

MINUTES  
REGULAR SCHEDULED MEETING OF THE BOARD OF COMMISSIONERS  
OF EDGECOMBE COUNTY  
FEBRUARY 5, 2018 AT 7:00 P.M.  
IN THE COMMISSIONERS' ROOM, COUNTY ADMINISTRATIVE BUILDING  
TARBORO, NORTH CAROLINA

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1. MEETING CALLED TO ORDER BY CHAIRMAN LEONARD WIGGINS AT 7:00 P.M.

MEMBERS PRESENT: Mr. Leonard Wiggins, Chairman, Mr. Jonathan Felton, Vice-Chairman, Rev. E. Wayne Hines, Mrs. Viola Harris, Mr. William Wooten, Mrs. Evelyn Powell and Mr. Donald Boswell.

MEMBERS ABSENT: None.

OTHERS PRESENT: Mr. Eric Evans, County Manager, Mr. Michael Peters, County Attorney and Ms. Frankie Mungo, Clerk to the Board.

2. PRAYER.

Rev. Hines provided the prayer.

3. MINUTES OF PREVIOUS MEETINGS PRESENTED FOR APPROVAL.

Mr. Felton moved to approve the minutes of the January 2, 2018 and January 8, 2018 minutes as presented. Rev. Hines seconded the motion, which carried by unanimous vote.

With the consensus of the Board Mr. Wiggins moved up Agenda Item G. Under Other Business:

Approval of a Resolution to Proclaim January 25<sup>th</sup> as "Tommy Cone" Day in Edgecombe County.

Deputy Cone was killed in the line of duty when his patrol vehicle was struck head-on by an impaired driver on January 25, 1990.

Mr. Evans invited Sheriff Clee Atkinson, former Sheriff James Knight and members of Mr. Cone's family, his wife Tonya, two sons, Allen and Chris, sister, Paula and other family members to the front of the room. Mr. Wiggins asked Sheriff Atkinson to read the resolution. Mr. Atkinson read the official resolution and presented the family with a framed copy of the resolution.

Mrs. Harris moved to adopt the resolution as presented. Rev. Hines seconded the motion, which carried by unanimous vote.

Members of the family thanked the Board.

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Mr. Evans reported to the Board that current employee Lee Dennie was promoted to Maintenance Director; current employee Larry Moore was promoted to Solid Waste Director; current employee Stacey Booth was promoted to Human Resources Director; new hire Natalie Bess was hired as the Flood Recovery Program Director.

Mr. Wiggins congratulated newly promoted and newly hired staff on behalf of the Board.

4. SCHEDULED APPOINTMENT(S).

A. Scott Baily with Carr, Riggs & Ingram CPA's and Advisors gave the following presentation of Fiscal Year 2017 Audit Report:

Mr. Bailey stated that during the course of the audit they encountered no significant difficulties with management, with no differences of professional opinion and ultimately completed a successful audit. Based on his opinion and from records and reports that were reviewed the audit was clean and did not have any discrepancies.

Mr. Baily provided a breakdown of the County's expenditures and revenues and the following financial highlights:

- The assets and deferred outflows of resources of Edgecombe County exceeded its liabilities and deferred inflows of resources at the close of the fiscal year by \$61,179,389 (net position).
- The government's total net position increased by \$5,929,916. The business-type activities increased by \$948,580. The governmental activities increased by \$4,981,336.
- As of the close of the current fiscal year, Edgecombe County's governmental funds reported combined ending fund balances of \$21,469,655, after a net increase in fund

balance of \$3,380,345. Approximately 45.99 % of this total amount, or \$9,874,173 is either non-spendable, restricted, committed, or assigned.

- At the end of the current fiscal year, unassigned fund balance for the General Fund was \$11,738,203, or 20.14% of total general fund expenditures for the fiscal year.
- Edgecombe County's total long-term debt increased by \$356,769 (0.91%) during the current fiscal year. The increase was primarily the result of borrowings of \$3,603,125 for economic development and repairs to the County Courthouse as offset by debt service payments made during the year.
- Edgecombe County maintained its bond rating from Moody's at A2. Standard and Poor's Ratings Services raised the County's bond rating from A+ to AA-.

After the audit presentation Mr. Baily answered questions from the Board of Commissioners.

**B. Jason Urroz with the Track Trail Program gave the following a presentation:**

Mr. Urroz stated that in his job he gets to design hiking trails all over the country designed to get kids and families unplugged and outdoors and reconnected to nature for their health. He stated that he met Helen Bowens, Edgecombe County's Grant Administrator at a workshop and shared information about his program and he is happy to bring an opportunity to Edgecombe County to keep families moving and active and learning about nature. Mr. Urroz stated that back in 2009 the program was started based on a report that was done on the Blue Ridge Parkway, where it was determined that only 7 to 11% of the people that came to the Parkway were bringing kids with them. Blue Ridge Parkway is the most visited park in the country so they wanted to start a kids program to get families interested in coming to the parkway to learn about nature. Therefore, Kids and Parks Track Trails was started. The program installs fun Trail Head signs that attracts kids and the sign houses different self-guided brochures that the kids can use to learn about nature while they are walking down the trail. Each trail has signs has four different topics they can choose from.

He stated that they started networking with other types of park agencies that were in communities along the parkway to expand the network of trails to get kids to go to a city park or state park. Trails consist of different types of trails, hiking, biking, canoe, etc.

He stated that kids that register their hikes through website receive prizes in the mail, such as a nature journal with a sticker from the trail that they attended, which will encourage them to want to go to a different trails to get more stickers to put inside their journals. Other prizes include backpacks, patches, bandanas, etc. They have to answer questions about what they did on the trial that can be shared back to their partners to help get demographic information.

He stated that there are 95 trials in North Carolina from a grant from Blue Cross Blue Shield of North Carolina because they want to pay for families to get moving and active as a preventative health measure.

He stated that doctors are writing prescriptions for kids to go hiking on the trails. After the kids go hiking and register on the web, the doctor receives an email letting them know that the patient filled their prescription and the data can be entered into the kid's record.

He stated that he was ready to partner with Edgecombe County and get a trail installed. He stated that he had a MOU for Mr. Evans to sign. The document stated that they will design the brochures, will design the signs and will get it all installed and the County will promote the trails in the community and keep the brochures in the brochure holders. They will also will provide to the County the data about how many kids go hiking.

Mr. Evans stated that he felt it would be a great opportunity both for our kids and citizens to have an outdoor learning environment and the program can be connected to our tourism development efforts. He stated that the program can multiply throughout t the County.

Mr. Wiggins commended Mrs. Bowens for her efforts.

**5. PUBLIC PETITIONS.**

Janice Thompson, 110 Rollingwood Drive, Tarboro, stated that Tender Mercies rescued a dog in Edgecombe County that nearly died. Ms. Thompson presented pictures of dogs to the

Board of Commissioners that have been mistreated stating that these are side effects caused by negligent owners and backyard breeders. She stated that they recently rescued a dog forced to live outside on a chain in freezing conditions. She stated that no animal should be forced to live on a chain. Ms. Thompson asked the Board to help these animals by passing an ordinance to ban chaining in Edgecombe County and require backyard breeders to be licensed. Ms. Thompson asked the Board if they had an update on the two four day old puppies that froze to death in Edgecombe County and an update on Big Dog Kennels, where dogs are forced to wear enormous chains, which violates the statutes.

Mr. Evans stated that he will follow up with the Sheriff and provide an update.

Mr. Wiggins asked Ms. Thompson if she had knowledge of any County that has a do not chain ordinance.

She stated that there are lots of counties.

Kathy Williams, shelter volunteer, stated that if a chain ordinance is enforced, then people who cannot afford a kennel be dropping their dogs off at the shelter, which would lead to euthanized animals. She stated that a stronger ordinance is needed that discusses the types of tethers to be used.

Mr. Wiggins asked that Mr. Evans look at forming some type of committee to look at the County's ordinance and if changes are needed that committee can make recommendations or suggestions.

Mr. Wiggins stated that he would like for Ms. Thompson and Ms. Williams to be appointed to that committee.

Curmilus Dancy, 127 Midway Lane, Pinetops, came forth and asked to be appointed to the committee. He stated that he wanted the County and the Sheriff to be given the opportunity to do their job. He stated that he wanted to be at the table because he does not have interest on either side.

Mr. Wiggins added Mr. Dancy to the committee.

**6. OTHER BUSINESS:**

**A. Approval of budget amendments.**

Mr. Felton moved to approve the budget amendments as presented. Rev. Hines seconded the motion, which carried by unanimous vote.

**B. Approval of offer to purchase County owned property located at 201 Wake Street, Rocky Mount by Mr. Darius Smith.**

Mr. Evans stated that an offer to purchase was received from Darius Smith to purchase property the County owns at 201 Wake Street, Rocky Mount for \$500. He stated that if the offer to purchase is accepted by the Board, a minimum 10-day public notice must then be given for upset bid.

Mr. Boswell moved to accept the offer to purchase and to direct staff to publish the public notice for upset bid. Mrs. Powell seconded the motion, which carried by unanimous vote.

**C. Approval of offer to purchase County owned property located at 919-921 Arlington Street, Rocky Mount by Mr. Darius Smith.**

Mr. Evans stated that an offer to purchase was received from Darius Smith to purchase property the County owns at 919-921 Arlington Street, Rocky Mount for \$500. He stated that if the offer to purchase is accepted by the Board, a minimum 10-day public notice must be given for upset bid.

Mrs. Harris moved to accept the offer to purchase and to direct staff to publish the public notice for upset bid. Mr. Boswell seconded the motion, which carried by unanimous vote.

**D. Approval of a Grant Award for Debris Removal in streams.**

Mr. Evans stated that Scott Kiser, Director of Soil and Water, applied for and successfully received a grant award from the NC Division of Soil and Water

Conservation. The grant of \$693,949 is for the purpose of removing vegetative debris from streams and creeks in the County. Those sections of streams and creeks listed in the agreement were strategically selected based on the condition and potential for positive impact of the project. Mr. Evans recommended that the Board approve the acceptance of this grant award with its accompanying project ordinance and budget amendment.

Mr. Wooten moved to approve the acceptance of the grant award, project ordinance and budget amendment as presented. Mrs. Powell seconded the motion, which carried by unanimous vote.

**E. Approval of a revision to the Edgecombe County Personnel Policy.**

Mr. Evans stated that in continuous effort to improve upon the financial management of the County, it is necessary that we review our policies and procedures periodically. In so doing, it has been determined the need to more clearly assert the importance of following internal controls and fiscal protocols. Mr. Evans recommended making the additions to the Personnel and Administrative Policies. He presented to the Board the pages that contain changes. These changes stress the importance of following the fiscal policies and procedures, as well as adds language that failure to do so constitutes just cause for disciplinary action. He recommended that the resolution to implement the revised polices be approved.

Mr. Wooten moved to adopt the resolution as presented. Rev. Hines seconded the motion, which carried by unanimous vote.

**F. Approval of compliance documents for the CDBG-Disaster Recovery program.**

Mr. Evans stated that the CDBG-Disaster Recovery funding the County received for Hurricane Matthew recovery requires steps be taken to comply with federal CDBG program rules. Part of that included having both a Fair Housing Plan as well as a Citizen Participation Plan. Mr. Evans recommended that the Board approve the Fair Housing Plan and Citizen Participation Plan as submitted.

Mrs. Harris moved to approve the compliance plans as submitted. Mr. Boswell seconded the motion, which carried by unanimous vote.

**H. Approval of Change Order #3 for the Speed Sewer Project with Ralph Hodge Construction.**

Mr. Evans presented for the Board's consideration amendment #3 to the contract with Ralph Hodge Construction Company for the construction of the sewer collection system in and around the Town of Speed. The change order will result in an increase of \$4,226.53, increasing the total contract price to \$4,067,856.67. This also changes the substantial completion date to July 26, 2018, an addition of 22 days.

Mrs. Harris moved to approve the contract amendment. Rev. Hines seconded the motion, which carried by unanimous vote.

**I. Approval of an easement to NC-Department of Transportation for construction of bridge at NC 42.**

Mr. Evans stated that the North Carolina Department of Transportation plans to replace a bridge in Edgecombe County on Highway NC 42 in the Old Sparta Community. The County owns a parcel near the proposed contrition site which was acquired after Hurricane Floyd with Federal Hazard Mitigation Buyout Funds. He stated that the Board had agreed in principle to granting a temporary easement and permission to regrade portions of this deed-restricted lot to NC DOT contingent upon approval from the NC Emergency Management Division. That approval has been received.

Mr. Felton moved to approve the acknowledgement of the terms of the agreement and the easement agreement as presented. Rev. Hines seconded the motion, which carried by unanimous vote.

**J. Approval of an amendment to the Assistance Policy to the Essential Single Rehab 2016 program.**

Mr. Evans stated that it has been in the policies for all of the housing rehab programs to exclude the corporate limits of the City of Rocky Mount from our service areas since Rocky Mount is an entitlement city. That is a federal category for municipalities with a population over 50,000. As an entitlement city, Rocky Mount has direct access to federal

housing programs that the rest of the county does not. North Carolina Housing Finance Agency (NCHFA) took the position that they want their housing programs to be made available to all areas of a county regardless. Mr. Evans stated that therefore, we made that change to the assistance policies of all NCHFA funded projects since that decision before bringing them to the Board for approval. However, the assistance policy for the Essential Single Family program for 2016 is one that was approved prior to. That program is still open and we can serve residents inside the Rocky Mount Corporate limits. Mr. Evans stated that the Board's approval is needed for the assistance policy change. Mr. Evans recommended that the Board of Commissioners adopts the ESRF-2016 Assistance Policy which removes the exclusion of the city limits of Rocky Mount.

Mr. Wiggins asked if any other funding coming to the County consisted of this restriction or if it was only the County's policy.

Mr. Evans stated that no, and that has been the County's internal policy.

Mr. Wiggins stated that the restrictions on the County's policy should be lifted unless the funds come in with the restrictions.

Mr. Wiggins moved to approve a non-restricted policy. Mr. Felton seconded the motion.

Mr. Wooten stated that he needed more time for clarification.

After discussion Mr. Wiggins and Mr. Felton withdrew their motion and second and asked Mr. Evans to bring back before the Board at a later time.

Mrs. Harris moved to approve the amendment to the Assistance Policy to the Essential Sing Rehab 2016 program as presented. Rev. Hines seconded the motion, which carried by unanimous vote.

**K. Approval of Purchasing Card Policy.**

Mr. Evans stated that as an additional fiscal management tool, we are adding the use of what is called Purchasing Cards, or P-Cards. There will be a card for each department. These will allow for us to simplify procurement for selected, low-dollar purchases. They work very similar to a debit card, but they each have a pre-set limit, and purchases draw from the County's operating account. The system also has reporting functions that will allow for us to closely monitor purchases and to do monthly reconciliations. Mr. Evans stated that before we start using these cards, a policy needs to be in place to govern their use. He presented a policy which will be added to the Financial Policies and Procedures.

Mr. Wiggins felt that the purchasing cards could cause to many possibilities of abuse or mistakes, with there being 19 departments with 19 credit/debit cards and the potential for the County to lose good people based on mistakes. Mr. Wiggins stated that he was skeptical about having this many debit cards in use. This does not protect the well-being of some of the employees by having this available.

Rev. Hines stated that everyone has to have some accountability, but also show some responsibility.

Mr. Wooten stated that the County policy states that a department can spend up to \$500 without prior authorization and if there is a limit at how many times in the same calendar month that can happen.

Mr. Evans stated that there is no limit. The initial limit on the card is \$2,000.

Mr. Felton had concerns regarding the security of the cards.

Mr. Evans stated that the cards will be kept in the Finance Director's office and handed out as needed.

Mr. Wiggins asked why wouldn't there just be one credit card.

Mr. Evans stated that this adds a level of monitoring and gives some responsibility and accountability to our Department Heads.

Mrs. Harris stated that the Finance Director cannot go out every time someone needed something.

After discussion Mr. Wooten moved to adopt the Purchasing Card Policy as presented. Mrs. Powell seconded the motion. The motion carried by a vote of 6 to 1, with Mr. Wiggins opposing.

**L. Approval of Resolution Opposing the Splitting of the 7<sup>th</sup> Judicial District.**

Mr. Boswell moved to approve the resolution as presented. Mr. Wooten seconded the motion, which carried by unanimous vote.

**M. Approval of ADA Grievance Procedure.**

Mr. Evans stated that the American with Disabilities Act (ADA) requires that a public entity with more than 50 employees designates an ADA Coordinator and adopts a grievance procedure for receiving and addressing complaints related to ADA. He presented for the Board's consideration a grievance procedure and noted that in the procedure, the ADA Coordinator will be Ms. Helen Bowens, who is the Grants Administrator.

Mrs. Harris moved to approve the ADA Grievance Procedure and to designate Helen Bowens as the ADA Coordinator. Rev. Hines seconded the motion, which carried by unanimous vote.

**N. Approval of HCCBG Advisory Council Bylaws and appointments.**

Mr. Evans stated that Edgecombe County receives on average \$500,000 in Home and Community Care Block Grant (HCCBG) funding. These funds are intended to develop and enhance comprehensive and coordinated community based services for older adults. The Board of Commissioners has the ultimate authority to decide on which services these funds will be spent, as long as they are within the parameters of the HCCBG guidelines, and which providers will receive this funding. He stated that we have had an HCCBG Advisory Council that assesses the needs of older adults and make recommendations on how these funds should be spent to address these needs. Over time, that council has become somewhat dormant, and therefore needs to be revived to ensure the effectiveness of the HCCBG program. Therefore, bylaws have been redrafted for the Boards consideration, as well as provided a recommended slate of council members. He stated that in the bylaws, the council membership is to be no less than 5 and no more than 13. Therefore, there is room for more appointments for the Board's consideration. He recommended approval of the bylaws and appointments in separate actions.

Mr. Boswell moved to approve the bylaws as presented. Rev. Hines seconded the motion, which carried by unanimous vote.

Mr. Felton moved to approve the appointments as presented. Mrs. Harris seconded the motion, which carried by unanimous vote.

**O. Approval of contract amendment for Kingsboro Infrastructure Project.**

Mr. Evans stated that we are working on developing infrastructure onto Kingsboro Industrial Park, including water/sewer extensions, as well as a service road onto the park. This is being funded by a \$7 million grant from the Golden LEAF Foundation and a \$1,704,700 grant from the NC Department of Commerce under their Industrial Development Fund. The Board previously approved contracts to two different engineering firms; the Wooten Company for the design of the water/sewer extension and to S&ME for a hydrology study. Mr. Evans stated that since then, the NC Department of Transportation has agreed to take on the cost of engineering and construction of the service road. This will allow us to redirect the above-mentioned grant funds to other expanded uses for the project. This will include an additional pump station and force main piping from the park to the Rocky Mount waste water plant; rehabilitation of the QVC elevated tank; and design work for the necessary infrastructure to accommodate Corning's distribution facility to be located adjacent to Kingsboro. This will add \$447,500 to the existing engineering contract, for a total not-to-exceed contract of \$841,400.

Mr. Felton moved to approve this amendment to the contract with The Wooten Company. Mrs. Powell seconded the motion, which carried by unanimous vote.

**7. APPOINTMENTS.**

**1. Tourism Development Authority.**

**Mr. Boswell moved to re-appoint Mr. Rusty Holderness. Mrs. Harris seconded the motion, which carried by unanimous vote.**

**8. PLANNING BOARD REPORT.**

**Mrs. Cynthia Jones, Planning Director, presented the Planning Board report.**

**A. New Business**

**1. Request for road name change by Mrs. Bettie Archibald.**

**Mrs. Harris moved to call for a public hearing at the March 5, 2018 Board of Commissioners meeting. Mr. Felton seconded the motion, which carried by unanimous vote.**

**B. Minutes of January 22, 2018 meeting.**

**9. AFTERLISTS AND RELEASES FOR REVIEW AND APPROVAL.**

**Mr. Felton moved to approve the afterlists and releases as presented. Mrs. Powell seconded the motion, which carried by unanimous vote.**

**10. DEPARTMENTAL REPORTS FOR REVIEW.\*\*\*Received\*\*\***

**A. Water Services.**

**B. Financial Summary Report.**

**C. Health Department-Flu update and Medicaid Cost Settlement.**

**D. Emergency Services – Special Needs Registry**

**11. MANAGER'S REPORT.\*\*\*Received\*\*\***

**A. Economic and Workforce Indicators.**

**B. Edgecombe Arts Council.**

**Mr. Evans reminded the Board of his recommendation to withhold the second installment funding from the Council because of the changes they had made to their by-laws. He stated that they have since reverted their by-laws and based on that he recommended that the County now go ahead and appropriate the second half of the funding.**

**Mr. Wiggins stated that he did not get a clear understanding as to how the full Council was going to get appointed based on the by-laws.**

**Mr. Evans stated that he will have an answer at the next meeting.**

**C. Juvenile Justice Reinvestment Act.**

**12. COMMISSIONERS' REPORT.**

**Rev. Hines presented to the Board a plaque he accepted on behalf of the Board at the Martin Luther King, Jr. Banquet. The Citizenship Award was presented to All Volunteers from Hurricane Matthew Recovery for Edgecombe County.**

**Mr. Boswell spoke regarding the need of having controls in place to assure that the County Rescue Squads are getting as many calls as they can handle and before those with franchise agreements are called.**

**13. ATTORNEY'S REPORT.**

**14. CLOSED SESSION.**

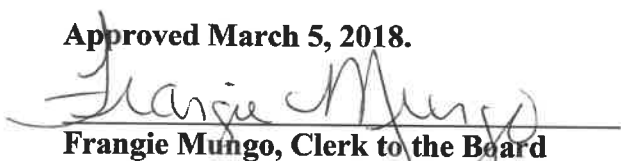
**Rev. Hines moved to go into closed session to discuss economic development and a legal matter. Mr. Wooten seconded the motion, which carried by unanimous vote.**

**Mr. Wooten moved to go out of closed session and resume the regular meeting. Mr. Boswell seconded the motion, which carried by unanimous vote.**

**Mrs. Harris expressed her concerns regarding the audit findings, especially the repeat findings.**

**15. REV. HINES MOVED TO ADJOURN THE MEETING UNTIL MONDAY, MARCH 5, 2018 AT 7:00 P.M. MR. FELTON SECONDED THE MOTION, WHICH CARRIED BY UNANIMOUS VOTE.**

Approved March 5, 2018.

  
Franje Mungo, Clerk to the Board