

January 5, 2009

A regular meeting of the Bladen County Board of Commissioners was held on Monday, January 5, 2009 at 6:30 pm in the Commissioners Meeting Room of the Bladen County Courthouse with the following members present:

Billy Ray Pait, Chairman
Delilah Blanks, Vice Chairperson
Lewis Tatum
W.D. Neill, Jr.
Larry Smith
Margaret Lewis-Moore
Charles Ray Peterson
Daniel R. Dowless
David R. Gooden

Attorney: Allen Johnson, Johnson Law Firm

Chairperson Pait called the meeting to order. Commissioner Tatum provided the Invocation and County Manager Greg Martin led the Pledge of Allegiance.

Chairperson Pait asked that Item 6 be moved ahead of Item 5 and that Item 2A-Well Testing be added to the proposed agenda.

Upon a motion by Delilah Blanks, seconded by Larry Smith, the Board approved the following consent items:

- A. Approve Minutes (December 15, 2008)**
- B. Approve Agenda**
- C. Approve Budget Amendments**

	Increase	Decrease
<u>GIS Mapping/E 911</u>		
<u>Addressing</u>		
Exp: 225300.740	\$216,011.58	
<i>Capital Outlay</i>		
Rev: 223260.020	\$216,011.58	
<i>FBA</i>		
<u>Finance</u>		
Exp: 104400.450	\$30,680.00	
<i>Contracted Services</i>		
Rev: 103190.050	\$30,680.00	
<i>FBA</i>		
<u>Emergency Telephone</u>		
Exp: 225300.740	\$44,892.00	
<i>Capital Outlay</i>		
Rev: 223260.020	\$44,892.00	
<i>FBA</i>		

- D. Approve County Attorney Invoices**
 - \$475.00 Conference
 - \$660.00 Review of Tax Appeal
 - \$795.00 Proposed Mobile Home Park
 - \$17.00 Recording Deeds
 - \$510.00 Review of Financing Agreement
 - \$510.00 Review of Tobermory Well Iron Removal System Project
- E. Schedule Public Hearing for Tuesday, January 20, 2009 at 6:30 pm Regarding Proposed Grant Agreement with Bladen's Bloomin' Agri-Industrial**

January 5, 2009

ITEM 2. MATTERS OF INTEREST TO COMMISSIONERS:

- Chairman Billy Ray Pait presented a plaque to Retiree WC Inman in recognition of 21 years of service to Bladen County
- Health Director Wayne Stewart discussed well testing in the Kelly community. Mr. Stewart informed the board that well testing for new wells is conducted at a cost of \$20 or \$30. The Board agreed for the Health Department to provide educational information in the newspaper regarding available well testing services and associated costs.

ITEM 3. INDIVIDUALS/DELEGATIONS WISHING TO ADDRESS COMMISSIONERS:

OLD BUSINESS

ITEM 4. CONSIDER REQUEST FROM CHARLOTTE TATUM-

Upon a motion by Delilah Blanks, seconded by Larry Smith, the Board approved to provide West Bladen High School Senior Charlotte Tatum with a \$500 sponsorship for the NC Family, Community, Career, Leaders of America State Officer Academy.

NEW BUSINESS

ITEM 5. COMMUNITY DEVELOPMENT BLOCK GRANT – 2008 SCATTERED SITE HOUSING PROGRAM

Upon a motion by Charles Ray Peterson, seconded by Larry Smith, the Board approved the following items:

- Approve Grant Agreement and Funding Approval with NC Division of Community Assistance**
- Approve LRCOG to Administer 2008 CDBG Scattered Site Housing Program**
- Adopt Resolution Approving CDBG Policies and Guidelines**

BLADEN COUNTY

**RESOLUTION APPROVING ADMINISTRATIVE GUIDELINES AND POLICIES
FY 2008 CDBG PROGRAM**

WHEREAS, Bladen County wishes to carry out its FY08 CDBG program in accordance with established state and federal administrative guidelines.


NOW, THEREFORE, The Bladen County Board of Commissioners hereby collectively adopts the following resolutions, guidelines, plans and policies, and resolves that they be utilized during the administration of the County's community development program:

- Project Ordinance
- Financial Management Resolution
- Program Assistance Policy
- Rehabilitation/Demolition Contract Award Policy
- Citizen Participation Plan
- Residential Anti-displacement and Relocation Assistance Plan
- Local Economic Benefit Plan
- Equal Employment and Procurement Policy
- Code of Conduct Policy
- Fair Housing Policy
- Section 519 Policy (Excessive Use)
- Relocation Coverage Plan
- Project Advisory Committee Approval

Adopted this the 5th day of January 2009.


Billy Ray Pait, Chairman
Bladen County Board of Commissioners

ATTEST:


Ashley C. Sasser
Clerk of the Board

Seal

January 5, 2009

D. Approve Recipient's Plan to Further Fair Housing

BLADEN COUNTY FY 2008 CDBG PROGRAM

FAIR HOUSING POLICY

WHEREAS, Bladen County desires that the citizens of the county be afforded the opportunity to attain the national object of a decent, safe, and sound living environment; and

WHEREAS, Bladen County deplors discrimination in the provision of housing on the basis of race, religion, color, sex, national origin, young children in a family, or handicapping conditions; and

WHEREAS, Bladen County desires that every citizen be afforded the opportunity to select a home of his or her choice; and

WHEREAS, Bladen County wishes to ensure that programs and activities undertaken by the county relating to housing and urban development be administered in a manner to affirmatively further fair housing as required by Title VIII of the Civil Rights Act of 1968, as amended; 24 CFR 107, Nondiscrimination and Equal Opportunity in Housing under Executive Order 11063; and the North Carolina State Fair Housing Act, NCGS, Chapter 41A;

NOW THEREFORE, to accomplish the above, the Bladen County Board of Commissioners does adopt the following procedures for receiving and resolving housing discrimination complaints:

1. Any person or persons wishing to file a complaint of housing discrimination in Bladen County may do so by informing the County Manager at (910) 862-6700, or the North Carolina Human Relations Commission (919) 733-7996, TDD# (919) 733-7996 (or Relay North Carolina TT# 1-800-735-2962) of the facts and circumstances of the alleged discriminatory act of practice;
2. Upon receiving a housing discrimination complaint, the County Manager shall inform the North Carolina Human Relations Commission about the complaint within ten (10) calendar days. The county shall then assist the Commission and the complainant in filing an official written housing discrimination complaint with the Commission, pursuant to the State Fair Housing Act and Title VIII.
3. Bladen County shall offer assistance to the Commission in the investigation and conciliation of all housing discrimination complaints, which are based upon events occurring in the county.

Bladen County
FY 2008 CDBG

1

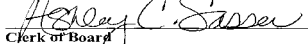
LRCOG
Housing Office

4. The County Manager shall publicize within the county that he is the local official to contact with housing discrimination complaints.

Adopted this 5th day of January 2009.


Billy Ray Palt, Chairman
Bladen County Board of Commissioners

ATTEST:


Henry C. Sasser
Clerk of Board

SEAL

Bladen County
FY 2008 CDBG

2

LRCOG
Housing Office

January 5, 2009

ITEM 6. EMERGENCY MEDICAL SERVICES: (Mitchell Byrd, Director)

- **Consider Approving Architectural Services Agreement – Upon a motion by Charles Ray Peterson, seconded by Larry Smith, the Board approved the following Architectural Services Agreement:**



December 31, 2008

Mr. Mitchell Byrd, Director
Bladen County Emergency Services
PO Box 1646
Elizabethtown, NC 28337

RE: New Emergency Services Building - Proposal for Design Services

Dear Mr. Byrd:

I appreciate the opportunity to meet with you, Mr. Martin and Mr. Mazur recently to discuss the proposed Emergency Services Building. It is our understanding that the proposed building will be a pre-engineered metal building, approximately 10,500 square feet and will be located on an existing sub-divided parcel at the Elizabethtown Airport. The building will consist of an open garage area, offices, training room, restrooms and other support areas. During our meeting, you indicated that the building construction cost will need to be less than \$500,000 in order to comply with informal bid procedures allowed under NCGS 143-131. In accordance with the NC Administration and Enforcement Requirements Code, Table 502 and NCGS 58-31-40, this building will not require a plan review or approval by the North Carolina Department of Insurance because the proposed square footage is less than 20,000 square feet. Therefore, building permitting and plan review will be conducted by the Local Authority having Jurisdiction.

Design Team

Engineering and general building plans will be prepared by Summit Design Group, Inc. Our project team consists of:

Foundation & Civil Design: Robert Armstrong, Jr., P.E.
Mechanical Design: Allen Waddell, P.E.
Electrical Design: Bill Ashley, P.E.

Scope of Work

The building will be a pre-engineered metal building. The structural design of the primary and secondary building components will be furnished by the pre-engineered metal building company associated with the contractor who is awarded the construction contract. Summit Design Group, Inc. will develop the required permit and construction drawings for the other building components. As you are aware, a Preliminary and Planning Phase has already been utilized to develop a conceptual floor plan and conceptual building elevation.

302 SOUTH MAIN STREET • PO BOX 995 • BLADENBORO, NC 28320 • PHONE: 910-863-4580
Practical Solutions, Superior Service

Mr. Mitchell Byrd
December 31, 2008
Page 2

The Owner (Bladen County) will be required to provide a detailed topographic and site boundary survey, through their surveyor of choice, in Autocad format, for our use during the final site plan design. During the final design phase, building design plans will be created for informal bidding. The final design phase includes:

Building Plans

- Appendix B, Life Safety, Use and Occupancy Plan
- General Construction Drawings, Floor Plan & Details
- HVAC Plan
- Electrical Plan
- Plumbing Plan
- Foundation Drawing
- Site Plan

Material specifications for this project will be noted on the plans. No specification books or bound specifications will be issued. Informal bid documents will be issued with the plans to be completed and returned by the contractor at the specified bid time.

Three final bid plan sets will be issued to the Owner. Contractors invited to bid will be provided a bid plan set for a non-refundable fee, paid by the contractor, to cover our costs of document reproduction.

The owner will be responsible for attending local Planning and Zoning meetings, if required for approval. Summit Design Group, Inc. will conduct the informal bid opening procedure at the County's Administrative Office on the date agreed upon by the County and Summit Design Group, Inc. The County and Summit Design together will be responsible for soliciting at least three informal bids for constructing the facility from licensed and qualified construction firms. During the informal bid process, our design team will be available to answer technical questions associated with the final design.

No construction administration or over-site is included with this proposal. The County will be responsible for the Project Management and Construction Administration after bids have been received. The design team will be available during construction to resolve technical concerns as they arise and will make periodic site visits only as needed to satisfy the required inspections per the NC Building Code. Construction administration can be provided if desired by the Owner at an hourly rate of \$50 per hour.

Proposed Fee

The proposed fee for the above referenced services is presented below.

TOTAL LUMP SUM DESIGN FEE \$9,000

January 5, 2009

Mr. Mitchell Byrd
December 31, 2008
Page 3

Progress invoices will be presented at the 50% and 100% milestones of design completion. Ten percent of the Total Design Fee (\$900) will be retained by the Owner until informal bids have been received and opened. All invoices will be due upon receipt.

Schedule

We anticipate the Design Phase to take approximately 6 weeks, depending on the drawing iterations required for Owner approval. This does not include time for items out of our control such as changes to the design as requested by the Owner or Surveyor delays in providing the requested topographic / boundary survey.

Conclusions

The proposed fee will include misc. phone calls, postage, travel and document reproduction – up to three sets of plans provided to the Owner as defined in the Scope of Work above. Items excluded from this proposal (as well as others not mentioned) include:

- Surveys
- Construction Observation and Administration
- Permit Fees
- Soil Evaluation
- Fire Line or Fire Sprinkler System
- Phase I or other environmental studies
- On Site or Off Site Utility Extensions
- Advertisement Fees
- Plan Review and Approval by the NC Department of Insurance

Please review the above information and if there are any questions, please feel free to give me a call at 910-863-4580 or on my mobile at 910-876-0376. If this proposal is acceptable and approved by the Governing Body, please have the authorized Administrator sign and return a copy to me.

Sincerely,


Robert P. Armstrong, Jr., P.E.
President

Client: Bladen County

Signature: _____

Date: _____

**ITEM 7. REVENUE DEPARTMENT:
(Livingston Lewis, Interim Tax Administrator)**

- **Discuss Tax Collection Procedures – Interim Tax**
Administrator Livingston Lewis provided the Board with a brief explanation of tax collection procedures. Mr. Lewis explained that taxes are delinquent on January 6, 2009 and a 2nd notice will be sent to tax payers by January 20, 2009 requesting payment in 30 days or payment arrangements. Furthermore, he explained that in March all unpaid taxes will be advertised in the Bladen Journal. Collection procedures such as garnishment, bank attachment and foreclosure may begin in April, 2009 according to General Statutes 105-366 and 105-368.

ITEM 8. ADVISORY BOARDS:

- A. Bladen County Library Board (1) – A motion was made by W.D. Neill, Jr., seconded by Margaret Lewis-Moore and approved to re-appoint Louella Rogers Street with an expiration date of December 31, 2011.**
- B. Elizabethtown Fire District Committee (1)- A motion was made by Larry Smith, seconded by Lewis Tatum and approved to appoint Layton Ross to fill the unexpired term of PM Gooden.**
- C. EMS Advisory Council (14) – A motion was made by Delilah Blanks, seconded by Lewis Tatum and approved to reappoint Dr. Nderostek, Sheriff Steve Bunn, Greg Martin, Donald Bryan, Steven Hester, Byron Graham, Amos Bedsole, Charles Ray Peterson, Lillian Graham, Mitchelll Byrd, Pat Webb and Randolph Jones with expiration dates of October 31, 2011. The hospital emergency room nurse and doctor were tabled.**
- D. Keep Bladen Beautiful (1) – Tabled**

January 5, 2009

- ITEM 9. COUNTY MANAGER: (Greg Martin)**
- A. Calendar Update** – Mr. Martin reviewed the calendar for upcoming events.
 - B. Consider Closed Session in Accordance with N.C.G.S. 143-318.11 (a)(6) Personnel Matter** – A motion was made by Charles Ray Peterson, seconded by Larry Smith and approved to enter Closed Session.

Upon a motion by Larry Smith, seconded by Delilah Blanks, the Board exited closed session and re-entered regular session.

A motion was made by Charles Ray Peterson, seconded by Larry Smith and approved to schedule a Special Meeting for Monday, January 12, 2009 at 6:30 pm. The purpose of the meeting is to enter Closed Session regarding a personnel matter in accordance with N.C.G.S. 143-318.11 (a)(6).

A motion was made by Lewis Tatum, seconded by W.D. Neill, Jr. and approved to adjourn at 7:30 pm.

Billy Ray Pait, Chairman
Bladen County Board of Commissioners

ATTEST:

Ashley C. Sasser, Clerk