

October 11, 2017

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

ASSEMBLY

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

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

Chairman Lilley extended a welcome, and thanked everyone for his or her in attendance. Chairman Lilley recognized the following appointed/elected officials: Martin County Sheriff Tim Manning, Martin County Schools Board Vice Chairman Barbara Council, Williamston Mayor Joyce Whichard-Brown, and Bear Grass Mayor Charlotte Griffin. Chief Deputy Drew Robinson also attended the meeting. Parmele Mayor Jerry McCrary and Register of Deeds Kimberly Griffin arrived later.

Recently hired, Martin-Tyrrell-Washington Health Director Wes Gray, a local native, introduced himself to the community.

AGENDA APPROVAL

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

PUBLIC COMMENTS – None

CONSENT AGENDA

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

1. **Minutes** for September 13, 2017 Regular & Closed Sessions, September 27, 2017 Special Called & Closed Sessions
2. **Financial Report** for August 2017 included for informational purposes.
3. **Tax Relief Orders – September 2017**

<u>Year</u> <u>Levy</u>	<u>Lname</u>	<u>Fname</u>	<u>Reason</u>	<u>Value</u>	<u>Total</u>
2017	Keel	Walter R. Trust	Error In Value	77,413	642.53

2017	Keel	Walter R. Trust	Error In Value	59,547	461.49
2017	Keel	Walter R. Trust	Error In Value	59,547	461.49
2017	Keel	Walter R. Trust	Error In Value	59,547	452.56
2017	Gurganus	Warren D.	Error In Listing	1,723	14.82
2017	Hoggard	Johnny Ray	Error In Listing	3,683	30.76
2017	Hoggard	Mattie Pearl	Double Billed		46.72
2016	Haggard	Mattie Pearl	Double Billed		46.20
2015	Hoggard	Mattie Pearl	Double Billed		49.56
2014	Hoggard	Mattie Pearl	Double Billed		51.17
2013	Haggard	Mattie Pearl	Double Billed		52.92
2012	Hoggard	Mattie Pearl	Double Billed		49.76
2011	Hoggard	Mattie Pearl	Double Billed		8.40
2017	Holliday	Judy G.	Out of County		10.78
2017	Manning	William Darrell	Error In Listing	9,521	82.84
2017	Nicholson	Megan L. Manning	Error In Landfill Fee		172.00
2017	Nicholson	Megan L. Manning	Error In Landfill Fee		-172.00
2017	Spruill	Winfield Scott	Sold Vehicle		87.31
2017	Syfan	Manufacturing Inc.	Error In Listing	1,541,053	14,069.81
2017	The	Modlin Agency Inc.	Double Listing	530	4.19
2017	Harrison	Cindy Lou	Change of County		79.95
2017	Dailey	John Hunter	Assessed in Error		613.04
2017	Goddard	Chowanda Brown	Situs Error		132.02
2017	Roberson	Alonza & Mary S.	Assessed in Error		89.00
2017	Roberson	Alonza & Mary S.	Assessed in Error		82.22
217	Roberson	Alonza Sr.	Assessed in Error		147.90
				Total	17,767.44

4. Tax Collector's Report – September 2017

	Category	September	Sept. Y-T-D
Real Property	20	\$499,416.79	\$2,209,056.85
Personal Property	25	<u>150,700.57</u>	<u>776,508.37</u>
Total		\$650,117.36	\$2,985,565.22
Motor Vehicle	30	<u>212.75</u>	<u>2,550.19</u>
Total MV		\$212.75	\$2,550.19
All Total		\$650,330.11	\$2,988,115.41

5. Special Called Meeting (October 18, 2017) 2nd Public Hearing Community Development Block Grant – Disaster Recovery Application

The North Carolina Division of Emergency Management (NCEM) made available approximately \$32.5 million of Community Development Block Grant-Disaster Recovery (CDBG-DR) funds for disaster recovery program activities. NCEM would make this grant announcement, directed to 46 counties for recovery efforts, after a competitive review of funding requests and the

submittal of project applications. The maximum allowable grant award for each County would be \$1 million in funding.

Two public hearings were required before submission of the application. The 1st public hearing for the Community Development Block Grant-Disaster Recovery application was scheduled on this agenda for the Board of Commissioners.

In order to meet the statutory publication deadline for a public hearing and to meet the application deadline, the Board of Commissioners consensually agreed to hold a Special Called meeting on October 18, 2017, 7 p.m. for the 2nd Community Development Block Grant-Disaster Recovery public hearing. The Board officially approved the Special Called meeting, as part of this Consent Agenda.

6. Potential Funding Source Option for Career Technical Center from Department of Public Instructions (DPI) for Tier I Counties

Martin County and Martin County Board of Education Martin County have collaborated for the last couple of years in the planning for a Career Technical Center for the school system. This facility would be a key component to the Board of Education's long-term school consolidation plan. The site for the Career Technical Center would be Martin County Economic Development Corporation's (EDC)'s NC TeleCenter. The Martin County Board of Commissioners included \$1 million in the 2017-18 Budget for this project.

For some time, the Board of Education, Martin County, Martin County EDC, and Martin Community College have been developing a grant proposal for this project to the US Economic Development Administration (EDA). County Manager Bone explained the NC Department of Public Instruction announced an alternative grant opportunity (specifically for Tier -1 counties), called the Program. The Board of Education desired to pursue this second grant program, as well. However, this would be an either-or situation – the project could not be funded through both grant programs. The EDA program would require Martin County to own the property. Whereas, the Needs-Based Public School Capital Fund the DPI program would require the Board of Education to own the property.

The Board of Education asked for the support of the Martin County Commissioners in the Needs-Based Public School Capital Fund grant application. The Board of Education planned to pursue both grant sources, hoping at least one grant application would be successful.

The Board of Commissioners approved and showed support for the grant application through approval of this item, as part of the consent agenda.

7. Clerk Report included for informational purposes.

INTRODUCTION OF NEW EMPLOYEE (S) – None

PRESENTATIONS

Martin County PSAP (911) & Regional Back-up PSAP Building Schematic Design

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

The Martin County Board of Commissioners approved the acceptance of the grant on September 14, 2016. The Board of Commissioners approved the grant agreement with the NC 911 Board on November 16, 2016. Additionally, the Board of Commissioners approved the addition of Pasquotank County to the project on January 18, 2017.

On April 12, 2017, the Board of Commissioners approved a contract for architectural services with the Schrader Group/Lyall Design Architects. The following was the general timeframe originally established for the project:

- | | |
|---|-------------------------------|
| • Schematic Design | May – July, 2017 |
| • Design Development | August – October 2017 |
| • Development of Construction Documents | November 2017 – February 2018 |
| • Bidding | March 2018 |
| • Construction | April 2018 – May 2019 |
| • System Integration | June 2019 |
| • Commissioning | July 2019 |
| • Migration | August 2019 |
| • Owner Occupancy | September 2019 |

The Schrader Group and others held a visioning session for the new 911 center on May 2, 2017. The PSAP Design Advisory Team met with the architects from the Schrader Group and Mission Critical on June 8, 2017 for a schematic design review and made decisions about the building floor plan and site plan. The Schrader Group architects returned on July 5, 2017 for a follow-up design meeting. Later on that night, the architects made a presentation, during the Board of Commissioners’ meeting.

The PSAP Design Advisory Team had planned a follow-up design meeting for September 13, 2017. The Schrader Group had planned to make a presentation at the Board of Commissioners meeting the same night. Due to the Hurricane Irma forecast and expected path, the group postponed the meeting a week prior to the scheduled meeting. Instead, the Schrader Group sent the Design Development Plans to County Staff for review.

The Team held a follow-up design meeting on October 11, 2017. Mr. Harry Pettoni, of the Schrader Group, later attended the Board of Commissioners’ meeting to give an update on the project and to show the building schematic design. Mr. Pettoni explained the discussion centered on finalizing the building design, site design, and interior space – the complete design development.

At the next meeting of the PSAP Design Advisory Team, the Schrader Group planned to provide PSAP interior and exterior materials sampling for review.

Several individuals praised the collaboration demonstrated among members of the PSAP Design Advisory Team.

Martin County ABC Annual Report

ABC General Manager Lynn Sadler presented the annual financial report (below) for both Martin County ABC stores, as of fiscal year ending June 30, 2017. All ABC Board members (Chairman Janie Grady, Vice Chairman James Hill, Rose Reason, Steve Cannon, and Commissioner Dempsey Bond) attended the Board of Commissioners' meeting.

ABC General Manager Sadler stated sales were good but were over \$1.5 million less than last year. The increase in health insurance cost has caused the major detriment to net profit, as well.

Speaking on behalf of the ABC Board, Board Member Cannon commented on the Board's interest in expanding the Robersonville ABC store. While sales have increased in both stores, the Robersonville store attracts out of town customers seeking products not available in other locations. The ABC Board plans to do a market study to determine the feasibility of expanding/building a store located closer to the interstate. Reportedly, state research shows a guaranteed ten percent (10%) increase in sales with new stores.

After commending the General Manager and Staff, as well as the ABC Board on doing an outstanding job, Commissioner Bond suggested the Williamston store might also benefit from a new store. However, the focus at this time would be the Robersonville ABC store.

The ABC Board stated it channels funding into the community to education consumers as well as non-consumers about alcohol and the potential risks.

FINANCIAL REPORT

June 30, 2017

<u>Sales</u>	
Sales	\$ 2,095,533
Mixed Beverage sales	<u>\$ 20,855</u>
Gross Sales	\$ 2,116,388
Cost of Goods Sold	\$ 1,119,201
<u>Martin County</u>	
Profit Distribution	\$ 121,118
Bottle Tax (Rehabilitation)	\$ 7,865
Law Enforcement	<u>\$ 5,925</u>
Total	\$ 134,908
<u>State of North Carolina</u>	

Sales Tax	\$ 148,147
Excise Tax	\$ 465,229
Mixed Beverage Tax	<u>\$ 2,176</u>
Total	\$ 615,552
<u>Expenses</u>	\$ 368,827
<u>Profit</u>	\$ 25,977
<u>Capital Improvement Fund</u>	\$ -

Update on Courthouse Security Enhancements

At the September 13, 2017 meeting, Chairman Lilley requested an update on Courthouse security from Sheriff Tim Manning, which he would present at the October Board of Commissioners' meeting.

Sheriff Tim Manning began his presentation by recalling there was some concern about Courthouse security, after a couple of events happened in the Courthouse in 2015. To help address this matter, former Sheriff Dan Gibbs arranged for a free Courthouse security consultation through the NC Sheriffs' Association.

Sheriff Manning continued to say on April 30, 2015, an ad hoc Courthouse Security Committee met with Court Security Consultant Travis Robinson, from the NC Sheriffs' Association, which involved some training and group discussion. At the meeting, Mr. Robinson introduced the Courthouse Security Committee to the *Courthouse Security Manual*, published by the North Carolina Sheriffs' Association. This 107-page document addressed in detail the "best practices" that all courthouse complexes should adopt to maximize the security of those individuals attending court or for those visitors attending the other county offices that may be located where the courthouse may be housed. The Courthouse Security Committee engaged in extensive dialogue as the strengths and security gaps were explored that related to the specifics of the Martin County Courthouse.

On June 15, 2015, the NC Sheriffs' Association sent a written report, as a product of the April 30, 2015 – May 1, 2015 consultation. The NC Sheriffs' Association report stated the Martin County Courthouse has several security strategies and procedures currently in place that follow the "best practices" as outlined in the *Courthouse Security Manual*. Prior to receipt of the full report, funds for a new camera system and a wireless panic button system were included in the 2015-16 Budget. A new camera system (including 35 cameras) and a wireless panic button system were purchased, installed, and are currently in use. Another safety concern was access to judicial offices through the back stairway. Staff put measures in place to remedy this matter, as well.

Sheriff Manning gave the following status on additional major NC Sheriffs' Association recommendations for Martin County Courthouse Security:

1. Establish an incident reporting system; whereby security incidents would be reported to the bailiffs, documented, and then shared with the Courthouse Security Committee, at their meetings.

Status Update:

The Sheriff's Office has an incident report used to report any crime that has been committed. The Sheriff's Office also has the ability to contact the Williamston Police Dept. via radio, if necessary. The Sheriff's Office fills out an accident incident report when people have fallen within the courthouse (Then, the Finance Office would get the report for insurance reporting).

2. Conduct systematic safety training for all staff occupying the courthouse building to reinforce procedures for active shooters, bomb threats, hostage situations, etc.; conduct an orientation training session for new employees.

Status Update: *Training had not been set-up, as of the presentation.*

3. The Courthouse Security Committee needs to assist in the development of a written policy outlining who can access the restricted areas behind the courtrooms. Every effort should be made to lock down the restricted areas in the courthouse building. All doors leading in from the public areas should be locked at all times.

Status Update:

While most doors with outside stairway access to the courtrooms are kept locked, some are left unlocked, as the entrance for court personnel and to certain offices. This is a safety concern, especially during Superior court, due to lack of personnel.

4. Radios with earpieces should be purchased so that officers can hear radio traffic and respond more effectively to incidents in and around the courthouse building.

Status Update:

The Sheriff's Office has earpieces for the bailiff in the courtroom.

5. Designate separate smoking area(s) outside the courthouse building for all visitors and employees. Install the appropriate signs for smoking and non-smoking areas.

Status Update:

Smoking is not allowed inside the courthouse. A designated smoking area has not been created.

6. Develop and implement written courthouse security policies and standard operating procedures included as part of the overall courthouse security plan.

Status Update:

The safety committee has developed a written policy for the use of the installed wireless panic button.

The Board thanked Sheriff Manning for the update and encouraged Staff and others to continue the effort to improve security.

October NCACC Video Update

The NC Association of County Commissioners produced its monthly NCACC update video for county boards of commissioners. October's video update presented highlights of the 110th Annual NCACC Conference held in Durham, NC. The Commissioners elected the following NCACC executive officers during the conference: Commissioner Brenda Howerton (Durham County), President; Commissioner Larry Phillips (Surry County), President Elect; Commissioner Kevin Austin (Yadkin County), 1st Vice President; Commissioner Ronnie Smith, (Martin County) 2nd Vice President; and Commissioner Fred McClure (Davidson County), Past President. Several outstanding awards were distributed. The initiative NCACC President Howerton chose for 2017-2018 was "100 Counties Helping Our Children Thrive".

Chairman Lilley asked all to give a round of applause for Commissioner Ronnie Smith, the newly elected 2017-18 NCACC 2nd Vice President. Commissioner Smith thanked the Board of Commissioners and many others for their continued support.

PUBLIC HEARING

1st Public Hearing Community Development Block Grant –Disaster Recovery Application

Commissioner Smith made the MOTION to enter the 1st Public Hearing for the Community Development Block Grant – Disaster Recovery (CDBG-DR) application, with a SECOND by Commissioner Ayers. The Board APPROVED the motion unanimously.

Project Consultant Mike Barnette, of McDavid Associates, Inc. stated Martin County received notification of the availability of CDBG-Disaster Recovery funding as a part of the Hurricane Matthew recovery program. The County can submit an application for up to \$1,000,000 for housing, community facilities, and public infrastructure. Hurricane Matthew affected forty-six (46) counties.

This public hearing was the first of two required public hearings. The purpose of this first hearing was to receive public comments on the potential contents of the application. The purpose of the second public hearing (scheduled for October 18, 2017) would be to outline the application contents to the public.

The CDBG-DR application can include:

- Single family homeowner rehabilitation and reconstruction,
- Mobile home repair or replacement,

- Acquisition/infrastructure for new construction to develop affordable housing outside flood prone areas,
- Temporary rental assistance,
- House repair cost reimbursement, (up to \$25,000)
- Flood insurance assistance, and/or
- Small rental repair at scattered sites throughout Martin County.

Mr. Barnette stated the application could also include community recovery activities, i.e. library, and infrastructure in support of these activities. All activities must benefit low-moderate income people or address an urgent need as the qualifying National Objective. Grant applicant who have suffered losses and/or damages over \$8,000 and those 65 or over would receive first consideration. The program would make every effort to minimize displacement and would provide displacement assistance, if needed. The application would not involve involuntary displacement. The program would not require the County to commit local funds to the project.

Comments were encouraged and the County would respond to all written comments received by the County Manager's office within ten (10) calendar days after the hearing. The County would make good faith efforts to involve historically underutilized businesses and Section 3 individuals and businesses in execution of the program.

Public Comments

Vice Chairman Bowen inquired about how the public would gain knowledge of the availability of additional disaster recovery funds. Mr. Barnette replied solicitation would continue by way of newspaper publications, faith based and community organizations, etc. Mr. Barnette stated he had a list of names of some individuals, who had sustained losses and/or damages because of the hurricane.

Ms. Barbara Council asked how long before knowing about grant approval. Mr. Barnette answered in 45 to 60 days, Martin County should know if the North Carolina Division of Emergency Management (NCEM) funded the grant.

Vice Chairman Bowen made the MOTION to end the 1st Public Hearing for the Community Development Block Grant – Disaster Recovery (CDBG-DR) application, with a SECOND by Commissioner Bond. The Board APPROVED the motion unanimously.

FY 2019 Transit 5311 CTP Grant

Commissioner Smith made the MOTION to enter the Public Hearing for the FY 2019 Transit 5311 CTP Grant, with a SECOND by Vice Chairman Bowen. The Board APPROVED the motion unanimously.

Deputy Social Services/Transit Director Frank Halsey stated Martin County Transit, a public transportation agency, receives outside funding from multiple sources, including:

- The Community Transportation Program (CTP);
- Rural Operating Assistance Program (ROAP);

- Medicaid Transportation; and
- Collection of customer fares, sale of disposed transit vehicles, and county funding.

Deputy Director Halsey explained the Community Transportation Program (CTP), a combination of federal and state funds, provides the majority of funding for North Carolina’s rural transportation systems. The CTP application incorporates the following three programs into a single program/application:

- Non-urbanized Area Formula Program (FTA Section 5311)
- Rural Capital Program (Composed of three programs that have been consolidated and entitled “Consolidate Capital Call for Projects Program”)
- Human Service Transportation Management Program

NCDOT was accepting CTP applications from designated sub-recipients. In preparation for submitting an application, each applicant must hold a Public Hearing on the proposed project to allow members of the community the opportunity to comment on public transportation needs and the grant application.

The Martin County Transit (MCT) grant application has two parts: Administrative and Capital funding. The Administrative funding source would be 80% federal, 5% state and 15% local share. The Capital funding source would be 80% Federal, 10% State and 10% local share. The total estimated amount requested for the period July 1, 2018 through June 30, 2019 would be:

<u>Project</u>	<u>Amount Requested</u>	<u>Local Share</u>
Administrative	\$155,013	\$23,252
Capital	<u>\$268,439</u>	<u>\$26,844</u>
Total Project	\$423,452	\$50,096

As requested, the Board of Commissioners approved the resolutions to approve (Board action was incorporated into the resolutions below) the grant application, to authorize submittal of the application, and to assure and to certify the County will provide the required local match.

An additional requirement and request was to update each Commissioner’s signature page of the Conflict of Interest Policy the Board adopted on January 18, 2017 pertaining to grants and procurement, to comply with the current fiscal year, which the Board did.

PUBLIC TRANSPORTATION PROGRAM RESOLUTION
FY 2019 RESOLUTION

Section 5311 (including ADTAP), 5310, 5339, 5307 and applicable State funding, or combination thereof.

Applicant seeking permission to apply for Public Transportation Program funding, enter into agreement with the North Carolina Department of Transportation, provide the necessary assurances and the required local match.

A motion was made by (*Board Member's Name*) Vice Chairman Tommy Bowen and seconded by (*Board Member's Name or N/A, if not required*) Commissioner Ronnie Smith for the adoption of the following resolution, and upon being put to a vote was duly adopted.

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

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

WHEREAS, the purpose of these transportation funds is to provide grant monies to local agencies for the provision of rural, small urban, and urban public transportation services consistent with the policy requirements of each funding source for planning, community and agency involvement, service design, service alternatives, training and conference participation, reporting and other requirements (drug and alcohol testing policy and program, disadvantaged business enterprise program, and fully allocated costs analysis); and

WHEREAS, the funds applied for may be Administrative, Operating, Planning, or Capital funds and will have different percentages of federal, state, and local funds.

WHEREAS, non-Community Transportation applicants may apply for funding for "purchase-of-service" projects under the Section 5310 program.

WHEREAS, (*Legal Name of Applicant*) Martin County hereby assures and certifies that it will provide the required local matching funds; that its staff has the technical capacity to implement and manage the project(s), prepare required reports, obtain required training, attend meetings and conferences; and agrees to comply with the federal and state statutes, regulations, executive orders, Section 5333 (b) Warranty, and all administrative requirements related to the applications made to and grants received from the Federal Transit Administration, as well as the provisions of Section 1001 of Title 18, U. S. C.

WHEREAS, the applicant has or will provide all annual certifications and assurances to the State of North Carolina required for the project;

NO, THEREFORE, be it resolved that the (*Authorized Official's Title*)* County Manager of (*Name of Applicant's Governing Body*) Martin County Board of Commissioners is hereby authorized to submit grant application (s) for federal and state funding in response to NCDOT's calls for projects, make the necessary assurances and certifications and be empowered to enter into an agreement with the NCDOT to provide rural, small urban, and urban public transportation services.

I (*Certifying Official's Name*)* Marion B. Thompson (*Certifying Official's Title*) Clerk to the Board do hereby certify that the above is a true and correct copy of an excerpt from the minutes of a meeting of the (*Name of Applicant's Governing Board*) Martin County Board of Commissioners duly held on the 11th day of October, 2017.

HUMAN SERVICE AGENCY TRANSPORTATION RESOLUTION
State Funds
FY 2019 RESOLUTION

Section 5311 (ADTAP), 5310, 5339, 5307 and applicable State funding, or combination thereof.

Applicant seeking permission to apply for Human Service Transportation funding, enter into agreement with the North Carolina Department of Transportation, provide the necessary assurances, and the required local match.

A motion was made by (*Board Member's Name*) Vice Chairman Tommy Bowen and seconded by (*Board Member's Name or N/A, if not required*) Commissioner Ronnie Smith for the adoption of the following resolution, and upon being put to a vote was duly adopted.

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

WHEREAS, the North Carolina Department of Transportation receives funds from the North Carolina General Assembly to provide assistance for rural public transportation projects; and

WHEREAS, the purpose of these transportation funds is to provide grant monies to local agencies for the provision of rural public transportation services; and

WHEREAS, the funds applied for may be Administrative, Operating, Planning or Capital funds and will have different percentages of federal, state, and local funds.

WHEREAS, non-Community Transportation applicants may only apply for funding for "purchase-of-service" projects under the Section 5310 program

WHEREAS, (*Legal Name of Applicant*) Martin County hereby assures and certifies that it will provide the required local matching funds; that its staff has the technical capacity to implement and manage the project, prepare required reports, obtain required training, attend meetings and conferences; and agrees to comply with the federal and state statutes, regulations, executive orders, and all administrative requirements related to the applications made to and grants received from the North Carolina Department of Transportation;

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

I (*Certifying Official's Name*)* Marion B. Thompson (*Certifying Official's Title*) Clerk to the Board do hereby certify that the above is a true and correct copy of an excerpt from the minutes of a meeting of the (*Name of Applicant's Governing Board*) Martin County Board of Commissioners duly held on the 11th day of October, 2017.

OLD BUSINESS – None

NEW BUSINESS

Resolution Authorizing the Conveyance of Real Property (Former West Martin School) to the West Martin Alumni Association, Inc.

As previously recorded, the West Martin Community Center (old West Martin School) is located in Oak City, NC. Martin County Board of Education owned the building and leased it to the West Martin Alumni Association, Inc. The Alumni Association, volunteers and others (who donate time, expertise, and funds) established a goal of improving the quality of life of the citizens in the community and surrounding areas.

During its September 2017 meeting, the Board of Education voted to pursue other options, after learning about septic issues for the property concerning permitting and repairs needed. A rough estimate for the work necessary was \$12,000, but more work may be needed.

The Board of Education directed Superintendent Chris Mansfield to send a letter to the Board of Commissioners to ask if the County would be willing to assume ownership of West Martin School.

NC General Statute § 115C-518 governs the disposition of school property. The statute requires the Board of Education to offer the property to the Board of Commissioners at a fair market price or at a price negotiated between the two boards.

At its September 13, 2017 meeting, the Board of Commissioners voted to pursue the purchase of the former West Martin School property and directed County Manager David Bone to enter negotiations with Superintendent Chris Mansfield concerning the purchase of the property. County and Board of Education Staff met on this matter.

As a follow-up to those negotiations, County Manager Bone stated the Board of Commissioners held a Special Called Meeting on September 27, 2017. At that time, the Board of Commissioners voted to offer the Martin County Board of Education \$50,000 for the former West Martin School.

County Manager Bone added at the October 2, 2017 meeting of the Board of Education, the Board of Education passed a resolution accepting Martin County's offer.

County Manager Bone stated NC General Statute § 160A-279 would allow a county to convey a public property to a nonprofit for a public purpose. This would be similar to a county providing funding consideration to a nonprofit as part of the annual budget process.

Once the deed transference has taken place, Martin County would advertised its intent to convey the property. No sale/conveyance shall be consummated thereunder until 10 days after its publication, in accordance with NC G.S. 160A-267.

Commissioner Smith made the MOTION to approve the following resolution, as presented, authorizing the conveyance of the former West Martin School property to the West Martin Alumni Association, Inc., with a SECOND by Vice Chairman Bowen. The Board APPROVED the motion unanimously.

All parties, the Board of Commissioners, Martin County Board of Education and the West Martin Alumni, volunteers and others, seemed pleased with and grateful for the collaboration that took place to make this happen.

RESOLUTION AUTHORIZING THE CONVEYANCE
OF REAL PROPERTY (FORMER WEST MARTIN SCHOOL)
TO THE WEST MARTIN ALUMNI ASSOCIATION, INC.

WHEREAS, Martin County is in the process of purchasing property located at 400 South NC Highway 125, Oak City, NC 27857, formerly known as West Martin School; a level tract of land with 797 feet of frontage along NC Highway 125, and a depth of approximately 483 feet along School Street.

WHEREAS, the property encompasses 8.4 acre more or less, which contains a high school classroom (originally built in 1951, with 1956 additions – approximately 12,830 square feet) and gymnasium (built in 1952 – approximately 7,609 square feet) approximated total square feet 20,439; an elementary school classroom building (built in 1957) approximately 13,913 square feet; and a cafeteria (built in 1969) approximately 4,635 square feet.

WHEREAS, pursuant to N.C.G.S. 160A-267 and N.C.G.S. 160A-279, the Martin County Board of Commissioners may adopt a resolution or authorize an appropriate county official, in lieu of or in addition to the appropriation of funds, convey by private sale real or personal property to any public or non-profit private entity which carries out a public purpose; and

WHEREAS, the County desires to convey said real property “As Is” to the West Martin Alumni Association Inc., a 509 (a) (2) non-profit private entity.

WHEREAS, the West Martin Alumni Association seeks to improve the quality of the life of the citizens in the community and surrounding areas by holding various monumental educational, social and cultural activities through use of the facility, now deemed the West Martin Community Center.

NOW, THEREFORE, the Board of Commissioners of Martin County hereby resolves as follows:

1. The County Commissioners (upon the completion of the purchase from Martin County Board of Education) declare said property surplus and authorize the County Manager to execute all documents necessary to convey fee simple defeasible title to the 8.4 acres more or less property known as West Martin School (now deemed the West Martin Community Center) to West Martin Alumni Association, Inc. for public use.

2. The consideration for the conveyance is the following set of conditions, covenants, and restrictions, which shall be incorporated in the deed given by Martin County to the West Martin Alumni Association, Inc.:

a. The West Martin Alumni Association Inc. will use the property to improve the quality of life of the citizens in the Community and surrounding areas by holding various educational, social and cultural activities through the use of the facility, now deemed the West Martin Community Center.

b. The Deed given by the County to the 8.4 acres more or less tract of land and all improvements thereon shall convey a title in fee simple determinable. The fee simple interest of the Alumni Association in the property shall terminate if at anytime during the next 10 years the Alumni Association stops using the property for its intended public use.

3. A notice of this exchange shall be published at least once after the adoption of this resolution in The Enterprise & Weekly Herald. Said notice will identify the property to be sold and may, but need not, specify a minimum price. No sale/conveyance shall be consummated thereunder until 10 days after its publication. (NC G.S. 160A-267)

4. Adoption of this resolution in a regular meeting will serve as authorization by the Commissioners' to convey the property as required by North Carolina Statues.

Adopted this 11th day of October, 2017.

Elmo "Butch" Lilley, Chairman

Marion B. Thompson, NCCCC
Clerk to the Board

Adjustment in Emergency Management Service (EMS) Per-Call Payment

County Manager Bone explained in 2015, Martin County developed a methodology for a consistent, transparent and equitable funding of EMS services in the county, based on two (2) parts:

1. A flat, base support rate for each squad (\$25,000); and
2. A volume rate adjustment (amount paid per call).

The funding model would pay each squad a flat rate of \$25,000 per year. This would provide each squad a certain amount of funding. This would be beneficial for the small squads that do not have a high volume of calls, as well as, take into consideration larger squads that have a higher call volume.

The number of calls to which a squad responds in the prior year would determine the funding. These calls would be easily identifiable because Communications tracks call volumes. Each squad must submit call volumes to the State, as well. The current volume rate adjustment was \$45 per call. Agencies were paid \$50 per call that provide Advanced Life Support (ALS) instead of Basic service.

County Manager Bone stated in the past, Martin General Hospital would allow EMS providers to restock supplies on their vehicles after responding to a call and transporting an individual to the hospital.

In a letter, Chief Executive Officer Taffy Aria stated the replenishment arrangement between Martin General Hospital and ambulance services in Martin County did not align with the requirements of both Quorum Health and the Office of Inspector General, U. S. Department of Health and Human Services. Effective June 30, 2017, Martin General stopped this practice.

As a result, the various agencies have incurred unexpected expenses. To assist these agencies (most of which rely on volunteer and part-time personnel), Staff recommended increasing the volume rate adjustment by \$10 – to \$55 for agencies that provide Basic service and \$60 per call for agencies that provide Advanced Life Support (ALS).

Vice Chairman Bowen made the MOTION to approve the \$10 increase and Budget Amendment #12, which dealt with the increase. Commissioner Bond SECONDED the motion. The Board APPROVED the motion unanimously.

Budget Amendment #12

BUDGET ORDINANCE AMENDMENT-12

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, 2018.

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

	Increase	Decrease
Public Safety		
Rescue Squads	\$ 40,130	

This will result in an increase of \$ 40,130 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`	\$ 40,130
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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 Bowen and SECONDED by Commissioner Bond to adopt the above budget ordinance amendment this 11th day of October 2017. The Board APPROVED the motion unanimously.

Authorization to Seek Bids for Clear-Cutting Trees at Various Martin County Properties

County Manager Bone reported Staff proposed to seek bids to harvest timber (By definition, standing timber is considered real property.) at three County-owned properties (The Martin County Airport, The Martin County Industrial Park and Kehukee Park), as one combined project. Aviation standards required that the Airport reinvest any revenue received for Airport property.

Therefore, even though bids requests would be for one combined project, the timber harvesters must itemized bids.

Martin County Airport

County Manager Bone stated the land in question at the Airport included 37 acres of land recently purchased for an Automated Weather Observing System (AWOS) and other future development at the airport. The recently acquired land consists of two separate pieces of property, which were both part of a much larger parcel.

The Airport needed the northern piece of property acquired for two projects. The first project would be the installation of an Automated Weather Observing System (AWOS). The AWOS would require approximately 18 acres of property for the clearing and maintenance of the AWOS critical area, which would be a 500-foot radius around the AWOS. The second project for the northern piece of property would be to construct a full parallel taxiway, extending the existing parallel taxiway from the apron/terminal area to the Runway 21 end. The preliminary design for the parallel taxiway was underway. The proposed use for the southern piece of property would be for future Corporate Area expansion.

Martin County Industrial Park

County Manager Bone stated Martin County desired to harvest some trees in the Martin County Industrial Park to improve the visibility of the Industrial Park for the western traffic flow on US Highway 64. In 2014, the Board of Commissioner approved the clearing of other trees in the Industrial Park.

Kehukee Park

Furthermore, County Manager Bone stated Martin County desired to harvest trees on land at Kehukee Park. Operations Director Justin Harrison suggested this land would be a good candidate for timber management/re-planting because there were bare spots in this area. Operations Director Harrison also suggested leaving a buffer to prevent entry from the backside.

Commissioner Smith made the MOTION to authorize staff to request bids for the sale of timber at the Martin County Airport, the Martin County Industrial Park and Kehukee Park, with a SECOND by Vice Chairman Bowen. The Board APPROVED the motion unanimously.

County Manager Bone stated in pursuant of NC Gen. Stat. § 160A-268, an advertisement for bids would be ran in the local newspaper and bids would be received no earlier than 30 days for the request for bids notice. Plans were to submit the timber bids received for the Board of Commissioners' consideration, at the December 13, 2017.

Lease Agreement for County Provided Space DPS-Juvenile Justice

As stated by the NC Department of Public Safety – Division of Juvenile Justice, in North Carolina, if a youth is 15 years old or younger and commits a crime, his or her case will be brought to the attention of staff within the Juvenile Justice section of the N.C. Department of

Public Safety, Division of Adult Correction and Juvenile Justice. The division focuses on juvenile justice issues and at-risk youth in the state.

Thousands of youth encounter North Carolina's juvenile justice system through interaction with the Juvenile Justice Section's Juvenile Crime Prevention Council services, community programs, juvenile court services and juvenile commitment facilities.

The Juvenile Justice Section is committed to the reduction and prevention of juvenile delinquency by effectively intervening, educating and treating youth in order to strengthen families and increase public safety. Juvenile Justice goals include:

- Fostering communities that are safe from juvenile crime.
- Collaborating with judges, district attorneys, juvenile defense attorneys, law enforcement agencies, schools and other youth service providers to determine and provide the right program for each youth.
- Providing safe and secure housing for youth in care and to provide programming that teaches pro-social skills.
- Providing accurate assessment and effective treatment and education of youth.
- Preventing youth from initial or further involvement in the juvenile justice system through partnerships with local governments and communities.

To fulfill its juvenile justice function, the Juvenile Justice section provides a full continuum of public safety interventions involving all children and youth ages 6-15 alleged to or have been found to have committed an undisciplined or criminal offense; in cases where youth are placed under court jurisdiction before their 16th birthday and youth require further interventions under the Juvenile Code (Chapter 7B), they may remain under juvenile justice court supervision up until their 21st birthday. DPS also serves 16-year-olds and 17-year-old youth with undisciplined complaints.

(This year, the North Carolina General Assembly passed legislation changes to take effect in December 2019, which will apply to 16-year-olds and 17-year-olds accused of misdemeanors and low-level felonies such as larcenies, break-ins and other non-violent crimes.)

County Manager Bone stated NC General Statute § 7A-302 requires counties to provide space to Juvenile Justice, including furniture. Court facility fees provided through the Clerk of Superior Court help subsidize some of this cost to the County. Adding, the NC Department of Public Safety – Juvenile Justice has been utilizing space in the Martin County Governmental Center for a number of years without a lease agreement.

With respect to NC General Statute § 7A-302, NC Department of Public Safety – Property Office Division requested a three-year lease agreement (November 1, 2017 – October 31, 2020) for Juvenile Justice, with a lease payment of \$1.00.

Vice Chairman Bowen made the MOTION to approve the lease agreement (*entered into these minutes by reference title & date “Lease Agreement DPS – Juvenile Justice, November 1, 2017 – October 31, 2020”*) for the NC Department of Public Safety – Juvenile Justice located in Williamston, NC, with SECOND by Commissioner Bond. The Board APPROVED the motion unanimously.

Lease Agreement for County Provided Space DPS-Adult Probation and Parole

As stated by the NC Department of Public Safety – Community Corrections, its mission is to protect the safety of citizens in communities throughout the state by providing viable alternatives and meaningful supervision to offenders on probation, parole or post-release supervision. The primary goal of Community Corrections is to reach an equal balance of control and treatment for offenders that will positively affect the offender’s behavior and lifestyle patterns.

Probation/parole officers protect the public safety by helping offenders learn to live within the law, supervising offenders’ activities in the community and ensuring offenders comply with court orders and sanctions.

County Manager Bone stated NC General Statute § 15-209 requires counties to provide space for probation officers. Adding, the NC Department of Public Safety – Juvenile Justice had been utilizing space in the Martin County Governmental Center for a number of years without a lease agreement.

With respect to NC General Statute § 15-209, NC Department of Public Safety – Property Office Division requested a three-year lease agreement (November 1, 2017 – October 31, 2020) for Adult Probation and Parole, with a lease payment of \$1.00.

Commissioner Smith made the MOTION to approve the three-year lease agreement (*entered into these minutes by reference title & date “Lease Agreement DPS – Adult Probation & Parole, November 1, 2017 – October 31, 2020”*) for the NC Department of Public Safety – Adult Probation located in Williamston, NC, with a SECOND by Commissioner Bond. The Board APPROVED the motion unanimously.

Additional Budget Amendment(s)

Budget Amendment #10

Finance Director Cindy Ange stated the Corn Growers Association of NC awarded a \$1,000 grant to Martin County for the Martin and Pitt County Co-operative Extension Service. The funds would be used to purchase a generator and a shop vacuum to help with an on-farm corn population test.

BUDGET ORDINANCE AMENDMENT-10

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, 2018.

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

	Increase	Decrease
Economic & Physical Development		
Cooperative Extension	\$1,000	

This will result in an increase of \$1,000 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	\$1,000
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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 Smith and SECONDED by Commissioner Bond to adopt the above budget ordinance amendment this 11th day of October 2017. The Board APPROVED the motion unanimously.

Budget Amendment #11

Finance Director Ange stated Budget Amendment #11 would be for the purchase of the West Martin School from Martin County Board of Education.

The disposition of school property is governed by NC General Statute § 115C-518 and requires the Board of Education to offer the property to the Board of Commissioners at a fair market price or at a price negotiated between the two boards.

The School Board offered and the Board of Commissioners voted to purchase West Martin School at a negotiated price on September 13, 2017.

On September 27, 2017, the Board of Commissioners voted to purchase the former West Martin High School, now the West Martin Community Center, from the Board of Education for \$50,000.

On October 2, 2017, the Martin County Board of Education approved a resolution to accept the negotiated price of \$50,000 for West Martin School from the Board of Commissioners.

The West Martin Community Center is located in Oak City, NC. The goal of the West Martin Alumni, volunteers and others (who donate time, expertise, and funds) is to improve the quality of life of the citizens in the community and surrounding areas.

BUDGET ORDINANCE AMENDMENT-11

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, 2018.

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

	Increase	Decrease
Commissioners		
Capital Outlay	\$ 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.

Fund Balance`	\$ 50,000
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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 Smith and SECONDED by Vice Chairman Bowen to adopt the above budget ordinance amendment this 11th day of October 2017. The Board APPROVED the motion unanimously.

BOARD REPORTS / COMMISSIONERS' COMMENTS

Mental Health Facility

Vice Chairman Bowen commented some time ago, Representative Shelly Willingham visited Martin General Hospital to discuss pursuing funding for the additional of a mental health program on the 3rd floor of the hospital.

Sheriff Tim Manning stated currently, law enforcement has to transport inmates needing mental health assistance to the western part of the state. Sheriff Manning added it hurts the families because the inmates are so far way, and hurts the Sheriff's staff, due to the time it takes to transport the inmate.

Commissioner Smith, a member of the Trillium Health Resources Board, stated Trillium (LME/CMO of 26 counties) has been talking about the need for a facility in the eastern part of the state for some time. Adding, the problem is funding. Trillium had set aside funding for a potential facility. After seeing reserves in the fund balances for some entities, State legislators cut the appropriation budget of the LME/CMOs. In order to provide funding for the necessary services, Trillium Health Resources used several million dollars in fund balance reserves for several years, cutting its fund balance drastically. Commissioner Smith suggested regional collaboration, as an option for a mental health facility.

Regarding a regional partnership for the mental health facility, Chairman Lilley was concerned that too many counties as members would cause the operation to become "top heavy" or have a large number of individuals in top positions.

Chairman Lilley also suggested if the 3rd floor of Martin General Hospital was converted to a mental health facility, it would be wise to have a different entrance for mental health patients and regular hospital patients.

Seminar

Commissioner Smith commented on a seminar "*Thinking Big for Small People: Pre-K for Four Year Olds*" Commissioner Bond and he attended. Commissioner Smith encouraged working together to improve the status of Pre-K in Martin County. Commissioner Smith also suggested having this item on a future agenda.

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

Around 8:37 p.m., Vice Chairman Bowen made the MOTION to enter Closed Session in pursuant of NC G.S. §143-318.11(a)(6) Personnel, with a SECOND by Commissioner Smith. The Board APPROVED the motion unanimously.

Around 8:40 p.m., Vice Chairman Bowen made the MOTION to end Closed Session in pursuant of NC G.S. §143-318.11(a)(6) Personnel with a SECOND by Commissioner Ayers. The Board APPROVED the motion unanimously.

OPEN SESSION

Commissioner Smith made the MOTION to approved giving Register of Deeds Kimberly Griffin a two percent (2%) merit promotion, with a SECOND by Vice Chairman Bowen. The Board APPROVED the motion unanimously.

ADJOURNMENT

With no further business to discuss, Commissioner Smith made the MOTION to adjourn at 8:41 p.m., with a SECOND by Vice Chairman Bowen. The Board APPROVED the motion unanimously.

The Martin County Board of Commissioners’ next regular meeting would be Wednesday, November 8, 2017 at 7:00 p.m. in the Commissioners’ Board Room of the Martin County Governmental Center, 305 East Main Street, Williamston, North Carolina.

Elmo “Butch” Lilley, Chairman

Marion B. Thompson, NCCCC
Clerk to the Board