

February 13, 2019

The Martin County Board of Commissioners met in Regular Session on Wednesday, February 13, 2019 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 Tommy Bowen, Vice Chairman Dempsey Bond, Jr., Commissioner Ronnie Smith, Commissioner Joe R. Ayers, County Manager David Bone, County Attorney Richard James, and Finance Director/Deputy Clerk Cindy Ange.

Commissioner Elmo "Butch" Lilley and Clerk to the Board Jessica Godard were not in attendance.

Chairman Bowen called the meeting to order at 7:00 p.m. Commissioner Ayers led the Pledge of Allegiance. Commissioner Smith provided the invocation.

Chairman Bowen extended a welcome to everyone in attendance. Chairman Bowen recognized the following elected/appointed official in attendance: Sheriff Tim Manning, Bear Grass Mayor Charlotte Griffin, Williamston Mayor Joyce Whichard-Brown, Parmele Mayor Jerry McCrary, Clerk of Court Tonya Leggett and Beaufort County Manager Brian Alligood. Also in attendance was Chief Deputy Drew Robinson.

AGENDA APPROVAL

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

PUBLIC COMMENTS

Chairman Bowen acknowledged there were some concerned citizens present at the meeting with concerns about the conditions of the roads in the Azalea Gardens subdivision. Although the public would still have time to comment, County Manager David Bone was allowed to preface the public comment period with remarks regarding the history behind the current situation in Azalea Gardens.

County Manager Bone recalled conversations for the past couple of years regarding the conditions on the roads in Azalea Gardens, and referenced a recent news report about this issue. County Manager Bone stated there was some misinformation in the news report, and he provided information to clarify the situation and an informational update.

County Manager Bone stated the County staff and the Board of Commissioners were understanding of the concerns and frustrations the residents were experiencing. Staff would like to see the road improved as well, but counties in North Carolina do not own or maintain roads, so their authority was limited. States and towns own roads. County Manager Bone reiterated the roads in Azalea Gardens were privately owned. The roads and remaining tracts were previously purchased in a foreclosure by Charliemark Properties, LLC. The two principles of Charliemark

Properties, LLC passed away. The LLC had been deactivated by the State. The estate of the principle had hired an attorney to settle a personal estate, and their hope was to use some assets to revitalize the LLC and dispose of the properties owned by the LLC.

Once ownership of the land was settled, the county could work with property owners to go through the assessment process with the NCDOT. 75% of the property owners must agree to pay for the cost of the improvements to the roads, and the owners of the roads must agree to turn the roads over to the State. County manager Bone stated getting 75% of property owners to agree to the assessment process can present quite a challenge. In this scenario, the county would pay the cost to the NCDOT upfront for the repairs, and the property owners would pay the county back (with interest, either all at once, or over a number of years).

The property owners in the White Oak subdivision went through the assessment process, and they chose to pay back the county over a four-year period with 4% interest. The process does take some time, and once the repairs are made, 100% of the property owners must pay even if they did not agree to the assessment process.

County Manager Bone reiterated the County would help in any way that it could, but again stated the limitations in their options.

Beverly Turner, 1221 Tommy's Lane stated some of her concerns regarding the situation with the roads in Azalea Gardens. Ms. Turner stated she had spoken with the County Manager several times over a period of 2 years. She said the residents had provided everything that was asked of them, including a petition, and were previously told they had been assessed. Ms. Turner stated the residents were given a figure and were told it would be paid back over a five year period. Ms. Turner stated after some time, she was informed of the road ownership issue, therefore the process could not continue.

Ms. Turner stated while the residents understand the process, they are taxpayers in this county, and the situation has caused financial hardships. Her examples included having to pay for a post office box due to loss of mail services, and repairs and maintenance on personal vehicles. Ms. Turner stated the residents wanted a tax relief until the roads were fixed due to the financial burden and hardships caused by the road conditions. Ms. Turner ended stating, "We would like to have an answer tonight".

Greg Nelson, 1059 Tommy's Lane also expressed concerns regarding the previous encounters about the roads in Azalea Gardens. Mr. Nelson stated he had previously been told to get the residents together to buy the road and fix it themselves. He further stated the residents were getting no answers, only negativity and lack of solutions. He also requested getting graders to drag the road every six months or so, and Chairman Bowen reiterated the county does not own roads or maintain roads, therefore do not have graders. Mr. Nelson further stated there were many elderly residents and many with health problems in that neighborhood, and he fears someone would die before anything was done about the road conditions. Mr. Nelson asked the Board to please help in any way they could.

John Sillers, 1030 Lois Lane expressed his concerns regarding the road conditions in Azalea Gardens. Mr. Sillers described the large pot holes and the issues those pot holes had caused to his vehicle as well as others in the neighborhood. Mr. Sillers explained there were a lot of sick

and elderly people with limited income in the neighborhood, and the residents were not able to maintain the roadways physically or financially. He asked the Board and County to help them out, and Chairman Bowen said the County would help in any way that it could.

CONSENT AGENDA

Commissioner Smith made the MOTION to approve the Consent Agenda as revised with a SECOND by Commissioner Ayers. The Board APPROVED the motion unanimously.

1. **Minutes** for January 16, 2019 Regular & Closed Sessions, January 23, 2019 Special Called Joint Meeting, and January 24, 2019 Elected Officials Meeting.
2. **Financial Report** for December 2018 included for informational purposes.
3. **Finance Office – Request for Records Disposal**

Finance Director Cindy Ange requested approval to dispose of the following items:

- 2012-2013 Cash receipt files, original and duplicate copies – state requires retention for three years.
- 2012-2013 Yellow copies of purchase orders, duplicated.
- 2012-2013 Building Inspector permits copies: originals kept in another office.
- 2012-2013 Paid invoice file, original invoices and duplicate copies of checks – state requires retention for three years.
- 2012-2013 Landfill billing statements, payments, daily ticket report & financial report.
- 2013-2014 Budget Amendments
- 2012-2013 Gasoline reports
- 2012-2013 Welfare drafts
- 2012-2013 Capital Trust Statements
- 2012-2013 Sales tax
- 2012-2013 Journal entries
- 2012-2013 Retirement & SS Backup Reports
- 2012-2013 Transit invoices
- 2012-2013 Return check copies
- 2012-2013 PNC bank statements and cancelled checks – state requires retention for three years.
- 2012-2013 PNC payroll bank statements and cancelled checks: original corresponding reports kept on file in the Finance Office.
- 2015-2016 Computer generated printouts (Supporting documents will be retained for five years)

4. **Tax Assessor – Request for Records Purge/Destruction**

Tax Assessor Elisha Hardison requested permission to shred the records below in accordance with the Amended Records Retention and Disposition Schedule provided by the North Carolina Department of Cultural Resources dated April 17, 2013. The Board approved the request, as part of the Consent Agenda.

Record to be Destroyed	Recommended Retention	Years in File Through January 2019	Years Requested to Be Destroyed
Property Tax Abstracts & Lists	10 years or 2 Revaluation cycles	11	1
Tax Relief Records	10 years or 2 Revaluation cycles	11	1
Motor Vehicle Scrolls	10 Years	11	1
Release & Refund Records	Destroy in office release & refund monthly reports 1 year from date of submission	8	1
Tax & Scrolls & Books: All Other	Destroy in office after 10 years or 1 year after released by the governing board.	50	1

5. Tax Assessor – Tax Refund Requests – January 2019

Parcel #4391305 – Mr. Ronald Lohner requested a refund for 2018 for an incorrect payment of \$29, 370 of value for a double wide mobile home that he moved out of Martin County, without a permit, to Beaufort County in 2017. Mr. Lohner had been assessed from Beaufort County and Martin County for the same mobile home. The bill should stand as legit in Beaufort County. Per General Statute 105-381(a)(1), Martin County was allowed to refund the current year plus 5 additional years due to an error from within the Tax Assessor’s office. If approved, the refund amount would be \$269.76 plus any additional interest and fees due from the county. The refund would be refunded back to the original source of payment, Vanderbuilt.

The Board of Commissioners approved the refund request as part of the consent agenda.

Parcel #07-02529 – Mrs. Coral Keel requested a refund for 2018 for an overassessment value of \$256,800 for solar array land on her parcel. Keel Brothers Farm split and sold part of a farm to a solar company. The 40 acres of solar land was double assessed on both the parent parcel and the split parcel. There was not any other solar farm array land on the Keep Brothers Farm and should not have been billed to Keel Brothers for 2018. Per General Statute 105-381(a)(1), Martin County was allowed to refund the current year plus 5 additional years due to an error from within the Tax Assessor’s office. If approved, the refund amount would be \$2,131.44 plus any additional interest and fees due from the county. Mrs. Keel was requesting the refund be applied to any outstanding taxes that Keel Brothers may owe and any remaining to be mailed back to Keel Brothers Farm.

The Board of Commissioners approved the refund request as part of the consent agenda.

6. Tax Assessor – Tax Relief Orders – January 2019

Year Levy	Lname	Fname	Reason	Value	Total
2019	Baker	Curtis Ray	Out of County		23.18

2019	Baker	Curtis Ray	Out of County		23.06
2019	Barber	Agnes	Error in Landfill fee		172.00
2019	Corey	Rufus	Double List		4.15
2019	Edge	Christopher	Double Billed		89.91
2019	Leggett	James Robert	Double Billed		8.09
2019	Sherrod	Rakendra Antoinette	Over Assessment		15.80
				Total:	\$336.19

7. Tax Collector's Report – January 2019

	Category	Jan-19	Jan-19 Y-T-D
Real Property	20	\$935,356.63	\$8,218,424.08
Personal Property	25	212,916.80	4,640,835.53
Total		\$1,148,273.43	\$12,859,259.61
Motor Vehicle	30	45.77	745.17
Total MV		\$45.77	\$745.17
All Total		\$1,148,319.20	\$12,860,004.78

8. Tax Collector – Request to Advertise 2018-19 Liens on Unpaid Taxes

Tax Collector Christine Blevins submitted a formal request to the Board of Commissioners to request that all unpaid property taxes be advertised in the Enterprise Newspaper on April 5, 2019 or as soon as is possible thereafter according to G.S. 105-369 of the Machinery Act of North Carolina. Total of unpaid 2017-18 taxes that were liens on real property as of February 4, 2019 were \$2,152,854.82.

The Board of Commissioners approved the request to advertise unpaid property taxes in the Enterprise on April 5, 2019 as part of the consent agenda.

9. Engineering Services Agreement with The Wooten Company for Holly Springs Church Road Utility Relocation Project

The N.C. Department of Transportation planned to upgrade Holly Springs Church Road (State Road 1500). Martin County had water utility infrastructure along this corridor. Some of this infrastructure (approximately 200 linear feet of 6-inch water lines and associated items) would need to be relocated. Engineering plans would be required. NCDOT provided the option of allowing their contract engineers to provide this service, or Martin County could have its engineering consultants provide the service, and NCDOT would reimburse Martin County for the engineering services.

Martin County informed NCDOT that it wanted The Wooten Company to perform this work. The Wooten Company had to prepare an estimate, broken down as to estimated cost of

preliminary engineering, overhead rate, job classification pay rate, indirect cost rates, cost of capital rate and estimated man-day hours all in sufficient detail to provide NCDOT a reasonable basis for analysis. NCDOT then had to approve The Wooten Company's estimate and scope of work, which it had.

The Board was presented with an Engineering Services Agreement between The Wooten Company and Martin County that outlined the scope of services and contractual relationship for this project. The agreement had been approved by NCDOT.

A similar agreement was approved by the Board of Commissioners in August 2018 for the US-17 Utility Relocation Project and in November 2018 for the Prison Camp Road Utility Relocation Project.

The Board APPROVED the Engineering Services Agreement with The Wooten Company for the Holly Springs Church Road Utility Relocation Project (*Entered into these minutes by reference title: Short Form of Agreement Between Owner and Engineer for Professional Services – Martin County Water and Sewer District No. 2 and L.E. Wooten & Company dba The Wooten Company – Holly Springs Church Road*) as part of the consent agenda.

10. Engineering Services Agreement with The Wooten Company – Racetrack Road Utility Relocation Project

The N.C. Department of Transportation planned to upgrade Holly Springs Church Road (State Road 1500). Martin County had water utility infrastructure along this corridor. Some of this infrastructure (approximately 200 linear feet of 6-inch water lines and associated items) would need to be relocated. Engineering plans would be required. NCDOT provided the option of allowing their contract engineers to provide this service, or Martin County could have its engineering consultants provide the service, and NCDOT would reimburse Martin County for the engineering services.

Martin County informed NCDOT that it wanted The Wooten Company to perform this work. The Wooten Company had to prepare an estimate, broken down as to estimated cost of preliminary engineering, overhead rate, job classification pay rate, indirect cost rates, cost of capital rate and estimated man-day hours all in sufficient detail to provide NCDOT a reasonable basis for analysis. NCDOT then had to approve The Wooten Company's estimate and scope of work, which it had.

The Board was presented with an Engineering Services Agreement between The Wooten Company and Martin County that outlined the scope of services and contractual relationship for this project. The agreement had been approved by NCDOT.

A similar agreement was approved by the Board of Commissioners in August 2018 for the US-17 Utility Relocation Project and in November 2018 for the Prison Camp Road Utility Relocation Project.

The Board APPROVED the Engineering Services Agreement with The Wooten Company for the Racetrack Road Utility Relocation Project (*Entered into these minutes by reference title: Short Form of Agreement Between Owner and Engineer for Professional Services – Martin County*

Water and Sewer District No. 2 and L.E. Wooten & Company dba The Wooten Company – Racetrack Road) as part of the consent agenda.

11. Board Appointments/Reappointments

Council on Aging

The Council on Aging recommended the appointments of the following individuals:

- Mr. Joseph Williams to replace Mr. Steve Minor, who had served two (2) consecutive terms. The term for Mr. Williams would be for three (3) years and would expire February 10, 2022.
- Ms. Eliza Waters to fulfill the unexpired term of Ms. Melissa Knox. According to the by-laws of the Martin County Council on Aging, a person absent from three (3) consecutive meetings is considered to be resigned. Ms. Knox had only attended one meeting since being appointed on May 10, 2018. The term for Ms. Waters would expire February 10, 2020.

In addition, the Council on Aging recommended the reappointments of the following individuals for another three (3) year term, to expire February 10, 2022.

- Ms. Lula Council
- Ms. Carolyn Harrell

Council of Aging bylaws state members can serve only two (2) consecutive terms.

The Board of Commissioners APPROVED the above appointments and reappointments of the above named individuals, as part of the consent agenda.

Child Fatality Prevention Team (CFPT)

Legislatively established in 1993, the local child fatality prevention teams (CFPT) operate as a sub-committee of the Community Child Protection Teams in all 100 counties. The local health departments have the responsibility of ensuring that these teams are operational.

The Martin County Child Fatality Prevention Team requested the appointment of the following individuals to serve on the local Child Fatality Prevention Team, for a one-year commitment with no term limits on time served:

- Law Enforcement Officer – Sheriff Tim Manning or his designee
- EMS/Fire Fighter – Captain Stacey Pippin, Williamston Fire Department
- Parent Representative – Mrs. Jane Pacenta
- Other County Commissioner Appointee – Mr. James Ward, Department of Public Safety
- Other County Commissioner Appointee – Chief Travis Cowan or his designee, Williamston Police Department
- Other County Commissioner Appointee – Ms. Sandy Rhodes, Center for Family Violence

Prevention

The terms would be ongoing until the individual no longer serves, vacates the position or replaced on the board.

The Martin County Board of Commissioners APPROVED the appointments of the above listed individuals to the Child Fatality Prevention Team, as part of the consent agenda.

Community Child Protection Team Board Appointments/Reappointments

The Community Child Protection Team (CCPT) was established by law (General Statute 7B-1406) in May of 1991 as a means for the state and local communities to form a partnership to strengthen child protection. The CCPT is an interdisciplinary group of community representatives who meet regularly to promote a community-wide approach to the problem of child abuse and neglect.

Although the terms are on-going, the Board of Commissioners was asked to appoint/reappoint the following individuals to the Martin County Community Child Protection Team, in an effort to keep the list of Board of Commissioners' appointments current:

- Law Enforcement Officer – Drew Robinson, Martin County Sheriff's Department

Additional five team members include:

- Jason Steward – Director of Martin County Communications
- Stacey Pippin – Williamston Fire and Rescue
- Jane Pacenta – Parent Representative
- James Ward – Department of Public Safety, Juvenile Services
- Jodie Bickerstaff – Memorial Baptist Preschool

The Board of Commissioners APPROVED the appointments/reappointments to the Community Child Protection Team as listed above, as part of the consent agenda.

12. Clerk Report (included for informational purposes)

INTRODUCTION OF NEW EMPLOYEE (S)

DSS Deputy Director introduced Marilyn Andrade to the Board of Commissioners. Ms. Andrade works in Family and Children's Medicaid. Ms. Andrade is a graduate of Methodist University and holds a degree Healthcare Administration. Ms. Andrade started in January 2019 with Martin County DSS. The Board welcomed Ms. Andrade to the Martin County workforce.

PRESENTATIONS

Choanoke Area Development Association (CADA) of North Carolina, Inc. was designated the Community Action Agency for Martin County in 2016. CADA's Community Action Agency service area includes Bertie, Halifax, Hertford, Martin and Northampton Counties. CADA, also,

had been overseeing the NC Weatherization Assistance Program (WAP) in Martin and Edgecombe Counties since 2014.

The North Carolina Administrative Code 10A NCAC 97C.0111 (b) (1) (A) required each Community Services Block Grant Program (CSBG) grant recipient to submit its Community Anti-Poverty Plan (grant application) to the Board of Commissioners in each of the counties it serves. The grant application was due to the OEO by February 15, 2019.

Although a presentation was not mandated, CADA asked to make a presentation to the Board of Commissioners regarding the FY 2019-20 Community Services Block Grant Program at the February 13, 2019 meeting. Melvin Powers and Roy Moore were in attendance to provide the presentation. Mr. Powers stated CADA needed certification was needed, stating the Board of Commissioners reviewed the work plan/application, and an opportunity was provided for any questions or comments.

Mr. Powers stated CADA works to make people more self-sufficient through case management and helping people find jobs and housing, along with other services.

Mr. Powers explained the 2019-2010 Program targets indicated a goal of serving 125 individuals/families. For FY 2019-20, the grant total amount requested was \$368,432 from the North Carolina Department of Health and Human Services (Office of Economic Opportunity) for all counties in the CADA service area. \$57,534 would be the allocated amount for Martin County. The amount received was based on the census and poverty level in the County. Mr. Powers explained the method by which funding is determined for each county, indicating the current poverty total for Martin County was 5,175 people living in poverty.

Mr. Powers highlighted \$375,000 in additional funds received for utilities for emergency food and shelter program and EnergyShare program. Mr. Moore indicated that even though those current funds had been exhausted, CADA was unsure if any additional funds would be available prior to the next fiscal year.

Mr. Powers reported Nathan Mizell was selected as the 3rd Vice President on the Board to replace David White, and a Resolution was adopted by the CADA Board honoring Mr. White's service.

Mr. Powers also stated the 57th Annual Banquet and Fundraiser would be April 25th, 2019, and reported more information would be sent out at a later date.

Commissioner Smith stated he and Vice Chairman Bond attended a banquet previously. Commissioner Smith commended CADA on their work and services they provide for the citizens, despite limited funding. Chairman Bowen thanked Mr. Powers for his presentation and agreed with the discrepancy in poverty numbers for Martin County.

Wright Flight Program

Mr. Gene Powell thanked the Board for their support and funding of the Wright Flight program in Martin County. Mr. Powell recalled the Wright Flight program for Martin County began in 2014, with the passing rate progressing from 38.5% to the 2018 passing rate of 46.8%,

highlighting improvement. Mr. Powell reported over the five-year program there were 1,171 students in the program, with 498 student completing the program, totaling a 42.5% overall passing rate. The goal for the Wright Flight program was to reach a 60% passing rate.

Mr. Powell stated current students in the Wright Flight program receive a text book, and were in a 9-week program in which personal goals were set. Those goals must be achieved during the 9-week period, and students must make an 85 on the final exam to complete the program. The passing student would receive a t-shirt, a certificate, and an opportunity to fly in an airplane. The Wright Flight field day was scheduled for April 12, 2019 and the Fly day was scheduled for April 27th, 2019. Martin and Beaufort Counties were the only counties in the state to offer the Wright Flight program.

Mr. Powell wanted to ensure the Board that each pilot who participates in the Wright Flight program is certified by the FAA and have had more than 500 flight hours or is a commercial pilot. The pilot had to be approved prior to flying for Martin or Beaufort counties. Mr. Powell stated the Wright Flight organization had a substantial insurance policy, also through the Martin County Airport, and each pilot had to carry an insurance policy. Mr. Powell wanted everyone to be sure that the safety of each student was very important.

Chairman Bowen reviewed the qualifications for the students to pass the program. Mr. Powell reiterated the child has to go through the nine week program and must make an 85 on the final exam. The goals that were set for the student must be met, such as increasing a letter grade in a subject of choice, and the student must have no behavior issues (fighting, bullying, tardies, or suspension). The hope was to help shape the children into better citizens.

Commissioner Smith spoke about the success of the program and the positive opportunity provided students through the Wright Flight program. Commissioner Smith commended Mr. Powell on his years of dedication and service to the Wright Flight program.

Child Fatality Prevention Team

Social Work Supervisor Vickey Manning from Martin-Tyrell-Washington District Health Department presented the annual report for the Child Fatality Prevention team. Ms. Manning stated the Child Fatality Prevention Team was legislatively established in 1993, and operates as a sub-committee of the Community Child Protection Teams in all 100 counties. The local health departments has the responsibility of ensuring that these teams are operational.

Ms. Manning reported the commission of the local Child Fatality Prevention Team was to review cases of deaths in children ages 0-17 years that were not due to suspected abuse/neglect and about which no previous reports to county child protective services of abuse/neglect in the 12 months preceding. The local Child Fatality Prevention Team reviews child deaths related to homicide, suicide, fires, prematurity, illness, and perinatal causes among others, in search for ways to prevent those deaths.

The purpose of the meetings of the local Child Fatality Prevention Team was to identify causes of child deaths, to identify any gaps or deficiencies that may exist to improve delivery of services to children and families, and to make recommendations to prevent any future child fatalities.

The Child Fatality Prevention Team is a sub-committee of the Child Protection Team, and the two groups work together to address child deaths in Martin County. The team meets at least four times per year, to review any fatalities from the previous year. In 2018, the team met four times and reviewed three child fatalities. The team has the authority to review medical records, and gathers information from community partners (Fire/EMS, DSS, law enforcement, etc.) to see if any partners have knowledge or involvement with the particular incidents. The three cases reviewed in 2018 showed one child with significant health issues, another with numerous neonatal problems, and the last with non-accidental trauma.

The Child Fatality Prevention team partners with the Martin County Child Protection Team, participating in a blue ribbon campaign in April of 2018, which is child abuse awareness month. The groups also participated in a bubble release ceremony in October 2017, honoring 24 children that died in NC the previous year. The ultimate goal is to have no child fatalities.

Chairman Bowen thanked Ms. Manning for her presentation to the Board.

Annual Report of Martin County Community Child Protection Team

Community Child Protection Team Chair Nancy Conner presented the annual report, beginning with a quote from Coretta Scott King regarding the greatness of a community. Ms. Conner reported 18 years of experience in the Social Services Department and stated, “We have a compassionate community”.

The Community Child Protection Team meets with people from various entities within the community to discuss and gather information about child protection, problems with abuse/neglect, and other issues. Ms. Conner stated the past year was tough, due to difficult cases, stating staff goes from crisis to crisis on a daily basis. Ms. Conner relies on her faith and the community to get through the daily struggles of the job.

Ms. Conner provided examples of community compassion including Toys for Tots (managed by Mr. Clay Wagner of Martin County Schools) to ensure all children receive gifts for Christmas. Further examples include turkeys and Thanksgiving baskets that are distributed throughout the community. Ms. Conner also explained the compassion and caring counselors within the school system, who help ensure the safety and well-being of children and families in the community.

Ms. Conner stated the ultimate goal of Social Services is for families to thrive together, and the Community Child Protection Team works together to help people in need and those who can't help themselves.

Chairman Bowen reported his personal involvement with Social Services, and stated it was a blessing to be involved in the life of a child with a difficult past, and thanked the Social Services Department for all of their hard work and efforts.

OLD BUSINESS

Lease for Public Defender's Office in Beaufort County

Martin County Manager Bone recalled from the January 2019 meeting the formation of an Inter-local Agreement entered into in 2012 regarding a Public Defender's Office for the citizens in Martin and surrounding Counties. County Manager Bone recalled Clerk of Court Tonya Leggett stating the benefits of the Public Defender's office to the citizens of Martin County. Manager Bone stated the original agreement was initially for a two-year period at the rate of \$2,650 per month, or \$31,800 per year, with the division of cost being based on county population.

Martin County Manager Bone recalled the purchase of a building by Beaufort County for \$226,105 and \$47,000 in renovations for a building which now houses the Public Defender's Office. The status of the lease was discussed at the January 16, 2019 meeting. This item was discussed on January 16th, but no action was taken.

A letter from Beaufort County was included in the agenda packet, which explained this building purchase / renovation, as well as its desired continuation of the inter-local agreement payments as reimbursement for the purchase price / renovation of the building. In the letter, Beaufort County Manager Brian Alligood suggested the purchase / renovation cost would be recouped in 8.6 years, at which time Beaufort County suggested the development of a new inter-local agreement to pay for future maintenance costs. (In the letter, Beaufort County suggested it would absorb any maintenance costs in the 8.6-year period.)

Martin County Manager Bone requested Beaufort County Manager Brian Alligood to draft an amendment to the inter-local agreement that outlined Beaufort County's request and which had a pay-off date. Mr. Alligood stated he wanted to receive some feedback concerning the request prior to drafting an amendment.

Beaufort County Manager Brian Alligood stated the desire in looking at the agreement was to continue the relationship, but to move from a private entity to a government-owned entity because of increases in costs in the private sector. The purpose was to eliminate price increases for all parties involved and keep costs static.

Martin County Manager Bone stated after discussion, he and Beaufort County Manager Alligood agreed upon an amendment to the original Inter-local agreement, and requested any suggestions or recommendations for language from the Board if needed. County Manager Bone also reiterated the need for future maintenance costs, and whether or not Martin County wanted to remain responsible for those costs.

Clerk of Court Tonya Leggett stated she had an opportunity to speak with all the clerk in Judicial District 1 who share the same public Defender's Office and two of those counties pay a maintenance fee and three counties do not. She states 7A-302 and 7A-304(a)(2) states facility fees must be used to provide and maintain adequate facilities, including public defender's office. She believes Martin County should pay some sort of fee but does not offer any recommendation on the amount, deferring that decision to the Board of Commissioners. The facility that Beaufort County provides is much better than what was offered before. The new building provided private offices for attorneys, conference rooms, and was fully handicap accessible.

Chairman Bowen also asked if it was feasible and in Martin County budget to remain in the inter-local agreement. Clerk of Court Tonya Leggett stated last year, the incoming facilities fees

equaled \$75,000, with disbursements totaling \$97,000. Clerk of Court Tonya Leggett felt a new agreement was needed, but felt the agreement should be specific about deadlines and fees.

Commissioner Smith appreciated County Manager Alligood coming to the meeting, expressing his respect for Manager Alligood and the Beaufort County Board of Commissioners. Commissioner Smith felt the Inter-local agreement with Beaufort County would have Martin County's interest at heart. Further, Commissioner Smith was confident the Beaufort and Martin County Managers could construct an agreement, and he would support because of the level of trust. Commissioner Smith expressed his support of partnerships, citing no one county should carry a burden alone. Clerk of Court Leggett stated Tyrell County was on board and was wanting to work with Beaufort County.

Martin County Manager Bone stated no action was requested tonight, but Beaufort County Manager Alligood was given the blessing to proceed with drafting a new Inter-local Agreement to be brought back to the Board of Commissioners for a vote at a future meeting.

Appointment of an At-Large Minority Representative to the Mid-East Commission Board

In January, the Mid-East Commission sent correspondence regarding appointments/reappointments to the Mid-East Commission Board. At the January 16, 2019 Board of Commissioners meeting, the following individuals were appointed:

- Commissioner Ronnie Smith, Commissioner Representative
- Commissioner Dempsey Bond, Jr., Alternate Commissioner Representative Designee

A Citizen Representative position remained. Mr. Willie Peele had previously served in the role. At the time, Mr. Peele's desire to continue to serve was unknown. Commissioner Smith stated he would contact Mr. Peele. Commissioner Smith Mr. Peele expressed an interest in continuing to serve on the Mid-East Commission Board.

Commissioner Smith made a MOTION to nominate Mr. Willie Peele for the At-Large Minority Representative to the Mid-East Commission Board, with a SECOND from Vice Chairman Bond. The Board APPROVED the motion unanimously.

NEW BUSINESS

Approval of Bids for Martin County Airport AWOS Sire Preparation Work

County Manager Bone recalled an Automated Weather Observing System (AWOS) would be an asset to the Martin County Airport, as it would provide weather data for pilots, increasing safety and would make the airport more reliable and attractive to pilots. In addition, an AWOS would provide more accurate local weather information to the general community via media outlets.

The AWOS Clearing & Site Preparation project would involve clearing and grubbing approximately 20 acres of upland area and clearing of approximately 4 acres of wetland area without ground disturbance.

The total estimated cost of the project is \$640,326. 90% of the funds were coming from the State Block Grant / NPE Program (formerly known as the VISION 100 funding), and 10% of the project funds would come from the State Aid to Airports Program, due to Martin County's Tier 1 status. No local funds were needed. The State Block Grant / NPE Program is a funding source that helps pay for improvements at the Martin County Airport. These funds, which are distributed in accordance with federal standards, are the primary funding sources for airport improvement projects nationwide and also fund important noise mitigation issues.

Bids for the AWOS Clearing and Site Preparation project were due on February 4, 2019. Three bids were received. The lowest, responsive bidder was determined to be Rifenburg Construction (of Zebulon), with a bid amount of \$544,503.

Approximately \$426,720 in State Block Grant funds were available. In order to complete the project, Martin County would need to use local funds once the current State Block Grant funds are depleted and then be reimbursed once the State Block Grant funds were disbursed in the fall of 2019.

Commissioner Ayers made a MOTION to approve the bids and award the project to the lowest responsible bid to Rifenburg Construction, with a bid of \$544,503, with the understanding the county will come up with the remaining project funds needed initially, and be reimbursed once State Block Grant funds are available. Commissioner Smith SECONDED. The Board APPROVED the motion unanimously.

System Safety Plan (SSP) Update/Revision

DSS Deputy Director Frank Halsey stated Martin County Transit provides public transportation to the general public and to clients of human services agencies.

To be eligible to receive Section 5311 funds, community transportation providers must fulfill several minimum CTP requirements, one being the annual adoption of the revised SSP Manual available from the North Carolina Department of Transportation – Public Transportation Division. Martin County Transit is required to keep such current policies in the SSP Notebook in our MCT office. SSP stands for “System Safety Program”.

The SSP is the definitive guide for Martin County Transit operational practices. The seven sections of this SSP Manual include:

- (1) Driver – Employee Selection
- (2) Driver – Employee Training
- (3) Martin County's Safety Data Acquisition & Analysis Plan and Safety Awareness Program
- (4) Drug and Alcohol Abuse Program (Section 4 was previous adopted on December 16, 2016)
- (5) Vehicle Maintenance Plan
- (6) Security Program
- (7) MCT Local Policy and Procedures (MCT Operator Handbook)

Section seven was a collection of the local policies and practices for our transit system. Martin County Transit employees would have access to a hard copy of the SSP Manual in the MCT building.

A hard copy of this revised SSP Manual (Sections 1 to 7) was located in the County Clerk's office for review. This updated SSP Manual (if adopted) would replace the previous SSP Manual.

Commissioner Smith made a MOTION to adopt the draft revised seven sections of the SSP manual for Martin County Transit, with a SECOND from Vice Chairman Bond. The Board APPROVED the motion unanimously.

Adjustment to Martin County Transit Fee Schedule

County Manager Bone stated EDC President CEO Jason Semple regularly met with businesses and industries leaders in the community. Recently, President Semple invited DSS Director Letecia Loadholt and County Manager Bone to a meeting, and the goal was to convey the services that Martin County Transit could provide.

One of the goals of Martin County Transit was to collaborate with local employers to provide transportation assistance for individuals to secure and maintain employment. Penco Products, Inc. had collaborated with Caledonia Correctional Institution (CCI) in Halifax County to assist with a work release program. CCI is a minimum/medium security prison. Model inmates in good standing nearing release back into society were allowed to work at Penco Products with hopes of continuing employment upon release. Through collaboration with Penco Products, Martin County Transit would provide an affordable employment route to citizens living in the mapped areas well as provide an opportunity of a lifetime for incarcerated individuals in need of a second chance to improve their quality of life. The administration of Martin County Transit was asking that the following be considered for adoption:

- That Martin County Transit be allowed to incorporate a direct route between Penco Products, Inc., and Caledonia Correctional Institution (CCI) and shall charge individuals an RGP/EDTAP/Employment Transportation fare of \$13.00 roundtrip per person, per day contingent on at least four riders on the vehicle. All rules to the ROAP program shall apply.

County Manager Bone indicated this would be a route serving people from the correctional institute, but the general public could utilize the service as well. Deputy Director Halsey stated this route would also give citizens of Martin County looking for full-time employment to obtain employment at the prison, and they would be transported at the same rate.

Commissioner Ayers made a MOTION to adopt the proposed RGP/EMPL/EDTAP fare of \$13.00 per person per day for a round trip to the Penco Products, Inc. from CCI in Halifax County with the guidelines detailed and stipulated above. Vice Chairman Bond SECONDED. The Board APPROVED the motion unanimously.

Resolution Supporting the Addition of Breezewoods Avenue to the North Carolina Department of Transportation Secondary Road System

County Manager Bone stated Mr. John Gurkin had requested the addition of Breezewoods Avenue (off of Big Mill Road, State Road 1501) to the NC Department of Transportation Secondary Road System. NCDOT District Engineer had requested a resolution of support from Martin County.

Commissioner Smith made a MOTION to adopt the Resolution supporting the addition of Breezewoods Avenue to the North Carolina Department of Transportation Second Road System, with a SECOND from Vice Chairman Bond. The Board APPROVED the motion unanimously.

Resolution Supporting the Addition of White Oak Drive and Planter's Lane in the White Oak Subdivision to the North Carolina Department of Transportation Secondary Road System

County Manager recalled 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 Land and Windy Ridge to be \$175,000.

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

Martin County was requesting the addition of White Oak Drive and Planters Lane to the NC Department of Transportation Secondary Road System.

Vice Chairman Bond made a MOTION to adopt a Resolution supporting the addition of White Oak Drive and Planter's Land in the White Oak Subdivision to the North Carolina Department of Transportation Secondary Road System, with a SECOND from Commissioner Smith. The Board APPROVED the motion unanimously.

Commissioner Smith stated that after listening to the public comments tonight, he wanted to share that local government officials are bound by the general statutes. Commissioner Smith wanted the audience to be aware that unless there is a general statute in place allowing the county to do a certain action, they cannot. For instance, the County Commissioners cannot use public funds to drag roads and deliver sand because it is against the law. Although he understands the frustrations of the citizens, the County Commissioners' hands are tied.

Appointment to the Martin General Hospital Board of Trustees

The Martin General Health Board of Trustees recommended the reappointment of Mr. Tommy Bowen for another three-year term, which would expire January 1, 2022. Commissioner Bowen was re-appointed by the Board of Commissioners at the January 16, 2019 meeting.

Mr. Ira Price, Sr. expressed his desire to not be reappointed to the Martin General Health Board of Trustees.

The Board was asked to appoint a representative to the Martin General Health Board of Trustees to replace Mr. Ira Price, Sr.

Chairman Tommy Bowen stated he spoke with Mr. Lon Moore, and he is willing to serve. Chairman Bowen stated the appointment would have to be approved by Corporate, but he felt Mr. Moore would make a great representative.

Commissioner Smith made a MOTION to approve the recommendation of Mr. Lon Moore to the Martin General Health Board of Trustees, with a SECOND from Vice Chairman Bond. The Board APPROVED the motion unanimously.

Contract Amendments #1 & #2 – Young Williams Child Support Collection Services

A service contract with YoungWilliams in the administration of the Child Support Enforcement program was approved by the Board of Commissioners on November 14, 2018. Contract services began January 1, 2019.

Contract Amendment #1 – There are new federal guidelines for background checks and fingerprinting for Child Support Collection employees who utilize the ACTS (Automated Collection and Tracking Services) system. Contract Amendment #1 amends the contract with YoungWilliams to comply with these new guidelines. The Martin County Sheriff's Office will provide the fingerprinting services that are a part of these guidelines.

Contract Amendment #2 – Martin County agreed for YoungWilliams to utilize the current Martin County Child Support Collection space for a short interim period, while they worked to establish its office. It was anticipated this arrangement should not last for more than one month. The preparation for the YoungWilliams site was taking longer than anticipated. The projected date of move was now by April 15, 2019. Contract Amendment #2 allowed for the use of the current Martin County office space until April 15, 2019. YoungWilliams would deduct \$3,000 from its invoice for each month it used the Martin County office space.

Vice Chairman Bond made a MOTION to approve Contract Amendment #1 and #2 of the Child Support Collection Services Contract with Young Williams, with a SECOND from Commissioner Ayers. The Board APPROVED the motion unanimously.

Budget Amendment(s)

Budget Amendment #20

Finance Director Cindy Ange stated the NC Department of Health and Human Services had released the final allocations for the Crisis Intervention Fund and LIEAP (Low Income Energy Assistance Program). The estimate for both programs was increased by a total of \$129,723. The Crisis Intervention Fund is used to assist citizens with heating and cooling bills throughout the year. LIEAP funds are used to help citizens with heating bills December through March.

Commissioner Ayers made a MOTION to approve Budget Amendment #23, with a SECOND from Vice Chairman Bond. The Board APPROVED the motion unanimously

Budget Amendment #21

Martin County was notified in 2018 that it received a \$95,000 grant from the state for a beacon replacement project at the Martin County Airport.

In October 2018, the Board of Commissioners approved a contract with the County's airport consultant, W.K. Dickson, to proceed with the design, bidding and construction of the Beacon Replacement project.

Last month, the Board of Commissioners approved the grant agreement for the funding.

Budget Amendment #21 establishes the budget for the project.

Commissioner Ayers made a MOTION to approve Budget Amendment #21, with a SECOND from Commissioner Smith. The Board APPROVED the motion unanimously.

Budget Amendment #22

The NC Forestry Service inquired about a possible nature trail project on part of the Kehukee Park property where trees were timbered.

Additionally, staff had investigated grant opportunities to also develop a horse trail on the property.

The development of a nature trail could provide an educational benefit and provide an opportunity for collaboration between the NC Forestry Service, Martin County Cooperative Extension, Martin County Soil and Water Conservation and other partners.

The development of a horse trail could provide another tourism asset, as well as assist Martin Community College's Equine program. Meetings with various partners had been ongoing.

Manager Bone had asked David Hodges to write a grant application and administer the grant, if successful. Mr. Hodges assisted the County with the PARTF grant at Moratoc Park. Budget Amendment #22 would provide funding for Mr. Hodges' consultation services.

Commission Smith made a MOTION to approve Budget Amendment #22, with a SECOND from Vice Chairman Bond. The Board APPROVED the motion unanimously.

Budget Amendment #23

The Martin County Department of Aging and Adult Services had received notification of final awards on several grants that were higher than what was originally budgeted.

The Senior Health Insurance Information Program (SHIIP) supplies funds for supplies and training for the Medicare Part D program. Provided by the NC Department of Insurance funds are allocated based on past performance.

The Aging Grant provided funds for several programs including home delivered meals, medical and general transportation, in home aide and personal care, and housing and home improvement.

The General Purpose Grant provided by the NC Department of Health and Human Services was based on the department's certification. Martin County would receive an additional \$5,693 annually based on becoming a Center of Excellence.

Vice Chairman Bond made a MOTION to approve Budget Amendment #23, with a SECOND from Commissioner Smith. The Board APPROVED the motion unanimously.

BOARD REPORTS / COMMISSIONERS' COMMENTS

Chairman Bowen stated the reason for Commissioner Lilley's absence was he was home with the flu.

Commissioner Bond stated the ABC Board had voted the previous night to proceed with expansion of the Robersonville ABC Store.

Commissioner Smith reported his recent conference in Pinehurst, NC for the NC Works Commission Board, and stated Martin County was represented in the data presented. The data collected identified challenges that local employers may face when searching for employees. Commissioner Smith expressed pride in the local employers in Martin County, and stressed the importance of counties working together, because the concerns were being heard at a state level.

BRIEF RECESS

CLOSED SESSIONS

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

At around 8:50 p.m., Commissioner Smith made a MOTION to enter closed session, in pursuant of N C G. S. §143-318.11(a) (6) Personnel, with a SECOND from Vice Chairman Bond. The Board APPROVED the motion unanimously.

At around 9:15 p.m., Commissioner Ayers made a MOTION to go out of closed session, in pursuant of N C G. S. §143-318.11(a) (6) Personnel, with a SECOND from Vice Chairman Bond. The Board APPROVED the motion unanimously.

No action was taken in open session.

ADJOURNMENT

With no further business to discuss, Vice Chairman Bond made the MOTION to adjourn at around 9:20 p.m., with a SECOND by Commissioner Smith. The Board APPROVED the motion unanimously.

The Martin County Board of Commissioners' next regular meeting would be Wednesday, March 13, 2019 at 7:00 p.m., in the Commissioners' Board Room of the Martin County Governmental Center, 305 East Main Street, Williamston, North Carolina.

Tommy Bowen, Chairman

Jessica Godard
Clerk to the Board