

**NORTHAMPTON COUNTY
REGULAR SESSION
July 20, 2015**

Be It Remembered that the Board of Commissioners of Northampton County met on July 20, 2015 with the following present: Robert Carter, Fannie Greene, Chester Deloatch, Virginia Spruill, and Joseph Barrett

Others Present: Kimberly Turner, Scott McKellar, and Michelle Nelson

Agenda Work Session:

A 10-minute work session was held to discuss today's agenda items. Chairwoman Greene called upon County Manager Kimberly Turner for input. Ms. Turner noted that under Tab 7, Cheryl Warren will be doing the presentation; Mr. White is out.

Vice-Chairman Barrett mentioned that he wanted to re-discuss the Forestry vehicle that was deleted from the budget. Chairwoman Greene asked Ms. Turner if she had any suggestions on where to put this item on the agenda. Ms. Turner noted that it can be placed as item number 3, under Tab 10.

Regular Session:

Chairwoman Greene called the meeting to order, welcomed everyone, and announced when citizens could make comments. Vice-Chairman Barrett delivered the Invocation, and the Pledge of Allegiance was recited.

Approval of Emergency Meeting Minutes for June 29, 2015:

A motion was made by Chester Deloatch and seconded by Virginia Spruill to approve the Emergency Meeting Minutes for June 29, 2015. **Question Called:** *All present voting yes.* **Motion carried.**

Approval of Closed Session Minutes for June 29, 2015:

A motion was made by Virginia Spruill and seconded by Chester Deloatch to approve the Closed Session Minutes for June 29, 2015. **Question Called:** *All present voting yes.* **Motion carried.**

Approval of Regular Meeting Minutes for July 6, 2015:

A motion was made by Robert Carter and seconded by Virginia Spruill that the Regular Meeting Minutes for July 6, 2015 be adopted. **Question Called:** *All present voting yes.* **Motion carried.**

Approval of Closed Session Minutes for July 6, 2015:

A motion was made by Joseph Barrett and seconded by Robert Carter to approve the minutes for Closed Session for July 6, 2015. **Question Called:** *All present voting yes.* **Motion carried.**

Approval of Agenda for July 20, 2015:

Chairwoman Greene stated that there are a couple of changes. She will add in an introduction for the 4-H representative right after Tab 5. Under Tab 7, instead of John White presenting, Cheryl Warren will be the speaker, and Under Tab 10 we will add the Forestry Vehicle discussion.

A motion was made by Virginia Spruill and seconded by Joseph Barrett to approve the amended agenda for July 20, 2015. **Question Called:** *All present voting yes.* **Motion carried.**

4-H Representative:

Chairwoman Greene called the 4-H Representative up that will be representing the County at the NCACC State Conference next month. Hannah McDermott appeared before the Board to introduce herself.

Public Hearing- CDBG Close-Out:

Chairwoman Greene recessed the regular session to go into a public hearing.

Mr. Mike Scott, of PRO, appeared before the Board to conduct a public hearing to present a summary of the accomplishments, activities, and project expenditures for the recently completed 2011 CDBG Scattered Site Housing Project.

Chairwoman Greene called for public comments.

None were heard.

Chairwoman Greene closed the public hearing to go back into regular session.

A motion was made by Robert Carter and seconded by Virginia Spruill to close-out the project and de-obligate the \$8,772.98 in unexpended funds. **Question Called:** *All present voting yes.* **Motion carried.**

**PLEASE SEE SCANNED DOCUMENTS WHICH ARE
HEREBY MADE A PART OF THESE MINUTES:**

Northampton County 2011 CDBG-SSH Project
Final Accomplishments and Expenditures
July 20, 2015

Project Activity	No. of Units	No. of Beneficiaries	LMI%	Proposed Budget	Actual Expenditures	To Be Deobligated
Rehabilitation	2	2	100%	\$ 153,500.00	\$ 153,173.00	\$ 327.00
Reconstruction	2	2	100%	\$ 174,500.00	\$ 168,650.51	\$ 5,849.49
Clearance	2	NA	NA	\$ 25,000.00	\$ 24,500.00	\$ 500.00
Temporary Relocation Assistance	3	NA	NA	\$ 7,000.00	\$ 5,800.00	\$ 1,200.00
Planning	NA	NA	NA	\$ 7,000.00	\$ 6,884.35	\$ 115.65
Administration	NA	NA	NA	\$ 33,000.00	\$ 32,219.16	\$ 780.84
Total	4	4	100%	\$ 400,000.00	\$ 391,227.02	\$ 8,772.98

Notes:

There were four total units receiving treatment. Two units received Reconstruction and Clearance Assistance and three of the units also received Temporary Relocation Assistance due to the nature of the work.

Grantee Address: P.O. Box 808, Jackson, NC 27845

1. Citizens' Written Comments. (Attach the following three items unless each item was previously submitted to DCA, in which case they may be incorporated by reference.)
 - a. A copy of each written citizen comment, which was received during the reporting period on the grantee's community development performance under
 - b. The grantee's assessment of the comment; and
 - c. A description of any action taken or to be taken in response to the comment as required by 4 NCAC 19L .1002.
2. The grantee's authorized official representative must certify the following:
 - a. To the best of his/her knowledge and belief, data in this report is true and correct;
 - b. The records described in 4 NCAC 19L .0911 are being maintained and will be made available upon request; and
 - c. In accordance with Section 101(c)(9) of the Housing and Community Development Act of 1974, the assistance made available under this CDBG grant is not substantially reducing, below the level of support prior to start-up of the CDBG grant reported here, the amount of local financial support for community development activities.

Title

Date _____

Name: J. Michael Scott

Address: 328 Hamilton St., Roanoke Rapids, NC 27870

Telephone Number: 252-537-9050

Email Address: mike.scott.pro@gmail.com



DIVISION OF COMMUNITY ASSISTANCE

CDBG Closeout Forms

Grantee	Northampton County
Grantee Address	P.O. Box 808, Jackson, NC 27845
Grant Number	11-C-2320
Project Name	Northampton County 2011 CDBG-SSH Project
1st Project Number	C-1
2nd Project Number	
3rd Project Number	
Period	June 22, 2012 - July 25, 2015
Authorized Representative	
Name	Fannie P. Greene
Title	Chairwoman
Preparer of Information	
Name	J. Michael Scott
Address	328 Hamilton St., Roanoke Rapids, NC 27870
Telephone Number	252-537-9050
Email Address	mike.scott.pro@gmail.com
Property acquired with CDBG funds?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**NORTH CAROLINA DEPARTMENT OF COMMERCE
CDBG FINAL PERFORMANCE REPORT**

GRANT NO. 11-C-2320

PROJECT NO. C-1 **Period:**

USE OF PROGRAM INCOME PAGE

1 Anticipated Program Income	2 Actual Program Income Received	3 Program Income Expended	4 Expended On Activity Name	5 Expended On Activity Code
NA				

Will grantee exceed \$25,000 in Program Income during the next 12 months? YES ____ NO X

What is the approximate date for exceeding \$25,000 in Program Income?

Grantee	Northampton County	Activity Name	Administration
Grant Number	11-C-2320	Project:	Northampton County 2011 CDBG-SSH
Acct Number	1060		C1 X
Activity Code	13		L1
Budgeted	\$33,000.00	Expended	\$32,219.16

	Proposed	Actual
Linear Feet		
Properties		
Units, Dwelling		
Households by percentage of HUD Median Family Income Levels		
Above Moderate Income Households > 80%		
Moderate Income Households 51-80%		
Low Income Households 30-50%		
Very Low Income Households <30%		
Total Households	0	0
Persons by percentage of HUD Median Family Income Levels		
Above Moderate Income Households > 80%		
Moderate Income Households 51-80%		
Low Income Households 30-50%		
Very Low Income Households <30%		
Total Persons	0	0
Jobs		
Micro Enterprise		
Female Head of Household		
Hispanic		
American Indian or Alaska Native		
Asian		
Black or African American		
Native Hawaiian or Other Pacific Islander		
White		
American Indian or Alaska Native & White		
Asian & White		
Black or African American & White		
American Indian or Alaska Native & Black or African American		
Other Multi-Racial		
Non-Hispanic		
American Indian or Alaska native		
Asian		
Black or African American		
Native Hawaiian or Other Pacific Islander		
White		
American Indian or Alaska Native & White		
Asian & White		
Black or African American & White		
American Indian or Alaska Native & Black or African American		
Other Multi-Racial		

Grantee	Northampton County	Activity Name	Planning
Grant Number	11-C-2320	Project:	Northampton County 2011 CDBG-SSH
Acct Number	1058		C1 X
Activity Code	12		L1
Budgeted	\$7,000.00	Expended	\$6,884.35

	Proposed	Actual
Linear Feet		
Properties		
Units, Dwelling		
Households by percentage of HUD Median Family Income Levels		
Above Moderate Income Households > 80%		
Moderate Income Households 51-80%		
Low Income Households 30-50%		
Very Low Income Households <30%		
Total Households	0	0
Persons by percentage of HUD Median Family Income Levels		
Above Moderate Income Households > 80%		
Moderate Income Households 51-80%		
Low Income Households 30-50%		
Very Low Income Households <30%		
Total Persons	0	0
Jobs		
Micro Enterprise		
Female Head of Household		
Hispanic		
American Indian or Alaska Native		
Asian		
Black or African American		
Native Hawaiian or Other Pacific Islander		
White		
American Indian or Alaska Native & White		
Asian & White		
Black or African American & White		
American Indian or Alaska Native & Black or African American		
Other Multi-Racial		
Non-Hispanic		
American Indian or Alaska native		
Asian		
Black or African American		
Native Hawaiian or Other Pacific Islander		
White		
American Indian or Alaska Native & White		
Asian & White		
Black or African American & White		
American Indian or Alaska Native & Black or African American		
Other Multi-Racial		

Grantee	Northampton County	Activity Name	Rehabilitation, Private
Grant Number	11-C-2320	Project:	Northampton County 2011 CDBG-SSH Project
Acct Number	1042		C1 X
Activity Code	9A		L1
Budgeted	\$360,000.00	Expended	\$352,123.51

	Proposed	Actual
Linear Feet		
Properties		
Units, Dwelling		
Households by percentage of HUD Median Family Income Levels		
Above Moderate Income Households > 80%		
Moderate Income Households 51-80%		
Low Income Households 30-50%		
Very Low Income Households <30%	4	4
Total Households	4	4
Persons by percentage of HUD Median Family Income Levels		
Above Moderate Income Households > 80%		
Moderate Income Households 51-80%		
Low Income Households 30-50%		
Very Low Income Households <30%	4	4
Total Persons	4	4
Jobs		
Micro Enterprise		
Female Head of Household		
Hispanic		
American Indian or Alaska Native		
Asian		
Black or African American		
Native Hawaiian or Other Pacific Islander		
White		
American Indian or Alaska Native & White		
Asian & White		
Black or African American & White		
American Indian or Alaska Native & Black or African American		
Other Multi-Racial		
Non-Hispanic		
American Indian or Alaska native		
Asian		
Black or African American	4	4
Native Hawaiian or Other Pacific Islander		
White		
American Indian or Alaska Native & White		
Asian & White		
Black or African American & White		
American Indian or Alaska Native & Black or African American		
Other Multi-Racial		

CERTIFICATE OF COMPLETION

1. Grantee: Northampton County 2. Grant Number: 11-C-2320
 3. Project Name: Northampton County 2011 CDBG-SSH I 4. Project Number: C-1

5. Final Statement of Costs				
Program Activity Categories (a)	To Be Completed by Recipient		Total Costs (Col. b + c) (d)	To Be Completed by DOC
	Paid Costs (b)	Unpaid Costs (c)		Approved Total Costs (e)
a. Acquisition	\$0.00		\$0.00	
b. Disposition	\$0.00		\$0.00	
c. Public facilities and improvements				
(1) Senior and handicapped centers	\$0.00		\$0.00	
(2) Parks, playgrounds and recreation facilities	\$0.00		\$0.00	
(3) Neighborhood facilities	\$0.00		\$0.00	
(4) Solid waste disposal facilities	\$0.00		\$0.00	
(5) Fire protection facilities and equipment	\$0.00		\$0.00	
(6) Parking facilities	\$0.00		\$0.00	
(7) Street improvements	\$0.00		\$0.00	
(8) Flood and drainage improvements	\$0.00		\$0.00	
(9) Pedestrian improvements	\$0.00		\$0.00	
(10) Other public facilities	\$0.00		\$0.00	
(11) Sewer improvements	\$0.00		\$0.00	
(12) Water improvements	\$0.00		\$0.00	
d. Clearance activities	\$0.00		\$0.00	
e. Public services	\$0.00		\$0.00	
f. Relocation assistance	\$0.00		\$0.00	
g. Construction, rehab. and preservation activities				
(1) Construction or rehab. of com. & indust. bldgs.	\$0.00		\$0.00	
(2) Rehabilitation of privately owned buildings	\$352,123.51		\$352,123.51	
(3) Rehabilitation of publicly owned buildings	\$0.00		\$0.00	
(4) Code enforcement	\$0.00		\$0.00	
(5) Historic preservation	\$0.00		\$0.00	
h. Development financing				
(1) Working capital	\$0.00		\$0.00	
(2) Machinery and equipment	\$0.00		\$0.00	
i. Removal of architectural barriers	\$0.00		\$0.00	
j. Other activities	\$0.00		\$0.00	
k. Subtotal	\$352,123.51		\$352,123.51	
l. Planning	\$6,884.35		\$6,884.35	
m. Administration	\$32,219.16		\$32,219.16	
n. Total	\$391,227.02		\$391,227.02	
o. Less: Program Income Applied to Program Costs			\$0.00	
p. Equal: Grant Amount Applied to Program Costs	\$391,227.02		\$391,227.02	

6. Computation of Grant Balance		
Description (a)	To Be Completed By Recipient	To Be Completed By DOC
	Amount (b)	Approved Amount (c)
(1) Grant Amount Applied To Program Costs (From Line p)	\$391,227.02	
(2) Estimated Amount For Unsettled Third - Party Claims		
(3) Subtotal	\$391,227.02	
(4) Grant Amount Per Grant Agreement	\$ 400,000.00	
(5) Unutilized Grant To Be Canceled (Line 4 Minus Line 3)	\$ 8,772.98	
(6) Grant Funds Received	\$ 391,227.02	
(7) Balance of Grant Payable (Line 3 Minus Line 6)*		

* If Line 6 exceeds Line 3, enter the amount of the excess on Line 7 as a negative amount. This amount shall be repaid to DOC by check, unless DOC has previously approved use of these funds.

7. Program Income	
a) Amount of existing program income:	_____
b) Amount of anticipated program income:	_____
c) If program income exists or is anticipated, describe the proposed application(s):	

8. Unpaid Costs and Unsettled Third Party Claims	
Are there any unpaid costs or unsettled third party claims against the recipient's grant? Type "yes" or "no." If yes, in the box below describe the circumstances and amounts involved.	

9. Remarks (For DOC Use Only)	
<input type="checkbox"/>	Please note that all financial records, supporting documents and other records pertinent to the community development program must be retained for a minimum of five (5) years from the date of this letter.
<input type="checkbox"/>	This grant is closed pending receipt and approval of your final audit by Division of Community Assistance (CA).
<input type="checkbox"/>	Town
<input type="checkbox"/>	City
<input type="checkbox"/>	County

10. Certification of Recipient		
It is hereby certified that all activities undertaken by the Recipient with funds provided under the grant agreement identified on page 1 hereof, have, to the best of my knowledge, been carried out in accordance with the grant agreement; that proper provisions have been made by the Recipient for the payment of all unpaid costs and unsettled third party claims identified on page 1 hereof; that the State of North Carolina is under no obligation to make any further payment to the Recipient under the grant agreement in excess of the amount identified on Line 7 hereof; and that every other statement and amount set forth in this instrument is, to the best of my knowledge, true and correct as of this date.		
Date	Typed Name and Title of Recipient's Authorized Representative	Signature of Recipient's Authorized Representative
_____	Fannie P. Greene (Name)	√ _____
_____	Chairwoman (Title)	

11. DOC Approval		
This Certification of Completion is hereby approved. Therefore, I authorize cancellation of the unutilized contract commitment and related funds reservation and obligation of \$ _____, less \$ _____ previously authorized for cancellation (from Section 6, line 6, page 1).		
Date	Typed Name and Title of DOC Authorized Representative	Signature of DOC's Authorized Representative
_____	Melody Adams Director	√ _____

Partnerships to Improve Community Health Agreement:

Ms. Cheryl Warren of the Health Department appeared before the Board for approval of the agreement between Partnerships to Improve Community Health and Northampton County Health Department to receive grant funds to educate the community on Health Foods and Tobacco Free living.

Albemarle Regional Health Services received a grant from the CDC back in September of last year, and they divvy out the funds to the different Health Departments.

A motion was made by Virginia Spruill and seconded by Joseph Barrett to approve the proposed agreement between Northampton County Health Department and Partnerships to Improve Community Health to provide education on tobacco free living and access to health foods with an effective date of September 30, 2014. **Question Called:** *All present voting yes.* **Motion carried.**

**PLEASE SEE SCANNED DOCUMENTS WHICH ARE
HEREBY MADE A PART OF THESE MINUTES:**



NORTHAMPTON COUNTY HEALTH DEPARTMENT

9495 NC 305 HIGHWAY
POST OFFICE BOX 635
JACKSON, NORTH CAROLINA 27845



DECISION PAPER

TO: Northampton County Board of County Commissioners
FROM: Northampton County Health Department
DATE: July 20, 2015
RE: Partnerships to Improve Community Health (PICH) Agreement

PURPOSE:

The purpose of this decision paper is to request the Board of Commissioners' approval of the agreement between Partnerships to Improve Community Health and Northampton County Health Department to receive grant funds to educate the community on Health Foods and Tobacco Free Living.

FACTS:

1. Albemarle Regional Health Services received grant funding through the CDC for the Partnerships to Improve Community Health (PICH) initiative.
2. The purpose of this initiative is to address the risk factors for the major causes of death in Northeastern North Carolina.
3. The funding covers 15 counties with focus areas in tobacco free living and access to healthy foods.
4. Northampton County Health Department will receive \$2,250.00 to educate the community in these focus areas.
5. This contract was sent to Scott McKellar on June 30, 2015 to go through the contract process.
6. The agreement was presented to the Board of Health at their July 9, 2015 meeting.
7. Effective date of the contract will be September 30, 2014, upon approval.

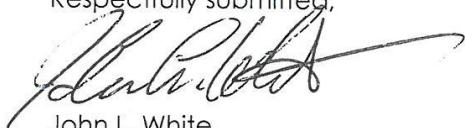
DISCUSSION:

Albemarle Regional Health Services received a grant from the CDC for the Partnerships to Improve Community Health initiative. The funding covers 15 counties in Northeastern North Carolina and focuses on tobacco free living and access to healthy foods. Northampton County Health Department will receive \$2,250.00 from this grant funding to provide education in the focus areas to Northampton County citizens. The contract was sent to the county attorney, Scott McKellar, on June 30, 2015 to go through the contract process. The contract was presented to the Board of Health at their July 9, 2015 meeting.

RECOMMENDATIONS:

The Northampton County Health Department recommends that the Commissioners approve the proposed agreement between Northampton County Health Department and Partnerships to Improve Community Health to provide education on tobacco free living and access to healthy foods with an effective date of September 30, 2014.

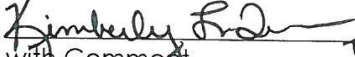
Respectfully submitted,



John L. White,
Acting Health Director

COORDINATION:

County Manager:

Concur  1/13/15
Concur with Comment _____
Non-concur _____

Finance Director:

Concur 
Concur with Comment _____
Non-concur _____

Partnership to Improve Community Health (PICH)—DP14-1417—ARHS DP005711

**Contract for Local Community Entity by and between Northampton County, North Carolina,
by and through the Northampton Health Department
and Albemarle Regional Health Services (ARHS)**

I. Name of Contractor: Institution

Northampton County Health Department
9495 NC 305 HWY
PO Box 635
Jackson, NC 27845
Interim Health Director, John White

II. Method of Selection: Sole Source

Local health departments embody the public's needs and promote and protect the health of people and the communities where they live, learn, work, and play. Public Health staff, and the programs and services provided, encourage healthy behaviors. Based on the comprehensive Community Health Assessments led by the northeastern North Carolina local health departments, community health partners including hospitals, prioritize health issues with the community. The local health departments, through the Northeastern NC Partnership for Public Health, continue to partner to educate people about their individual health as well as population health and assure the conditions in which people can be healthy.

The local health departments serving the 17 northeastern counties possess the expertise, leadership, and experience to assist with interventions in the areas of tobacco-free living, healthy foods, and communication through the PICH project objectives; and

III. Period of Performance:

September 30, 2014 - September 29, 2015

IV. Scope of Work:

Services:

1. Identify staff member(s) within the local health department to be engaged members of the Healthy Foods and/or Tobacco Free Living Coalitions and participate in meetings conducted and work between meetings (if applicable) to implement the PICH project Community Action Plan (CAP).

2. Identify and involve other key stakeholders within Northampton County in the recruitment of Coalition members to support the implementation of goals and objectives for regional activity.
3. Identify opportunities for early success related to healthy foods, tobacco free living, and/or communication that supports the implementation of population-based strategies that expand the reach and health impact of the policy, systems, and environmental (PSE) improvements as defined in the Scope of Work (IV) for the Partnerships to Improve Community Health (PICH) award.
 - a. This includes, but not limited to, contracting with Healthy Carolinians, Cooperative Extension, or other organizations dedicated to achieving Healthy Food and/or Tobacco Free Living strategies as defined in the Objectives (detailed below) in the Partnerships to Improve Community Health (PICH) award.
 - b. For the purchase of Tobacco Free Living or Healthy Foods (farmers markets) signage, QuitlineNC materials, WIC materials, media, training, expert speaker as defined in the Objectives (detailed below).
 - c. Staff time for educating others and serving as an intervention lead for Tobacco Free Living or Healthy Foods activities as defined in the Objectives (detailed below).
4. Communicate on a regular basis with local government officials including county/town managers, as well as county commissioners related to PICH Project messaging and updates for county and municipalities regarding Tobacco Free Living and Healthy Foods.
5. Provide a report on local progress toward meeting regional objectives.

Objectives:

1--Increase the number of people with improved access to smoke-free and tobacco-free environments in Northampton County.

- Increase the number of people who are provided with a safe and healthy smoke-free or tobacco-free environment in all county government buildings, by decreasing exposure to secondhand smoke and by decreasing tobacco use in Northampton County as health outcomes related to heart disease, stroke, and diabetes are improved.

2--Increase the number of people with improved access to environments with healthy food and beverage options in Northampton County.

- Improve access to fresh fruits and vegetables in food desert areas by increasing the number of Farmers Markets, Mobile Markets, and Community Supported Agriculture (CSA) sites and expand access and provision of EBT/SNAP for healthy foods purchases at Farmers Markets, Mobile Markets, and CSA's.

V. Method of Accountability:

The progress and performance of the Health Department will be monitored via participation of a selected Health Department representative at monthly Coalition meetings as well as through a final written report denoting progress to date related to the strategies and review of the PICH Community Action Plan. Jill C. Jordan, ARHS PICH Principal Investigator, and Jerry L. Parks, ARHS Health Director and PICH Project Director, will be responsible for oversight of this contract with the Northampton County Health Department Health Director.

VI. Itemized Budget and Justification:

Approved Healthy Foods & Tobacco Free Living Project Objectives	\$2,250
as stated in the PICH - Community Action Plan for ARHS Year 1 – PER COUNTY	
Total Year 1	\$2,250

Submit Invoices for reimbursement to:

Ginger Midgett at gmidgett@arhs-nc.org

or

PO Box 189, Elizabeth City, NC 27907-0189

Fannie P. Greene, Chair
Northampton County Board
of Commissioners

Jerry L. Parks, MPH
Project Director
Albemarle Regional
Health Services

R. Battle Betts
Authorized Business Official

Date

Date

Date

Preventative Maintenance Agreement for Heating and Cooling Systems:

Mr. Jason Morris, Public Works Director, appeared before the Board to obtain approval for a maintenance agreement with Allred Mechanical Services, Inc. (AMS) to maintain all Heating and Cooling Systems in Buildings owned by Northampton County.

A motion was made by Joseph Barrett and seconded by Robert Carter to approve the preventative maintenance agreement to Allred Mechanical Service, Inc. for maintenance of all heating and cooling systems in buildings owned by Northampton County. **Question Called:** *All present voting yes.* **Motion carried.**

**PLEASE SEE SCANNED DOCUMENTS WHICH ARE
HEREBY MADE A PART OF THESE MINUTES:**

Decision Paper

To: Northampton County Board of Commissioners

From: Jason S. Morris, Public Works Director

Date: July 20, 2015

Reference: Preventative Maintenance Agreement for Heating and Cooling Systems

Purpose: The purpose of this decision paper is to obtain approval of the Board of Commissioners for a maintenance agreement with Allred Mechanical Services, Inc. (AMS) to maintain all Heating & Cooling Systems in Buildings owned by Northampton County.

Facts:

1. In accordance with NCGS 143-131, the informal bid process was used and proposals were received by the Public Works Department from qualifying firms for a Preventative Maintenance Agreement to maintain all heating and cooling systems in buildings owned by Northampton County.
2. The bids received were as follows:

a. Allred Mechanical Services Inc.	\$24,000.00
b. SE & M Constructors Inc.	\$40,381.67
c. Roanoke Valley Heating & Cooling	\$46,000.00
3. There will be 2 major Preventive Maintenance inspections done each year, and 2 minor quarterly inspections. Materials will be supplied by the AMS, including belts, filters, and cleaners for each inspection.
4. Technicians will check in and out with the Building and Grounds Supervisor, on arrival and departure on a daily basis. Technicians will also fill out maintenance reports on each piece of equipment completely and leave copies on sight with the Buildings and Grounds Supervisor.
5. Agreement covers all Heating and Cooling equipment listed for Northampton County buildings
6. Agreement pricing is good for a period of 3 years and may be renewed annually after review by the County and AMS for amendments. Both the County and AMS reserve the right to cancel this agreement at any time with a thirty day written notice.
7. The Annual Agreement cost will be \$24,000.00 and begins July 20, 2015 and ends June 30, 2016. This will be paid in intervals upon completion of each quarterly inspection. All other work performed will be invoiced separately.

Discussion: This preventative maintenance contract is to ensure that all of our heating and cooling units on buildings remain in proper working order.

Recommendation: It is the recommendation of the Public Works Department that the Board of Commissioners award the Preventative Maintenance Agreement to Allred Mechanical Services, Inc. for maintenance of all heating and cooling systems in buildings owned by Northampton County.

Respectfully submitted,



Jason S. Morris
Public Works Director

Coordination:

Finance Officer

Concur Dot Vido

Non-concur _____

Concur with comment _____

County Manager

Concur Kimberly R. Dean 7/14/15

Non-concur _____

Concur with comment _____

Action by Decision Makers

Approve _____

Disapprove _____

Other _____



COMMERCIAL, RESIDENTIAL & INDUSTRIAL HVAC CONTRACTORS

2449 Eastern Ave. (PO Box 7663) Rocky Mt, NC 27804

Office (252) 443-5659 Fax (252) 443-5601

NC License # 20208

6/29/2015

Northampton County

Public Buildings PM Contract

Attn: Jason Morris

We are pleased to quote for the above, a service agreement as follows:

Perform HVAC PM and repairs on buildings and equipment as listed and attached to this proposal. Equipment Schedules attached as well defining work performed and frequency. These prices are for a period of three (3) years.

The following rates will apply to all work not included or as described above.

Standard hourly labor rate: \$ 80.00

Overtime hourly labor rate: \$112.50

No Trip (fuel) charge for service calls

All material at cost plus mark up.

The above work is to be performed by a qualified service technician employed by Allred Mechanical Service. In the event that a deficiency in the equipment is detected during the normal service of the equipment, the technician is instructed to notify the owner of any repairs needed. The cost of the repairs (labor & material) are not included as part of this agreement.

Total Service Agreement Cost: **\$24,000.00**, to be paid quarterly after each service has been performed in the amount of \$6000.00.

This agreement can be terminated by a representative of Northampton County or AMS at any time with a 30 day notice.

This agreement is by and between Allred Mechanical Services, Inc. ("AMS") and Northampton County, North Carolina ("the County"). This agreement for services is to begin on the ____ day of ____, 2015 and will end on June 30, 2016. This agreement may be renewed for 2 successive terms to begin on July 1 and end on June 30 of each subsequent year.

I/we agree to the stated terms and conditions and accept this proposal
and authorize the work to be performed.

Signatures:

By: _____ Date: _____


Fannie P. Greene, Chairwoman

Attest: _____ Date: _____

Clerk to the Board

AMS  Date: 6.29.15

Authorized AMS Company Officer

This instrument has been pre-audited in the manner as Per N.C.G.S. 159-28
(a) , Northampton County Finance Officer

Ad Valorem Tax Appeals, Motor Vehicle Refunds for June 2015, and Present Use Appeal:

Mrs. Cathy Allen, Tax Administrator, appeared before the Board to obtain approval to release or refund Ad Valorem taxes assessed in the amount of \$2,471.24 on six appeals.

A motion was made by Robert Carter and seconded by Joseph Barrett that the Board approve the request for the release or refund of the ad valorem tax appeals submitted herewith in the amounts and for the reasons stated on the listings. **Question Called:** *All present voting yes.* **Motion carried.**

Mrs. Allen also asked for the Board's approval to release or refund Ad Valorem taxes assessed in the amount of \$1,329.49 on 31 appeals.

A motion was made by Virginia Spruill and seconded by Chester Deloatch that the Board of County Commissioners approve the request for the release or refund of the ad valorem tax appeals submitted herewith in the amounts and for the reasons stated on the listings. **Question Called:** *All present voting yes.* **Motion carried.**

Finally, Mrs. Allen asked to obtain the Board's approval of the attached list of late Present Use Applications submitted due to a transfer of property, when the application meets all requirements of General Statute 105-277.

A motion was made by Robert Carter and seconded by Joseph Barrett to approve the late present use application received on the above list of parcels and property owners for 2014. **Question Called:** *All present voting yes.* **Motion carried.**

Resolution to Change the Requisite Funding Formula and Management Matters:

Ms. Kimberly Turner, County Manager, appeared before the Board on behalf of the Parents for Moore, and in support of the Moore County Commissioners to present a resolution requesting the North Carolina General Assembly to change the requisite funding formula to increase the number of allotted classroom teachers' positions by applying the formula to individual schools and grades rather than districtwide, and fund these positions by the current budgeted amount.

A motion was made by Virginia Spruill and seconded by Chester Deloatch that the Northampton County Board of Commissioners approve the resolution to the North Carolina General Assembly to change the requisite funding formula to increase the number of allotted classroom teachers' positions by applying the formula to individual schools and grades rather than districtwide and fund these positions by the current budgeted amount. **Question Called:** *All present voting yes.* **Motion carried.**

Ms. Turner also reminded the Board that they've asked for a retreat. She is looking at the month of September and asked if they could check their calendar. There was a Board consensus to set a date at the next meeting.

Ms. Turner also wanted to coordinate, and give details for the ride to Raleigh tomorrow for a press conference.

Vice-Chairman Barrett addressed the Forestry Vehicle matter. He stated that in the deliberations about the budget, they agreed that there was a need for the vehicle prior to the budget hearing. He asked that the Board fund the vehicle, and take the money out of contingency. Commissioner Carter stated that if the funds can be found, then he can support the decision. Chairwoman Greene asked Ms. Turner about her recommendation on taking the funds out of Contingency. Ms. Turner does not recommend taking any funds out of Contingency at the beginning of the fiscal year; she suggested that the Board look at this matter again possibly around January to make sure that the expenditures and revenues are matching the way that they are supposed to. Ms. Turner mentioned that she can speak with the Forestry Director to see when the deadline is for the State, then she will see what we can do within the Fund Balance to be able to appropriate anything out of that. She will also speak with the Finance Officer to see if there is any other funding available, if not, it may have to come from Contingency.

Chairwoman Greene asked if Ms. Turner could talk with Mrs. Vick and the Forestry Director and get back with the Board at the next meeting. She stated that the discussion will be tabled until then.

**PLEASE SEE SCANNED DOCUMENTS WHICH ARE
HEREBY MADE A PART OF THESE MINUTES:**

Northampton County

"A GREAT PLACE TO RAISE FAMILIES, PROFITS AND EXPECTATIONS"

BOARD OF COMMISSIONERS

P. O. BOX 808

JACKSON, N. C. 27845

PHONE (252) 534-2501 • FAX (252) 534-1166

RESOLUTION REQUESTING THE NORTH CAROLINA GENERAL ASSEMBLY TO CHANGE THE REQUISITE FUNDING FORMULA TO INCREASE THE NUMBER OF ALLOTTED CLASSROOM TEACHERS' POSITIONS BY APPLYING THE FORMULA TO INDIVIDUAL SCHOOLS AND GRADES RATHER THAN DISTRICTWIDE AND FUND THESE POSITIONS BY THE CURRENT BUDGETED AMOUNT

WHEREAS, the North Carolina General Assembly sets forth certain funding formulas for the Department of Public Instruction to apply when funding public education; and

WHEREAS, the State determines the number of teachers' positions allotted to each school district based upon the number of students in each grade. The State determines the student to teacher ratio as well. Currently, for kindergarten classes, the student to teacher ratio is 1/18. Thus, there must be one teacher for every 18 kindergarten students. The State takes the total number of kindergartners in each school district and then applies the ratio to determine the allotted kindergarten teachers. Since the State applies the ratio in this manner, it appears that the individual school's needs for teacher's positions are often not met since the student counts vary from school to school. Take for instance four schools which have 25 kindergarten students in each school in a single school district. When you apply the State required student teacher ratio of 1/18 in this scenario, you will calculate a need for 8 teachers. However, when you use the formula the State uses, you would add all the kindergarten students into a single number equaling 100. Next, you would apply the student teacher ratio and divide 100 total kindergartners by 18 students, which equal 5.5 teachers when 8 teachers are actually needed. This is an example of how the State's funding formula creates a shortfall in teachers' positions. In the past, and presently, the counties and local taxpayers have been funding the shortfall of teachers' positions, which cost in the millions of dollars in local tax money; and

WHEREAS, currently the formula for funding classroom teachers is based upon the number of teachers' positions times the average salary plus benefits for each school system. However, the schools districts are not given the budgeted amount; they are given a monthly reimbursement for actual expenses and not enough to cover all positions required based upon the State determined student teacher ratio. The amount reimbursed is lower than budgeted amounts for the teachers' positions; and

WHEREAS, the State could cover this shortfall of teachers' positions by applying the funding formula based upon individual schools and grades instead of only applying one total number for teachers' positions for the entire school district; and

WHEREAS, it appears that the money to cover this shortfall for teachers' positions is already budgeted for in the State's budget given the unencumbered money remaining after the actual reimbursed amounts are deducted from the budgeted amounts for teachers' positions; and

WHEREAS, if the State budgets for teachers' positions, then the State should pay all of the budgeted money necessary to fund these needed positions and not rely on the local taxpayer to cover the shortfall.

NOW, THEREFORE BE IT RESOLVED, that the Northampton County Board of Commissioners request the North Carolina General Assembly to make the necessary revisions to its funding formula to fund the needed teachers' positions in the local schools by applying the formula by individual schools and grades rather than one number for the entire school district and use the remaining unencumbered budgeted amount to pay for these needed positions, thereby relieving the local tax payer of this unnecessary burden of funding teachers' positions which are already budgeted for by the State.

Adopted this the 20th day of July, 2015.

Fannie P. Greene, Chairwoman
Northampton County Board of Commissioners

ATTEST:

Michelle Nelson, Clerk
Northampton County Board of Commissioners

Citizens/Board Comments:

Chairwoman Greene called for citizens comments.

Mr. Tony Burnette, the NAACP President for Northampton County, appeared before the Board with several concerns. The first concern was in reference to the water and sewer rates in the Garysburg area. He mentioned a petition that was brought before the Board earlier, and wanted to know if the Board made contact with those residents with the findings, and asked why the rates are affecting the Garysburg area the way that it is. Chairwoman Greene asked Public Works Director Jason Morris to answer the question concerning the water rates in Garysburg.

Chairwoman Greene recognized Senator Erica Smith-Ingram and asked if she could address the Board. The Senator stated that she is asking for the Commissioners' support for a revenue source that will help solve some of the problems with funding education in Northampton County. She mentioned a sales tax distribution plan that she spoke of in a previous meeting with the Board. Senator Harry Brown has tweaked the formula where 80% of the sales tax is per capita. This is the amount that will be distributed across the Counties so that we can have a revenue stream in Eastern North Carolina, and the 20% will go to the point of sale. 80% of that revenue coming in will go towards school systems.

Chairwoman Greene called for a three minute break.

Mr. Burnette addressed the Board once again to mention his concern about the Commodity Food issue not being offered to Northampton County citizens anymore. Mr. Burnette wanted to know if this issue has been followed up on. Ms. Turner stated that she is working with the Office on Aging, and they have a plan in place to get that service back on the West end of the County. Mr. Burnette also inquired about the Board of Commissioners and the Board of Education being in mediation. Finally, Mr. Burnette mentioned current salary increases given to some County staff, but stated that the County says they do not have the money for the Northampton County School System.

Mr. Floyd Joiner appeared before the Board with concerns about Northampton County Schools, and asked the Board to think about how they can fund education.

Ms. Belinda Joyner appeared before the Board to get an update on violations for Mr. Redwine's business, as well as Porta Johns. County Attorney McKellar mentioned that action has been taken against Mr. Redwine and things are moving forward, but he is not aware of the Porta John issue.

Mr. Burnette had one last comment where he admonished the Board to give all the County employees a cost of living raise.

Chairwoman Greene called for Board comments.

Commissioner Spruill agreed with an earlier statement that Mr. Burnette made regarding having a public hearing before the Board decided to change the water rates. She mentioned that this gave them insight as to what they should've done when the Board did that. She feels that the Board realized when there are difficult situations where a decision needs to be made, that they should involve the citizens.

Chairwoman Greene mentioned that she attended the NACo conference last week in Charlotte, NC, and that she has been chosen as one of nine Commissioners for an advanced leadership training taking place in Chapel Hill in September.

Commissioner Carter mentioned that he, Vice-Chairman Barrett, EDC Director Gary Brown, and representatives from Dominion took a tour of a compressor station in Leesburg, VA. This is in reference to the Atlantic Coast Pipeline that will be coming through Northampton County, which will also house a compressor station.

Rev. Webb wanted to make comments to the Board sharing his concern about the children of this County. He feels that issues with the Board of Commissioners and the Board of Education have been going on for a long time, and there should be a cut-off point. He believes that both Boards should get on one accord to educate the students.

Another citizen addressed the Board with an idea that the County may be able to seek outside organizations and programs to help fund education.

A motion was made by Robert Carter and seconded by Virginia Spruill to recess regular session.

Question Called: All present voting yes. Motion carried.

A motion was made by Joseph Barrett and seconded by Robert Carter to enter into closed session for the purpose of G.S. 143-318.11(a)(6) for personnel and G.S. 143-318.11(a)(3) regarding the dispute with the School Board. **Question Called: All present voting yes. Motion carried.**

Closed Session- G.S. 143-318.11(a)(6) and G.S. 143-318.11(a)(3):

A motion was made by Chester Deloatch and seconded by Virginia Spruill to adjourn closed session. **Question Called: All present voting yes. Motion carried.**

A motion was made by Joseph Barrett and seconded by Robert Carter to enter into regular session. **Question Called: All present voting yes. Motion carried.**

A motion was made by Robert Carter and seconded by Chester Deloatch to adjourn. **Question Called: All present voting yes. Motion carried.**

Michelle Nelson, Clerk to the Board
"r.m. 07-20-15"