

**May 8, 2019**

The Martin County Board of Commissioners met in Regular Session on Wednesday, May 8, 2019 at 7:00 p.m. in the Martin County Governmental Center, Commissioners' Boardroom at 305 East Main Street, Williamston, North Carolina.

**ASSEMBLY**

Those in attendance: Chairman Tommy Bowen, Vice Chairman Dempsey Bond, Jr., Commissioner Elmo "Butch" Lilley, Commissioner Ronnie Smith, Commissioner Joe R. Ayers, County Manager David Bone, County Attorney Nate James, and Finance Director/Deputy Clerk Cindy Ange.

Clerk to the Board Jessica Godard was not in attendance.

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

Chairman Bowen extended a welcome to everyone in attendance. Chairman Bowen recognized the following elected/appointed officials in attendance: Sheriff Tim Manning, Bear Grass Mayor Charlotte Griffin, and Hamilton Commissioner Larry Jackson.

**AGENDA APPROVAL**

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

**PUBLIC COMMENTS – NONE**

**CONSENT AGENDA**

Commissioner Lilley made the MOTION to approve the Consent Agenda as presented, with a SECOND Vice Chairman Bond. Commissioner Lilley discussed an item on the Clerk Report regarding the shortage of volunteer firefighters. Commissioner Lilley stated insurance companies were requiring volunteer firefighters to take so many hours of class/service in order to stay certified. Commissioner Lilley wanted the general public to be aware of what was expected of local volunteer firefighters. The Board APPROVED the motion unanimously.

1. **Minutes** for April 10, 2019 Regular Session.
2. **Financial Report** for March 2019 included for informational purposes.
3. **Tax Assessor – Tax Relief Orders – April 2019**

Year Levy	Lname	Fname	Reason	Value	Total
2019	Coffield	Greta	Error In Listing		6.00
2019	Higgs	Chanitra	Error In Value		112.54
2019	Price	Cody	Error in Landfill Fee		172.00
2019	Cannon	Chance	Personal Property		0.35

2019	Anderson	George	Situs Error		60.20
2019	Dickens	Montez	Mileage		53.46
2019	Harrison	Howard	Adjustment		64.09
2019	Miller	Roger	Over Assessment		34.62
2019	Roebuck	Jerry	Adjustment		86.00
				Total:	589.26

#### 4. Tax Collector's Report –April 2019

	Category	Apr-19	Apr 19 Y-T-D
<b>Real Property</b>	<b>20</b>	<b>\$150,425.18</b>	<b>\$8,993,671.55</b>
<b>Personal Property</b>	<b>25</b>	<b><u>68,810.79</u></b>	<b><u>4,788,976.47</u></b>
<b>Total</b>		<b>\$219,235.97</b>	<b>\$13,782,648.02</b>
<b>Motor Vehicle</b>	<b>30</b>	<b><u>208.16</u></b>	<b><u>1,889.81</u></b>
<b>Total MV</b>		<b>\$208.16</b>	<b>\$1,889.81</b>
<b>All Total</b>		<b>\$219,444.13</b>	<b>\$13,784,537.83</b>

	Category	Apr-19	Apr 19 Y-T-D
<b>Real Property</b>	<b>20</b>	<b>\$150,425.18</b>	<b>\$8,993,671.55</b>
<b>Personal Property</b>	<b>25</b>	<b><u>68,810.79</u></b>	<b><u>4,788,976.47</u></b>
<b>Total</b>		<b>\$219,235.97</b>	<b>\$13,782,648.02</b>
<b>Motor Vehicle</b>	<b>30</b>	<b><u>208.16</u></b>	<b><u>1,889.81</u></b>
<b>Total MV</b>		<b>\$208.16</b>	<b>\$1,889.81</b>
<b>All Total</b>		<b>\$219,444.13</b>	<b>\$13,784,537.83</b>

#### 5. Board Appointments/Reappointments

##### Williamston ETJ Planning Board/ Board of Adjustments

The Board of Commissioners is being asked to approve the reappointment of Mr. Jimmy Mobley to the Williamston Planning Board/Board of Adjustments for an additional three-year term. The term would expire 12/31/2021.

The position would represent an area of the Extra-territorial Planning Jurisdiction (ETJ) that is east of Prison Camp Road and south of the Williamston Town Limits to the Roanoke River. The area is to be represented by someone residing in that area. The area includes Woodland Acres Subdivision, White Oak Subdivision, Tyner Road Area, Lum Brown Road and portions of Henry Mizelle Road.

The Board approved the above reappointment as part of the consent agenda.

## **Home and Community Care Block Grand Advisory Committee**

Section V-A.1 of the Development of the County Funding Plan for the Home & Community Care Block Grant states that it is the responsibility of the County Board of Commissioners to annually designate an agency or office within the county with the lead responsibility for planning and coordination of the County funding Plan.

The Martin County Adult & Aging Services Department continues to do a great job serving as the lead agency.

Section V-A.2 lists the appointment of a committee to serve as a Block Grant Advisory Committee to the lead agency for planning and coordination in the development of the County Funding Plan as a responsibility of the County Commissioners.

Below is a list of recommended individuals for appointment/reappointment as Advisory Committee members.

Charmaine Hardison – Martin County Adult & Aging Services Director

Barney Conway

Lisa Edmonds – Committee Recorder

Lula Council

Carolyn Harrell

Elmo “Butch” Lilley

Betty Rae Jones

Molly Long

Jerry McCrary

Eliza Waters

Joseph Williams

Annette Eubanks – Mid-East Commission AAA Director

The Board was asked to consider designating Martin County Adult & Aging Services Department as the Lead Agency and consider the approval of the board member appointments/reappointments.

The Martin County Board of Commissioners approved the above reappointments, as part of the consent agenda.

### **6. Clerk Report (included for informational purposes)**

#### **INTRODUCTION OF NEW EMPLOYEE (S)**

DSS Director Letecia Loadholt introduced Ms. Angela Freeman to the Board of Commissioners. Ms. Freeman is an Income Maintenance Caseworker with the Food Stamp Division in DSS. Ms. Freeman is a U.S. Army and National Guard veteran. Ms. Freeman had seven years of social services experience prior to starting with Martin County. Ms. Freeman also had transit experience, as well.

The Board welcomed Ms. Freeman to the Martin County family.

County Manager Bone recognized Director Loadholt for her efforts in furthering her education and getting her Master's degree.

## **PRESENTATIONS**

### **Recognition of Special Olympics Volunteer**

Dr. Angela Cross with Martin County Schools came before the Board to recognize a Special Olympics volunteer.

Laura Smith is a 3<sup>rd</sup> grader at Rodgers Elementary School. She is the daughter of Ryan and Regina Smith and has two siblings, Harley and Max. Laura's mom, Regina, had recently taken the role of Special Olympics Martin County local coordinator. In this role, she worked hard to ensure the athletes in Martin County got the opportunity to participate in a variety of athletic events. Even though this role was a new one, the act of volunteering ran in the family.

Laura, who has an older sister with special needs, had been an active volunteer since an early age. Laura attended the local games and served as a volunteer in a multitude of ways from setting up, serving lunch, providing assistance to athletes at their different stations, and running errands as needed throughout the event. It was noted at the spring games that Laura ran bases with every athlete who she escorted to the base running event throughout the day; that is just Laura. Laura was always there to provide encouragement and support for those around her.

Laura had also been a vital part in the annual softball tournament that helped raise funds for the local program. She had been selling items in the concession stand, helped her sister throw the first pitch, and even played on a team herself during the event.

Laura's enthusiasm and passion for the athletes in the Martin County Special Olympics program has been a blessing. The Martin County Special Olympics would continue to do great things with volunteers like Laura leading the way.

Dr. Angela Cross stated Laura was meant to be the sibling of someone with special needs; she said Laura was "small but mighty". Dr. Angela Cross presented Laura with a certificate of recognition. The Board congratulated Laura on her recognition.

### **Recognition of 2019 Governor's Volunteer Service Award – Paid Director of Volunteers Recipient**

County Manager Bone provided some background on the award. County Manager Bone stated the Governor's Volunteer Service Award honors the true spirit of volunteerism by recognizing individuals, groups and businesses that make a significant contribution to their community through volunteer service. Any person, group, or entity from the public, non-profit and private sector may be nominated for an award to their county award coordinator. County award coordinators submit their top 10 volunteer nominations per county. There are categories for the type of nominee (senior, youth, faith-based, family, group, business, etc.). Additional categories are based upon the area of service (animal, environmental, disaster, youth, preservation, etc.). County recommendations are reviewed by the Commission and awards are given out in the counties.

Ms. Carol Leggett, of the Martin County Adult and Aging Services Department and the Martin County Council on Aging was nominated and selected to receive the Governor's Volunteer Service Award in 2019. The award was presented to Ms. Leggett.

Adult & Aging Services Director Charmaine Hardison stated she was proud to honor Ms. Leggett. Director Hardison stated Ms. Leggett was very deserving of the award, and the effort she put into the volunteer program was very admirable.

County Manager Bone read the certificate of recognition aloud that was presented to Ms. Leggett and presented the lapel pin, as well.

Commissioner Lilley commended the entire Adult & Aging Staff for their service.

### **Update on OPEB Trust Investments**

Finance Director Cindy Ange provided an update on the OPEB Trust fund. OPEB stands for Other Post-Employment Benefits, and for Martin County, that meant retiree health care. Ms. Ange stated last year (2018), GASB #75 required units of government to report all financial statements for the liability for OPEB. Martin County was required every year to have an actuarial study done that gives the number to put on financial statements. For June 30, 2018 liability for Martin County was over \$17 million.

Ms. Ange stated Martin County had been proactive in reducing that liability number. In 2011, Martin County policy was changed stating employees hired after September 1, 2011 would not be eligible for post-employment benefits.

The second proactive step was in October 2018, Martin County made the first investment into the newly formed Other Post-Employment Benefits (OPEB) Trust in the amount of \$1 million.

Ms. Ange stated Martin County was currently paying post-retirement healthcare for 71 retirees. 11 retirees were pre-65, and 60 retirees were over 65. There were also 71 active employees who may one day be eligible for post-employment benefits.

Ms. Ange stated Martin County invested in the OPEB trust in October 2018, and the trust is managed by the NC State Treasurer's Office. This allowed the State Treasurer to invest money in things in which the County could not normally invest, allowing for a higher rate of return. Monies were invested in a bond index fund, an equity index fund, and a short term investment fund (Martin County was involved in all three).

Martin County had earned interest and unrealized gains of 5.4% (almost \$54,000) since October 2018. In comparison, the North Carolina Capital Management Trust rate was at about 2% annually currently.

Beginning Balance October 5, 2018		\$1,000,000.00
Interest Earned	2,266.59	
Unrealized Gains/Losses	51,746.04	
Administrative fees	-16.75	

Total Change of Assets	<u>53,995.88</u>
Ending Balance March 31, 2019	<u><u>\$1,053,995.88</u></u>

Commissioner Smith asked Ms. Ange for numbers regarding the ages of the employees who may be eligible for post-employment benefits. Ms. Ange stated she would get that information for the Board. County Manager Bone stated the strategy was very proactive and applauded the Board for taking a chance on the opportunity with the OPEB trust.

**OLD BUSINESS -- NONE**

**NEW BUSINESS**

**Memorandum of Understanding with Martin County EDC -- Request by Martin County Economic Development Corporation (EDC) Board of Directors to Approve a Memorandum of Understanding Concerning the Employment of an Economic Development Office Director**

Martin County EDC President/CEO Jason Semple recalled at the January 16, 2019 Board of Commissioners meeting, the Board of Commissioners received a request from the Martin County Economic Development Corporation Board of Directors to consider the concept of a Memorandum of Understanding between Martin County and Martin County EDC concerning the employment of an Economic Development Director. In such an arrangement, Martin County would create the position of Economic Development Director beginning Fiscal Year 2019-2020.

- Jason Semple, the current President / CEO of Martin County EDC, would transition to Martin County employment as the Economic Development Director.
- A Memorandum of Understanding (MOU) would be drafted between Martin County and Martin County EDC concerning the provision of Martin County EDC President professional services on a contractual basis.
- The MOU would be drafted based on examples from other communities in NC.
- Jason Semple, as Economic Development Director, would receive all Martin County employee benefits, including participation in the NC Local Government Retirement System and the State Health Plan.

The Board of Commissioners unanimously approved the concept of this MOU in January 2019, with the understanding that the document, once created, would be brought before the Commissioners for final approval.

Commissioner Lilley made a MOTION to approve the creation of a County Economic Development Director position beginning FY2019-2020 and approve the Memorandum of Understanding between the Martin County Board of Commissioners and the Martin County Economic Development Corporation Board of Directors establishing the relationship between the Economic Development Director and Martin County EDC President, with a SECOND from Commissioner Ayers. The Board APPROVED the motion unanimously.

## MEMORANDUM OF UNDERSTANDING

THIS agreement made and entered into as of the \_\_\_\_ day of \_\_\_\_\_, 2019 by COUNTY OF MARTIN (“County”), a body politic and corporate organized under the laws of the State of North Carolina and MARTIN COUNTY ECONOMIC DEVELOPMENT CORPORATION (“MCEDC”) a non-profit corporation organized under the laws of the State of North Carolina.

### WITNESSETH

WHEREAS, the County and MCEDC desire to work together to promote job creation opportunities, wage growth, and economic development in Martin County;

WHEREAS, the County provides significant operational and project-based funding to MCEDC as part of the County’s annual budget;

WHEREAS, the County and MCEDC wish to clarify the roles and responsibilities of the Martin County Economic Development Office and the MCEDC President;

WHEREAS, the Parties wish to memorialize certain policies with respect to the operational relationship between the Martin County Economic Development Office and the MCEDC; and

NOW, THEREFORE, in consideration of the mutual covenants contained herein the parties hereto agree as follow:

1. Martin County will create an Economic Development Office beginning FY 19. The Martin County Economic Development Office Director (“Director”) may serve as President of MCEDC and shall remain President of the MCEDC at the pleasure of the MCEDC Board of Directors. Should MCEDC select a President other than the Director, MCEDC will be solely responsible for the President’s salary. It is the desire of the parties that the Director serve as the MCEDC President.
2. When the County Manager is in the process of selecting a Director, the MCEDC Executive Officers shall serve on the selection committee created by the County Manager.
3. Before any termination of the Director, the County Manager shall notify in advance the MCEDC Executive Board of his or her decision to terminate the employment of the Director. Before any termination of any Director serving as President of MCEDC, the MCEDC Chairman shall notify in advance the County Manager to terminate the employment of the Director as President.
4. Operating expenses for MCEDC will be funded by Martin County Government as part of its annual budget appropriations upon request. MCEDC may request additional operational funding during the budget process through the Economic Development Office. These requests must be approved by the Martin County Board of Commissioners.

5. The County shall be responsible for the accounting of all Martin County funding to the Martin County Economic Development Office. MCEDC shall be responsible for the accounting of all MCEDC funds as required under the laws of the state of North Carolina.
6. Financial transactions with significant MCEDC proceeds from the sale of property or any other means shall be executed by the MCEDC Chairman.
7. MCEDC Funds shall be executed and administered by the MCEDC staff, under the authority and direction of the MCEDC Chairman and its Board of Directors.
8. As necessary, MCEDC and Martin County will enter into individual agreements with respect to specific economic development projects and property acquisitions. These agreements will outline funding obligations of MCEDC and the County and dictate the use of any proceeds from joint projects.
9. The MCEDC Board shall continue to operate as outlined by the by-laws of the organization. These policies may be changed at the pleasure of the MCEDC Board of Directors according to Article X, Section 2 of the by-laws requiring a majority vote of the Directors.
10. Either party may withdraw from this MOU by a majority vote of its respective Commissioners or Directors with 30 days advance notice given to the other party, without penalty or further obligation.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first above written.

### **Approval of Food Service Bids – Adult & Aging Services**

Congregate and Home Delivered Meals are provided by the Adult and Aging Services Department through the Title III Nutrition Program, which is funded under the Home and Community Care Block Grant program. Bids for the services were put out every year.

In April 2019, the Martin County Department of Aging requested sealed bids for food service preparation and delivery for the Congregate and Home Delivered Meals.

A range of 51-105 congregate meals and 56-88 pre-plated home is to be prepared and transported. The menu is based on a 4-week cycle. Menus will be changed seasonally.

The Adult and Aging Services Department held the bid opening on May 2<sup>nd</sup>, 2019 and received one bid from Trump's Restaurant of Plymouth. Trump's was the current provider. Trump's bid was for \$4.95 per meal (excluding tax). The current price was \$4.95 per meal (excluding tax).

The initial contract period will be for a twelve (12) month period, July 1, 2019 – June 30, 2020, with an opportunity to renew for an additional three (3) one-year periods. The unit cost for the renewal period was to be the same as for year one.

Commissioner Ayers made a MOTION to approve the bid of \$4.95 per meal (excluding tax) for Trump's Restaurant, with a SECOND from Vice Chairman Bond. Commissioner Smith commended Trump's for being able to provide meals at such a great price. The motion was APPROVED unanimously.

### **Request from Bear Grass Fire Rescue, Inc. to Increase Fire District Tax Rate**

Martin County collects fire district tax on ad valorem property in seven (7) special fire districts in Martin County to fund the operation of fire protection services in those districts. The tax rate in those districts ranged from 4-cents per \$100 valuation to 8-cents per \$100 valuation. This tax is collected in addition to the County ad valorem tax rate. The current fire district taxes were as follows:

<b>Fire District</b>	<b>2018-19 tax rate (per \$100 valuation)</b>
Bear Grass	\$0.045
Goose Nest (Oak City)	\$0.06
Griffins	\$0.04
Hamilton	\$0.07
Jamesville	\$0.07
Roanoke (Robersonville)	\$0.04
Skewarkee (outside Williamston)	\$0.08

The Bear Grass Fire / Rescue Department requested an increase in their fire district tax from 4.5 to 6.5 cents per \$100 valuation. This increase would be used to help fund maintenance and replacement of equipment.

No action was requested tonight. The Board of Commissioners was asked to consider approval of this increase in the fire district tax for the Bear Grass Fire District as part of the budgetary approval process in June.

Bear Grass Fire/Rescue Chief Harrison stated the cost of providing services and equipment costs were increasing each year and felt the tax increase was needed.

Commissioner Smith stated he supported the increase and asked Mayor Griffin her opinion. Mayor Griffin stated the increase was needed, and the department was very deserving of the support to continue to provide services.

### **Recommendation for Appointment – Williamston ETJ Planning Board / Board of Adjustment**

The Board of Commissioners was asked to recommend an appointment to the Williamston Planning Board/Board of Adjustments, to replace Mr. Earl Newsome, who was not eligible for re-appointment after his term expired June 22, 2019.

The position would represent an area of the Extra-territorial Planning Jurisdiction (ETJ) that is east of Prison Camp Road and south of the Williamston Town Limits to the Roanoke River. The area is to be represented by someone residing in that area. The area includes Woodland Acres

Subdivision, White Oak Subdivision, Tyner Road Area, Lum Brown Road and portions of Henry Mizelle Road.

This item was tabled until the June 2019 meeting.

**Resolution Authorizing the Conveyance of Real Property (Former Edna Andrews School) to the Town of Hamilton**

The Town of Hamilton had expressed interest in acquiring the Edna Andrews School property in Hamilton. As a result, the Board of Education directed Superintendent Chris Mansfield on November 5, 2018 to send a letter to the Board of Commissioners to ask if the County is willing to assume ownership of the Edna Andrews School property in Hamilton.

The disposition of school property is governed by NC General Statute § 115C-518 (attached). Part of this statute states:

“...Provided, when any real property to which the board holds title is no longer suitable or necessary for public school purposes, the board of county commissioners for the county in which the property is located shall be afforded the first opportunity to obtain the property. The board of education shall offer the property to the board of commissioners at a fair market price or at a price negotiated between the two boards. If the board of commissioners does not choose to obtain the property as offered, the board of education may dispose of such property according to the procedure as herein provided...”

The Board of Commissioners agreed to acquire the property at its November 14, 2018 meeting.

At its January 16, 2019 meeting, the Board of Commissioners agreed to obtain from the Martin County Board of Education the Edna Andrews School property in Hamilton, NC “As Is” for the negotiated price of \$60,000 and to authorize the Chairman, County Manager and County Attorney to execute any and all documents related to this purchase.

Martin County closed on the property on April 30, 2019.

NC General Statute § 160A-279 allows a county to convey a public property to any public or private entity which carries out a public purpose. This is similar to a county providing funding consideration to a public entity or nonprofit as part of the annual budget process.

The Board was presented a resolution that would authorize the conveyance of the real property to the Town of Hamilton.

A notice of the resolution must be published in the local newspaper, and the conveyance of the property may not be completed until at least 10 days after the public notice.

Commissioner Smith made a MOTION to adopt the resolution authorizing the conveyance of the Edna Andrews Property to the Town of Hamilton, with a SECOND from Commissioner Lilley. The Board APPROVED the motion unanimously.

Commissioner Jackson from the Town of Hamilton stated some of the goals of using the facility would be public events of all sorts. Commissioner Smith also mentioned the potential partnership with a veteran's transitional program with the Town of Hamilton.

**RESOLUTION AUTHORIZING THE CONVEYANCE  
OF REAL PROPERTY (FORMER EDNA ANDREWS SCHOOL)  
TO THE TOWN OF HAMILTON**

**WHEREAS**, Martin County is in the process of purchasing property located at 306 Horton Street, Hamilton, NC 27840, formerly known as Edna Andrews School; and

**WHEREAS**, the property encompasses 7.35 acres and is comprised of four (4) buildings/additions: a 1960 building of approximately 16,337 square feet, a 1977 addition of approximately 2,930 square feet, a 1979 addition of approximately 9,582 square feet and a 1984 addition of 7,969 square feet. There is an additional space not accounted for in the main four areas of approximately 862 square feet. The total square footage is approximately 37,680.

**WHEREAS**, pursuant to N.C.G.S. 160A-267 and N.C.G.S. 160A-279, the Martin County Board of Commissioners may adopt a resolution or authorize an appropriate county official, in lieu of or in addition to the appropriation of funds, convey by private sale real or personal property to any public or non-profit private entity which carries out a public purpose; and

**WHEREAS**, the County desires to convey said real property "As Is" to the Town of Hamilton; and

**WHEREAS**, the Town of Hamilton has expressed interest in acquiring the Edna Andrews School Property in Hamilton, North Carolina.

**NOW, THEREFORE**, the Board of Commissioners of Martin County hereby resolves as follows:

1. The County Commissioners (upon the completion of the purchase from Martin County Board of Education) declare said property surplus and authorize the County Manager to execute all documents necessary to convey fee simple defeasible title to the 7.35 acre property known as Edna Andrews School to the Town of Hamilton for public use.

2. The consideration for the conveyance is the following set of conditions, covenants, and restrictions, which shall be incorporated in the deed given by Martin County to the Town of Hamilton:

3. A notice of this exchange shall be published at least once after the adoption of this resolution in The Enterprise & Weekly Herald. Said notice will identify the property to be sold and may, but need not, specify a minimum price. No sale/conveyance shall be consummated thereunder until 10 days after its publication. (NC G.S. 160A-267)

4. Adoption of this resolution in a regular meeting will serve as authorization by the Commissioners' to convey the property as required by North Carolina Statutes.

Adopted this 8<sup>th</sup> day of May, 2019

**CDBR-NR Program Management Services Bids**

The NC Department of Commerce's CDBG Neighborhood Revitalization Grant Program (also known as CDBG-NR) provides funding for housing improvements for owner occupied low-moderate income homeowners and infrastructure activities which support these housing activities. Other activities can include improvements such as access for the disabled to facilities, senior center, housing for homeless persons, housing or shelters for victims of domestic violence, transitional housing, community facilities, neighborhood facilities, and recreational facilities such as parks, playgrounds & greenways; however, the main thrust of the application must be housing improvements.

The program did not require a local match (but may receive additional points for local contributions) and required two public hearings.

The Board of Commissioners held the first of two required public hearings on this item on September 12, 2018. The purpose of the first public hearing was to explain the CDBG program and allow the citizens of Martin County an opportunity to express their views concerning community development needs and priorities.

A second public hearing was held on September 26, 2018. The purpose of the second hearing was to explain the proposed program to the public. At the September 26, 2018 meeting, the Board of Commissioners approved a local match of \$8,000 for the grant.

In February 2019, Martin County received a \$750,000 grant award notice from the CDBG-NR program.

At its March 13, 2019 meeting, the Board of Commissioners approved the following actions:

1. Acceptance of the CDBG-NR grant and authorization for the Chairman to sign the Grant Agreement package
2. Approved the Budget for the CDBG-NR program
3. Authorized the Manager to approve and execute contracts for Program Management and Housing services needed to manage the CDBG-NR program

The County issued a Request for Proposals (RFP) for Program Management Services for the CDBG- Neighborhood Revitalization grant. Proposals were due April 11<sup>th</sup>, 2019. Only one proposal was received.

The County re-advertised the RFP. Proposals were due May 3<sup>rd</sup>, 2019.

Since the Board of Commissioners authorized the Manager (on March 13, 2019) to approve and execute contracts for Program Management and Housing services needed to manage the CDBG-NR program, no action was needed.

Two proposals for Program Management Services were received – one from McDavid Associates and one from The Adams Company. After review of the proposals, County Manager Bone planned to move forward with a contract with McDavid Associates (current consultant).

As mentioned above, the Board of Commissioners authorized the Manager (on March 13, 2019) to approve and execute contracts for Program Management and Housing services needed to manage the CDBG-NR program, so no Board action was needed.

Commissioner Lilley asked how many houses would be renovated, and County Manager Bone stated that would be based on the funds available and the bids received for services. Commissioner Lilley wanted to see the money spent wisely, to help as many people as possible with the available funds. Commissioner Ayers did note the cost per house being approximately \$187,500. County Manager Bone stated the administrative costs were high due to a tremendous amount of federal regulations.

### **Moratoc Park Rental Policy Amendment**

Martin County owns and operates Moratoc Park, an 18-acre, county-owned park on the Roanoke River in Williamston. The park was renovated in 2011-13 with funding from Martin County / Martin County citizens, as well as grants from the NC Parks & Recreation Trust Fund, NC Recreation Trails Program and NC Division of Water Resources.

At the heart of the park is the main Moratoc building, which is a beautiful, rustic conference building overlooking the Roanoke River. The building is rented for private receptions, weddings, meetings and special events.

The County has a rental use policy for those who rent the Moratoc Park building. Staff had drafted an update of this rental use policy for consideration by the Board of Commissioners. The suggested changes include the following:

- Clarification on payment with a check (Make payable to Martin County) when being reserved.
- Clarification on requesting reservations, limiting the amount of time between requesting the date and securing the date with payment / rental agreement.

County Manager Bone stated the new policy would make the process more clear and concise.

Vice Chairman Bond made a MOTION to approve the Moratoc Park Policy change, with a SECOND from Commissioner Smith. The Board APPROVED the motion unanimously.

### **Authorization of Secondary Employment of Tax Assessor**

Chairman Bowen stated this issued had been discussed at length and called for a motion for it to be approved or not approved.

Vice Chairman Bond stated he was in opposition of the authorization to approve the specific secondary employment of the Tax Assessor. Vice Chairman Bond felt there was a gray area and that somewhere down the line there may be a conflict of interest. Vice Chairman Bond stated the Tax Assessor's job was to appraise property, and she had the ability to be able to lower or raise the appraisal of a particular property.

County Manager Bone clarified that Ms. Hardison was aware that she would not be able to conduct any business from her secondary employment while on duty with Martin County

Government. Chairman Bowen stated the authorization would be for a one-year basis and could be ended at any time should a conflict arise.

Commissioner Lilley stated there were many employees that conducted outside business while at work. Commissioner Lilley stated the approval would be probationary and could end at any time. Commissioner Lilley stated what was done on someone's personal time was their business, and he could not be a part of not allowing someone to pursue secondary employment.

Commissioner Smith stated the information he had learned in his time in local government not only applied to elected officials, but appointed officials as well. Commissioner Smith stated no statutes existed stating Ms. Hardison could take this employment, but there were also none stating she could not do it. Commissioner Smith stated he had no problems with employees having secondary jobs, but there were certain things that the Board could not approve or support. Commissioner Smith stated he could not support the authorization of the secondary employment at this time.

Commissioner Ayers made a MOTION to authorize the secondary employment of Tax Assessor, with a SECOND from Commissioner Lilley. The motion was PASSED by a vote of 3-2 (AYES– Commissioner Lilley, Commissioner Ayers, and Chairman Bowen. NAYS – Commissioner Smith and Vice Chairman Bond).

## **Budget Amendment(s)**

### **Budget Amendment #34**

Finance Director Cindy Ange stated Budget Amendment #34 covered the following:

*Commissioners* – Re-appropriate funds for Local Update for Census Addressing (LUCA).

*Finance* – Increase budget for additional audit and insurance bond.

*Buildings*– Increase budget to provide utilities to the Kehukee Office Building.

*Emergency Management* – Increase budget to cover expenses from Hurricane Florence and record FEMA reimbursement.

*Medical Examiner* – Increase budget for increased expenditures for autopsies.

*Airport*– Increase budget for additional fuel expenditures and sales.

*Economic Development* – Increase budget to provide funds for economic development incentive.

*4-H* – Increase budget to appropriate 4-H fund balance to lamb and swine show.

*Room Occupancy* – Increase budget to account for additional taxes collected.

*Transfers* – To provide County match for CDBG-NR program.

Commissioner Smith made a MOTION to approve Budget Amendment #34, with a SECOND from Commissioner Lilley. The Board APPROVED the motion unanimously.

### **BOARD REPORTS / COMMISSIONERS' COMMENTS**

Commissioner Smith spoke about County Assembly Day earlier in the day in Raleigh, NC. Commissioner Smith, Vice Chairman Bond, and County Manger Bone attended the event. Commissioner Smith stated it was a good event, although some legislatures were not able to attend due to the event being moved back a week (was originally scheduled for May 1, 2019).

Chairman Bowen asked if everyone would continue to pray for Martin Community College.

County Manager Bone stated two main goals (improve rural broad band and school capital needs) were advocated for by County officials and hoped for success with those goals.

### **ADJOURNMENT**

With no further business to discuss, Vice Chairman Bond the MOTION to adjourn at around 7:50 p.m. Hearing no objections, Chairman Bowen ADJOURNED the meeting.

The Martin County Board of Commissioners' next regular meeting would be Wednesday, June 12, 2019 at 7:00 p.m., in the Commissioners' Board Room of the Martin County Governmental Center, 305 East Main Street, Williamston, North Carolina.

---

Tommy Bowen, Chairman

---

Jessica Godard  
Clerk to the Board