

October 9, 2019

The Martin County Board of Commissioners met in a Regular Session on Wednesday, October 9, 2019, 7:00 p.m. in the Commissioners Boardroom of the Martin County Governmental Center, 305 East Main Street, Williamston, North Carolina.

ASSEMBLY

Chairman Tommy Bowen, Vice Chairman Dempsey Bond, Jr., Commissioner Elmo “Butch” Lilley, Commissioner Ronnie Smith, Commissioner Joe R. Ayers, County Manager David Bone, Clerk to the Board Jessica Godard, Finance Director/Deputy Clerk Cindy Ange, and County Attorney Richard James were present.

Chairman Bowen called the meeting to order at 7:00 p.m.

Chairman Bowen recognized those public/elected officials in attendance: Williamston Town Commissioner Alton Moore, Bear Grass Mayor Charlotte Griffin, and Martin County Sheriff Tim Manning. Chief Deputy Drew Robinson was also in attendance.

AGENDA APPROVAL

Chairman Bowen entertained a motion to approve the agenda, with the addition of “Old Williamston Middle School” under Old Business.

Vice Chairman Bond made a MOTION to approve the agenda with the addition, with a SECOND by Commissioner Smith. The Board unanimously APPROVED the motion (5-0).

PUBLIC COMMENTS

No public comments were offered.

CONSENT AGENDA

Commissioner Lilley made a MOTION to approve the consent agenda, with a SECOND by Vice Chairman Bond. The Board APPROVED the motion unanimously (5-0).

- 1. Minutes** for September 11, 2019 Regular and Closed Sessions
- 2. Financial Report** for August 2019 included for informational purposes.
- 3. Tax Assessor – Tax Refund Requests – September 2019**

Mr. Carl Deans was requesting a refund for year 2019 (1 year) for a solid waste availability fee that was paid on his parcel. Mr. Deans just recently purchased the property, and there had been a solid waste availability fee assessed on the property for years, with the home being uninhabitable. There was no electricity feeding the property for many years, and the property should not have been assessed a solid waste availability fee for 2019. Per Martin County Landfill Ordinance, Mr. Deans was allowed up to 2 years to be refunded/adjusted. If approved, the refund amount would

be \$172.00 for year 2019 plus any additional fees or interest. Mr. Deans was requesting the refund be applied to any outstanding taxes that he owed and any remaining to be refunded back to him.

The above tax refund request was APPROVED as part of the consent agenda.

4. Tax Assessor – Tax Relief Orders –August 2019

Year Levy	Lname	Fname	Reason	Value	Total
2019	Sawyer	David Loyal	Personal		21.36
2019	Andrade	Jesse Anthony	Error in Listing		18.46
2019	Arrants Trucking		Double Billed		19.10
2019	Gardner	Emily Brooks	Double Billed		4.05
2019	Huff	Eula Mae	Error in Landfill Fee		172.00
2019	Lee	Ralph Arnett Jr	Out of County		8.31
2019	Lee	Ralph Arnett Jr	Out of County		8.45
2019	Moore	Willie Earl Etals	Error in Landfill Fee		172.00
2019	Pettiford	Betty Joan	Out of County		120.34
2019	Rice	Sean P	Error in Landfill Fee		172.00
2019	Taylor	Michael W	Error in Listing		167.58
			Total Real & Personal Releases		\$883.65
2019	Martin Co Residential Services		Exempt Property		319.78
2019	Martin Co. Residential Services		Exempt Property		316.78
			TotalVTS Refund Requests		639.56

5. Tax Collector’s Report –July 2019

	Category	Sep-19	Sep 19 Y-T-D
Real Property	20	\$742,229.89	\$2,245,760.59
Personal Property	25	349,670.81	811,383.67
Total		\$1,091,900.70	\$3,057,144.26
Motor Vehicle	30	171.95	555.48
Total MV		\$171.95	\$555.48
All Total		\$1,092,072.65	\$3,057,699.74

6. Board Appointments/Reappointments

Tourism Development Authority Appointments/Reappointments

A letter was received from Mr. Barney Conway, Executive Director of Martin County Tourism Development Authority, on September 10, 2019 requesting the appointment of Ms. Lou Ann Vanlandingham. Ms. Vanlandingham would be serving as the new At-Large TDA Board Member.

The term for Ms. Vanlandingham would be for three years, expiring 6/30/2022.

The appointment of Ms. Lou Ann Vanlandingham was approved, as part of the consent agenda.

7. Approval of Grant Application Submission / Matching Funds for NCDEQ Electric Vehicle Charging Station Grant

The North Carolina Division of Air Quality (NCDAQ) in the North Carolina Department of Environmental Quality (NCDEQ) solicited proposals for participation in Phase 1 of the NC Volkswagen Mitigation Settlement Program. Approximately \$3.45 million will be available in Phase 1 for Zero Emission Vehicle DC Fast Charge Infrastructure Program. This program is designed to expand the state's ZEV charging infrastructure network along priority designated corridors. One of the priorities is US-64, from Rocky Mount to Manteo.

County staff worked with the Board of Education staff and the Mid-East Commission on a grant application to fund the installation of an electric car charging station at the Career Technical Center/ Telecenter. The TDA is also partnering on the project. The application was submitted on September 30th. The estimated cost of the Martin County proposal was \$86,362.50. A local match was not required but encouraged. The application submitted included a 5% local match (\$4,112.50).

The Board of Commissioners was asked to approve a local match of \$4,112.50 if the grant application was approved. The grant application / match were APPROVED, as part of the consent agenda.

8. Adjustment to Christmas Holiday Schedule

Currently, the employee handbook establishes the following policy concerning holiday leave in Article VI:

When Christmas Day Falls On:	The County Observes:
Sunday	Friday and Monday
Monday	Monday and Tuesday
Tuesday	Monday, Tuesday, Wednesday
Wednesday	Tuesday, Wednesday, Thursday
Thursday	Wednesday, Thursday, Friday
Friday	Thursday and Friday
Saturday	Friday and Monday

The handbook also states, the County Board of Commissioners reserves the right to make administrative changes.

This year, Christmas is on Wednesday, and the county would observe Tuesday, Wednesday, and Thursday, as approved by the Board at its December 2012 meeting. The manager was requesting

consideration of amending the approved Christmas Holiday leave time for this year. Staff has considered many different options. After careful consideration, the Board is asked to approve the following recommendation.

- December 23 - December 26, 2019 – Office Closed (Monday would be additional day of administrative leave)

The employee luncheon would be held on Friday, December 20th at 12:00 noon. Offices would close at 11:30 p.m. and be dismissed after the luncheon.

Commissioners granted employees an extra day of vacation in 2013 when Christmas fell on a Wednesday, as well. This helps employees by connecting holiday time with a weekend.

County Manager Bone recommended approving the amendment to the holiday schedule. The adjustment to the holiday schedule was APPROVED, as part of the consent agenda.

9. Clerk Report included for informational purposes.

INTRODUCTION OF NEW EMPLOYEE(S)

Tax Assessor Elisha Hardison introduced Mr. **Joshua Hollis** to the Board of Commissioners. Mr. Hollis was hired as a GIS Technician. Mr. Hollis was still in the process of training and learning about GIS mapping, and was working on a 9-1-1 addressing project. Ms. Hardison stated Mr. Hollis was doing well, and the team was glad to have him on board.

DSS Deputy Director Frank Halsey introduced Ms. **Jalissa Dempsey** to the Board of Commissioners. Ms. Dempsey was hired as an Income Maintenance Caseworker. Deputy Director Halsey also introduced Ms. **Isolean Speller** as another new Income Maintenance Caseworker. Next, Deputy Director Halsey introduced Ms. **Deshae Davis**, another new Income Maintenance Caseworker. Lastly, Deputy Director Halsey introduced Mr. **James Blunt** to the Board of Commissioners and the newest full-time transit driver.

The Board welcomed the new staff members and thanked them for choosing Martin County to work.

PRESENTATIONS

The Martin County Chamber closed the doors of the tag agency in July of 2009. Since this is a vital service to the community, coupled with the changes in the collection of taxation of Motor Vehicles, Martin County pursued administration of this service for the benefit of its citizens. Martin County had been operating the License Plate Agency since October 2009. This had been a successful but challenging opportunity.

In July of 2017, the Board of Commissioners approved a new, eight-year contract to operate the License Plate Agency in Martin County.

The Martin County License Plate Agency had been recognized as one of the top two agencies in its state performance group! This distinction was reflecting of the staff's excellent performance and goals achieved in the last year.

The Board was asked to recognize the staff of the Martin County License Plate Agency:

- Christie Blevins
- Kelly Gurganus
- Dianne Swain
- Kim Ross
- Bridget Rice

Each employee was presented with a certificate from Chairman Bowen. Afterwards, County Manager Bone stated the county had the option to receive a bonus, which would be dispersed amongst the Martin County License Plate agency staff. Each Commissioner offered their remarks to the staff, commending them all on a job well done.

OLD BUSINESS

On November 16, 2016, the Board of Commissioners approved the Final Assessment Resolution for White Oak Subdivision. This resolution established that 100% of the cost of paving be specially assessed to the property owners at a rate of \$5,000 per unit.

The NCDOT estimated the cost of paving White Oak Drive, Planters Lane and Windy Ridge Drive to be \$175,000.

Property owners were billed in January 2017. The paving was completed in July of 2018.

In February 2019, Martin County requested the addition of White Oak Drive and Planters Lane to the NC Department of Transportation Secondary Road System. This request needed to be amended and corrected. In the February 2019 request, Windy Ridge Drive was being shown incorrectly as a part of Planters Lane

The Board of Commissioners was asked to adopt the Resolution and approve the petitions to request the addition of Planters Lane and Windy Ridge Drive to the NCDOT Secondary Road System.

Vice Chairman Bond made a MOTION to adopt the Resolution and approve the petitions to request the addition of Planters Lane and Windy Ridge Drive to the NCDOT Secondary Road System (with corrections), with a SECOND from Commissioner Lilley. The Board APPROVED the motion unanimously (5-0).

**North Carolina Department of Transportation
Division of Highways
Petition for Road Addition**

ROADWAY INFORMATION: (Please Print/Type)

County: Martin Road Name: Planters Lane
(Please list additional street names and lengths on the back of this form.)

Subdivision Name: White Oak Subdivision Length (miles): 0.1

Number of occupied homes having street frontage: 6 Located (miles): 0.2

miles N S E W of the intersection of Route US 17 and Route 1119.
(Check one) (SR, NC, US) (SR, NC, US)

We, the undersigned, being property owners and/or developers of White Oak in Martin County, do hereby request the Division of Highways to add the above described road.

CONTACT PERSON: Name and Address of First Petitioner. (Please Print/Type)

Name: David Bone Phone Number: 252-789-4300

Street Address: 305 East Main Street Williamston NC 27892

Mailing Address: PO Box 668 Williamston NC 27892

PROPERTY OWNERS

<u>Name</u>	<u>Mailing Address</u>	<u>Telephone</u>
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<u>See attached</u>		

- INSTRUCTIONS FOR COMPLETING PETITION:**
1. Complete Information Section
 2. Identify Contact Person (This person serves as spokesperson for petitioner(s)).
 3. Attach two (2) copies of recorded subdivision plat or property deeds, which refer to candidate road.

4. Adjoining property owners and/or the developer may submit a petition. Subdivision roads with prior NCDOT review and approval only require the developer's signature.
5. If submitted by the developer, encroachment agreements from all utilities located within the right of way shall be submitted with the petition for Road addition. However, construction plans may not be required at this time.
6. Submit to District Engineer's Office.

FOR NCDOT USE ONLY: Please check the appropriate block

Rural Road
 Subdivision platted prior to October 1, 1975
 Subdivision platted after September 30, 1975

North Carolina Department of Transportation
Division of Highways
Petition for Road Addition

ROADWAY INFORMATION: (Please Print/Type)

County: Martin Road Name: Windy Ridge Drive
(Please list additional street names and lengths on the back of this form.)

Subdivision Name: White Oak Subdivision Length (miles): 0.29

Number of occupied homes having street frontage: 1 Located (miles): 0.3

miles N S E W of the intersection of Route US 17 and Route 1119.
(Check one) (SR, NC, US) (SR, NC, US)

We, the undersigned, being property owners and/or developers of White Oak in Martin County, do hereby request the Division of Highways to add the above described road.

CONTACT PERSON: Name and Address of First Petitioner. (Please Print/Type)

Name: David Bone Phone Number: 252-789-4300

Street Address: 305 East Main Street Williamston NC 27892

Mailing Address: PO Box 668 Williamston NC 27892

PROPERTY OWNERS

<u>Name</u>	<u>Mailing Address</u>	<u>Telephone</u>
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See attached

INSTRUCTIONS FOR COMPLETING PETITION:

7. Complete Information Section
8. Identify Contact Person (This person serves as spokesperson for petitioner(s)).
9. Attach two (2) copies of recorded subdivision plat or property deeds, which refer to candidate road.
10. Adjoining property owners and/or the developer may submit a petition. Subdivision roads with prior NCDOT review and approval only require the developer's signature.
11. If submitted by the developer, encroachment agreements from all utilities located within the right of way shall be submitted with the petition for Road addition. However, construction plans may not be required at this time.
12. Submit to District Engineer's Office.

FOR NCDOT USE ONLY: Please check the appropriate block

<input type="checkbox"/> Rural Road	<input type="checkbox"/> Subdivision platted prior to October 1, 1975	<input type="checkbox"/> Subdivision platted after September 30, 1975
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**North Carolina Department of Transportation
Division of Highways
Request for Addition to State Maintained Secondary Road System**

North Carolina

County: Martin

Road Description: Planters Lane

 White Oak Subdivision

WHEREAS, the attached petition has been filed with the Board of County Commissioners of the County of Martin requesting that the above described road, the location of which has been indicated in red on the attached map, be added to the Secondary Road System, and

WHEREAS, the Board of County Commissioners is of the opinion that the above described road should be added to the Secondary Road System, if the road meets minimum standards and criteria established by the Division of Highways of the Department of Transportation for the addition of roads to the System.

NOW, THEREFORE, be it resolved by the Board of County Commissioners of the County of Martin that the Division of Highways is hereby requested to review the above described road, and to take over the road for maintenance if it meets established standards and criteria.

CERTIFICATE

The foregoing resolution was duly adopted by the Board of Commissioners of the County of _____ at a meeting on the _____ day of _____, 20__.

WITNESS my hand and official seal this the _____ day of _____, 20__.

Official Seal

Clerk, Board of Commissioners

County: _____

Old Williamston Middle School Building

County Manager Bone explained a letter was received from Martin County Board of Education the previous week regarding the former Williamston Middle School property. The Board of Education met on Monday, October 7, 2019. Discussions had taken place over the previous year regarding the old Williamston Middle School building. The Board of Education had previously offered the property to be purchased by Martin County.

Previously, a price was negotiated, and the county thought they had a plan to move forward. County Manger Bone stated no plans had materialized. The Board of Education voted at their meeting on October 7, 2019 to ask the Board to Commissioners to either close on the property, or provide a closing date on the property by the end of October 2019. County Manager Bone stated since there were no firm plans for use of the property, it was suggested that the Board of Commissioners rescind the offer to purchase and release the Board of Education from their offer to the county.

There was discussion regarding potentially rescinding the offer of the property, but the Board agreed that it was best to further explore options with what could be done with the old Williamston Middle School property. Vice Chairman Bond made a MOTION to delay a response to the Board of Education until January 10, 2020 at 5:00 p.m. This would be after the January 2020 monthly meeting of the Board of Commissioners. Commissioner AYERS seconded the motion. The motion was APPROVED unanimously.

NEW BUSINESS

Update on Soil & Water Conservation District Storm Maintenance / Stream Debris Removal

District Conservationist Lynn Whitehurst updated the Board of Commissioners on some clearing and snagging projects. Due to a moratorium in mid-February 2019, the work was stopped, which meant \$20,000 in funds from Phase IV remained. Conservationist Whitehurst stated the major areas where work was needed were at the old drive-in theater in Williamston, in Jamesville at

Cooper swamp, blockages off old railroad track, and near the old fire department. Whitehurst spoke of some blockages at Sweet Water Creek as well.

The Soil and Water Conservation Board had approved a change order for Kenneth Allen for \$15,000 to address three areas of significant need – Sweetwater Creek, Back Swamp and Cooper Swamp. This would be an extension for work with same contractor. Mr. Whitehurst wanted to make the Board aware of the progress, and hoped the work would be progressing over the next week or so. Mr. Whitehurst stated his department had asked for an additional \$800,000 in funding. Those funds, if received, would help address the 87 miles of untouched creek in Martin County. Also, those funds would help finish work on streams and creek and complete drainage work.

There had already been some improvements with drainage where work had already been done. There were several areas that were still needing clearing and snagging to further help with the drainage issue.

District Conservationist Whitehurst thanked the Board for all of their support. Commissioner Lilley thanked Lynn for his desire and ability to make things happen in the County.

BUDGET AMENDMENTS

Budget Amendment #4

Finance Director Cindy Ange stated Martin County had been awarded a Water Merger/Regionalization Feasibility Grant from the Water Infrastructure Fund with the NC Department of Environmental Quality in the amount of \$50,000.

McGill Associates was approved for this contract at the June 12, 2019 Board of Commissioners meeting.

Commissioner Smith made a MOTION to approve Budget Amendment #4, with a SECOND from Commissioner Lilley. The Board APPROVED the motion unanimously.

BUDGET ORDINANCE AMENDMENT-4

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

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

	Increase	Decrease
Water		
Contracted Services	\$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.

Restricted Intergovernmental \$50,000

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

Budget Amendment #5

Finance Director Cindy Ange stated the North Carolina Department of Environmental Quality (NCDEQ) requested an additional monitoring well near the waste overfill area at the Martin County Landfill and requested that both organic and inorganic (metal) groundwater exceedances be addressed.

Smith Gardner, Inc. provided a quote in the amount of \$9,500 to take address the NCDEQ request. The proposal involved the installation / replacement of four wells to address various issues. Smith Gardner would subcontract with a driller for the well installation, and the drilling costs were included in the budget. Upon well installation, a report would be prepared for NCDEQ documenting field activities, and the Water Quality Monitoring Plan would be revised to include the new wells to replace the old wells. Surveying of the new wells would be coordinated and paid for directly by the County.

Commissioner Smith made a MOTION to approve Budget Amendment #5, with a SECOND from Vice Chairman Bond. The Board APPROVED the motion unanimously.

BUDGET ORDINANCE AMENDMENT -5

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

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

	Increase	Decrease
Environmental Protection		
Landfill	\$9,500	

This will result in an increase of \$9,500 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	\$9,500
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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.

BOARD REPORTS / COMMISSIONERS' COMMENTS

Vice Chairman Bond spoke about the newly expanded ABC Store in Robersonville. Vice Chairman Bond stated it was a beautiful facility and invited everyone to stop by the store. Also, there would a ribbon cutting ceremony at a later date.

No other comments were offered by the Board.

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

At 7:34 p.m., Commissioner Lilley made a MOTION to enter a closed session pursuant to NC G.S. 143-318.11(a)(3) Attorney/Client Privilege, with a SECOND from Vice Chairman Bond. The Board APPROVED the motion unanimously.

At 8:16 p.m., Vice Chairman Bond made a MOTION to go out of closed session, with a SECOND from Commissioner Ayers. The Board APPROVED the motion unanimously.

ADJOURNMENT

With no further business to discuss, Vice Chairman Bond made a MOTION to adjourn the meeting, with a SECOND from Commissioner Smith. Chairman Bowen adjourned the meeting at 8:17p.m. The next meeting would be held on Wednesday, November 13, 2019 at 7:00 p.m. in the Commissioners' Boardroom.

Tommy Bowen, Chairman

Jessica Godard, Clerk to the Board