

**NORTHAMPTON COUNTY
REGULAR SESSION
September 17, 2018**

Be It Remembered that the Board of Commissioners of Northampton County met on September 17, 2018 with the following present: Fannie Greene, Chester Deloatch, Charles Tyner, Geneva Faulkner, and Robert Carter.

Others Present: Kimberly Turner, Scott McKellar, Nathan Pearce, and Komita Hendricks.

Vice Chair Greene called the meeting to order.

A motion was made by Geneva Faulkner and seconded by Chester Deloatch to enter into Closed Session for G.S. 143-318.11 (a)(6) and G.S. 143-318.11 (a)(3). **Question Called: All present voting yes. Motion carried.**

Chairman Carter entered the meeting.

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

Agenda Work Session:

A work session was held to discuss today's agenda items. Chairman Carter called upon County Manager Kimberly Turner for input. Ms. Turner had no changes. Chairman Carter called upon Commissioners for input. Commissioners had no changes.

Regular Session:

Chairman Carter called the meeting to order, welcomed everyone, and announced when citizens could make comments. Chairman Carter called for a moment of silence and invited everyone to participate in the Pledge of Allegiance.

Approval of Regular Session Minutes for September 5, 2018:

A motion was made by Chester Deloatch and seconded by Fannie Greene to approve the Regular Session Minutes for September 5, 2018. **Question Called: All present voting yes. Motion carried.**

Approval of Closed Session Minutes for September 5, 2018:

A motion was made by Fannie Greene and seconded by Chester Deloatch to approve the Closed Session Minutes for September 5, 2018. **Question Called: All present voting yes. Motion carried.**

Approval of Agenda for September 17, 2018:

A motion was made by Geneva Faulkner and seconded by Chester Deloatch to approve the agenda for September 17, 2018 with no changes. **Question Called:** *All present voting yes.* **Motion carried.**

Public Hearing 2018 CDBG-Barrows Mill Road:

Chairman Carter recessed regular session to convene a Public Hearing.

Mr. Gary Brown, EDC Director, appeared before the Board for the purpose of the 2018 Community Development Block Grant Infrastructure Program which involves Barrow's Mill Road. The program will construct a sewer main and pump station to serve up to twelve low to moderate-income households and tie into the wastewater treatment system of the Town of Jackson.

Chairman Carter asked if there were questions from the audience.

None were heard.

Chairman Carter asked if the Board had any questions or comments.

Commissioner Tyner made comments referencing his disagreement about the project, but will support the project due to time restraint.

Commissioner Faulkner asked how many low to moderate citizens this project will support.

Mr. Brown stated that this project will benefit eleven low to moderate citizens. He also stated that there is other citizens and commercial business that doesn't qualify for the grant, but will be able to tap on to the line for a fee.

Chairman Carter closed the Public Hearing to reconvene regular session.

Commissioner Greene asked if the church will have to pay.

Mr. Brown stated yes that is called a tap fee.

A motion was made by Geneva Faulkner and seconded by Chester Deloatch to approve the application for the CDBG-I grant for Barrow's Mill Road to service eleven low to moderate households and two additional properties for a tapping fee and authorize the Chairman, the County Manager, and other staff as appropriate to conduct such activities and execute all documents necessary to submit the funding application for the funding cycle ending 30 days after September 28, 2018. **Question Called:** *All present voting yes.* **Motion carried.**

PLEASE SEE SCANNED DOCUMENTS WHICH ARE

HEREBY MADE A PART OF THESE MINUTES:

Information/ Decision Paper

To: Northampton County Board of Commissioners
From: Gary Brown, Northampton County Economic Development Commission
Date: September 11, 2018
Subject: Public Hearing, Community Development Block Grant – Infrastructure
Barrow's Mill Road Wastewater Project

PURPOSE:

The North Carolina Department of Environmental Quality (NCDEQ) and the North Carolina Department of Commerce (NCDOC) administers the State of North Carolina's Community Development Block Grant Infrastructure (CDBG - I) program which includes the following potentially eligible activities:

- a. Resolving failed infrastructure: failed private septic systems; public dry or contaminated wells.
- b. Replacing, repairing, or rehabilitating: Public drinking water or wastewater infrastructure; public sewer lines greater than 40 years old; public pumps, pump stations, or wastewater treatment equipment greater than 20 years old.
- c. Extending or rehabilitating water and/or sewer lines to newly constructed low-moderate income (LMI) housing.
- d. Connecting service lines to LMI residences to connect to existing public water and/or sewer lines.

FACTS:

1. The Public Hearing of September 17, 2018 involves the Barrow's Mill Road **CDBG-I** project, first proposed and submitted to NCDEQ in 2015, will construct a sewer main and pump station to serve up to 12 low to moderate-income households on Barrows Mill Road (State Road 1126). The system would tie into the wastewater treatment system of the Town of Jackson.
 2. As currently proposed, the project funding application, household surveys, other documentation and engineering reports and cost estimates will be updated and an application for CDBG-I grant funding of approximately \$1,500,000 will be submitted to NCDEQ prior to the current funding cycle deadline of September 28, 2018.
 3. The Public Hearing was duly advertised in the Daily Herald newspaper on September 7, 2018, with a copy provided to Ms. Komita Hendricks, Clerk to the Northampton County Board of Commissioners.
 4. Pending a successful application and award, the project would be administered by the Northampton County Public Works Department.
-

Information/Decision Paper
Community Development Block Grant – Infrastructure
Barrows Mill Road Project
September 11, 2018
Page 2

RECOMMENDATION:

Staff recommends the approval of the Northampton County Board of Commissioners to:

1. Submit an application to NCDEQ in the CDBG-I program to benefit the residents of the Barrow's Mill Road community; and,
2. Authorize the Chairman, the County Manager and other staff as appropriate to conduct such activities and execute all documents necessary to submit the funding application for the funding cycle ending September 28, 2018.

Thank you for your consideration.

ROUTED FOR CONCURRENCE/COMMENT TO:

Kimberly Turner, Northampton County Manager 

Comments:

Report to the Community:

Dr. Michael A. Elam, President of HCC, appeared before the Board to provide an update on Halifax Community College (HCC). He first introduced all of his staff that was present. Mr. Michael Felts, Chairman of the Board of Trustees for HCC, thanked the Commissioners for their generous appropriation this year and for allowing Vice-Chairwoman Greene to serve on the Board of Trustees to represent Northampton County. He then presented a PowerPoint to highlight how appropriations were used and some of the new changes for HCC.

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



Halifax Community College Update
Presented By: Dr. Michael A. Elam, President/CEO
September 17, 2018



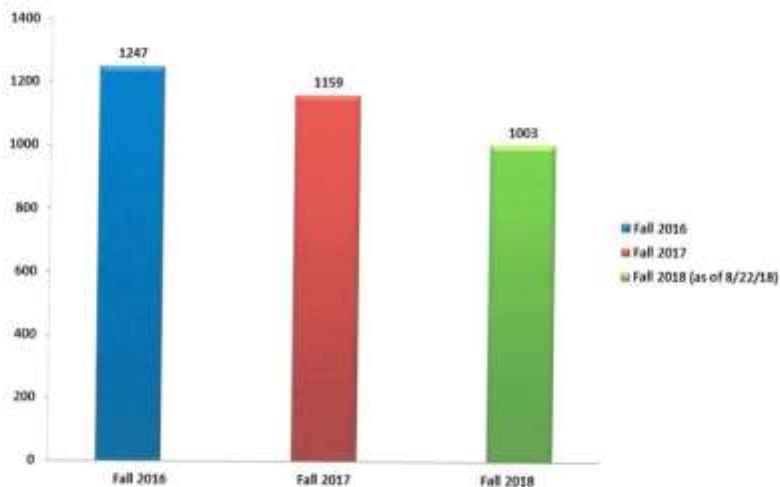
Halifax Community College Update | September 17, 2018

Enrollment

Dr. Michael A. Elam, President/CEO, Halifax Community College



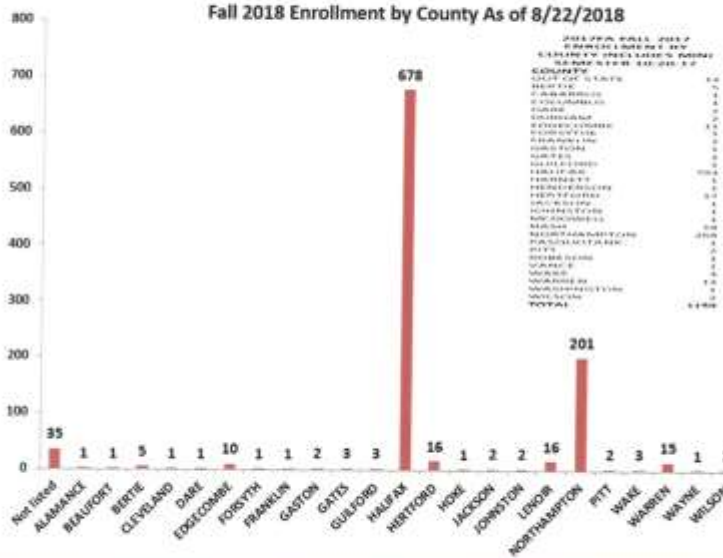
ENROLLMENT DATA



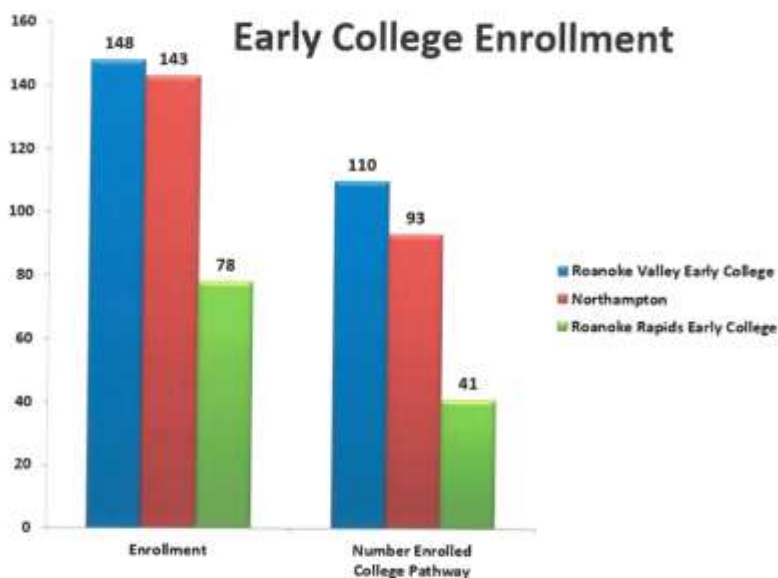
Dr. Michael A. Elam, President/CEO, Halifax Community College



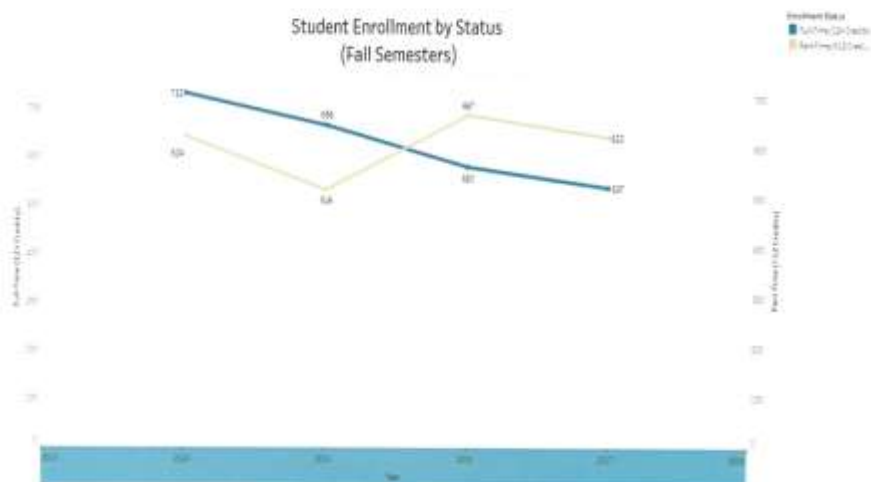
Fall 2018 Enrollment by County As of 8/22/2018



Dr. Michael A. Elam, President/CEO, Halifax Community College



Dr. Michael A. Elam, President/CEO, Halifax Community College



Dr. Michael A. Elam, President/CEO, Halifax Community College

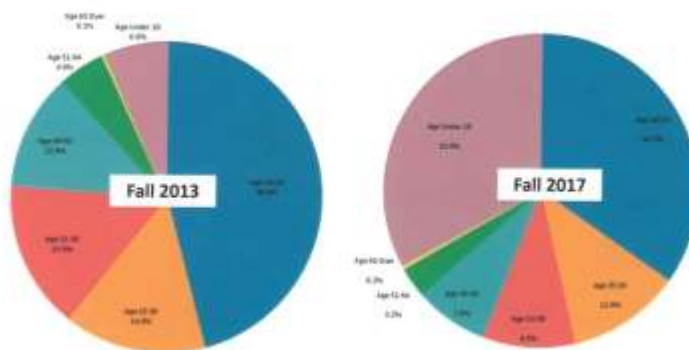


Programs

Dr. Michael A. Elam, President/CEO, Halifax Community College



Halifax Community College Update | September 17, 2018 Enrollment Comparison by Age from 2013 and 2017



Dr. Michael A. Elam, President/CEO, Halifax Community College



Halifax Community College Update | September 17, 2018

Halifax Community College and East Carolina University Co-Admissions



Halifax Community College and 13 other surrounding community colleges signed a co-admission agreement on June 6, 2018 with East Carolina University. The agreement is designed to improve transfer student access and success through a collaborative degree completion program.

Dr. Michael A. Elam, President/CEO, Halifax Community College



Halifax Community College Update | September 17, 2018

Roanoke Rapids Early College



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Northampton County Early College



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University Center Plans Commenced



Future home of the University Center.

Dr. Michael A. Elam, President/CEO, Halifax Community College



Halifax Community College Update | September 17, 2018
Halifax Early College Implementation Plan for Spring 2019



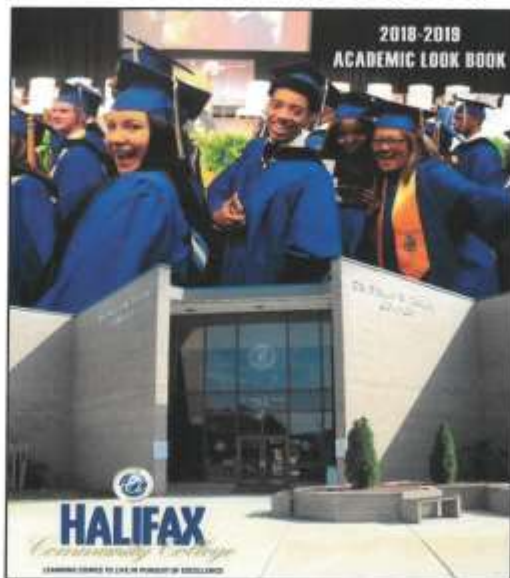
Halifax County Schools
Charting A New Course To Student
Achievement

Dr. Michael A. Elam, President/CEO, Halifax Community College



Halifax Community College Update | September 17, 2018

2018-19 Academic Look Book



Dr. Michael A. Elam, President/CEO, Halifax Community College



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Northampton County Early College

Dr. Michael A. Elam, President/CEO, Halifax Community College



Halifax Community College Update | September 17, 2018

Space Allocated

- ✓ Offices-8
- ✓ Classrooms-5
- ✓ Large Multi-purpose Room-1
- ✓ Storage Spaces
- ✓ Shared Conference Room-1

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Conference Room



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Signage



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One of the classrooms



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Office Space



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Multi-purpose Room



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Campus Security

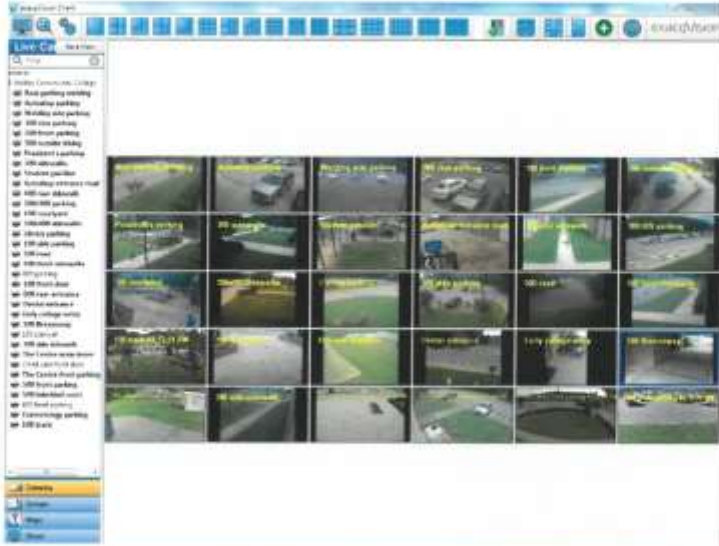


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Campus Security




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Campus Security



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Improved Esthetics-Grounds & Classrooms



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Halifax Community College Update | September 17, 2018

Cost Breakdown

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Halifax Community College Update | September 17, 2018

Cost Breakdown of the Northampton County Early College Phase I

Painting	\$9,273.00
Floor buffing/waxing	\$1,500.00
Paint supplies	\$164.57
Floor tile and baseboard installed	\$5,202.00
Two doors installed & shelving installed	\$9,817.00
Waste removal for demolition	\$320.02
Signage	\$1,273.30
Mold removal	\$9,038.80
Phones installed	\$3,300.00
CISCO wireless points & annual license (1/3 total cost)	\$8,461.45
Part-Time Janitor (August 2018 only)	\$929.48
Swipe locks	\$395.05
Total Phase I Expenditures	\$49,676.67

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Halifax Community College Update | September 17, 2018

Cost Breakdown of the Northampton County Early College Phase II

HVAC Repairs	\$14,500.00
Paint hallway and classrooms	\$16,000.00
Remove and replace remaining old floor tile	\$25,000.00
Move Early Childhood program	\$15,000.00
Plumbing/Electrical/Equipment to complete kitchen	\$31,000.00
Contractor fees	\$14,000.00
Part-Time Janitor with benefits (rest of year)	\$20,863.73
Security system with cameras/locks/new doors	\$70,000.00
Student Resource Officer (rest of year)	\$39,852.50
Replace light fixtures/lights/ceiling tiles	\$48,500.00
Outside loading shelter	\$5,000.00
Total Phase II Expenditures	\$299,716.23

Phase II of the project is planned to be completed by December 31, 2018. The total actual expenditures of Phase I and the estimated expenditures of Phase II will be \$349,392.90.

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Other Campus Improvements

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HCC has hired some campus staff for maintenance & housekeeping services.



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Exterior Lighting



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Chillers

HCC will be replacing the existing chillers outside of the 500 Building and the 600 Building and their associated piping.

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Boilers

Boilers are being replaced in the 100, 300, 500, & 600 Buildings.

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Design Services for the Advanced Manufacturing Center



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Halifax Community College Update | September 17, 2018

HCC/CADA Playground Expansion



Dr. Michael A. Elam, President/CEO, Halifax Community College



Halifax Community College Update | September 17, 2018

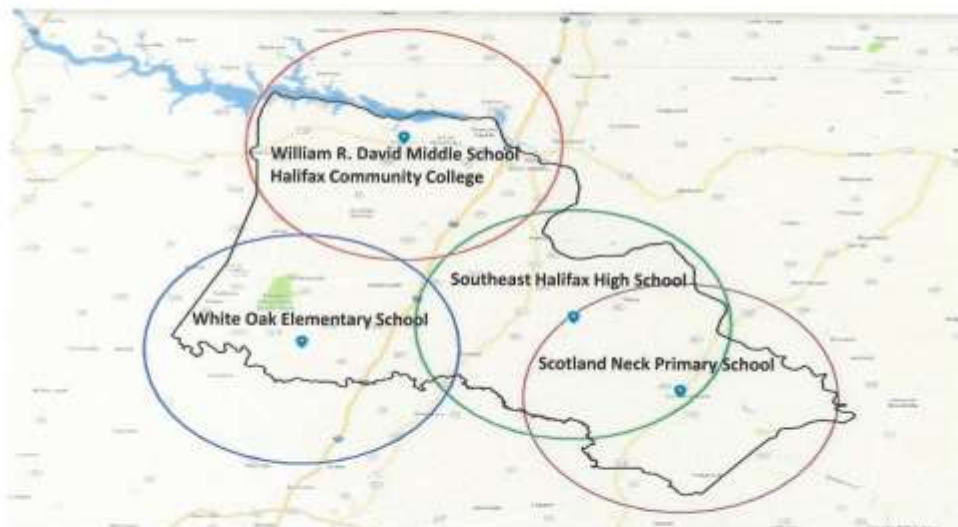
Community Development

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Golden Leaf Centers of Excellence Project



Dr. Michael A. Elam, President/CEO, Halifax Community College



Halifax Community College Update | September 17, 2018

CNA Training Provided at Bryan Health and Rehabilitation Center In Scotland Neck



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Nursing & Health Care Training Initiative



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Halifax Community College Update | September 17, 2018

Workforce & Training

Workforce training is being offered to the following companies:

- Center for Energy Education
- Atlantic Coast Pipeline
- NC Car/Motor Coach



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Dr. Michael A. Elam, President/CEO, Halifax Community College

Request Date and Time for Public Hearing:

Mrs. Joslyn Reagor, Office on Aging Director, appeared before the Board to request a Public Hearing date and time for ROAP.

Chairman Carter asked the Clerk, Komita Hendricks, for a date and time. Ms. Hendricks gave the date and time of October 15, 2018 at 6:05 pm.

A motion was made by Fannie Greene and seconded by Charles Tyner to set the date and time of October 15, 2018 at 6:05 pm for a Public Hearing for ROAP. **Question Called: All present voting yes. Motion carried.**

Northampton County Overtime for FLSA Employee Exception Policy:

Mrs. Marcenda Rogers, Human Resource Director, appeared before the Board for approval of the revisions to Article 111; The Pay Plan; Section 17; Overtime for FLSA Employee Exception.

A motion was made by Geneva Faulkner and seconded by Chester Deloatch to approve the revisions, which includes one-word change and a deletion of one sentence; of the Article 111; The Pay Plan; Section 17; “overtime for FLSA Employee Exception to be effective September 1, 2018. **Question Called: All present voting yes. Motion carried.**

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



Northampton County Local Government Human Resources Department

DECISION PAPER

Equal Opportunity Employer
Marcenda Rogers
HR Director

TO: Board of Commissioners
FM: Marcenda Rogers, HR Director
DT: September 17, 2018
RE: Northampton County Overtime for FLSA Employee Exception Policy

PURPOSE:

The purpose of this decision paper is to seek the endorsement of the Board of Commissioners for the approval of the revisions to Article III; The Pay Plan; Section 17; Overtime for FLSA Employee Exception.

FACT:

1. The State liaison who handles the segment of FEMA that determines the eligibility to receive reimbursement payments for exempt employees who worked overtime; during extreme weather conditions, acts of terrorism, and a declaration of state of emergency requires County to make revisions to the current policy in order to be eligible for reimbursements of overtime worked.

DISCUSSION:

1. The Board's review of this draft copy of the Article III; The Pay Plan; Section 17; "Overtime for FLSA Employee Exception" submitted, September 17, 2018.

RECOMMENDATION:

It is the recommendation of the Human Resources Director for the Board of Commissioners to approved the updates of the revisions to Article III; The Pay Plan; Section 17; "Overtime for FLSA Employee Exception" to be effective September 1, 2018.

COORDINATION:

Finance Officer: Concur/Non-concur

Leslie A. Edwards
Comments:

County Manager: ~~Concur~~/Non-concur

Kimberly L. Dean
Comments:

PO Box 367
107 Thomas Bragg Drive
Jackson, North Carolina 27845
Office: 252-574-0236 Fax: 252-534-4483

ARTICLE III: THE PAY PLAN

Decisions in regard to the designations are **not** made by the Federal Wage and Hour Division, but rather management who determines which positions fall in the areas of administrative, professional or executive categories.

Exempt employees include executive, administrative and professional employees as defined by the Fair Labor Standards Act, and as designated by the Department Head, County Manager or Human Resources Director. *Exempt* status is determined based upon an evaluation of the specific job descriptions and duties of the employees involved.

Information, which provides exempt and non-exempt designations, may be located in the County Human Resources Department. These designations are based upon the current definitions provided by the Federal Wage and Hour Division.

1. An **EXEMPT** employee is eligible for bonus time and when applicable may be eligible for overtime (*See* Section 19 below).
2. A **NON-EXEMPT** employee is eligible for Comp Time. The employees that are considered non-exempt are subject to the provisions of the Fair Labor Standards Act.

Section 16. Bonus Time – for FLSA Exempt Employees

Exempt employees as defined by the FLSA (administrators, executive, and professional employees) are not eligible for overtime or compensatory time. The county will give an additional benefit to exempt employees referred to as **bonus time**. Bonus time is time off on an hour-for-hour basis for each hour worked over 40 hours. This additional compensation does not apply when specific extraordinary working conditions warrant such as extreme weather conditions, acts of terrorism, and declaration of state of emergency. This is a privilege granted by Northampton County Local Government and is subject to change.

Northampton County Local Government will **NOT** carry over from one calendar year to another calendar year any remaining balances and no cash payment will be made at the end of the year, nor will there be a payment when an employee separates from service.

***Section 17. Overtime for FLSA Exempt Employees Exception**

When specific, extraordinary working conditions warrant, such as extreme weather conditions, acts of terrorism, declaration of state of emergency, the County Manager shall authorize exempt employees to accrue and be paid for overtime on an hour for hour basis. Employees approved to be paid overtime during these conditions must maintain a record of all hours worked and account for their full work period either in hours worked or leave taken.

Overtime may not be transferred to an annual or sick leave account, transferred to another employer/employee, nor accumulated to be taken at a later date. Overtime is based on hours worked over 40 in a workweek or 171 for a 28-day work period for law enforcement.

Effective: July 1, 2017

*Updated Section 17-Effective 9/1/2018

Page 11

ARTICLE III: THE PAY PLAN

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Section 18. Compensatory Time for FLSA Non-Exempt Employees

Management Matters:

Ms. Kimberly Turner, County Manager, appeared before the Board to obtain approval of an issue from September 5, 2018 meeting regarding waiving permitting fees for any non-profit/church organizations that provide service to citizens of Northampton County for free.

A motion was made by Charles Tyner and seconded by Fannie Greene to approve the waiving of permitting fees for any non-profit/church organization that provide services to citizens of Northampton County for free. **Question Called:** *All present voting yes.* **Motion carried.**

Ms. Turner also appeared before the Board to obtain a decision on whether to waive landfill dumping fee for Empowerment and Deliverance Ministry, (owners of Old Eastside School). She provided everyone with a copy of the request.

A motion was made by Charles Tyner and seconded by Chester Deloatch to table this matter to allow further research by County Manager and Attorney. **Question Called:** *All present voting yes.* **Motion carried.**

Citizens/Board Comments:

Chairman Carter called for Citizens Comments.

None were heard.

Chairman Carter called for Board Comments.

Commissioner Faulkner thanked everyone for attending. She made comments in reference to Hurricane Florence, and thanked all Emergency Personnel and staff for their preparations for the hurricane.

Commissioner Deloatch had no comments.

Vice-Chairwoman Greene had no comments.

Commissioner Tyner also thanked everyone for attending the meeting. He made comments referencing Hurricane Florence, emergency funding, and the grocery store in Jackson NC.

Chairman Carter applauded the County Manager and staff for their preparations for Hurricane Florence.

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