

December 13, 2017

The Martin County Board of Commissioners met in Regular Session on Wednesday, December 13, 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., County Manager David Bone, County Attorney J. Melvin Bowen, Clerk to the Board Marion B. Thompson and Finance Director/Deputy Clerk Cindy Ange.

Chairman Lilley commented Commissioner Joe R. Ayers was not in attendance, due to a family medical situation.

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 to each one, and stated it was a pleasure to have those in attendance. Chairman Lilley recognized the following elected/appointed officials in attendance: Bear Grass Mayor Charlotte Griffin, Martin County Sheriff Tim Manning, Martin County Schools Superintendent Chris Mansfield, Town of Williamston Mayor Joyce Whichard-Brown, Town of Parmele Mayor Jerry McCrary and Chief Deputy Sheriff Drew Robinson.

AGENDA APPROVAL

Chairman Lilley and County Manager Bone, respectively, requested the revision and addition of the following items to the agenda:

- Revised 2018 Meeting Schedule
- Closed Session – Attorney-Client Privilege N C G. S. §143-318.11(a)(3)

Commissioner Smith made the MOTION to approve the agenda as revised, with a SECOND by Commissioner Bond. The Board APPROVED the motion unanimously.

BOARD REORGANIZATION

Election of Chairman & Vice Chairman

NC G.S. § 153A-39 states on:

- (1) The first Monday in December of each even-numbered year; and
- (2) Its first regular meeting in December of each odd-numbered year, the board of commissioners shall choose one of its members as chairman for the ensuing year, unless the chairman is elected as such by the people or otherwise designated by law.

The board shall also at that time choose a vice-chairman to act in the absence or disability of the chairman. If the chairman and the vice-chairman are both absent from a meeting of the board, the members present may choose a temporary chairman.

Chairman Lilley turned the meeting over to County Manager Bone, who in turn, asked for nominations for Chairman.

Commissioner Smith stated the Board had a gentleman’s agreement that the Chairman would remain in the position of chairman for two consecutive years; then, Commissioner Smith made a MOTION to reelect Elmo”Butch” Lilley for Chairman. Commissioner Bond SECONDED the motion. The Board unanimously reelected Elmo”Butch” Lilley for Chairman for the upcoming year.

Chairman Lilley thanked the Board for their vote of confidence and added it was a pleasure to work together.

Chairman Lilley asked for nominations for Vice Chairman. Commissioner Smith made a MOTION to reelect Tommy Bowen for Vice Chairman. Commissioner Bond SECONDED the motion. The Board unanimously reelected Tommy Bowen for Vice Chairman for the upcoming year.

County Attorney

N C G. S. § 153A-114 states the Board of Commissioners shall appoint a county attorney to serve at its pleasure and to be its legal adviser.

Vice Chairman Bowen made the MOTION for J. Melvin Bowen to continue as Martin County Attorney, with a SECOND by Commissioner Bond. The Board unanimously APPROVED the motion as stated.

Clerk to the Board

N C G.S. § 153A-111 states the Board of Commissioners shall appoint or designate a clerk to the board. The board may designate the register of deeds or any other county officer or employee as clerk. The clerk shall perform any duties that may be required by law or the board of commissioners. The clerk shall serve as such at the pleasure of the board.

Commissioner Smith made a MOTION to reappointed Marion B. Thompson as Clerk to the Board, with a SECOND by Vice Chairman Bowen. The Board APPROVED the motion unanimously.

2018 Schedule of Meetings

MARTIN COUNTY BOARD OF COMMISSIONERS'				
Date of Meeting	Time	Type Meeting		Date Backup Needed
January 3, 2018	7 p.m.	Regular Meeting		December 27, 2017

January 10, 2018	7 p.m.	Regular Meeting	January 3, 2018
February 14, 2018	7 p.m.	Regular Meeting	February 7, 2018
March 14, 2018	7 p.m.	Regular Meeting	March 7, 2018
March 21, 2018	7 p.m.	Departmental Budget Presentations	
March 22, 2018	7 p.m.	Departmental Budget Presentations (Only if needed)	
March 28, 2018	7 p.m.	Agency Budget Presentations/Budget Workshop	March 16, 2018
April 11, 2018	7 p.m.	Regular Meeting	April 4, 2018
April 25, 2018 (Tentative)		Joint Budget Meeting with Board of Education	
May 9, 2018	7 p.m.	Regular Meeting	May 2, 2018
To Be Announced		Budget Workshop (s) (After Receipt of Board of Ed Budget)	
June 13, 2018	7 p.m.	Budget Public Hearing	
June 13, 2018	7 p.m.	Regular Meeting	June 6, 2018
June 13, 2018	7 p.m.	Adopt Budget	
June 27, 2018	7 p.m.	Year End Budget Ordinance Amendments (If, needed)	
July 11, 2018	7 p.m.	Regular Meeting	July 3, 2018
August 8, 2018	7 p.m.	Regular Meeting	August 1, 2018
September 12, 2018	7 p.m.	Regular Meeting	September 5, 2018
October 10, 2018	7 p.m.	Regular Meeting	October 3, 2018
November 14, 2018	7 p.m.	Regular Meeting	November 7, 2018
*12/3/2018	9 a.m.	Regular Meeting	November 26, 2018
* Date changed so that officials can be sworn in on first Monday of December (NC G. S. § 153 A-26). The time has been changed to a.m. as well.			

PUBLIC COMMENTS – Chairman Lilley open the floor to received public comments; however, there were 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 November 8, 2017 Regular & Closed Sessions, November 17, 2017 Special Called Session
2. **Financial Report** for October 2017 included for informational purposes.
3. **Tax Relief Orders – November 2017**

<u>Year Levy</u>	<u>Lname</u>	<u>Fname</u>	<u>Reason</u>	<u>Value</u>	
2017	Brown	Alice Etals	Error in Landfill Fee		172.00
2017	Lynch	Walker Etals	Error in Landfill Fee		172.00
2017	Moore	Luther Jr. Etals	Error in Landfill Fee		172.00
2017	Raynor	Rebecca Robertson	Sold Mobile Home		8.35
2017	R'ville	Ice & Coal Inc	Error in Listing		1.00
2017	R'ville	Ice & Coal Inc	Error in Listing		172.00
2017	Rodgers	Walter	Error in Landfill Fee		172.00
2017	Thompson	James David Heirs	Disabled Veteran	45,000	375.75
2010	Villapando	Benjamin	Double List	12,860	101.85
2011	Villapando	Benjamin	Double List	11,900	94.25
2012	Villapando	Benjamin	Double List	11,100	87.92
2013	Villapando	Benjamin	Double List	10,590	90.87
2014	Villapando	Benjamin	Double List	9,890	84.85
2015	Villapando	Benjamin	Double List	9,460	82.73
2016	Villapando	Benjamin	Double List	8,830	77.22
2017	Villapando	Benjamin	Double List	8,260	77.24
2017	Youngman	Susan Kay	Court Order to Release	37,410	534.97
2017	Barkley	Reginal Ira	Situs Error		36.15
2017	Castro	Armenta Ibeth	Over Assessment		23.49
2017	Eric W	Wynne, LLC	Over Assessment		29.30
2017	Hardison's	Carolina Barbecue	Situs Error		364.44
2017	Moore	Gina Diane	Situs Error		57.85
				Total	\$2,988.23

4. Tax Collector's Report – November 2017

	Category	Nov-17	Nov-17 Y-T-D
Real Property	20	\$1,742,333.01	\$4,382,014.53
Personal Property	25	<u>98,086.92</u>	<u>1,008,641.26</u>
Total		\$1,840,419.93	\$5,390,655.79
Motor Vehicle	30	<u>302.99</u>	<u>3,109.35</u>
Total MV		\$302.99	\$3,109.35
All Total		\$1,840,722.92	\$5,393,765.14

5. Board Appointments/Resignations

a. Airport Commission & Airport Height Restriction Ordinance Board of Appeals

During the September 13, 2017 meeting, the Board of Commissioners approved the Airport Commission's request to revise the Airport Commission by-laws to increase the membership to a maximum of (9) members and a minimum of seven (7) members; and to change the required quorum to a simple majority.

The Airport Commission Board also noted there was a vacancy on the Airport Commission Board and the Airport Height Restrictions Ordinance Board of Appeals. The revised by-laws now allow the appointment of additional members.

Airport Commission Board Appointment

The Airport Commission Board asked and the Board of Commissioners approved the appointment of Mr. Reno Council to complete the unexpired term of Mr. John Gurganus, which would expire January 31, 2021.

The Airport Commission Board also asked and the Board of Commissioners approved the appointment of Mr. Larry Biggs and Mr. Mitch Manning for four (4) year terms, which would expire January 31, 2022.

Airport Height Restrictions Ordinance Board of Appeals Appointments

For the Airport Height Restrictions Ordinance Board of Appeals, the Airport Commission asked and the Board of Commissioners appointed Mr. Reno Council to replace Mr. John Gurganus on that board. The term for Mr. Gurganus ended October 31, 2017. This would be a three (3) year term for Mr. Council, which would end October 21, 2021.

b. Choanoke Area Development Association (CADA) Board

On June 8, 2016, the Board of Commissioners appointed Ms. Tina Rodgers and Ms. Barbara Council to serve as representatives for Martin County on the CADA Board, through December 31, 2017.

CADA Executive Director Sally Surface informed the County Ms. Rodgers and Ms. Council have relayed their intentions to resign for the CADA Board effective December 31, 2017.

Ms. Council, while thanking the Board of Commissioners and CADA for this opportunity to serve, informed the County Manager's Office of her intentions, as well. Ms. Council cited travel time and distance, and not being able to participate at the level she desired, as reasons for her resignation.

c. Mid-East Commission Board

Commissioner Ronnie Smith requested and the Board appointed Commissioner Dempsey Bond as the Alternate Commissioner Representative on the Mid-East Commission Board to complete the unexpired term of County Manager Bone (Alternate Commissioner Representative designee), which would expire December 31, 2018.

6. Clerk Report included for informational purposes.

INTRODUCTION OF NEW EMPLOYEE (S)

Telecommunications Manager Justin Seward introduced new full-time Telecommunicator Daniel (Tobin) Wright; Income Maintenance Supervisor Donna Ward presented Income Maintenance Caseworker Daisy White; and Income Maintenance Supervisor Lisa Watson introduced Income Maintenance Caseworker Felisha R. Canady.

The Board of Commissioners welcomed the new employees to the Martin County workforce/family.

PRESENTATIONS

Trillium Health Resources Annual Report

Northern Regional Director Bland Baker presented the annual report, and provided an update on the services Trillium provides, its priorities and vision.

Director Baker stated even though Trillium's mission "Transforming lives of people in need by providing ready access to quality care" is simple, Trillium's efforts to accomplish this mission is not. Along with all other Managed Care Organizations (MCO's), Trillium faces continuous changes (budget cuts [over \$53 million]and proposed Medicaid reform) in its efforts to meet contractual and regulatory obligations.

On November 15, 2017, Trillium announced an important step towards securing its position as a leader in Managed Care in North Carolina. Trillium, in conjunction with two other MCO's, Alliance Behavioral Health and Vaya Health, formed a new partnership-not a merger known as Advancing NC Whole Health. www.advancingncwholehealth.com. The coalition believes by aligning strengths and shared experiences, its can maximize its impact, as it prepares for Medicaid Reform.

With the addition of Nash County in July 2017, Trillium grew to a 25 county serve area; total population 1,355,828; Medicaid eligible, 195,000; equating to 14% of the total population.

Trillium's allocation for the first year for the opioid crisis was \$1.2 million. Director Baker stated as of November 2017, Trillium had spent \$765,895.00 serving 900 new opioid consumers, first time or individuals who have been out of treatment and are ready to seek treatment again. Trillium would make every efforts to secure next year's funding early so there would not be gaps in services. Trillium opioid initiatives includes long term care at Healing Transitions in Raleigh, sober living houses at Oxford Houses, NC Harm Reduction kits, and peer support services in Wellness Cities in Greenville, Wilmington, and New Bern. Consumers need not be a resident of that area to take advantage of the services offered. Sheriff Tim Manning thanked Director Baker for Trillium's assistance in obtaining the harm reduction kits for Martin County.

Director Baker ended by saying Trillium continues to reinvest into the community as much as possible through support and inclusion of people with intellectual or development disabilities (I/DD) and evidence-based services/supports. In Martin County, Trillium served 1,170 total unduplicated consumers.

The Board thanked Northern Regional Director Bland Baker for informative presentation.

Chronic Diseases Self-Management Program (CDSMP)

Dr. Frank Debrah, Pharm D, Clinical Programs and Health Outcomes for Agape Community Health Centers, and Drs. Jennifer Jolley, PhD and John Kerbs, PhD, of ECU Office of Healthy Aging Research, Education, and Services collaborated in hopes of sharing valuable information with Martin County residents about the Chronic Diseases Self-Management Program.

The CDSMP involves free, evidence-based workshops that will strive to empower residents through improved self-management skills and positive health outcomes. The goal is to empower participants to take charge of their health and improve their well-being and functioning.

Dr. Debrah explained Stanford University developed and tested the CDSMP program. Years of outcomes research support that health behaviors, health status, and self-efficacy/self-confidence improved, while emergency department visits and inpatient stays decreased.

Dr. Jolley stated the Office of Healthy Aging Research, Education, and Services (OHARES) holds a multi-program license for Chronic Disease and Chronic Pain Self-Management Programs. OHARES will work with Metropolitan/Agape Community Health Centers to provide CDSMP workshops. OHARES has trained eighteen (18) Agape Community Health Center staff and Board members to become CDSMP leaders.

Dr. Kerbs explained the CDSMP workshop description as:

- Six FREE 2.5-hour sessions with groups of up to 20 participants
- All workshops are ran by trained Agape Community Health Services leaders, with an emphasis on inclusion, social support, and peer-to-peer sharing.
- A scientifically tested and personalized plan will be created to assist the individual to improve their well-being and functioning by setting and reaching their own health goals.
- Free materials loaned to workshop participants to be utilized during the workshop and then returned for loan to the next group of workshop participants

Some of the proven obtainable goals for participants, who have completed the Chronic Disease Self-Management Program:

- A reduction in chronic disease symptoms and accompanying disruptions in activities.
- A reduction in pain, fatigue, and/or stress through better breathing, restorative sleep, relaxation exercises, and mind distraction techniques.
- An increase in energy, improve mood, and/or boost confidence through exercise, healthy eating, and healthy living strategies.
- Avoidance of Emergency Department visits and in-patient hospital stays.

CDSMP Leaders would utilized a variety of self-management topics during the workshops. The group sought the Board support in getting the information to the community and asked for suggested locations for workshops. Some locations suggested for the workshops were Martin

County Adult and Aging Services Department, the AMVETS, Cooperative Extension Office, the area churches, and the Martin-Tyrrell-Washington District Health Department.

County Manager Bone would coordinate and get back with OHARES on potential locations and ways to provide support in their efforts to educate the community.

The Board seemed very receptive and supportive of the information presented and thanked Dr. Frank Debrah, Dr. Jennifer Jolley and Dr. John Kerbs for sharing the Chronic Diseases Self-Management Program.

Metropolitan/Agape Operations Update

Metropolitan Community Health Services began offering services in 1998 under Metropolitan Housing & CDC, Inc., and was incorporated in 1999. Metropolitan Community Health Services is a 501(c) (3) not-for-profit organization and is a federally qualified community health center under section 330 of the Public Health Act. The organization provides healthcare to community members regardless of age, race, and faith.

Metropolitan has two locations in Martin County and one in Beaufort County. Metropolitan publicized its intent to establish a location in Washington County.

Manager/Dental Director Carol Taylor requested time on the agenda to give a summary of the current financial status of Metropolitan Community Health Services. However, Ms. Taylor gave up her time for the Chronic Diseases Self-Management Program presentation. Ms. Taylor asked the Board of Commissioners to bond with them to get the information out to Martin County citizens.

Update on Pre-K in Martin County Schools

County Manager Bone stated in the October 11, 2017 Board of Commissioners meeting, Commissioner Ronnie Smith discussed a seminar Commissioner Bond and he attended entitled, "Thinking Big for Small People: Pre-K for Four Year Olds". Commissioner Smith encouraged working together to improve the status of Pre-K in Martin County. Commissioner Smith also suggested discussing Pre-K in a future meeting.

Martin County Schools Superintendent Chris Mansfield provided the following update on Pre-K in Martin County. Pre-K Staff Members Fran Minton and Lisa Bowen accompanied Dr. Mansfield for the update.

Dr. Mansfield stated currently, Martin County Schools operates six (6) pre-kindergarten classrooms: Jamesville Elementary (1); Williamston Primary (3) and East End Elementary (2), with each classroom serving 16 students.

Dr. Mansfield explained MCS Pre-K uses a blended funding model, meaning the funds are a blend of Title I funds, Exceptional Children funds, NC Pre-K funds, and Developmental Day funds. As such, the classrooms are blended, meaning the classrooms are inclusive in nature.

Martin County Schools also operates one Demonstration Pre-K Classroom at East End Elementary, which the state designated as a model instructional site.

Dr. Mansfield commented that contrary to the norm, Martin County Schools is the designated NC Pre-K contract agency. That means the school system is responsible for on-site monitoring of any other early childhood educational or childcare setting in the county that receives NC Pre-K funding. At the current time, no other facility or agency other than MCS receives NC Pre-K funds, and it has been a few years since a provider other than the school system received NC Pre-K funds, perhaps back to 2014-2015.

Adding, this year, outside agencies may apply to receive NC Pre-K funds. The State will award the funds based on recommendations of a subcommittee of the NC Pre-K Advisory Committee. Any provider that applied and received NC Pre-K funds must adhere to the NC Pre-K standards. Such standards would pertain to staffing, facilities, professional development, and educational program. MCS would then be the on-site monitor of any grantee.

Superintendent Mansfield expounded upon a few recent developments regarding Pre-K and Martin County School.

1. Under consideration by the Board of Education was a new provision in its strategic plan that would match a student's performance on the new Kindergarten Entry Assessment (KEA) with the student's early childhood education provider, if applicable. The purpose for this would be to identify learning gaps that may consistently show up in students from a particular early learning provider, whether private, parochial, or public like the MCS Pre-K program. The KEA would provide a more valid and reliable kindergarten assessment than the method used in the past. By identifying gaps, the public school system may be able to assist the Pre-K providers in improving instruction and outcomes for pre-school children.
2. State Superintendent Mark Johnson very recently appointed a new Associate State Superintendent for Early Childhood Education with an emphasis on Birth – Grade 3 education. School systems were hopefully that the appointment of such a high level position tasked with the coordinated improvement of early childhood education would pay dividends across the state.
3. As part of the Every Student Succeeds Act (ESSA) plan, the State asked each Local Education Agency (LEA) to build a team of stakeholders to collaborate on improving Birth – Grade 3 learning. The first meeting was set for January 22, 2018. The LEA submitted an action plan to the State for approval.

Stipulations mandate the inclusion of the following individuals on the team:

- Head Start Director
- Title I Director
- Superintendent or designee
- Smart Start Partnership Representative

In addition, the team include two other individuals from such areas as:

- Elementary Schools
- Exceptional Children
- McKinney-Vento (Homeless and Foster Children)
- NC Pre-K Committee
- Higher Education
- Health Department
- Community Organizations

Dr. Mansfield concluded the presentation by stating there seemed to be a statewide refocus on early childhood education, which the schools optimistically believe would strengthen and bring needed attention to the importance of early childhood education and intervention.

Commissioner Smith noted and Dr. Mansfield agreed that presently, there is not a standardized model for Pre-K, except for those receiving NC Pre-K funding. No two Pre-K provider uses the same methodology of preparing students for grade school. Commissioner Smith stated 2015-16 studies revealed fifty percent (50%) of the children in North Carolina could not read at the 1st grade level at the end of first grade. Research also revealed students who reached the third grade not reading at the third grade level rarely caught-up.

The Board thanked Dr. Mansfield for presenting an update on the status of the Martin County public schools Pre-K program.

Adjustments to Abstract Tax Listing Form

Each year in late December early January, Martin County sends abstract listings to all taxpayers who had a listing for the prior year. All personal property owners must list personal property subject to annual listing, during the month of January in order to avoid a 10% late listing penalty, as mandated by NC State law. Since Martin County utilizes a permanent listing system for real estate, the need to list real property is not necessary, unless a change in value has occurred. Persons listing real or personal property for the first time should contact the Tax Assessor's Office for listing information.

The Tax Assessor's primary responsibility is to appraise, list, and assess all taxable real and personal property each year and furnish tax base figures to the County.

Tax Assessor Elisha Hardison explained in the past, Martin County had required all Real and Personal Property listing abstracts forms to be signed by the taxpayer and returned back to the Tax Assessor's office before January 31st of each year. Martin County contains over 16,000 parcels and at least 5,500 personal property records.

Yearly, the Tax Assessor's office arranges and stores in alphabetical order, within each individual township, each listing abstract form. Staff reviews the abstracts to make any necessary changes that would benefit the taxpayers, as well as, Martin County and Tax Assessor's office staff.

Tax Assessor Hardison stated beginning the 2018-tax year, real property owners would only return the Real Property listing abstract form, if there were a change of any attributes to the property or any changes to the taxpayer's contact information. The State approved form was researched and reconstructed by Staff to be more user friendly. With this change implemented, it will allow more time for the Tax Assessor's office staff to handle the changes and values more efficiently.

In 2018, personal property owners would list all personal property together on a separate listing form apart from any real property. The County would bill for personal property separately from any real property. Many of the counties in North Carolina have already adopted this method. Owners, who previously listed personal property, would receive a separate form for 2018. To avoid a discovery penalty, the personal property form must be completed and returned annually no later than January 31st.

December NCACC Video Update

Martin County did not receive the monthly video the NC Association of County Commissioners typically produces for presentation at the December meeting.

OLD BUSINESS – None

NEW BUSINESS

Martin County Purchasing Policy Adoption

Finance Director Cindy Ange and Martin County Intern/NERSBA Student Joshua Hollis presented the Martin County Purchasing Policy for consideration by the Board of Commissioners.

Finance Director Ange stated Staff had been working with Intern/NERSBA Student Joshua Hollis to develop a proposed Purchasing Policy as a management tool to guide the County's procurement activities. Intern Hollis had been instrumental in putting an established unwritten policy into written form for adoption by the Board.

Intern Hollis described the purchasing policy as the guidelines and accountability for the expenditures of funds used in procuring supplies and goods for the different departments. Intern Hollis stated the primary purpose for establishing an internal system of control was to provide reasonable assurance of compliance with NC general statutes. Adding, with this policy the County departments would be responsible for making sure that all procurements within their department complied with the federal and state laws, and applicable local ordinances, as well as other established directives. The policy would allow Martin County to obtain business services at an economic and proficient rate, making the structure safe and sound.

County Manager Bone stated that Department Heads/Office Holders had reviewed the proposed policy beforehand. Finance Director Ange added the policy represented business practices departments/office holders were already using.

The Board commended Intern/NERSBA Student Joshua Hollis on his presentation. Intern Hollis planned to graduate in May from the NERSBA, in Jamesville, with an Associate Degree in the Arts.

Vice Chairman Bowen made the MOTION to approve/adopt the Martin County Purchasing Policy (*entered into these minutes by title reference and date "Martin County Purchasing Policy dated December 13, 2017"*), as presented, with a SECOND by Commissioner Smith. The Board APPROVED the motion unanimously.

Martin County Auditorium Stage Lighting Proposal

The Martin County Auditorium, housed on the Riverside High School campus, is perfect for large meetings, groups, and presentations. The building consists of one large auditorium (1200 maximum seating capacity), with a lobby available for exhibits.

The Board of Education embarked on a 3-phase project to update the auditorium lighting several year ago. Phase 1 (a state of the art wireless computerized light board) had been completed. Phase 2 would involve the first light row, and Phase 3 would involve the second light row.

Martin County Schools included \$14,744 in the 2017-18 Capital Outlay request to Martin County for Phase 2 of the lighting project. In its 2017-18 Budget, Martin County provided \$60,000 less than the \$599,872 requested, and one of the Board of Education capital projects went over budget. Funds were no longer available in the 2017-18 Board of Education Capital Outlay budget for the lighting project.

At the December 4, 2017 Martin County Board of Education meeting, Dr. McCall, President of the Martin Community Players, made a presentation regarding the possibility of proceeding with the second phase of this project, which had an updated estimate of \$15,000.

Dr. McCall stated the Martin Community Players were willing and able to pay 20% (\$3,000) of the \$15,000 cost. Someone informally suggested at the Board of Education meeting that the Board of Education and Martin County Board of Commissioners might be willing to split the remaining \$12,000 cost 50-50.

Dr. McCall stated of the original two rows of 20 light fixtures in place on stage, there were only four (4) lights working of the total (90% failure and disrepair). Fixture would become heated and burn out bulbs, as fast as one show. The expense to replace bulbs was no longer cost effective.

After providing photos of the 40-year old equipment, the cosmetic issues, and explaining the safety issue pertaining to the lighting, Dr. McCall suggested the same proposal to the Board of Commissioners, as mentioned at the Board of Education meeting – shared cost.

Superintendent Mansfield stated he could not say for certainty, but added he felt the School Board would be supportive of sharing the cost for Phase 2, lighting replacement at the Martin County Auditorium.

Commissioner Smith made the MOTION to approve providing 50% of the remaining cost (50% of \$12,000) along with the Board of Education, with a SECOND by Commissioner Bond. The Board APPROVED the motion unanimously.

Amendment #1 to WK Dickson & Company Professional Services Contract for Airport Water Line Extension Drainage Improvements

County Manager Bone stated on May 18, 2016, the Board of Commissioners approved the contract with WK Dickson for professional engineering and planning services at the Martin County Airport concerning a water line extension project. The contractor had completed the initial scope of the work.

Through this project, Martin County extended a water line along the access road from Airport Road to install a new fire hydrant near the apron area at the Martin County Airport. In addition to improving safety for the airport, particularly the fuel farm area, the NC Forestry Service can utilize the hydrant by allowing the Airport to serve the region during fire emergencies.

County Manager Bone added to avoid compromising water quality, every two weeks Staff opens the new hydrant to flush 2,000 gallons of water. The flushing of the hydrant has deteriorated an already poor drainage situation that has resulted in water ponding between the maintenance hangar and gravel road and making the area difficult to mow and maintain. Amendment #1 would address the drainage issues by installing shallow yard inlets and connecting 12" PVC pipes to an existing drop inlet.

This Amendment to Work Authorization #1 (for the Water Line Project) included the additional services required to prepare a Request for Proposals (RFP) to perform the work, solicitation of proposals from a minimum of three (3) contractors, and oversight of construction of the drainage improvements. The total additional fee for all work in the amendment would be \$14,643.

Vice Chairman Bowen made the MOTION to approve Amendment #1-WK Dickson & Company, as presented (*entered into these minutes by reference title "Work Authorization #1-Amendment#1, Martin County Airport (MCZ), Water Line Extension – Drainage Improvements, Contracts for Professional Services, dated May 4, 2016"*), with a SECOND by Commissioner Smith. The Board APPROVED the motion unanimously.

NCDOT Aviation Maintenance Agreement

The NC Department of Transportation, Division of Aviation created the Airport Safety Preservation Program in 1992 to assist local governments in preserving and maintaining their airfield facilities. State staff, on-call consultants and contractors assist in carrying out minor airfield maintenance and safety correction projects. Such projects include, but would not be limited to, crack sealing, small pavement patching, pavement markings, seal coating, shoulder grading, erosion control, beacon rehab, rubber removal, etc.

The Division of Aviation would carry out and fund this work directly.

County Manager Bone explained in order to participate in this program, each airport must have on file a current signed and sealed "Division of Aviation Airport Safety/Maintenance Program

Agreement” before any work can proceed. This document would indemnify both the NCDOT and the contractors from liability.

The agreement was entered into these minutes by title reference “*Agreement for Safety Preservation Projects (five year term) between NCDOT and Martin County for the Martin County Airport*”. The resolution containing the action taken follows.

Resolution of the Sponsor

A motion was made by Commissioner Ronnie Smith and seconded by Commissioner Dempsey Bond, Jr. for the adoption of the following resolution, upon being put to a vote it was duly adopted:

THAT WHEREAS Martin County (hereinafter referred to as “Sponsor”) has requested the (Airport Owner)

North Carolina Department of Transportation (hereinafter referred to as “Department”) to provide and oversee safety improvements on the operational surfaces of the Martin County Airport; and

WHEREAS, the Department has agreed to provide safety improvement services as defined in Paragraph 1 of this Agreement in accordance with the provisions of North Carolina General Statute 63.

NOW THEREFORE, BE IT AND IS HEREBY RESOLVED, that the County Manager (Title of Official) of the Sponsor be and he is hereby authorized and empowered to enter into an Agreement with the Department, thereby binding the Sponsor to fulfillment of its obligation as incurred under this resolution and its Agreement with the Department.

Approval of Bid – Soil & Water Conservation District Storm Maintenance/Stream Debris Removal

County Manager recalled that the Martin County Soil & Water Conservation District received several grants from the NC Department of Agriculture and Consumer Sciences to conduct vegetative debris removal work in various streams in Martin County, provided, in part, due to the effects of Hurricane Matthew. The District’s total current allocation to date from this program was \$306,845.

Clearing and Snagging is a methodology used to remove debris from the clogged drainage-ways in a manner that is environmentally sound, while allowing streams to remove water from areas

and roadways. It also promotes use by canoe enthusiasts, campers, fishermen, and people who want to get out and enjoy nature. Inland fishery regulations prevent this type of work from being done between February 15th and June 31st.)

At the November 8, 2017 Board of Commissioners meeting, the County Commissioners approved the recommendation of the Soil and Water Conservation Board to award the contract to Carolina Lawn and Environmental in the amount of \$96,013.20 for clearing and snagging work on Sweetwater Creek, Ready Branch, Back Swamp, and Hardison Mill Creek (equaling 94,200 linear feet). Of Phase I, the contractor has finished approximately one mile of Sweetwater Creek over a span of eighteen (18) days.

The Soil and Water Conservation Board bided-out clearing and snagging work for other sections of creeks and waterways. The Soil and Water Conservation Board met on December 4, 2017 and opened bids for clearing and snagging work to be performed on Ready Branch (approx. 41,000 linear ft.), Gardner Creek / Cooper Swamp (approx. 12,500 linear ft.) and Deep Run (approx. 19,000 linear ft.) equaling approximately 72,500 total linear ft. Of the three bids received, Blackwater Forestry proposed the lowest bid of \$122,460.00.

The Soil and Water Conservation Board recommended award of the contract to Blackwater Forestry, local contractor, for the said amount.

At the December 4, 2017 Soil and Water Conservation meeting, Director Lynn Whitehurst stated the Board discussed the topic of potential funding for annual clearing and snagging maintenance. Director Whitehurst said the State Divisional Director, who was in attendance, seemed very receptive to that concept. Director Whitehurst anticipated a Phase 3 round of bids at the next Commissioners' meeting for consideration.

Commissioner Smith made the MOTION to approve the bid and award the service contract to Blackwater Forestry (\$122,460.00), with a SECOND by Vice Chairman Bowen. The Board APPROVED the motion unanimously.

Resolution Authorizing the Sale of Timber on County Owned Property

At the October 11, 2017 meeting, the Martin County Board of Commissioners approved seeking bids for the harvest of timber at three County-owned properties: 1) Martin County Airport; 2) Martin County Industrial Park; and 3) Kehukee Park.

After further discussion, County Manager Bone stated Staff revised its recommendation and suggested managing the removal of the small tract of trees in-house located in the Industrial Park, rather than include this tract in the bids. The harvest of the aforementioned trees in the Martin County Industrial Park would improve the visibility of the park from US-64. (In 2014, a contractor cleared +/- 69 acres of woodland trees in the Industrial Park through the bid process.)

On November 3, 2017, the County advertised Requests for Bids for the sale of timber for +/- 40 acres at the Martin County Airport and +/- 50 acres at Kehukee Park. At 3 p.m., December 5, 2017, Staff opened all bids to the public in the Martin County Governmental Center, Commissioners' Boardroom. Contractors were required to itemize bids submitted, because airport owners must reinvest any airport property revenue back into the airport.

The aforementioned Airport land included 37 acres recently purchased for an Automated Weather Observing System (AWOS) and other future development at the airport.

Public Works Director Justin Harrison suggested that while the contractor was harvesting the trees at Kehukee Park, the property would be a good candidate for timber management and re-planting,

The only bid received was from East Carolina Timber, LLC, which totaled \$80,000 (\$57,000 for the timber at Kehukee Park and \$23,000 for the timber at the Martin County Airport).

Staff asked the Board of Commissioners to adopt the following resolution, which would authorize the sale of timber (NC General Statutes classify timber as real property) to the single bidder, East Carolina Timber, LLC, and to authorize a 6-month timetable to complete the timber harvest, with an option to extend the timetable an additional 6 months, if needed.

Vice Chairman Bowen made the MOTION to approve the bid and adopt the resolution to authorize the sale of timber to East Carolina Timber, LLC for the said amounts, and to authorize a 6-month timetable to complete the timber harvest, with an option to extend the timetable an additional 6 months, if needed. Commissioner Bond SECONDED the motion. The Board APPROVED the motion unanimously.

**RESOLUTION AUTHORIZING THE
DISPOSAL OF SURPLUS TREES LOCATED ON COUNTY OWNED PROPERTY**

WHEREAS, Martin County owns within a certain vicinity of the Martin County Airport +/- 40 acres (Parcel #'s 08-00426, 08-00425, and 08-00291), Robersonville, NC and Kehukee Park +/- 50 acres (Parcel #05-05009), Williamston, NC; and

WHEREAS, North Carolina General Statute 160A-268 permits the county to declare the property surplus and sell real property by advertisement and sealed bid;

THEREFORE, THE BOARD OF COMMISSIONERS OF MARTIN COUNTY RESOLVES THAT:

The Board of Commissioners hereby authorizes the sale of the following described timber by sealed bid;

Located at Martin County Airport +/- 40 acres (Parcel #'s 08-00426, 08-00425, and 08-00291), Robersonville, NC, and Kehukee Park +/- 50 acres (Parcel #05-05009), Williamston, NC.

Requests for bids for timber harvesting were first advertised November 3, 2017 in the Enterprise and Weekly Herald, a paper of general circulation in Martin County. The County accepted sealed bids for the property until 3:00 p.m., December 5, 2017 at the Martin County Governmental Center, County Manager's Office, 305 E. Main St., Williamston, N.C.

At 3:00 p.m., December 5, 2017, all bids received were opened in public in the Martin County Governmental Center, Commissioner's Boardroom, 305 E. Main St., Williamston, NC, and the

amount of each bid was recorded. The record of bids shall be reported to the Board of Commissioners at their regular meeting on December 13, 2017.

The Board of Commissioners will determine the highest responsible bidder for the property and will award the bid during its regular meeting on December 13, 2017. Bids will remain open and subject to acceptance until the Board of Commissioners award the bid.

To be responsible, a bid must have been accompanied by a bid deposit of five percent (5%) of the amount of the bid. A bid deposit may take the form of cash, cashier's check, a certified check, or a surety bond. The deposit of the bidder to whom the award is made will be held until sale of property is closed; if that bidder refuses at any time to close the sale, the deposit will be forfeited to the county. The deposits of the other bidders will be returned at the time of the Board of Commissioners awards the property to the highest responsible bidder.

The County reserves the right to reject all bids.

This the 13th of December 2017.

Elmo "Butch" Lilley, Chairman of the Board

Marion B. Thompson, NCCCC
Clerk to the Board

Budget Amendments

Budget Amendment #19 & #20

To provide Weitron rail access for the new facility located in the Martin Regional Business Park, Martin County pursued and various agencies awarded multiple funding sources, including NC Railroad Company, NC Commerce, NC DOT, and the Golden Leaf Foundation.

The project would involve the installation of approximately 4,900 track feet of industrial track, four (4) switches, demolition, clearing and grubbing, excavations, grading, importation of select fill material, if not available on-site, storm drainage (pipes and structures) and associated sedimentation/erosion control measures and related appurtenances to serve the Martin Regional Business Park.

On November 8, 2017, the Board adopted the capital projects ordinance for the project. Finance Director Ange explained Budget Amendment #19 would amend that ordinance to account for the change in contractors to Amtrac RR Contractors of MD with an increase in construction costs of \$195,313. To help fund these additional costs, the contingency line would be reduced by \$53,600.

Finance Director Ange stated Budget Amendment #20 would transfer an additional \$141,713 from the general fund to cover the remaining additional costs. The total general fund contribution to this project now would be \$469,354.

BUDGET ORDINANCE AMENDMENT-19

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, 2017.

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

	Increase	Decrease
Rail Extension Project		
Construction	\$195,313	
Contingency		\$53,600

This will result in an increase of \$141,713 in the expenditures of the Business Park Fund. To provide an increase in the revenues for the above, the following revenues will be changed.

Transfer from general fund	\$141,713
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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 Bond and SECONDED by Vice Chairman Bowen to adopt the above budget ordinance amendment this 13th day of December 2017. The Board APPROVED the motion unanimously.

BUDGET ORDINANCE AMENDMENT-20

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
Transfers		
Business Park Fund	\$141,713	

This will result in an increase of \$141,713 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	\$141,713
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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 Bond and SECONDED by Vice Chairman Bowen to adopt the above budget ordinance amendment this 13th day of December 2017. The Board APPROVED the motion unanimously.

Budget Amendment #21

Finance Director Ange stated the NC Department of Health and Human Services released the final allocations for the Crisis Intervention Fund and LIEAP (Low Income Energy Assistance Program). NCDHHS increased the estimate for both programs by \$14,236 each. The Crisis Intervention Fund would assist citizens with heating and cooling bills throughout the year. LIEAP funds would help citizens with heating bills December through March.

BUDGET ORDINANCE AMENDMENT-21

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, 2017.

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

	Increase	Decrease
Human Services		
Department of Social Services	\$28,472	

This will result in an increase of \$ 28,462 in the expenditures of the General Fund. To provide an increase in the revenues for the above, the following revenues will be changed.

Restricted Intergovernmental	\$28,472
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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 13th day of December 2017. The Board unanimously APPROVED the motion.

BOARD REPORTS / COMMISSIONERS' COMMENTS – None

CLOSED SESSION – NC G.S. §143-318.11(a)(3) Attorney Client Privilege

Around 9:15 p.m., Commissioner Smith made the MOTION to enter Closed Session in pursuant of NC G.S. §143-318.11(a)(3) Attorney Client Privilege, with a SECOND by Commissioner Bond. The Board APPROVED the motion unanimously.

Around 9:25 p.m., Vice Chairman Bowen made the MOTION to end Closed Session in pursuant of NC G.S. §143-318.11(a)(3) Attorney Client Privilege with a SECOND by Commissioner Bond. The Board APPROVED the motion unanimously.

OPEN SESSION

The Board took no action regarding the closed session in open session.

ADJOURNMENT

With no further business to discuss, Vice Chairman Bowen made the MOTION to adjourn at 9:28 p.m., with a SECOND by Commissioner Bond. The Board APPROVED the motion unanimously.

The Martin County Board of Commissioners' next regular meeting would be Wednesday, January 3, 2018 (instead of January 10, 2018) 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