by Commissioner Biggs to adopt the above budget ordinance amendment this 10th day of March 2021. The Board APPROVED the motion unanimously. (5-0)

Budget Amendment #28

Finance Office Cindy Ange stated in fiscal year 2019-2020 and the current year, 2020-2021, the County had budgeted to fund rail repairs in the industrial park by transferring \$10,000 per year from the General Fund to the Business Park Fund. However, a corresponding budget amendment must be made in the Business Park Fund in order to appropriate the funds. Budget amendment #28 would allow the transfer of those funds.

BUDGET ORDINANCE AMENDMENT-28

BE IT ORDAINED by the Board of Commissioners of Martin County, North Carolina, that the following amendments be made to the annual budget ordinance for the fiscal year ending June 30, 2020.

Section 1. To amend the Business Park Fund, the expenditures are to be changed as follows.

| | Increase | Decrease |
|----------------------|----------|----------|
| Economic Development | | |
| Rail Maintenance | \$20,000 | |

This will result in an increase of \$20,000 in the expenditures of the Business Park Fund. To provide an increase in the revenues for the above, the following revenues will be changed.

| | |
|--------------|----------|
| Fund Balance | \$20,000 |
|--------------|----------|

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Finance Officer for their direction.

MOTION by Commissioner Gurganus and SECONDED by Commissioner Ayers to adopt the above budget ordinance amendment this 10th day of March 2021. The Board APPROVED the motion unanimously. (5-0)

Budget Amendment #29

Finance Office Cindy Ange stated on October 16th, 2020, Martin County was awarded a \$900,000 CDBG-CV grant. The grant agreement was executed on January 5th, 2021 during a Special Called Meeting of the Board of Commissioners. On February 10th, 2021, the Martin County Board of Commissioners approved The Wooten Company as grant administrators for the CDBG grant.

Finance Office Ange explained that Budget amendment #29 was the grant project ordinance for the CDBG-CV grant. The primary objective of the County proposal would be to provide up to 6 months of emergency utility payments to prevent service disconnection.

Vice Chairman Bond made the MOTION to approve the Grant Project Ordinance, Budget Amendment #29, with a SECOND by Commissioner Gurganus. The Board APPROVED the motion unanimously. (5-0)

MARTIN COUNTY FY 20 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) # 20-V-3504 SUBSISTENCE PAYMENTS

GRANT PROJECT ORDINANCE

Be it ordained by the Board of Commissioners that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following Grant Project Ordinance is hereby adopted:

Section 1. The project authorized is the Community Development Project described in the work statement contained in Grant Agreement 20-V-3504 between the County and the North Carolina Department of Commerce. This project is known as the *2020 Subsistence Payments Grant*.

Section 2. The officers of this unit are hereby directed to proceed with the grant project within the terms of the grant documents, the rules and regulations of the North Carolina Department of Commerce and the budget contained herein.

Section 3. The following revenues are anticipated to be available to complete this project:

| | |
|-----------------------------------|------------------|
| Community Development Block Grant | <u>\$900,000</u> |
| Total | \$900,000 |

Section 4. The following amounts are appropriated for the project:

| | |
|--|------------------|
| Public Service Activity – Subsistence Payments (CDBG-CV) | \$810,000 |
| Administration (CDBG-CV) | <u>\$90,000</u> |
| Total | \$900,000 |

Section 5. The Finance Officer is hereby directed to maintain within the Grant Project Fund sufficient specific detailed accounting records to provide the accounting to the grantor agency required by the Grant Agreement and Federal and State regulations.

Section 6. Funds will be requisitioned from the State after submission of documentation to the County. The County upon actual receipt of CDBG funds will make disbursement of funds from the State. Compliance with all federal and state procurement regulations is required.

Section 7. The Finance Officer is directed to report quarterly on the financial status of each project element in Section 4 and on the total grant revenues received or claimed.

Section 8. The Budget Officer is directed to include a detailed analysis of past and future costs and revenues on this grant project in every budget submission made to the Board of Commissioners.

Section 9. Copies of this Grant Project Ordinance shall be made available to the Budget Officer and the Finance Officer for direction in carrying out this project.

Adopted this 10th day of March, 2021.

Ronnie Smith, Chairperson

ATTEST:

_____, Clerk to the Board of Commissioners

BOARD REPORTS / COMMISSIONERS' COMMENTS

Chairman Smith informed Martin County Sheriff Tim Manning that during the Risk Management Pool Committee meeting, there was good news for families to hopefully bring some sense of comfort to those who had lost a loved ones who worked in law enforcement. Police, Deputies, and law enforcement in general are not required to wear seat belts. As an incentive to wear seatbelts, effective July 1, 2021, the Risk Management Pool would now provide as a benefit a \$10,000 death indemnity insurance for officers wearing seat belts at the time of death, which resulted from a vehicle accident.

Chairman Smith also stated HB119 – Property Tax for business was causing much confusion and concern for businesses. The bill was being watched very closely because while not all businesses were suffering as a result of the legislation, some were.

CLOSED SESSION – N. C. G. S. § 143-318.11(a)(6) – Personnel

At 8:52, Commissioner Gurganus made a MOTION to enter Closed Session for NC G.S. 143-318.11(a)(6) – Personnel, with a SECOND from Vice Chairman Bond. The Board APPROVED the motion unanimously (5-0).

At 9:22 p.m., Commissioner Ayers made a MOTION to go out of Closed Session NC G.S. 143-318.11(a)(6) – Personnel, with a SECOND from Vice Chairman Bond. The Board APPROVED the motion unanimously (5-0).

OPEN SESSION

Chairman Smith stated at the December 2020 Regular Monthly Meeting, the Board voted to hire a part-time Deputy Clerk to the Board, if needed. Adding, now the part-time Deputy Clerk to the Board was needed (due to the resignation of Martin County Clerk Jessica R. Godard). County Manager James Bennett stated the position for Clerk to the Board/Executive Assistant had been advertised, and he distributed copies of the ad.

Chairman Smith commented Mrs. Thompson (former Martin County Clerk/Executive Assistant to the County Manager) was already trained for the position. Chairman Smith added Mrs. Thompson would be assisting the County when time would allow, with the understanding that she has other prior commitments and family obligations.

Commissioner Gurganus made a MOTION to appoint Ms. Marion B. Thompson as part-time Deputy Clerk to the Board of Commissioners, with a SECOND by Commissioner Ayers. The Board APPROVED the motion unanimously (5-0).

ADJOURNMENT

With no further business to discuss, Vice Chairman Bond made a MOTION to adjourn the meeting, with a SECOND from Commissioner Biggs. Chairman Smith adjourned the meeting at 9:23 p.m. The next regular meeting would be held on Wednesday, April 14, 2021 at 7:00 p.m. in the Commissioners Boardroom.

Ronnie Smith, Chairman

Marion B. Thompson
Deputy Clerk to the Board