

**Windsor, North Carolina**  
**June 8, 2017**  
**Budget Work Session**

The Bertie County Board of Commissioners met for a Budget Work Session inside the Commissioners Room at 106 Dundee Street, Windsor, NC. The following members were present or absent:

Present: Ronald "Ron" Wesson, District I  
Stewart White, District II  
Tammy A. Lee, District III  
John Trent, District IV  
Ernestine (Byrd) Bazemore, District V

Absent: None

Staff Present: County Manager Scott Sauer  
Clerk to the Board Sarah S. Tinkham  
Finance Officer William Roberson  
Emergency Services Director Mitch Cooper  
Sheriff John Holley  
Administrative Assistant Audrey Jernigan  
Communications Director JW Stalls  
Clerk of Court Vasti F. James  
Chief Deputy Kenny Perry  
Deputy Greg Atkins

No media members were present.

**RECONVENE**

Chairman Trent reconvened the meeting held on Monday, June 5<sup>th</sup>.

## BUDGET WORK SESSION

- 1) New information—confirmation of grant support and legislative update
  - a. VIDANT approved 3 grants for continued Cooperative Extension programming
  - b. JCPC Program request with local match requirement
  - c. Board of Elections—will require 4<sup>th</sup> board member
  
- 2) DSS Day Care Funding---in reference to pre-kindergarten programming
  
- 3) Sheriff's Office
  - a. Courthouse Security (5 sworn deputy positions recommended for funding April 1, 2018)
  - b. \$96,000 for renovations, security hardware and equipment –Public buildings budget
  - c. \$48,000 for audio visual connectivity with BCI and BMRJ remote first appearances—Court Facilities budget
  - d. \$104,000 for surveillance cameras and equipment—Court Facilities budget
  - e. Communications (2 Telecommunicator positions to staff 3<sup>rd</sup> work station funded for September 1, 2017)
  - f. Administration (1 Records Specialist position recommended for funding January 1, 2018)
  - g. Staffing & Recruitment (continuation of \$2,500 sign-on bonus for new hires and limited use of overtime)
  - h. Vehicle leasing for replacement of 9 vehicles for 48 months
  - i. Future consideration – property acquisition for 7.05-acre tract currently owned by the golf course

The Board participated in a very lengthy, detailed discussion especially as it relates to Courthouse security and active shooter drills with the Sheriff, his staff, the Honorable Judge Brenda Branch, and the Clerk of Superior Court who was present during this meeting.

In addition, Vice Chairman Bazemore encouraged the Sheriff to seek financial reimbursement from Trillium for transportation costs associated with involuntary commitment demands on his department.

- 4) Emergency Services (staffing recommendations are based on revenue targets and call volume expansion trends)
- a. 911 EMS (2 budgeted positions were held vacant for FY 2016-2017 and covered with part-time staff. Funding is restored for FY 2017-2018 and there is an offset from part-time expenditures).
  - b. Non-Emergency Transport (9 additional EMT positions are budgeted as July 1, 2017 with the understanding that the positions will be filled based on call volume and revenue/expenditure “trigger points” monitored by the Finance Director and County Manager, with continued regular updates to the governing body.)
  - c. Phase Two Vehicle procurement—USDA Rural Development (2<sup>nd</sup> loan commitment is \$610,000) and Mitch Cooper is proposing acquisition of five (5) “van style” non-emergency transport ambulances at \$72,000 per unit and \$40,000 for equipment for a total financing proposal of \$400,000. First payment will be due in FY 2018-2019 in the amount of \$46,000 at 2.75% for 15 years, and there is no penalty for early payment.

5) Public Buildings projects for FY 2017-2018

\$24,000	Courthouse restrooms (remodeling and updates) both floors
96,000	Courthouse security renovations
7,565	Council on Aging replace duct work in gym
12,000	County Administration building (Tax Office bullet proof glass, Environcon HVAC controls, 2 <sup>nd</sup> floor windows)
1,500	Old Sheriff’s Office (floor repair in 911 room)
32,083	DSS Environcon HVAC controls, Boiler & Chiller service, parking lot paving
4,650	New Sheriff’s Office replace 3T heat pump
10,000	Sheriff’s narcotics building repairs
<b>\$187,798</b>	<b>Total County buildings—special projects</b>

Finance Officer, William Roberson, noted that the County will continue to maintain a separate line item for courthouse renovations in order to track the year to year expenditures.

\$ 47,000	FY 2017-2018	Blue Jay Recreation Park
70,000	FY 2016-2017	BJRP—construction in progress
150,000	Kate B. Reynolds Grant	—to be disbursed in September 2017
<b>\$267,000</b>	<b>Total</b>	<b>Blue Jay Recreation Park—remaining project committed</b>

**\$50,000                      Total    Animal Shelter renovation/rebuild**

Commissioner Wesson updated the Board on the progress in developing the middle-income housing initiative and the very strong support anticipated from the SECU Foundation. He advised the Board of several strategies and opportunities to strengthen the success of this project.

6) Special Appropriations--\$64,000 is allocated in the contingency line item to provide flexibility for the governing body for any adjustments in the recommended funding levels. A new request received on June 1<sup>st</sup> from the Town of Roxobel is seeking a donation for the 2<sup>nd</sup> Roxobel Ag Festival scheduled for April 7, 2018 with contribution levels ranging from \$100 to \$1,500. No action was taken at this time.

7) School Funding--\$3,003,000 for current expense; and \$375,000 for capital outlay. Any restrictions by budget purpose of funding code will require Board action. Likewise, designation of any portion of these funds for a budget deficit reserve pending review of the FY 2016-2017 audited financials for the school system will require Board approval. No action was taken at this time.

8) Staffing changes and salary adjustments -

- Cost of living adjustment of 3.0 percent effective July 1, 2018.
- Increased annual 401k supplemental retirement contribution of one-half percent (.5%) to achieve 3.0% for non-law enforcement personnel. Law enforcement personnel receive five percent 401k supplemental retirement contribution as required by State law.
- \$200 annual contribution for each employee medical flexible spending account.
- Continuation of the Employee Assistance Program.
- Anticipated seven percent (7.0%) increase in employee health insurance effective January 1, 2018.

- Anticipated twenty-five percent (25%) increase in retiree health insurance effective January 1, 2018. It should be noted that the anticipated cost for retiree health insurance of \$437,500 is budgeted for FY 2017-2018.

The Board briefly reviewed its upcoming regular meeting schedule, and per a short discussion, Commissioner White made a **MOTION** for the Board to cancel its upcoming July 3<sup>rd</sup> regular meeting in lieu of the 4<sup>th</sup> of July holiday. Commissioner Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

Additionally, the Board further discussed its meeting currently scheduled for July 17<sup>th</sup>. After some discussion, the Board agreed that a work session at 2:00 PM on July 10<sup>th</sup> would be sufficient in lieu of any regular meetings in July.

Commissioner Wesson made a **MOTION** for the Board to only host a work session in lieu of any regular July Board meetings on July 10<sup>th</sup> at 2:00PM. All other July Board meetings would be canceled. Vice Chairman Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously.

9) On the horizon for FY 2017-2018:

The County Manager thanked the Board for its diligence and hard work on this budget, especially in light of issues on the horizon...

- Renovation and opening of temporary Public Library facility at the Windsor Square shopping center
- Recovery planning efforts and the Cashie River Basin Drainage feasibility study
- Planning and Design (plus site designation) for the public library and cooperative extension joint facility
- EMS Station One facility relocation and construction
- RFP to be issued for Revaluation Property Tax assessments in August 2017 (review of specifications with the Board prior to RFP issuance).
- Preparation for the renewal of the franchise ordinance and landfill host agreement with Republic Services which is due to be completed by October of 2018. This is a very extensive process!
- Water System capital improvement projects—there are seven (7) open projects and there will be lots of construction activity in the next 24 months.
- Pending legal items—transfer of assets and water system merger agreements for Lewiston-Woodville and Roxobel. In addition, the

County Attorney is preparing the “professional services agreement” with NCSU’s Dr. Barbara Doll for the Cashie River Basin Drainage feasibility study; and the County Attorney is in discussions with legal counsel for a third party’s anonymous private donation toward the new public library (\$100,000 is anticipated).

- 10) Recess the meeting until Monday June 12<sup>th</sup> at 4:00 p.m. for the joint meeting with the Town of Windsor (and hosted by the Town) to review Hurricane Matthew recovery efforts, reports compiled by Holland Planning Consultants, and discussion of redevelopment criteria—especially as it relates to the relocation and construction of a new public library and cooperative extension facility (including joint effort for land acquisition). Also, the County Manager recommended that the Board of Commissioners consider amending the agreement with Holland Planning Consultants to cover administration and reporting for the two Golden Leaf Grants recently announced. A grant administration meeting is scheduled for Tuesday, June 20<sup>th</sup> from 11 a.m. until 3 p.m. And please remember the public hearing on the budget is at 7:00 p.m. Monday night.

Chairman Trent made a **MOTION** to utilize the contingency line item to provide \$52,540 to be added to the proposed budget for the Better Beginnings program which will provide for twelve months of operation. The Motion includes the requirement for quarterly updates to the Commissioners regarding partnership activity involving the school system and DSS. Any savings achieved through these partnership efforts will be credited to the County by reducing the appropriation on a dollar for dollar basis. Commissioner Wesson **SECONDED** the motion. The **MOTION PASSED** in a 4-1 vote with Commissioner Lee voting against.

Chairman Trent made a **MOTION** to have County Administration staff prepare the FY 2017-2018 Budget Ordinance with the tax rate remaining at the current level of 83 cents due to the ongoing financial burdens of disaster recovery efforts and the pending storm season which began on the first of June. All other budget items are to remain as proposed and reviewed by the Board. The Motion further includes an additional appropriation of \$40,000 for one-time emergency roof repairs on the campus of the Roanoke Chowan Community College as a capital outlay contribution. Commissioner Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

**RECESS**

Chairman Trent **RECESSED** this meeting until Monday, June 12<sup>th</sup> at 4:00 PM at the Windsor Town Hall.

---

John Trent, Chairman

---

Sarah S. Tinkham, Clerk to the Board