

January 10, 2018

The Martin County Board of Commissioners met in Regular Session on Wednesday, January 10, 2018 at 7:00 p.m. in the Martin County Governmental Center, Commissioners' Boardroom at 305 East Main Street, Williamston, North Carolina.

On December 13, 2017, the Board approved a revised schedule of meetings, with the January Regular meeting to be held on January 3, 2018 but due to inclement weather, the January meeting was rescheduled to the regular meeting date January 10, 2018.

ASSEMBLY

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

Chairman Elmo "Butch" Lilley was not in attendance, due to a medical procedure.

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

Vice Chairman Bowen extended a welcome to all in attendance. Vice Chairman Bowen recognized the following elected/appointed officials in attendance: Town of Bear Grass Mayor Charlotte Griffin, District Court Judge Regina Parker, Martin County Sheriff Tim Manning, Town of Parmele Mayor Jerry McCrary, Bertie County Commissioners Chairman Ernestine Bazemore and Vice Chairman Ron Wesson, and Democratic Party Secretary Mercedes Fornay. Chief Deputy Sheriff Drew Robinson attended the meeting, as well.

AGENDA APPROVAL

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

PUBLIC COMMENTS

Mr. Wayne Bray, 301 Wildcat Rd, spoke about the upcoming 2018 Point-in-Time Count. Mr. Brady stated the U. S. Department of Housing and Urban Development (HUD) requires that all Continuums of Care conduct a one-day, statistically reliable, unduplicated count of sheltered and unsheltered homeless individuals and families in each county each year, the last Wednesday in January. The Count provides a snapshot of who is homeless on a given night. Counties can use this information to plan local homeless assistance systems, to tailor programs to meet existing needs and to raise public awareness of homelessness. HUD set the night of Wednesday, January 31, 2018, as the date for the 2018.

Mr. Bray added Martin County was able to obtain grant funding last year because of the efforts made during the 2017 Point-in-Time Count. By surveys submitted, two (2) were deemed homeless; whereas, sixteen (16) others could have been classified as homeless in Martin County.

Public Relations Officer Ronnie Keel and Post Commander John Perry, of AMVETS Post 227, sought support for a homeless shelter for veterans in Martin County. Officer Keel stated a Williamston Town official suggested use of a vacant school building as a possible shelter. Officer Keel added the AMVETS had offered the AMVET building as temporary shelter for the homeless, on a least two separate occasions.

Sheriff Tim Manning, of Martin County, spoke to bring public awareness about an upcoming event called “Second Chance on Life-Drug Take Back” to be held February 3, 2018. Sheriff Manning collaborated with Trillium Health Resources and others agencies to provide this service because of the opioid epidemic plaguing the country, and the Opioid Forum held by Martin, Tyrrell and Washington Counties in October 2017. Sheriff Manning stated District Attorney Seth Edwards had granted special permission that would allow the drop-off of any type of drugs without the fear of arrest, at this event. If the individual wanted to talk with someone about treatment or addition intervention, providers would be onsite to assist in getting started in the right direction.

CONSENT AGENDA

Commissioner Smith 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 December 13, 2017 Regular & Closed Sessions, December 22, 2017 Special Called Session
2. **Financial Report** for November 2017 included for informational purposes.
3. **Revised Language Airport Commission By-Laws**

During its November 8, 2017 Regular Meeting, the Board of Commissioners voted to approve the following revisions to the By-laws:

- Increase the membership to a maximum of (9) members and a minimum of seven (7) members; and
- Change the required quorum to a simple majority.

The language did not include the Commissioner Representative on the Airport Commission, which holds an ongoing term, as Commissioner.

As part of the Consent Agenda, the Board of Commissioners approved the revised Airport By-laws, which included language clarifying that a Commissioner was to be a member on the Airport Commission.

4. **Clerk Report** included for informational purposes.

INTRODUCTION OF NEW EMPLOYEE (S)

Extension Service Northeastern Director Steven Green presented new Martin County Extension Director Laura Oliver. While, new Social Services/Transit Director Letecia Loadholt introduced herself to the Board.

The Board welcomed the Directors to the Martin County workforce family.

PRESENTATIONS

NC Works Commission Governor's Appointment Oath of Office

The NC Works Commission states its mission is to ensure North Carolina has an innovative, relevant, effective, and efficient workforce development system that develops adaptable, work ready, skilled talent to meet the current and future needs of workers and businesses to achieve and sustain economic prosperity.

The NC Works Commission recommends policies and strategies that enable the state's workforce and businesses to compete in the global economy.

The State designated the Commission as the state's Workforce Development Board under the federal *Workforce Innovation and Opportunity Act*. Led by a private sector chair, the 33-member Commission includes representatives from the business community, heads of state workforce agencies, educators, and community leaders. The Governor appoints all members.

In pursuant to NC G. S. §143B-438.10, North Carolina Governor Roy Cooper recently appointed Commissioner Ronnie Smith to service on the NC Works Commission. Indeed, it was an honor for Commissioner Smith to be selected to serve on a board that has the ability to assist in the advancement of economic development in the state of North Carolina, as well as globally.

Vice Chairman Bowen presented the certificate and congratulated Commissioner Smith on his appointment. The Honorable District Court Judge Regina Parker administered the oath of office to Commissioner Smith.

During the oath ceremony, several elected officials and friends supported Commissioner Smith with their presence. Democratic Party Secretary Fornay relayed congratulatory remarks, on behalf of Senator Erica Smith-Ingram and Senator/Democratic Party Chairman Don Davis.

Commissioner Smith thanked all for their support.

Martin-Tyrrell-Washington District Health Mobile Dental Clinic

In accordance with NC G.S. § 130A, the Martin-Tyrrell-Washington District Health Department (MTW) provides public health services in the three counties served. Services of the MTW Health Department include:

- Clinical Services
- Community Health
- Dental Health Services
- Environmental Health
- Health Education and Promotion
- Public Health Preparedness and Response
- Roanoke Home Care

As part of its mission, MTW District Health Department now provides dental services in Washington and Tyrrell Counties. In addition to improving the financial performance of the dental programs in Washington and Tyrrell Co., MTW continues to explore ways to expand dental services to Martin County. One option would be a mobile dental unit.

The Martin-Tyrrell-Washington District Health Department Board met for its regular meeting on November 14, 2017, at which time, the Board authorized MTW District Health Director Wes Gray to pursue the potential purchase of a used dental clinic trailer to help address a need for dental service in Martin County and throughout the district.

Health Director Gray stated Craven County Health Department planned to purchase a new model in July 2018. MTW District Health Department initiated negotiations to purchase Craven County's used dental clinic by sending a letter of intent, on December 1, 2017. The estimated initial investment would be \$115,000 - \$135,000. Health Director Gray commented MTW District Health Department would explore grants for the unit, equipment, and staffing. The fall of 2018 would be the ideal time to begin services.

Health Director Gray anticipated staffing would consist of one dentist (independent contractor), two dental assistants four days a week (staffing agency), and one scheduler/biller. The dentist would work on a productivity-based contract and earn monthly bonuses, if a profit occurred. If a net loss occurred, the dentist would receive no bonus and the total loss would carry forward to the next month, and each following month until the loss became a profit.

From the financial aspect, the goal would be to service 10-12 children a day (20-25 for return visits); serve Medicaid, NC Health Choice, and uninsured children, and collect \$2,000 in revenue per day.

- Estimated Monthly Collected Revenues: \$32,000
- Estimated Monthly Expenses (including moving costs): \$25,000
- Net profit per month after bonuses: \$3,500
- \$38,000-42,000 per year in net profit plus cost settlement (Does not include new equipment over \$4k)

Commissioners Bowen, Smith, Bond and Ayers commended and thanked Health Director Gray on seeking a source to provide dental care for the children of Martin County.

Commissioner Smith also asked Health Director Gray to research his awareness (from a source he considered reliable) that individuals in Tyrrell County were receiving dental services, who

were not eligible. Health Director Gray assured the Board he would research the allegations and report the results.

Commissioner Smith inquired about dental care for adults in the Martin County. Health Director Gray responded children would be the first priority, with a possible concentration on adults in the summer months, when school was out.

As a second option, Commissioner Smith suggested MTW District Health Department talk to Agape Dentist Clinic about a partnership on dental services, possibly providing a dentist and administrative assistant for Agape. Health Director Gray seemed open to conversation with Agape Dentist Clinic.

Year-In Review of Martin County

Martin County had its opportunities and challenges in 2017. After seeing a presentation by Bertie County Commissioners, Commissioner Smith suggested County Manager David Bone compiled a similar presentation. For the demonstration, County Manager Bone chose several Martin County projects and accomplishments for the year, some expectations for 2018, as well as future projects/goals. County Manager noted these were not all of the occurrences, only some of the highlights:

Projects/Accomplishments

- Weitron Announcement
- A. R. Textiles
- Boys & Girls Club Opens 2nd Martin County Site in Williamston
- West Martin Alumni Association & West Martin Community Center
- Martin County Hosts “Breakfast with Legislators” Event for All Towns, Other Partners
- Martin, Tyrrell, Washington Counties Regional Leadership Opioid Forum
- Implementation of 2017 Revaluation Project
- New Property Cards Online/GIS Portal
- Implementation of Pay & Classification Plan/Merit Increases/ Employee Performance Reviews
- Switch to Cloud-based Finance Software
- Completion of Martin County PSAP & Regional Back-up Facility
- Temporary Back-up 911 Center Completed
- 911 Communications Completes Peer Review Evaluation
- BMR Jail Initiates Compensation Enhancements to Reward Current, Good Employees & Recruit Additional Good Staff
- Airport Improvements – Water Line/Property Acquisition/Airport Terminal Enhancements
- Landfill Improvements
- Ray Street Building Renovation for Transit
- Addition at Adult & Aging Services
- NC Resilient Redevelopment Plan/Housing Grant/Drainage Grant

Retirements for Department Heads/Office Holder

Several Department Heads and an Office Holder chose to retire in 2017, after having served the citizens of Martin County for numerous years: Sheriff Dan Gibbs; Cooperative Extension Director Al Cochran; DSS/Transit Director Susan Davenport; MTW Health Director Terrell Davis; and BMRJ Administrator Craig Freidman.

New Officials

The different Boards chose the following individuals to replace their predecessor in 2017: Mr. Tim Manning, Martin County Sheriff; Mr. Wes Gray, MTW District Health Director; and Mr. Terrence Whitehurst, Bertie Martin Regional Jail Administrator.

Expectations for 2018

New Directors/Partners

The following individuals will start their tenure as Director or as a Partner Agency Director: Ms. Leticia Loadholt, Department of Social Service/Transit Director; Ms. Laura Oliver Cooperative Extension Director; and Dr. Bryan Kitch, EMS Medical Director.

The Martin County Board of Trustees and Bertie Hyde Martin Regional Library Board have not named the new MCC President and new BHM Library Executive Director.

2018 Projects/Goals

- Completion of Rail Project for the Industrial Park
- Planning for a New Shell Building in the Industrial Park
- Adoption of County's Comprehensive Transportation Plan
- Completion of Ray Street Project/Move for Martin County Transit
- Completion of White Oak Paving Project
- Continue to Seek Grant Funding for Career Technical Center
- Continue to Assist NERSBA to Investigate Opportunities to Enhance Facilities in Martin County
- Discussion of an "OPEB" (Other Post-Employment Benefits) Trust
- Water Line Enhancement Project – Water District #1 - \$1.476 Million Grant
- New Wellness Center – Adult & Aging Service
- SCOPE Certification – Adult & Aging Services
- NC Rural Center/Gold Leaf Initiative for the Northeast
- Safety Enhancements on US-17 at Riverside Middle School
- NCDOT to Complete NC Hwy-125 Improvements
- Airport AWOS Station/Design of Parallel Taxiway Extension
- Further Drainage Work at the Airport
- MTW District Health Dept. Mobile Dental Clinic
- Effect of Loss of Parkdale Mills on Water Rates
- Move of Emergency Operations Center

- Continuing to Address Opioid Epidemic
- Continued Enhancements to TDA'S Tourism Promotion Initiatives – Electronic Kiosk, Mural Trail, Quilt Trail, Historic Church Trail

Projects of Interest Beyond 2018

- 4-Laning of US-17 between Williamston & Washington
- Further Planning/Development of I-87

January NCACC Video Update

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

OLD BUSINESS – None

NEW BUSINESS

Approval of Bid – Storm Maintenance/Stream Debris Removal

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

Thus far, the Soil & Water Conservation Board and the Board of Commissioners approved projects for the storm maintenance/stream debris removal grant as follows:

1. Carolina Lawn and Environmental; \$96,013.20; Sweetwater Creek, Ready Branch, Back Swamp, and Hardison Mill Creek (equaling 94,200 linear feet).
2. Blackwater Forestry; \$122,460.00; Ready Branch (approximately 41,000 linear ft.), Gardner Creek/Cooper Swamp (approximately 12,500 linear ft.) and Deep Run (approximately 19,000 linear ft.) equaling approximately 72,500 total linear ft.

On December 20, 2017, the Soil and Water Conservation Board met and reviewed bids for a third scope of work. This contract would include clearing and snagging work on Jack Swamp and Smithwick Creek, Bear Grass Swamp and Turkey Swamp (originally proposed as approximately 82,500 linear feet).

Carolina Lawn Care, the apparent lowest bidder, with an amount of \$92,040, exceeded the amount of grant funding available. The contractor agreed to reduce the footage of the scope of work, based on the unit price that was part of the bid, to be within the grant funding available. This would reduce the scope of work by 3,900 feet.

The Soil and Water Conservation Board recommended awarding of the contract to Carolina Lawn Care, with the reduce scope of work to be within budget.

Soil and Water Conservation Director Lynn Whitehurst report as of December 27, 2017, Carolina Lawn Care had completed about 60% of the work on the first project. While the contractors would have to work within the Inland fishery regulations that prevent this type of work from being done between February 15th and June 31st, Director Whitehurst stated this round of funding for clearing and snagging would be available until February 2019.

Commissioner Ayers made the MOTION to approve the bids and award the service contract with an amended scope of work to Carolina Lawn Care for \$87,750, with a SECOND by Commissioner Bond. The Board APPROVED the motion unanimously.

Zero Tolerance Drug & Alcohol Testing Policy for Transit

The purpose of the Zero Tolerance Drug & Alcohol Testing Policy is to establish guidelines to maintain a drug and alcohol-free workplace in compliance with the Drug-Free Workplace Act of 1988, and the Omnibus Transportation Employee Testing act of 1991, and any additions/amendments thereafter.

Department of Social Services/Transit Deputy Director Frank Halsey reported beginning January 1, 2018, in addition to the existing NC Department of Transportation drug testing panel (that includes marijuana, cocaine, amphetamines, phencyclidine (PCP), and opiates), public transit employees would also be tested for four semi-synthetic opioids (i.e. hydrocodone, oxycodone, hydromorphone, oxymorphone). Some common names for these semi-synthetic opioids include OxyContin, Percodan, Percocet, Vicodin, Lortab, Norco, Dilaudid, and Exalgo. As a requirement of this new U.S. Department of Transportation regulation, the local transportation policy must also change to include this new panel of drugs in the tests.

Department of Social Services/Transit Deputy Director Halsey stated the Medical Review Officer (MRO) would interview any Transit employees confirmed by the laboratory, as testing positive for any of the stated drugs to determine if there is a legitimate medical explanation for the result. After verifying whether the employee had a valid prescription, the MRO would report the result to the employer as a “negative”, for those employees with medical documentation to support the cause of a positive testing. Otherwise, the MRO would report the result to the employer as “positive”, and the employer must immediately remove the employee from performing all safety-sensitive functions.

RLS & Associates, Inc. (RLS), a consulting firm that provides transportation management and operations consulting services for transportation providers throughout the United States, also provides services for the NC Department of Transportation.

Project Manager Sean Oswald, of RLS and Associates, informed the Martin County Transit (MCT) administration that a newer template had been developed for public transportation systems to use for their “Zero Tolerance Drug and Alcohol Testing Policy” related to this US DOT change. Additionally, the NCDOT-PTD has required transit systems to use the newer template and to incorporate that template into a local transit policy.

Deputy Director Halsey added that the newer policy would be contained within the SSP manual (System Safety Program), Section Four, which is the section that governs the Drug and Alcohol testing for MCT staff. The new policy would ensure the MCT operations would be consistent with the January 1, 2018 US DOT drug and alcohol-testing rules.

Commissioner Bond made the MOTION to approve the Zero Tolerance Drug and Alcohol Testing Policy for Martin County Transit employees (*policy entered into these minutes by stated title reference*), as presented, with a SECOND by Commissioner Smith. The Board APPROVED the motion unanimously.

Approval of the Amended Audit Contract

County Manager Bone stated the Board of Commissioners approved an audit contract with Carr, Riggs & Ingram, LLC on June 14, 2017. The contract was to involve the auditing of Martin County's accounts for the year ending June 30, 2017.

County Manager Bone explained that Carr, Riggs & Ingram, LLC implemented new internal review and quality control procedures for all audits performed by the firm. The new policy created a backlog for corporate review of audits and created significant delays in issuing audits in a timely fashion. Carr, Riggs & Ingram, LLC could not complete the audit by the deadline specified by the contract. Regulations required that an entity submit an amended contract, along with a written explanation of the delay, to the governing board, as well as the Secretary of the Local Government Commission for approval.

County Manager Bone stated that while Carr, Riggs & Ingram, LLC was taking full responsibility for the delay, state agencies played a part, as well.

Commissioner Smith made the MOTION to approve the amendment to the audit contract, with a SECOND by Commissioner Bond. The Board APPROVED the motion unanimously.

Budget Amendments

Budget Amendment #22

Finance Director Cindy Ange recalled at the December 13, 2017 Board of Commissioners meeting, Dr. Dean McCall, President of the Martin Community Players, made a presentation concerning the stage lighting at the Martin County Auditorium. Dr. McCall requested financial assistance on Phase 2 of the lighting replacement project, which would include the first row of lights for an estimated cost of \$15,000.

On behalf of the Martin Community Players, Dr. McCall stated the organization was willing to pay 20% (\$3,000) of the cost, and asked that the Board of Education and the County split the remaining \$12,000 cost 50-50. The Board of Commissioners voted on December 13, 2017 to support this arrangement.

BUDGET ORDINANCE AMENDMENT-22

BE IT ORDAINED by the Board of Commissioners of Martin County, North Carolina, that the following amendments be made to the annual budget ordinance for the fiscal year ending June 30, 2018.

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

	Increase	Decrease
Education		
Board of Education – Capital	\$6,000	

This will result in an increase of \$ 6,000 in the expenditures of the General Fund. To provide an increase in the revenues for the above, the following revenues will be changed.

Fund Balance Appropriation	\$6,000
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Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Finance Officer for their direction.

MOTION by Commissioner Bond and SECONDED by Commissioner Smith to adopt the above budget ordinance amendment this 10th day of January 2018. The Board APPROVED the motion unanimously.

Budget Amendment #23

Finance Director Ange stated that Ag Carolina Farm Credit awarded the Martin County Soil and Water Conservation District a grant for \$1,384. Staff planned to use the grant to purchase an enviroscape model and educate students about its use. The hands-on model demonstrates and simplifies how water travels through a watershed, as well as pollution concepts and prevention.

BUDGET ORDINANCE AMENDMENT-23

BE IT ORDAINED by the Board of Commissioners of Martin County, North Carolina, that the following amendments be made to the annual budget ordinance for the fiscal year ending June 30, 2018.

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

	Increase	Decrease
Economic & Physical Development		
Soil and Water	\$ 1,384	

This will result in an increase of \$1,384 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 \$ 1,384

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 10th day of January 2018. The Board APPROVED the motion unanimously.

Budget Amendment #24

By the authority of NC G. S. § 166A, Martin County partners with other counties in northeastern North Carolina on regional emergency management planning and response. Gates County, as the controlling agency for the 2015-2016 Homeland Security Grant program, received a grant from the NC Department of Public Safety, Division of Emergency Management for the implementation of the State of North Carolina’s goals with the State Homeland Security Strategy. Staff used a portion of the grant award to purchase a Generac generator for Martin County, at a cost of \$33,962.

Additionally, Washington County administered the 2017 Local Emergency Planning Committee (LEPC) grant funding, and granted \$1,000 to Martin County to help equip the Emergency Operations Center.

BUDGET ORDINANCE AMENDMENT-24

BE IT ORDAINED by the Board of Commissioners of Martin County, North Carolina, that the following amendments be made to the annual budget ordinance for the fiscal year ending June 30, 2018.

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

	Increase	Decrease
Public Safety		
Emergency Management	\$ 34,962	

This will result in an increase of \$34,962 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 \$ 34,962

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

MOTION by Commissioner Ayers and SECONDED by Commissioner Bond to adopt the above budget ordinance amendment this 10th day of January 2018. The Board APPROVED the motion unanimously.

BOARD REPORTS / COMMISSIONERS' COMMENTS

Commissioner Bond commented business had been exceptional good for Martin County ABC stores in the month of December 2017.

ADJOURNMENT

With no further business to discuss, Commissioner Bond made the MOTION to adjourn at 8:16 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, February 14, 2018 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, Vice Chairman

Marion B. Thompson, NCCCC
Clerk to the Board