

September 12, 2018

The Martin County Board of Commissioners met in Regular Session on Wednesday, September 12, 2018 at 7:00 p.m. in the Martin County Governmental Center, Commissioners' Boardroom at 305 East Main Street, Williamston, North Carolina.

ASSEMBLY

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

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

Chairman Lilley extended a welcome to everyone and thanked those attending for their interest and opinions. Chairman Lilley recognized the following elected/appointed officials in attendance: Town of Bear Grass Mayor Charlotte Griffin and Sheriff Tim Manning. Chief Deputy Drew Robinson was also in attendance.

AGENDA APPROVAL

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

PUBLIC COMMENTS – None

CONSENT AGENDA

Chairman Lilley noted a correction needed to the Clerk's Report "Dates to Remember" section.

Chairman Lilley also suggested the resolution titled "Resolution by the Board of Commissioners of Polk County to Protect North Carolina Farmers" be revised for Martin County and put on the October 10, 2018 agenda for consideration by the Board of Commissioners.

Additionally, on behalf of the Board, Chairman Lilley recognized and congratulated Finance Director Cindy Ange and her staff for earning the Certificate of Achievement for the 27th straight year. Finance Director Ange thanked the Board, adding it was a team effort.

Commissioner Bond 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 August 8, 2108 Regular & Closed Sessions
2. **Financial Report** for July 2018 included for informational purposes.
3. **Tax Assessor – Tax Relief Orders – August 2018**

Year Levy	Lname	Fname	Reason	Value	Total
2018	Andrews	Verna R.	Error in Value	20,470	333.71
2018	Basnight	Roger	Error in Listing	36,500	317.55
2018	Bracy	April M.	Error in Listing	3,300	28.71
2018	Clark	William B.	Error in Listing	15,416	121.79
2018	Crowder	Vernell Jones	Error in Landfill Fee		172.00
2018	Crowder	Vernell Jones	Error in Landfill Fee		172.00
2018	Davenport	Eddie J.	Error in Landfill Fee		516.00
2018	Davis	Tarnisha Michelle	Sold Vehicle	2,986	35.81
2018	Deutsche	Leasing USA Inc	Double List		58,402.99
2018	Gardner	Raymond Walker	Double Billed	6,020	54.97
2018	Gonzalez	Ana Elsi Sanchez	Error in Landfill Fee		172.00
2018	Griffin	James Wilford, Jr.	Error in Listing	500	4.57
2018	Gurkin	John T. Sr. Heirs	Error in Landfill Fee		172.00
2018	Howell	Daniel Lynn	Error in Landfill Fee		172.00
2018	Hyman	James A. Sr.	Error in Landfill Fee		172.00
2018	Kanipe	Chaise	Out of County	6,566	57.06
2018	Kent	Curtiss E.	Error in Listing	903	-7.76
2018	Kent	Curtiss E.	Error in Listing	903	7.76
2018	Knight	Charles Edward	Error in Listing	2,333	19.83
2018	Leary	Emily Harrell	Error in Listing	500	4.35
2018	Lilley	David Jay	Error in Landfill Fee		172.00
2018	Maier	Richard Michael	Error in Value	2,440	34.90
2018	Martinez	Carolina	Double Billed		9.57
2018	Nicholson	Carol F.	Sr. Citizens Exempt	25,000	217.50
2018	Parmele	Alfretia Jane	Error in Listing	2,519	39.63
2018	Perry	Margaret Candace	Double Billed	4,240	38.72
2018	Powell	Agartha M.	Error in Landfill Fee		172.00
2018	Powell	Agartha M.	Error in Landfill Fee		172.00
2018	Powell	Agartha M.	Error in Landfill Fee		172.00
2018	Powell	Agartha M.	Error in Landfill Fee		172.00
2018	Pritchett	Tom Jr.	Error in Value	24,910	214.23
2018	Prichett	Tom Jr.	Error in Landfill fee		172.00
2018	RNRR	Trucking	Double Billed	24,000	206.40
2018	Roberson	Jeffrey G.	Sold Vehicle	1,700	14.62
2018	Rodgers	Mary Louise	Clerk Error		3.88
2017	Rogers	Thomas C. Heirs	Error in Listing	1,674	13.97
2018	Rogers	Thomas C. heirs	Error in Listing	1,607	13.42
2018	Speller	Leslie Alan	Sold Mobile Home	5,770	53.00
2018	Sugg	Willard Foundation	Error in Landfill Fee		172.00
2018	Torrence	Donald G. Jr.	Error in Listing	500	4.35
2018	Wareen	William E.	Error in Listing	10,981	91.14
2018	Watts	Michael Sr.	Error in Listing	9,000	74.70
2018	Williamston	Town of	Error in Landfill Fee		172.00
2018	Wisniewski	Randy G.	Error in Listing	745	6.48

2018	Wynn	William A.	Error in Listing	1,000	8.30
2018	Anthony	Robert Earl	Situs Error		49.75
2018	Emerson	Paul Brian	Situs Error		53.72
2018	Lloyd	Malik Jaqueese	Situs Error		79.88
2018	McIver	Alexandria Rachelle	Situs Error		178.68
2018	Mitchell	Calvon Raynell	Situs Error		55.00
2018	Williams	Mary Elizabeth	Situs Error		43.48
				Total	63,810.66

4. Tax Collector's Report – August 2018

	Category	Aug-18	Aug-18 Y-T-D
Real Property	20	\$1,561,299.88	\$1,729,832.76
Personal Property	25	730,237.24	736,719.03
Total		\$2,291,537.12	\$2,466,551.79
Motor Vehicle	30	168.30	441.88
Total MV		\$168.30	\$441.88
All Total		\$2,291,705.42	\$2,466,993.67

5. Appointments/Reappointments - Parmele ETJ Planning & Zoning Board

On behalf of the Parmele Board of Commissioners, Mayor Jerry McCrary recommended that the Martin County Commissioners reappoint Mr. Cleo Brown to the Parmele ETJ Planning & Zoning Board for a three-year term, which would expire August 31, 2021.

Mayor McCrary also requested that the Board accept the resignation of Ms. Erika Blow, whose term ended August 31, 2018.

To replace Ms. Blow's position on the Parmele ETJ Planning & Zoning Board, Mayor Jerry McCrary recommended that the Board of Commissioners appoint Ms. Yolanda Clark for a three-year term, which would expire August 31, 2021.

As part of the Consent Agenda, the Board reappointed/appointed Mr. Cleo Brown and Ms. Yolanda Clark, respectively, for three year terms which would expire August 31, 2021. The Board also accepted the resignation of Ms. Erica Blow.

6. Records Retention & Disposition Schedules Amendment Approval – Register of Deeds, Tax Administration & County Veterans Services

The records retention schedule for County Management, Item 19 Employee Eligibility Records was approved by the Board of Commissioners on May 9, 2018. However, due to an oversight, the amendments listed below were not included for the Board's approval. The sections listed pertain to the same records, only listed in the various sections. The Finance Office maintains these records and was made aware of the update in May.

The Government Records Section of the State Archives of North Carolina amended the record retention schedule for Item 18 Employee Eligibility Records for *Register of Deeds*, Item 19 Employee Eligibility Records for *Tax Administration*, and Item 20 Employee Eligibility Records for *County Veterans Services*, report dated November 7, 2014.

The Board approved the requested amendments to the records retention schedules, as part of the Consent Agenda.

Copies of the signature pages would be sent to the Government Records Section of the State Archives of North Carolina, acknowledging the approval of the amendments.

7. Certified Statement – FY 2019 Rural Operating Assistance Program

The Rural Operating Assistance Program (ROAP) is a state-funded public transportation grant program administered by the N.C. Department of Transportation-Public Transportation Division (NCDOT-PTD). ROAP consolidates the Elderly and Disabled Transportation Assistance Program (EDTAP), the Employment Transportation Program (EMPL) and the Rural General Public (RGP) Transportation Program into a single application package.

County governments or regional public transportation authorities created pursuant to Article 25 or Article 26 of Chapter 160A of the General Statutes (upon written agreement with municipalities or counties served) are the only eligible applicants for ROAP funds. All counties must submit an annual application to receive these funds.

The programs included in the Rural Operating Assistance Program application are:

1. *The Elderly and Disabled Transportation Assistance (EDTAP) Program* provides funds for the transportation of the state's elderly and disabled citizens. This transportation assistance allows the elderly and disabled to reside for a longer period in their homes, thereby enhancing their quality of life. An elderly person is defined as one who has reached the age of 60 or more years. A disabled person is defined as one who has a physical or mental impairment that substantially limits one or more major life activities, an individual who has a record of such impairment, or an individual who is regarded as having such impairment.
2. *The Employment Transportation Assistance Program (EMPL)* funds can be used for trips for individuals that have transitioned off the Work First Program within the last 12 months; for participants in Workforce Development Programs; and/or for transportation for the disadvantaged public. The focus is to provide travel to work, employment training and/or other employment related destinations.
3. *The Rural General Public (RGP) Program* funds are intended to provide transportation services for individuals from the county who do not have a human service agency or organization that will pay for the transportation services. To use RGP funds, the passenger must live in or be visiting someone living in the non-urbanized area of a county.

The ROAP funds may be used for the operating costs of trips, but not for administrative or capital costs. NCDOT-PTD allocates funding to each county by formula. The period of performance for the FY 2019 Rural Operating Assistance Program funds would be July 1, 2018 through June 30, 2019.

A public hearing was not required for submittal of the ROAP application, as per the NCDOT-PTD. The deadline date for FY 2019 ROAP grant was September 5, 2018.

The Board of Commissioners officially approved submittal of the FY19 ROAP application and certified statement (shown below) as part of the Consent Agenda.

CERTIFIED STATEMENT
FY2019
RURAL OPERATING ASSISTANCE PROGRAM
County of Martin

WHEREAS, the state-funded, formula-based Rural Operating Assistance Program (ROAP) administered by the North Carolina Department of Transportation, Public Transportation Division provides funding for the operating cost of passenger trips for counties within the state;

WHEREAS, the county uses the most recent transportation plans (i.e. CCP, CTIP, LCP) available and other public involvement strategies to learn about the transportation needs of agencies and individuals in the county before determining the sub-allocation of these ROAP funds;

WHEREAS, the county government or regional public transportation authorities created pursuant to Article 25 or Article 26 of Chapter 160A of the General Statutes (upon written agreement with the municipalities or counties served) are the only eligible recipients of Rural Operating Assistance Program funds which are allocated to the counties based on a formula as described in the Program Guidelines included in the ROAP State Management Plan. NCDOT will disburse the ROAP funds only to counties and eligible transportation authorities and not to any sub-recipients selected by the county;

WHEREAS, the county finance officer will be considered the county official accountable for the administration of the Rural Operating Assistance Program in the county, unless otherwise designated by the Board of County Commissioners;

WHEREAS, the passenger trips provided with ROAP funds must be accessible to individuals with disabilities and be provided without discrimination on the basis of national origin, creed, age, race or gender (FTA C 4702.1A, FTA C 4704.1, Americans with Disabilities Act 1990); and

WHEREAS, the period of performance for these funds will be July 1, 2018 to June 30, 2019 regardless of the date on which ROAP funds are disbursed to the county.

NOW, THEREFORE, by signing below, the duly authorized representatives of the County of Martin North Carolina certify that the following statements are true and accurate:

- The county employed a documented methodology for sub-allocating ROAP funds that involved the participation of eligible agencies and citizens. Outreach efforts to include the participation of the elderly and individuals with disabilities, persons with limited English proficiency, minorities and low income persons in the county's sub-allocation decision have been documented.

- The county will advise any sub-recipients about the source of the ROAP funds, specific program requirements and restrictions, eligible program expenses and reporting requirements. The county will be responsible for invoicing any sub-recipients for unexpended ROAP funds as needed.
- The county will monitor ROAP funded services routinely to verify that ROAP funds are being spent on allowable activities and that the eligibility of service recipients is being properly documented. The county will maintain records of trips for at least five years that prove that an eligible citizen was provided an eligible transportation service on the billed date, by whatever conveyance at the specified cost.
- The county will be responsible for monitoring the safety, quality and cost of ROAP funded services and assures that any procurements by subrecipients for contracted services will follow state and federal guidelines.
- The county will conduct regular evaluations of ROAP funded passenger trips provided throughout the period of performance.
- The county will only use the ROAP funds to provide trips when other funding sources are not available for the same purpose or the other funding sources for the same purpose have been completely exhausted.
- The county assures that the required matching funds for the FY2019 ROAP can be generated from fares and/or provided from local funds.
- The county will notify the Mobility Development Specialist assigned to the county if any ROAP funded services are discontinued before the end of the period of performance due to the lack of funding. No additional ROAP funds will be available.
- The county will provide an accounting of trips and expenditures in quarterly milestone reports to NCDOT – Public Transportation Division or its designee. Back-up documentation is required to support the quarterly reports and may be requested at an MDS site visit.
- Any interest earned on the ROAP funds will be expended for eligible program uses as specified in the ROAP application. The County will include ROAP funds received and expended in its annual independent audit on the schedule of federal and state financial assistance. Funds passed through to other agencies will be identified as such.
- The county is applying for the following amounts of FY2019 Rural Operating Assistance Program funds:

State-Funded Rural Operating Assistance Program	Allocated	Requested
Elderly & Disabled Transportation Assistance Program (EDTAP)	\$57,492	\$57,492
Employment Transportation Assistance Program (EMPL)	\$8,183	\$8,183
Rural General Public Program (RGP)	\$59,219	\$59,219
TOTAL	\$124,894	\$124,894

8. Adult and Aging Services Agreements Approval

- **Home and Community Care Block Grant for Older Adults – Agreement for the Provision of County-Based Aging Services**

➤ **Contract for Aging Services Provided Through the Older Americans Act and State Appropriated Funds From The NC Division of Aging**

The Older Americans Act (OAA), originally enacted in 1965, supports a range of home and community-based services, such as meals-on-wheels and other nutrition programs, in-home services, transportation, legal services, elder abuse prevention and caregivers support.

Martin County Adult and Aging Services provides aging services in connection with activities financed in part by the Older Americans Act grant funds. The Mid-East Commission Area Agency on Aging and local agencies, such a Martin County Adult and Aging Services act as the administrators of federal, state, and local funds provided in part by the United States Department of Health and Human Services, the North Carolina Division of Aging and Adult Services (DAAS) and Martin County. Each year, a contract must be signed showing mutual covenants and agreements between the local and area agency on aging.

Additionally, an annual agreement for the Provision of County-Based Aging Services through the Home and Community Care Block grant for Older Adults must be signed, stating the County and the Area Agency on Aging agree to the terms and conditions for the provision of aging services in connection with activities financed in party by the Older Americans Act grant funds.

The Board approved the *“Contract for Aging Services Provided through the Older Americans Act and State Appropriated Funds from the North Carolina Division of Aging”*, as well as the *“Home and Community Care Block Grant for Older Adults Agreement for the Provision of County-Based Aging Services”* (both documents have been entered into these minutes by title reference), as part of the Consent Agenda

9. Approve Special Called Meeting September 26, 2018 - 2nd Public Hearing for Community Development Block Grant Application

Two public hearing were required before a Community Development Block Grant application may be submitted. The 1st public hearing for the 2018 CDBG grant program was scheduled to be held September 12, 2018.

As part of the Consent Agenda, the Board approved a Special Called Meeting, for September 26, 2018 at 7 p.m. authorizing the 2nd required public hearing for the 2018 Community Development Block Grant program.

10. Clerk Report included for informational purposes.

INTRODUCTION OF NEW EMPLOYEE (S)

Sheriff Tim Manning introduced Deputy Sheriff School Resource Officers Ashley Stalls and Brian Edmondson. Tax Assessor Elisha Hardison presented Property Records Specialist & GIS Coordinator Tracy Moore.

The Board welcomed the new full-time employees to the Martin County workforce family.

PUBLIC HEARING

Community Development Block Grant – Neighborhood Revitalization (CDBG-NR) Funds Application – 1st Public Hearing

Vice Chairman Bowen made the MOTION to enter the public hearing for the Community Development Block Grant – Neighborhood Revitalization (CDBG-NR) funds application, with a SECOND by Commissioner Ayers. The motion was APPROVED unanimously.

The public hearing was duly advertised and opened to public comments, in accordance with Section 104 (a)(2) of Title I of the Housing and Community Development Act of 1974, as amended, 24 CFR Part 570.486 of the State CDBG Regulations, the State Consolidated Plan Regulations at 24 CFR Part 91, and 04 NCAC 19.L.1002 Citizen Participation.

Project Administrator Mike Barnette, of McDavid Associates provided an explanation for the public hearing and gave the information below.

Purpose: The purpose of this public hearing was to explain the State of North Carolina Small Cities Community Development Block Grant (CDBG) program and allow the citizens an opportunity to express their views concerning community development needs and priorities. Federal funding comes from the U.S. Department of Housing and Urban Development (HUD).

State Administration: The Rural Economic Development Division (REDD) within the North Carolina Department of Commerce (DOC) and the North Carolina Department of Environmental Quality (DEQ) Division of Water Infrastructure (DWI) administer the CDBG program to local governments in non-entitlement areas. DOC would present grants to the NC Rural Infrastructure Authority for approval, while DEQ-DWI would present grants to the State Water Infrastructure Authority (SWIA) for approval.

Eligibility: All NC small cities would be eligible to apply for these CDBG funds except for the 24 entitlement cities that receive funds directly from HUD. All NC counties would be eligible to apply, except for HUD-designated urban counties of Cumberland, Mecklenburg, Union, and Wake.

National Objective: The primary statutory objective of the CDBG program was to develop viable communities by providing decent housing and a suitable living environment and by expanding economic opportunities, primarily for persons of low- and moderate- income (LMI). The State must ensure that at least 70% of CDBG funds would be spent for activities benefitting LMI persons. Program design must meet one of three national objectives: 1) LMI benefit; 2) prevent or eliminate slum and blight; 3) address an urgent need. Grants were expected to be awarded on a competitive basis.

Available Funding: Infrastructure- IF (DEQ) and Economic Development- ED (DOC)

- The state received approx. \$43 million each year for the past 4 years- about \$26M for IF and \$16M for ED.
- Deobligated/recaptured funding would be reserved for capacity building and special projects.

General Criteria:

- Previous CDBG grants administered in compliance with program regulations
- Progress towards completing previous grants meeting performance requirements for the particular program
- Current CDBG grant, if any, cannot be open beyond grant period according to the grant agreement (15, 30 or 36 months depending on grant category)
- No more than the maximum \$\$ amount of applications depending on the grant category, (e.g. max of \$2 million over 3 years for DEQ; no more than \$1.25 million in CDBG applications at one time except for urgent needs, scattered site housing, and capacity building).

Economic Development (ED) grants were designed to benefit LMI persons through job creation or retention. Funding eligibility would be contingent upon the creation or retention of permanent, full-time jobs, at least 60% of which were to be made available to persons earning 80% or less of the median income for the area. In past years, funding per program year had been limited to a maximum of \$1 million to local government located in Tier 1 or 2 county and \$750,000 to local government located in Tier 3 county. A 25% local match required for projects located in Tiers 2 and 3. In past years, applications accepted on a rolling basis.

Infrastructure (IF) grants were designed to improve the quality of life in target LMI residential areas or area wide jurisdictions by installing, extending, rehabilitating, or replacing public water and sewer systems. The maximum grant would be \$2 million over a 3-year period. Priority would be generally given to communities with critical water/wastewater systems needs with proactive Asset Management Plans/Capital Improvement Plans, in accordance with DEQ's application scoring system. Applications were due once or twice a year (March and September) with other DEQ-funded applications.

The County maintains a public information file about the CDBG Program at Martin County Administrative Offices located at 305 East Main Street, Williamston, NC 27892. For additional information or to submit written comments, please contact David B. Bone, County Manager at PO Box 668, 305 East Main Street, Williamston, NC 27892, phone 252-789-4300. Comments regarding the 2018 Community Development Block Grant – Neighborhood Revitalization (CDBG-NR) funds application should be postmarked no later than October 19, 2018 and a written response would be made within 15 business days.

Project Administrator Barnette noted the Board authorized the 2nd required Public Hearing (September 26, 2018), as part of the Consent Agenda. After the 2nd hearing, Martin County may apply to the North Carolina Small Cities Community Development Block Grant (CDBG) program for U.S. Housing and Urban Development (HUD) funds for its Neighborhood Revitalization Program. Activities can include low-moderate income owner-occupied housing improvement activities and activities which support these housing activities, such as utility, street and drainage, community/neighborhood recreational facilities, housing for the homeless, shelters for domestic violence victims, transitional housing, removal of barriers that restrict mobility and access of the elderly or disabled, shelters for persons having special needs, and parks, playgrounds and greenways.

Project Administrator Barnette stated there was a long list of requests to evaluate for the program. County Manager Bone inquired about the approximate number of those on the list. Project Administrator Barnette replied approximately 50 to 60, who were eligible.

County Manager Bone stated reportedly, no verbal or written comments had been received concerning the public hearing.

Vice Chairman Bowen made the MOTION to end the public hearing for the Community Development Block Grant – Neighborhood Revitalization (CDBG-NR) funds application, with a SECOND by Commissioner Smith. The motion was APPROVED unanimously.

OLD BUSINESS – None

NEW BUSINESS

Approval of Bid Awards for the 2017 Essentials Single Family Rehabilitation Loan Pool-Disaster Recovery (ESFRLP-DR) Program from the NC Housing Finance Agency

North Carolina Housing Finance Agency's (NCHFA) Single Family Rehabilitation Program offers funding to local organizations with the goal of making a long-term positive impact on the state's stock of standard affordable housing by encouraging the comprehensive rehabilitation of existing, moderately deteriorated, single-family housing units owned and occupied by lower-income elderly or disabled homeowners (below 80% of the area median income).

Project Manager Barnette, of McDavid Associates recalled in March 2017, Martin County received a \$150,000 allocation of 2017 Essentials Single Family Rehabilitation Loan Pool-Disaster Recovery (ESFRLP-DR) funding from the NC Housing Finance Agency (NC HFA) to assist homeowners who received a minimum of \$5,000 of damage from Hurricane Matthew, Tropical Storm Julie, and/or Tropical Storm Hermine. The NC Housing Finance Agency would be providing 100% of the funding of this program.

Project Manager Barnette provided a bid tabulation sheet containing the bids Martin County received for eight (8) housing rehabilitation contracts under this program, on August 22, 2018. Multiple bidders participated. The potential conflict of interest verification sheet was also provided.

County Manager Bone recommended approval of the bid awards to the low bidders shown below, suggested by Project Manager Barnette:

5500	Tall Guy Construction	\$34,185
5520	Tall Guy Construction	\$33,400
5530	J.E. Dillahunt & Associated, Inc.	\$41,785
5540	Holland Construction Co.	\$24,748
5550	Holland Construction Co.	\$28,150
5570	Tall Guy Construction	\$37,125
5580	Holland Construction Co.	\$30,540
5590	Holland Construction Co,	\$38,490

Commissioner Ayers made the MOTION to approve the low bidders for the eight (8) 2017 Essentials Single Family Rehabilitation Loan Pool-Disaster Recovery (ESFRLP-DR) program, with a SECOND by Commissioner Bond. The Board APPROVED the motion unanimously.

Approval of Bids for Construction Project, Water and Sewer District 1

County Manager Bone reiterated in 2017, Martin County received notification of a Drinking Water State Reserve (DWSR) grant award of \$1,476,275 which involved the Oak City area. This would be a 100% grant from the State Water Infrastructure Authority.

The existing water mains in the Oak City area were installed between the late 1950's, with rehabilitation projects through the 1990's. The water system has been in need of further rehabilitation for some time. The proposed improvements in Water District #1 / Oak City were to include:

- The replacement of 3,430 LF of 2-inch waterline,
- Replacement of 6,270 LF of 6-inch waterline, and
- Replacement of 310 LF of 8-inch waterline.

Improvements also were to include the abandonment of 2-inch waterlines and the addition of thirteen (13) 2-inch valves, fifty-five (55) 6-inch valves, and one 8-inch valves. Additionally, the proposed work would include the improvements at the elevated water tanks.

The Martin County Board of Commissioners approved an engineering services contract with The Wooten Company for this project at the April 12, 2017 meeting.

Additionally, at its June 13, 2018 meeting, the Board of Commissioners approved another resolution and offer of grant acceptance because some of the language on the previous document adopted needed to be updated.

The Wooten Company reported the construction bids for this project were duly advertised and were to be submitted by August 21, 2018. Of the three bids received ranging from \$756,263 to \$919,776 as a unit price contract, Herring and Rivenbark was the apparent lowest responsive, responsible bidder, with a bid of \$756,263. The Wooten Company, the project engineer recommended acceptance of the Herring and Rivenbark bid.

County Manager Bone stated The Wooten Company reported the project was ahead of the projected June 2019 completion date. The project construction should begin in the fall of 2018.

Commissioner Smith made the MOTION to accept the apparent low bidder in the amount of \$756,263 from Herring and Rivenbark, with a SECOND from Commissioner Ayers. The Board APPROVED the motion unanimously.

Resolution for Approving Asset and Inventory Assessment (AIA) Grant Application for Water District #2

The Division of Water Infrastructure was created by the North Carolina state legislature in 2013 to consolidate administration of several programs that provide financial assistance for projects

that improve water quality. The division now include funding programs previously administered by the Division of Water Quality, Division of Water Resources, and the Department of Commerce. Programs within the division fund many types of projects, including sewer collection and treatment systems, drinking water distribution systems, water treatment plants, storm water management systems, and stream restoration.

The division would provide low interest loans and grants for local governments and certain other non-profit entities for water infrastructure through a number of programs. The next grant application deadline had been scheduled for September 30, 2018.

County Manager Bone stated in April 2014, the Board of Commissioners approved an application for a Technical Assistance Grant (TAG) through the NC Department of Environment & Natural Resources (NCDENR) Division of Water Infrastructure (DWI) grant program for Martin County Water & Sewer District (WSD) #1. The county applied for and was awarded a grant of \$40,500 to complete a Preliminary Engineering Report (PER) to identify and define the immediate needs of the Oak City water distribution system.

The Wooten Company presented its report at the October 14, 2015 Board of Commissioners' meeting. This report became the basis for an infrastructure grant application for WSD #1. In February 2017, Martin County received notification of a Drinking Water State Reserve (DWSR) 100% grant award of \$1.476 million from the NC Infrastructure Authority to make water system improvements in WSD #1 (the Oak City area). Construction bids were approved in the previous agenda item for this meeting.

On behalf of Martin County, The Wooten Company submitted a TAG grant application for the former Town of Bear Grass system in WSD #2, which had been approved by the Board of Commissioners, in August 2014. Unfortunately, this grant application was not funded.

In 2016 and 2017, Martin County submitted a grant application for an Asset Inventory and Assessment Study for WSD #2. In both instances, the rounds of grants were extremely competitive, and neither of the grant applications was funded.

County Manager Bone continued to explain Martin County proposed to re-submit a grant application for an Asset Inventory and Assessment Study for WSD #2. If funded, at the completion of the project, the County anticipated having updated system maps detailing the system's components and conditions and an Asset Management and Operation System software to allow the County to access and update the data remotely.

The County has significant need to complete a Preliminary Engineering Report (PER) to evaluate the condition of the existing water distribution system in the Town of Bear Grass, which was built in the 1980's.

The PER would provide preliminary mapping of the system, identify the number and location of working valves, and identify current system deficiencies. In addition to the PER, GIS mapping and surveying services would be utilized to develop preliminary mapping of the water system to include an inventory of valves, fire hydrants, blow-offs, meters, etc. The GIS mapping would organize the system by water line sizes and pipe materials to aid in future planning of the system.

The project was estimated to cost \$150,000. The application would be for 100% grant.

Commissioner Smith made the MOTION to approve the resolution below authorizing submittal of the Asset and Inventory Assessment (AIA) Grant Application for Water District #2, with a SECOND by Commissioner Bond. The Board APPROVED the motion unanimously.

RESOLUTION BY GOVERNING BODY OF APPLICANT

WHEREAS, The Federal Clean Water Act Amendments of 1987 and the North Carolina the Water Infrastructure Act of 2005 (NCGS 159G) have authorized the making of loans and grants to aid eligible units of government in financing the cost of construction of drinking water distribution system improvements, and

WHEREAS, Martin County has need for and intends to develop an asset management plan for its water system described as the Martin County WSD2 Water Asset Management Plan, and

WHEREAS, Martin County intends to request state grant assistance for the project,

NOW THEREFORE BE IT RESOLVED, BY THE COMMISSIONERS OF MARTIN COUNTY:

That Martin County, the Applicant, will arrange financing for all remaining costs of the project, including matching funds, if approved for a State grant award.

That the Applicant will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

That the Applicant will provide for efficient operation and maintenance of the project on completion of construction thereof.

That David Bone, County Manager, the Authorized Official, and successors so titled, is hereby authorized to execute and file an application on behalf of the Applicant with the State of North Carolina for a grant to aid in the construction of the project described above.

That the Authorized Official, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the Applicant has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the ____ day of September, 2018 at the Martin County Board of Commissioners Meeting in Williamston, North Carolina.

(Signature of Chief Executive Officer)

David Bone, County Manager

(Title)

Resolution for Approving Water Shortage Response Plan, Water District #1

County Manager Bone stated Martin County Water District #1 was one of two water districts governed by the Martin County Board of Commissioners. The water districts were established to provide potable water to rural areas of Martin County. Water District #1 absorbed an older water system, the former Town of Oak City water system, and also expanded outside the Town of Oak City. Currently, Water District #1 provides service to close to 880 customers in the northwestern part of the County and began operation in 2001.

Both districts were primarily funded by USDA grants and loans, and backed by local bond referendums. The water districts operate separately from the Martin County General Fund financially, and administered separately as “utility enterprise funds”, with the intent of being self-supporting. Water District Staff serves the districts, with the operation cost being split between the two districts.

County Manager Bone stated a Water Shortage Response Plan (WSRP) would establish authority for declaration of a water shortage, would define different stages of water shortage severity, and would outline appropriate responses for each stage. Recently-adopted rules governing water use during droughts and water emergencies (15A NCAC 02E. 0607) and stipulate specific requirements for Water Shortage Response Plans.

North Carolina General Statute 143-355 (l) requires all public and privately owned water systems subject to the statute to prepare and submit a WSRP as part of its Local Water Supply Plan. This would include all units of local government that provide or plan to provide public water service and all community water systems having 1,000 or more connections or serving more than 3,000 people in North Carolina.

Martin County’s last Water Shortage Response Plan for Water District #1 was approved by the Board of Commissioners on May 9, 2011. Local governments should submit updated/revised WSRPs to reflect changes in relevant data, projections and planning strategies at least once every five years or as otherwise requested by the Department of Environment and Natural Resources, in accordance with the statute.

The Water Shortage Response Plan for Martin County Water District #1 (dated May 23, 2018) had been listed on the ncwater.org website for review.

County Manager Bone stated once submitted, the WSRP was considered approved until reviewed for completeness and compliance with all applicable laws, and either approved or disapproved by Division of Water Resources staff.

The WSRP for Water District #1 had been judged to be complete and in compliance with the minimum requirements by the state. The plan required a 30-day public comment period prior to adoption by the governing body. The public comment period notification was published in the *Martin County Enterprise and Weekly Herald* on August 10, 2018.

Commissioner Smith made the MOTION to approve the attached resolution adopting the Water Shortage Response Plan for Martin County Water District #1, with a SECOND by Vice Chairman Bowen. The Board APPROVED the motion unanimously.

RESOLUTION FOR APPROVING WATER SHORTAGE RESPONSE PLAN
MARTIN COUNTY WATER & SEWER DISTRICT NO. 1

WHEREAS, North Carolina General Statute 143-355 (l) requires that each unit of local government that provides public water service and each large community water system shall develop and implement water conservation measures to respond to drought or other water shortage conditions as set out in a Water Shortage Response Plan and submitted to the Department for review and approval; and

WHEREAS, as required by the statute and in the interests of sound local planning, a Water Shortage Response Plan for Martin County Water & Sewer District No. 1 System #60-59-003), has been developed and submitted to the Martin County Board of Commissioners for approval; and

WHEREAS, the Martin County Board of Commissioners finds that the Water Shortage Response Plan is in accordance with the provisions of North Carolina General Statute 143-355 (l) and that it will provide appropriate guidance for the future management of water supplies for Martin County Water & Sewer District No. 1 System #60-59-003), as well as useful information to the Department of Environment and Natural Resources for the development of a state water supply plan as required by statute;

NOW, THEREFORE, BE IT RESOLVED by the Martin County Board of Commissioners of Martin County Water & Sewer District No. 1 System #60-59-003) that the Water Shortage Response Plan entitled, Water Shortage Response Plan, Martin County Water District #1 dated May 23, 2018 is hereby approved and shall be submitted to the Department of Environment and Natural Resources, Division of Water Resources; and

BE IT FURTHER RESOLVED that the Martin County Board of Commissioners intends that this plan shall be revised to reflect changes in relevant data and projections at least once every five years or as otherwise requested by the Department, in accordance with the statute and sound planning practice.

This the 12th day of September, 2018.

Elmo "Butch" Lilley, Chairman

ATTEST:

Marion B. Thompson, NCCCC, NCMCC
Clerk to the Board

Resolution for Approving Water Shortage Response Plan, Water District #2

County Manager Bone stated Martin County Water District #2 was the last of the two water districts governed by the Martin County Board of Commissioners. The water districts were established to provide potable water to rural areas of Martin County. Water District #2 absorbed an older water system, the former Town of Bear Grass water system, and also added lines and

customers. Water District #2 now serves about 1,000 customers in the southern part of the County and began operations in 2005.

As previously stated, both districts were primarily funded by USDA grants and loans, and backed by local bond referendums. The water districts operate separately from the Martin County General Fund financially, and administered separately as “utility enterprise funds”, with the intent of being self-supporting. Water District Staff serves the districts, with the operation cost being split between the two districts.

A Water Shortage Response Plan (WSRP) would establish authority for declaration of a water shortage, would define different stages of water shortage severity, and would outline appropriate responses for each stage. Rules recently adopted govern water use during droughts and water emergencies (15A NCAC 02E. 0607) and stipulate specific requirements for Water Shortage Response Plans.

As also stated, North Carolina General Statute 143-355 (1) requires all public and privately owned water systems subject to the statute to prepare and submit a WSRP as part of its Local Water Supply Plan. This would include all units of local government that provide or plan to provide public water service and all community water systems having 1,000 or more connections or serving more than 3,000 people in North Carolina.

Martin County’s last Water Shortage Response Plan for Water District #2 was approved by the Board of Commissioners on May 9, 2011. Local governments should submit updated/revised WSRPs to reflect changes in relevant data, projections and planning strategies at least once every five years or as otherwise requested by the Department of Environment and Natural Resources, in accordance with the statute.

The Water Shortage Response Plan for Martin County Water District #2 (dated May 23, 2018) may be reviewed on ncwater.org.

County Manager Bone stated after submission, the Division of Water Resources staff considered the WSRP approved until reviewed for completeness and compliance with all applicable laws, and either approved or disapproved.

The WSRP for Water District #2 was judged to be complete and in compliance with the minimum requirements by the state. The plan required a 30-day public comment period prior to adoption by the governing body. The public comment period notification was published in the *Martin County Enterprise and Weekly Herald* on August 10, 2018.

Commissioner Smith made the MOTION to approve the attached resolution adopting the Water Shortage Response Plan for Martin County Water District #2, with a SECOND by Commissioner Bond. The motion was APPROVED unanimously.

**RESOLUTION FOR APPROVING WATER SHORTAGE RESPONSE PLAN
MARTIN COUNTY WATER & SEWER DISTRICT NO. 2**

WHEREAS, North Carolina General Statute 143-355 (1) requires that each unit of local government that provides public water service and each large community water system shall develop and implement water conservation measures to respond to drought or other water

shortage conditions as set out in a Water Shortage Response Plan and submitted to the Department for review and approval; and

WHEREAS, as required by the statute and in the interests of sound local planning, a Water Shortage Response Plan for Martin County Water & Sewer District No. 2 System #60-59-009), has been developed and submitted to the Martin County Board of Commissioners for approval; and

WHEREAS, the Martin County Board of Commissioners finds that the Water Shortage Response Plan is in accordance with the provisions of North Carolina General Statute 143-355 (l) and that it will provide appropriate guidance for the future management of water supplies for Martin County Water & Sewer District No. 2 System #60-59-009), as well as useful information to the Department of Environment and Natural Resources for the development of a state water supply plan as required by statute;

NOW, THEREFORE, BE IT RESOLVED by the Martin County Board of Commissioners of Martin County Water & Sewer District No. 2 System #60-59-009) that the Water Shortage Response Plan entitled, Water Shortage Response Plan, Martin County Water District #2 dated May 23, 2018 is hereby approved and shall be submitted to the Department of Environment and Natural Resources, Division of Water Resources; and

BE IT FURTHER RESOLVED that the Martin County Board of Commissioners intends that this plan shall be revised to reflect changes in relevant data and projections at least once every five years or as otherwise requested by the Department, in accordance with the statute and sound planning practice.

This the 12th day of September, 2018.

Elmo "Butch" Lilley, Chairman

ATTEST:

Marion B. Thompson, NCCCC, NCMCC
Clerk to the Board

Contract for Administration Services for the Martin County Transit Ray Street Project

County Manager Bone gave a synopsis of the renovations already completed on the Martin County Transit Ray Street Project. In Martin County's CTP/Section 5311 grant application for 2016-17, Martin County included a funding request in the Capital Budget for the development and paving of a parking lot for MCT vehicles next to the County-owned building on Ray Street.

The Wooten Company provided some engineering services for this project. In June 2017, the Board of Commissioners approved the low bid of \$48,575 for site work/paving and awarded the site work/paving contract to B. E. Singleton & Sons. In September 2017, the Board of Commissioners approved and awarded the bid from Pamlico Fence Company for the fence installation in the amount of \$18,784. In November 2017, the Board of Commissioners

approved a bid from Donnie Whitehurst Electrical Service for parking lot lighting and cameras in the amount of \$29,695. Thus, concluding the work in the 2016-17 grant application.

The 2017-18 Transit funding budget included in part renovations to the Ray Street building. In February 2018, the Board of Commissioners approved and awarded the bid for roof replacement to BM Roofing in the amount of \$24,877. The Board also approved and awarded the bid for HVAC replacement to Armstrong and Son Heating and Air, LLC in the amount of \$13,000.

County Manager Bone explained that staffing in the NC Department of Transportation – Public Transit Division had changed. To meet federal and state grant regulations and policies, more specialized training would be needed to manage/complete the project, during the rest of the construction phase.

The work remaining to be completed for the Transit Ray Street project:

Window & boxing replacement	Installing new doors
Reception window	Repair/replace sheetrock
Painting (interior)	Restrooms (public & employees)
(ADA) Handicap parking & walkways	Drop ceiling
Electrical upgrade	Signage
Landscaping	Gravel driveway

County Manager Bone added due to these administrative challenges, Staff recommended the use of A. R. Chesson Construction Co., Inc. to manage the remaining aspects of this project. County funds would be needed to pay for the cost of these services (\$28,199). A budget amendment would be needed, if the Board of Commissioners approved this arrangement.

Commissioner Smith inquired as to whether the Minority-Owned Business Enterprises (MBE) quota would be met. Engineer Doug Chesson, of A. R. Chesson, replied solicitations to obtain the 10% quota would be done throughout the entire State of North Carolina. Engineer Chesson stated a project completion goal of March 2019.

Chairman Lilley stated Martin County was blessed to have local talent to fulfill the qualifications.

Commissioner Bond made the MOTION to approve the A. R. Chesson Construction Co., Inc. proposal of \$28,199 to manage the Transit Ray Street project, with a SECOND by Vice Chairman Bowen. The Board APPROVED the motion unanimously.

Adjustment to Martin County Transit Fee Schedule

North Carolina refers to the network of coordinated public transportation programs as the Community Transportation Program (CTP). These entities, including Martin County Transit, provide public transportation to the general public. Martin County Transit receives ROAP funding each year to assist in covering employment and rural general public transportation needs of people who do not have a human service agency to help them in their transportation costs. The ROAP program assists individuals in getting to work, job interviews, job fairs, job readiness activities, and to training.

Under the ROAP grant guidelines, Martin County Transit may charge a Rural General Public/Employment/Elderly and Disabled Transportation Assistance Program (RGP/EMPL/EDTAP) fare to individuals in order to offer continuing services to the public. These individuals must complete an Employment Transportation assistance application (EMPL) or an Elderly and Disabled Transportation Assistance Program (EDTAP) application and must be notified of the fares.

County Manager Bone stated Staff at Perdue asked Martin County Transit to provide an affordable employment route to Perdue Inc. located at 3539 Governors Road Lewiston-Woodville, N.C. One of the goals of Martin County Transit was to increase efforts to provide transportation to employment opportunities, and thus, a better quality of life.

The Transit Advisory Board for Martin County Transit met on August 22, 2018 to look into this possibility and to present an option to the Board of Commissioners for their consideration. The TAB members have made the following recommendation:

“Martin County Transit shall charge individuals an RGP/Employment Transportation fare of \$10.00 per person per day for a round trip to the Perdue Plant. This provision is made contingent that there are at least four riders on each vehicle per shift. The plant operates three shifts, and the TAB members suggested offering rides for all three shifts. The TAB membership has also suggested that there be a central pick-up and drop-off location to minimize cost. All rules to the ROAP program shall apply”.

County Manager Bone added Social Services/Transit Director Letecia Loadholt has been reaching out to local industries to meet transportation needs.

Commissioner Smith made the MOTION to adopt the RGP/EMPL/EDTAP fare of \$10.00 per person per day for a round trip to the Perdue Plant with the guidelines detailed and stipulated above, with a SECOND by Commissioner Ayers. The Board APPROVED the motion unanimously.

Bids for Child Support Collection Contract Services/Authorization to Re-Advertise for Bids

County Manager Bone reiterated the Martin County Child Support Office was currently performing above the State average in one out of the five incentive areas. The areas performing lower than the State average were Total Collections, Paternity Establishment, Collection Rate and Payment to Arrears. The agency was above the Federal compliance level in five out of the nine self-assessment categories.

The Martin County DSS Board and Martin County Board of Commissioners have been evaluating the possibility of contracting with a firm for child support collection services. A presentation on this prospect was made by DSS Director Letecia Loadholt at the July 11, 2018 Board of Commissioners meeting. Some preliminary discussions were held with one firm; however, it was later discovered that new, federal policies required the County to advertise and seek bids for proposals.

County Manager Bone continued to state Martin County began advertising for proposals on August 3, 2018. Martin County sought proposals in the administration of the Child Support Enforcement program on a contract basis beginning in the 2018-19 fiscal year. It was advertised that the anticipated starting date for these contracted services would be ninety (90) days after an awarded contract. Any award for the contract services would be made by the Martin County Board of Commissioners, after a recommendation for the Martin County Social Services Board.

Proposals for Child Support Collection services were due September 6, 2018. The Request for Proposal (RFP) also required a Letter of Intent to be submitted by August 20, 2018. As with most bidding processes, having at least two submissions was generally required. Two firms submitted Letters of Intent, but one withdrew. A third firm found-out about the RFP and submitted a proposal on September 6, 2018, but the Letter of Intent was not done by the August 20, 2018 deadline, as required by the RFP.

After consulting with the School of Government, it was decided the best course of action would be to return the sealed bids, re-advertise and have a new submittal timetable. A bid deadline of September 27, 2018 was recommended for the RFP submittal. The bids would then be considered at the October 10, 2018 Board of Commissioners meeting.

Vice Chairman Bowen made a MOTION to officially reject all bids and direct staff to re-advertise for bids with a new submittal timetable. Commissioner Bond SECONDED the motion. The Board APPROVED the motion unanimously.

Approval of Bids for County Office Building Roofing Project

In accordance with NC General Statute § 143-131(a), Martin County solicited informal bids for roof replacement at the Social Services Annex/Services/County Office Building. This project was included in the 2018-19 Budget.

Public Works Director Justin Harrison recommended proceeding with the full project, including alternate bids; Option 1 (an additional 1.5 inch ploy-ISO insulation) and Option 2 (wrap remaining exposed metal fascia). Of the three (3) bid proposals received, both alternates included, Etheridge Roofing had the total lowest responsible, responsive bid. Public Works Director Justin Harrison recommended approval of the bid from Etheridge Roofing in the amount of \$39,821 for this project.

Commissioner Smith made the MOTION to approve the bid from Etheridge Roofing for the amount of \$39,821, with a SECOND by Commissioner Ayers. The Board APPROVED the motion unanimously.

Road Naming Request – Paradise Lane

For the purposes of this item, a road or roadway is “a public or private one-way or multiple-lane route that is used for ingress or egress or route of transportation between specific points and/or areas”.

The Martin County Road Names & Addresses Ordinance (Article II, Section 20-25) was approved on July 12, 2006. The Ordinance allows the Tax Assessor’s Office to request an

approval of a new road name when there are three (3) or more residences that use the same ingress/egress to their occupied dwelling. Properly named roads serve as a major component in the efforts of the E-911 emergency response team in locating Martin County citizens most effectively in an emergency situation.

Tax Assessor Elisha Hardison stated Taxpayer George Gurkin requested a new road name be assigned to the passageway, where he owns over 100% of the property. There are five (5) lots that have been developed down a dirt passageway that abuts Fire Department Road. Mr. Gurkin submitted four (4) suggested names for the new road. The Board of Commissioners received a map showing the area of interest, as well as letters of approval from all the necessary officials, as per the ordinance.

Tax Assessor Hardison, E-911 Committee Chairman Timmie Modlin, Griffins Fire Chief James Nicholson, and Emergency Medical Service Squad Captain Michael Peaks recommended "Paradise Ln" for the new assigned road name. To their knowledge, no other road or lane located in Martin County has been named "Paradise Lane".

Vice Chairman Bowen made the MOTION to approve the name of the road as "Paradise Lane, Williamston, NC 27892", with a SECOND for Commissioner Ayers. The Board APPROVED the motion unanimously.

Corrected Deeds for Penco Wells' Property Interest

County Manager Bone recalled in 2002, Penco Products Inc. transferred ownership of the two (2) "Penco" wells to Martin County Economic Development Corporation (EDC).

In 2010, Martin County EDC transferred ownership of the two (2) Penco wells to Martin County. The Board of Commissioners minutes in 2010 recorded that Martin County transferred the wells to the Martin County Regional Water and Sewer Authority (MCRWASA).

Taking under consideration the two "Penco" wells were not active or used, MCRWASA requested and received a grant from the Rural Center to construct a well (now known as MCRWASA Well #1) and the water credits from the two wells were transferred to the new well. It was allowed by the State, since the Penco wells were abandoned (i.e., no increase in withdrawal) and given to the County.

County Manager Bone recalled the MCRWASA Well #1 was originally installed as a redundant source of water to the Hassell well, before the MCRWASA Water Treatment Plant was constructed. Without the credit given for the historical use of the Penco wells, the MCRWASA Well #1 would not have been permitted under the Central Coastal Plain Capacity Use Area rules. With the addition of this well, MCRWASA had excess water supply that could then be made available to other parts of the overall system as withdrawal rates declined due to the State mandated CCPCUA rule. Once the MCRWASA Water Treatment Plant was placed into operation, the excess capacity could not only be used as a backup water supply, but as a primary source of water for this part of the County.

County Manager Bone stated North Carolina has classified the "Penco" wells as part of a NC Brownfields program. Such property sites have been abandoned by industry and the land may

still contain hazardous contaminants, which would often dissuade potential developers. Pollution at brownfield sites, however, is considered low-grade and able to be cleaned up, thereby making these properties a prime target for redevelopment. The clean-up and redevelopment of brownfield sites gained steam in the 1990s to coincide with the growing interest in environmental stewardship.

County Manager Bone explained the North Carolina Brownfields Program, authorized by the state statute known as the Brownfields Property Reuse Act, was created to provide a mechanism to treat prospective developers of brownfield sites differently than the parties responsible for contaminating them. Prospective developers may negotiate a brownfields agreement with the program that would define activities needed to make the site suitable for reuse, rather than cleaning up the site to regulatory standards (which responsible parties would be required to do).

The original deeds transferring the “Penco” wells did not contain language referencing the Brownfields program, and needed to be corrected.

Owners of the Brownfields property must submit annual reports about the property. MCRWASA would be responsible for this annual reporting, after the deeds have been corrected and approved by each governing board with the additional language.

Commissioner Smith made the MOTION to approve the deeds with the corrective language for the two “Penco” wells transferred from Penco to Martin County Economic Development Corporation (EDC), EDC to Martin County, and Martin County to MCRWASA, with a SECOND by Commissioner Bond. The Board APPROVED the motion unanimously.

Adoption of Ordinance Prohibiting Unauthorized Use of County Property and Facilities

County Manager Bone stated the Board was asked to consider the following ordinance to provide direction to various organizations and individuals concerning the use of county-owned property in a consistent manner.

Statutorily, this type of ordinance did not require a public notice or public hearing. In accordance to NC G. S. §153A-45, “to be adopted at the meeting at which it is first introduced, an ordinance or any action having the effect of an ordinance (except the budget ordinance, any bond order, or any other ordinance on which a public hearing must be held before the ordinance may be adopted) must receive the approval of all the members of the board of commissioners. If the ordinance is approved by a majority of those voting but not by all the members of the board, or if the ordinance is not voted on at that meeting, it shall be considered at the next regular meeting of the board. If it then or at any time thereafter within 100 days of its introduction receives a majority of the votes cast, a quorum being present, the ordinance is adopted”.

Vice Chairman Bowen made the MOTION to adopt the ordinance below “Prohibiting Unauthorized Use of County Property and Facilities”, with a SECOND by Commissioner Bond. The Board APPROVED the motion unanimously.

CHAPTER 20

ARTICLE IV. – ORDINANCE PROHIBITING UNAUTHORIZED USE OF COUNTY PROPERTY AND FACILITIES

SECTION 1 – DEFINITIONS

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

“Camp” or “Camping” means the use of County Property for living accommodation purposes such as sleeping, or making preparations to sleep (including the laying down of bedding for the purposes of sleeping), or storing personal belongings, or placing any tent or temporary shelter on County Property for living accommodation purposes.

Tent means a collapsible shelter of fabric (such as nylon or canvas) stretched and sustained by poles and used for camping outdoors or as a temporary building.

Temporary shelter means any tent, tarp, canopy, or any type of structure or cover that provides complete or partial shelter from the elements.

County-owned Property means any parcel of real property owned by Martin County including property located within public rights-of-way and sidewalks.

Facility means something (such as a building or large piece of equipment) that is built for a specific purpose.

SECTION 2 – PROHIBITED ACTIVITY

(a) Unless otherwise expressly permitted in writing by the County Manager or his designee, it is unlawful for any person to camp on any County Property or facility, including property located within public right-of-ways and sidewalks.

(b) Tents, temporary shelters or other camping gear are prohibited on County property and facilities regardless of whether the tents are occupied and/or contain bedding or camping gear, except in locations designated in writing, permitting such activity. It is unlawful for any person to place or leave any tent, any temporary shelter, or any bedding on County Property or facility unless permission is given in writing by the County Manager or his designee.

(c) It is unlawful for any person to light or use a campfire or bonfire on County Property or facility, unless specifically authorized by written permission to do so by the Fire Marshal or their Deputy.

(d) It is unlawful to hang, fasten, or attach any rope, wire, chain, sign, banner, or electrical device or power cord to any County Property or facility, including but not limited to buildings, vehicles, construction equipment, memorials, utility poles or artwork outside the intended use of the property/facility unless express permission to do so has been granted in writing by the County Manager or his designee, with the exception of county employees

acting within the capacity of their job. This section does not apply to any Contractors working under the direction and supervision of Martin County staff.

SECTION 3 – EXCEPTIONS

The Moratoc Park Facility and Grounds shall be exempt from this ordinance, as The Moratoc Park rental use rules and guidelines have been established by Martin County. The Moratoc Park rental use rules and guidelines may be found on the Martin County website and with the County Manager’s office.

SECTION 4 -- ENFORCEMENT AND PENALTIES

Camping on County Property or facility, including property located within public rights-of-way and sidewalks, is a public nuisance. Anyone camping, attempting to camp, or placing any tent or temporary shelter on County Property or facility in making preparations to sleep, or store personal belongings without written permission from the County Manager or his designee shall be directed by any duly sworn law enforcement officer or County employee having authority to do so to cease such activity and to remove any camping gear or personal belonging from County property or facility. Any duly sworn law enforcement officer or County employee may summarily remove any tent, temporary shelter, bedding or personal belongings from County Property or facility.

Lighting or using a campfire or bonfire on County Property or facility poses a potential danger to the public and unless permitted to do so, any person lighting or using a bonfire on County Property or facility shall be directed to stop, to extinguish any burning material, and to remove same once that can be safely done. Any duly sworn law enforcement officer or County employee may summarily extinguish any burning material.

Upon violation of any provision of this Ordinance, violators are subject to one or more of the following enforcement actions.

1. Duly sworn law enforcement officers with jurisdiction within Martin County shall have the duty and responsibility to enforce this Ordinance by charging the violator with a misdemeanor and shall also be empowered to issue citations for civil penalties when in their judgment any provision of this Ordinance has been violated. County employees and others designated in writing by the County Manager shall have the authority to issue citations for civil penalties when in their judgment and provision of the Ordinance has been violated.
2. The violator may be charged with a misdemeanor punishable in accordance with the provisions of N.C.G.S. 14-4 with a fine of up to five hundred dollars (\$500) or any other sanctions allowed by law.
3. This Ordinance may be enforced by an appropriate equitable remedy issuing from a court of competent jurisdiction.

SECTION 5 – SEVERABILITY AND EFFECTIVE DATE

Severability. If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unlawful, such decision shall not affect the validity of the remaining portions of the Ordinance.

Effective Date. This Ordinance shall be effective immediately upon its adoption.

Adopted the _____ day of _____, 2018

Elmo “Butch” Lilley, Chairman

Marion B. Thompson, NCCCC, NCMCC
Clerk to the Board

NC Association of County Commissioners Legislative Goals

County Manager Bone stated the NC Association of County Commissioners (NCACC) began its legislative goals development process for FY 2019-2020 biennium, and the organization invited all counties to submit legislative proposals to the Association. Before each biennial session of the General Assembly, county proposals submitted to the Association would be reviewed, debated and ultimately approved by Commissioners from all across the state, creating a comprehensive goals package.

Goals may be submitted in any of the following formats: a resolution approved by the Board of Commissioners, a letter from the Chairman of the Board on behalf of the entire board, or a letter from an affiliate organization. The NCACC stated proposed goals received on or before September 21, 2018 would be referred to the appropriate steering committee for review and consideration. However, due to the approaching severe weather (Hurricane Florence) and its impact on scheduling, the NCACC legislative goals submission deadline was extended to October 5, 2018.

Commissioner Smith encouraged joining the NCACC Steering Committees. These committees review, examine and help determine which goals the counties submit get passed on to the General Assembly.

County Manager Bone included the following goals in the September 12, 2018 agenda packet for the Board of Commissioners’ consideration and approval for submittal to the NCACC.

- Seek legislation to provide financial relief to communities that have the highest water rates and utility debt service in the state, particularly those that incurred debt due to the State’s Central Coastal Plain Capacity Use Area (CCPCUA) rules and other such rules of the State.

- Seek legislation to provide for more input by county DSS directors and various other county officials in the DSS / Child Welfare Reform efforts.
- Seek programs, resources and funding to address the opioid epidemic, including support of first responders, as well as treatment and prevention programs.
- Seek legislation to hold counties harmless in the implementation of the Juvenile Justice Reinvestment Act, which involves treating 16 and 17-year-olds as juveniles, rather than as adults, for many criminal offenses.
- Seek legislation to provide for a storm drainage maintenance fund that would provide matching funds to county governments to clear debris from waterways that would help prevent flood damage in low-lying areas and offer a proactive solution instead of reacting after a storm event.
- Seek legislation to expand broadband access in the un-served and under-served areas of the state.
- Seek legislation to fund a study to evaluate current fishing and hunting moratoriums to determine if relief of the moratoriums is warranted.

Commissioner Bond suggested adding seeking legislation to prevent the privatizing of liquor sales as a legislative goal. Commissioner Bond stated the Martin County Alcoholic Beverage Commission had taken a position against privatization.

Commissioner Ayers made the MOTION to approve supporting the submission of the legislative goals, as revised to the NCACC as part of the NCACC's legislative goals development process, with a SECOND by Vice Chairman Bowen. The Board APPROVED the motion unanimously.

Capital Improvement Plan (CIP)

County Manager Bone stated the objective of a Capital Improvement Plan (CIP) was to organize long-term capital needs in a manner to promote discussion regarding priority, feasibility, timing, potential costs, financing options and future budgetary effect.

Two major functions of a capital improvement plan was to identify and prioritizes capital projects over a specified amount of time (in this case 5 years) and the financing choices used to fund planned capital projects. Projects included in the plan were limited to those costing \$25,000 and over (including capital outlay).

Additionally, the development of this CIP was only one step in the maintenance and development of county-owned facilities and infrastructure. The CIP would provide a guide for decision makers and the citizens. By fully examining alternatives and funding options during the planning process, the Board of Commissioners and management would be able to make more fully informed decisions and maximize county resources.

County Manager Bone stressed that the adoption of the CIP would not constitute a commitment to appropriate the funds, but rather would signify the Board's goal to fund capital at the indicated

level during the annual budget process. Ideally, the preparation/update of a capital improvements plan would be performed on an annual basis.

The 2019-23 CIP was drafted to reflect the current assessment of capital needs of Martin County, as well as those included in the FY 2018-19 Adopted Budget. The CIP included General Fund improvements/large capital outlay with a total estimated cost to the County of \$3,744,046 over the next five years.

County Manager Bone added funding had been included in the CIP to renovate the Martin County Governmental Center to a one-point entry facility. Judicial officials recommended this because the courthouse was located within the building. It was noted that Martin County was the only courthouse within the district without one-point entry.

Commissioner Smith made the MOTION to adopt the Capital Improvement Plan for fiscal years 2019-23 below, with a SECOND by Commissioner Smith. The Board APPROVED the motion unanimously.

Martin County Capital Improvements Plan 2019-23 – Department/Office Totals							
GENERAL FUND							
		Totals					
Department			2018-19	2019-20	2020-21	2021-22	2022-23
Buildings & Grounds	\$897,000		\$262,000	\$495,000	\$40,000	\$100,000	\$0
Elections	\$175,000		\$0	\$0	\$175,000	\$0	\$0
Emergency Management	\$60,000		\$0	\$30,000	\$0	\$30,000	\$0
Information Tech./Commun.	\$300,000		\$30,000	\$180,000	\$30,000	\$30,000	\$30,000
Landfill	\$581,000		\$136,000	\$55,000	\$350,000	\$40,000	\$0
Sheriff's Office	\$865,000		\$165,000	\$170,000	\$175,000	\$175,000	\$180,000
Social Services	\$140,500		\$23,000	\$27,500	\$30,000	\$30,000	\$30,000
Tax Assessor	\$60,000		\$0	\$60,000	\$0	\$0	\$0
Transit	\$615,546		\$435,546	\$0	\$60,000	\$60,000	\$60,000
Finance	\$80,000		\$80,000	\$0	\$0	\$0	\$0
General Fund Total	\$3,774,046		\$1,131,546	\$1,017,500	\$860,000	\$465,000	\$300,000

Amend Personnel Policy – Health Insurance for Pre-65 Retirees Who Become Eligible For Disability & Addition of Funeral Leave

County Manager Bone provided the following history leading up to the current personnel policy.

The Martin County Personnel Policy was adopted as an ordinance on April 19, 1995. It was established to govern the actions involving all employees and to provide rules and policies concerning personnel management.

At the March 12, 2014 Board of Commissioners meeting, the Board adopted a resolution repealing the personnel policy as an ordinance and adopting the Personnel Policy simply as a policy.

At the September 10, 2014 Board of Commissioners meeting, the Board approved revisions to the Personnel Policy.

At the April 8, 2015 Board of Commissioners meeting, the Board adopted several amendments to the Personnel Policy.

County Manager Bone stated several amendments to the Personnel Policy were recommended, including:

- OTHER EMPLOYEE BENEFITS (Article VII), Section 2: Hospitalization – Post-Retirement Benefits – clarify that a retiree under the age of 65 who has a non-job-related disability can choose to request a Medical Advantage, Part C coverage, rather than an individual health insurance policy.
- SICK LEAVE – deletion of some wording in Article VIII, Section 5 about the use of sick leave in the event of a death of an employee’s immediate family.
- FUNERAL LEAVE (addition to Article XIII) – establishment of an employee benefit of up to three days of leave time in case of a death of an immediate family member.

County Manager Bone noted during the discussion during the 2016-17 Pay and Classification Study, Vice Chairman Bowen had suggested the inclusion of funeral leave.

Vice Chairman Bowen made the MOTION to approve the personnel policy amendments, as shown above, with a SECOND by Commissioner Ayers. The Board APPROVED the motion unanimously.

Budget Amendment(s)

Budget Amendment #4

Finance Director Cindy Ange stated the Martin County Veterans Services Office had received a \$3,000 grant from the Vidant Bertie Hospital Development Council. These funds would be used to transport veterans, who lacked transportation and funds to pay a driver, to medical appointments. Transportation would be provided by Martin County Transit. Approximately 200 veterans can be served through this grant.

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, 2019.

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

	Increase	Decrease
Human Services		
Veterans Services	\$3,000	

This will result in an increase of \$3,000 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	\$3,000
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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 Vice Chairman Bowen and SECONDED by Commissioner Smith to adopt the above budget ordinance amendment this 12th day of September 2018. The Board APPROVED the motion unanimously.

Budget Amendment #5

Finance Director Ange explained the N.C. Department of Transportation planned to widen US-17 from north of NC-171 to south of Williamston in Martin & Beaufort Counties. (A public meeting about this project was held at the Macedonia Christian Church on August 9, 2018.) The right-of-way acquisition was scheduled to begin in December. Completion of the project was scheduled for 2023.

Martin County has water utility infrastructure in the US-17 highway corridor. Some of this infrastructure needed to be relocated, due to the widening project. Engineering plans were 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 the estimated cost of preliminary engineering, overhead rate, job classification pay rate, indirect cost rates, cost of capital rate and estimated man-day hours) 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 did.

Budget Amendment #5 would appropriate the funds for the engineering services.

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, 2019.

Section 1. To amend Water District #2, the expenditures are to be changed as follows.

	Increase	Decrease
Operations		
Professional Fees	\$ 90,298	

This will result in an increase of \$90,298 in the expenditures of Water District #2. To provide an increase in the revenues for the above, the following revenues will be changed.

Reimbursement from DOT	\$ 90,298
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Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Finance Officer for their direction.

MOTION by Commissioner Smith and SECONDED by Commissioner Bond to adopt the above budget ordinance amendment this 12th day of September 2018. The Board APPROVED the motion unanimously.

Budget Amendment #6

Finance Director Ange stated funds collected by the Alcoholic Beverage Commission (ABC) Board as a bottle tax must be remitted to the County to be used for use in the education and prevention of alcoholism (GS 18B-805). Martin County would distribute these funds to Trillium Health Resources.

BUDGET ORDINANCE AMENDMENT-6

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, 2019.

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

	Increase	Decrease
Human Services		
Mental Health	\$18,000	

This will result in an increase of \$18,000 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	\$18,000
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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 12th day of September 2018. The Board APPROVED the motion unanimously.

Budget Amendment #7

Finance Director explained the North Carolina Department of Health and Human Services Division of Child Development and Early Education disbursed some one-time, limited funding to help offset some of the additional costs incurred as a result of the NC FAST system. These

costs were in relation to the under/overpayment process, which was recently activated for child care subsidy.

Martin County was allocated \$3,200, which the Department of Social Services requested.

BUDGET ORDINANCE AMENDMENT-7

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, 2019.

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

	Increase	Decrease
Human Services		
Social Services	\$ 3,200	

This will result in an increase of \$3,200 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	\$ 3,200
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Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Finance Officer for their direction.

MOTION by Vice Chairman Bowen and SECONDED by Commissioner Bond to adopt the above budget ordinance amendment this 12th day of September 2018. The Board APPROVED the motion unanimously.

Budget Amendment #8

Finance Director Ange reported Blue Cross Blue Shield of North Carolina had partnered with Meals on Wheels of North Carolina to invest \$1.2 million over 3 years to address senior hunger outreach. They would be providing \$10,000 per year for 3 years to a home-delivered meal service in each of the Tier 1 counties of North Carolina.

Martin County Adult and Aging Services would be using these funds to expand the Meals on Wheels program for Martin County seniors.

BUDGET ORDINANCE AMENDMENT-8

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, 2019.

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

	Increase	Decrease
Human Services		
Adult and Aging	\$ 10,000	

This will result in an increase of \$10,000 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	\$ 10,000
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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 12th day of September 2018. The Board APPROVED the motion unanimously.

Budget Amendment #9

Finance Director Ange stated Budget Amendment #9 would provide funding for the contract with A.R. Chesson Construction Company regarding the Ray Street transit building project.

BUDGET ORDINANCE AMENDMENT-9

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, 2019.

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

	Increase	Decrease
Transportation		
Martin County Transit	\$ 28,200	

This will result in an increase of \$28,200 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	\$ 28,200
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Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Finance Officer for their direction.

MOTION by Commissioner Smith and SECONDED by Vice Chairman Bowen to adopt the above budget ordinance amendment this 12th day of September 2018. The Board APPROVED the motion unanimously.

BOARD REPORTS / COMMISSIONERS' COMMENTS

Commissioner Smith thanked the Board for supporting him as he advanced in the ranks and became NCACC 1st Vice President at the August 23- 25, 2018 Annual Conference in Hickory, NC. Chairman Lilley commended Commissioner Smith for his level of service on the various state boards.

CLOSED SESSION - N C G. S. §143-318.11(a) (4) Economic Development

Around 7:51 p.m., Commissioner Smith made a MOTION to enter Closed Session in pursuant of NC G.S. §143-318.11(a) (4) Economic Development, with a SECOND from Commissioner Bond. The motion was APPROVED unanimously.

Around 8:06 p.m., Vice Chairman Bowen made the MOTION to end Closed Session in pursuant of N C G. S. §143-318.11(a) (4) Economic Development, with a SECOND from Commissioner Bond. The motion was APPROVED unanimously.

OPEN SESSION

No action was taken regarding the Closed Session item in open session.

ADJOURNMENT

With no further business to discuss, Vice Chairman Bowen made the MOTION to adjourn at 8:08 p.m., with a SECOND by Commissioner Bond. The Board APPROVED the motion unanimously.

The Martin County Board of Commissioners' next regular meeting would be Wednesday, October 10, 2018 at 7:00 p.m. in the Commissioners' Board Room of the Martin County Governmental Center, 305 East Main Street, Williamston, North Carolina.

Elmo "Butch" Lilley, Chairman

Marion B. Thompson, NCCCC, NCMCC
Clerk to the Board