

Bertie County

Board of Commissioners



December 1, 2014

Commissioners:

Ronald "Ron" Wesson	District 1
Stewart White	District II
Tammy A. Lee	District III
John Trent	District IV
Ernestine (Byrd) Bazemore	District V

BERTIE COUNTY BOARD OF COMMISSIONERS

December 1, 2014

Meeting Agenda

This agenda is only a tentative schedule of matters the Commissioners may address at their meeting and all items found on it may be deleted, amended or deferred. The Commissioners may also, in their absolute discretion, consider matters not shown on this agenda.

- 10:00-10:05** Welcome and Introductions by John Tyler, former Clerk of Court
- 10:05-10:15** Opening Invocation
- 10:15 – 10:25** Administration of Oaths of Office by the Hon. Cy A. Grant, Senior Resident Superior Court Judge
- John Holley, Sheriff
 - Vasti James, Clerk of Court
 - Ernestine (Byrd) Bazemore
 - Tammy A. Lee
 - Stewart White
- 10:25-10:45** Reception – hosted by the Bertie County NC Cooperative Extension Department
- 10:45 – 10:50** Call to Order by County Manager Scott Sauer
- 10:50 – 10:55** Invocation and Pledge of Allegiance by Commissioner Ronald “Ron” Wesson
- 10:55 - 11:00** Election of Chairman
- 11:00-11:05** Election of Vice-Chairman
- 11:05-11:10** 5-minute Recess
- 11:10-11:15** Comments from the Commissioners
- 11:15-11:25** Public Comments

(A)

*** APPOINTMENTS ***

- 11:25 – 11:40** Public Hearing - 2011 HU & 2011 SSH Closeout – McDavid & Associates, Mike Barnette

Board Appointments (B)

1. Mid-East Commission (B-1)

Consent Agenda (C)

1. Approve Minutes for Recessed Meeting 11-24-14 (C-1)
2. Approve Minutes for Closed Session 11-24-14
3. Approve Bonds held for Bertie County officials (C-2)

*****OTHER ITEMS*****

County Manager’s Reports

1. Discuss 2014-2015 transition planning
2. Other logistical items

Commissioners’ Reports (E)

County Attorney’s Reports (G)

Public Comments Continued

Closed Session

Pursuant to N.C.G.S. § 143-318.11(a)(3) to go into closed session to consult with the County Attorney in order to preserve the attorney-client privilege that exists between the attorney and this public body.

Pursuant to N.C.G.S. § 143-318.11(a)(4) to discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations. The action approves the signing of an economic development contract or commitment, or the action authorizing the payment of economic development expenditures, shall be taken in an open session.

Pursuant to N.C.G.S. § 143-318.11(a)(5) to establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.

Pursuant to N.C.G.S. § 143-318.11(a)(6) to consider the qualifications, competence, performance, character, fitness, conditions of employment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee.

Adjourn

Mid-East Commission

Immediate Vacancies: 1

Position Vacancy:

Board	Term	Name	Began	End
Mid-East Commission	2 years	Lewis C. Hoggard, III.	11/19/2012	12/31/2014

Special requirements: N/A

Notes: Seeking reappointment.

Attendance of Current Members: N/A

Applications Received:

1

Current Members (unexpired):

1. Ronald "Ron" Wesson – Commissioner Representative
2. Irma Robbins

Rec'd 8-28-13 55
9-3 JW

B-1



APPLICATION FOR BERTIE COUNTY AUTHORITIES, BOARDS, COMMISSIONS, AND COMMITTEES

Name: Lewis C. Hoggard III

Home Phone Number: 252-794-5544 Mobile: 252-724-1665

Home Fax Number: _____

Email Address: ldhoggard@embarqmail.com

Home Address: 407 Confederate Street

Mailing Address: _____

Are you a full-time resident of Bertie County? Yes No _____

How long have you been a full-time resident of Bertie County? 45 years

Do you live within any corporate or town limits? Yes No _____ Which: _____

County Commissioner District: 1

(This information can be obtained from the Bertie County Board of Elections at 252-794-5306)

Occupation: Community College Staff Employer: Roanoke Chowan Community College

Business Address: 109 Community College Road Ahoskie, NC 27910

Business Phone Number: 252-862-1257 Business Fax: _____

Please list in order of preference the Boards/Commissions/Committees on which you would like to serve:

- | | |
|---------------------|-------------------------------|
| 1. <u>ABC Board</u> | 3. <u>Mid-East Commission</u> |
| 2. <u>CPTA</u> | 4. _____ |

Qualification for specific category: _____

Name of any Bertie County Board/Commission/Committee on which you presently serve:

Tri County Airport Authority, Mid-East Commission, CPTA Board, Lawrence Memorial Library

If reapplying for a position you presently hold, how long have you served? _____

Based on your qualifications and experiences, briefly describe why your services on this Authority/Board/Commission/Committee would be beneficial to the County:

Served Three Terms (12 years) as Bertie County Commissioner. Understand County Finance. I do believe time serving the people of Bertie County as a commissioner has afforded me the opportunity to learn a most valuable experience in learning how county government and various committees and boards function.

Do you have any delinquent Bertie County taxes? ___ Yes No

Other information you consider pertinent: (i.e., education, occupational background, civic memberships, related work experiences, etc.) If necessary, you may add additional pages:

CODE OF ETHICS

By submitting this application and by my signature below, I pledge that, if appointed, I agree to comply with the attached Code of Ethics as adopted by the Bertie County Board of Commissioners.

Date: 8/28/13 Applicant's Signature: 

Return application to:

Misty Gibbs, Assistant County Manager/Clerk to the Board
PO Box 530
106 Dundee Street
Windsor, NC 27983
Fax: (252) 794-5327
misty.gibbs@bertie.nc.gov

Note:

- *All information on this document is subject to the Public Records Law and will be released to the public upon request.
- **Interest to Service forms remain current for two years. Following that, the applicant may wish to contact the Clerk to the Board's Office for an updated form.
- ***Applications must be on file in the Clerk to the Board's Office 7 days prior to consideration for appointment.

FOR OFFICE USE ONLY

Date Received: _____

Received By: _____

**Windsor, North Carolina
November 24, 2014
Recessed Meeting**

The Bertie County Board of Commissioners reconvened following its regular meeting on Monday, November 17, 2-14 inside the Commissioners Room located at 106 Dundee Street Windsor, NC. The following members were present or absent:

Present: J. Wallace Perry, Chairman
Charles L. Smith, Vice-Chairman
John Trent
Ronald "Ron" Wesson
Rick Harrell

Absent: None

Staff Present: County Manager Scott Sauer
Clerk to the Board Sarah S. Tinkham
County Attorney Lloyd Smith
Finance Director William Roberson
Emergency Services Director Mitch Cooper

Gene Motley of the Roanoke-Chowan News Herald was present from the media.

Chairman Perry welcomed all of those present, and the Board reconvened following their regular meeting on Monday, November 17, 2014.

INVOCATION/PLEDGE OF ALLEGIANCE

Commissioner Wesson gave the Invocation and Pledge of Allegiance.

APPROVAL OF OPEN SESSION MINUTES FROM 11-17-14

Commissioner Wesson made a **MOTION** to approve the Open Session minutes from 11-17-14 pending changes from the County Attorney. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

Commissioner Harrell made a **MOTION** to approve the Closed Session minutes from 11-17-14, but they will remain sealed until further notice as advised by the County Attorney. Vice Chairman Smith and Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

CLOSED SESSION

Per a recommendation by County Attorney Lloyd Smith, Vice Chairman Smith made a **MOTION** to go into Closed Session pursuant to N.C.G.S. § 143-318.11(a)(3) to consult with

the County Attorney in order to preserve the attorney-client privilege that exists between the attorney and this public body. Commissioner Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

The Board shifts into Closed Session

Commissioner Harrell made a **MOTION** for the Board to return to Open Session. Commissioner Wesson and Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

OTHER BUSINESS

Per a recommendation by the County Attorney and County Manager, Commissioner Trent made a **MOTION** to release the final retainage funds (\$452,887.61) to WIMCO for the new Bertie High School project. Commissioner Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

CLOSED SESSION

Per a recommendation by County Manager Sauer, Commissioner Trent made a **MOTION** to go into Closed Session pursuant to N.C.G.S. § 143-318.11(a)(3) to consult with the County Attorney in order to preserve the attorney-client privilege that exists between the attorney and this public body. Vice Chairman Smith **SECONDED** the motion. The **MOTION PASSED** unanimously.

The Board shifts back into Closed Session.

Commissioner Wesson made a **MOTION** to return to Open Session. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

The Board shifts into Open Session.

OTHER BUSINESS

County Manager Sauer informed the Board that the County's audit ending June 30, 2014 would not be available until January 2015, but he also reported that as of June 30, 2014, the County had an increase of fund balance of approximately \$585,000 "in the black."

Additionally, County Attorney Lloyd Smith thanked the Board for their service to the County, and stated that he enjoyed working with the outgoing Commissioners.

There was no other business to discuss.

ADJOURN

Chairman Perry adjourned the meeting at 12:15pm.

J. Wallace Perry, Chairman

Sarah S. Tinkham, Clerk to the Board

REQUEST FOR BOARD ACTION

Bertie County

Board of Commissioners

MEETING DATE: Monday, December 1, 2014

SUBJECT: Review of Public Officials' Bond

SUMMARY OF REQUEST:

Pursuant to N.C. General Statute §58-72-20 (and the Board's Rules of Procedure), the next order of business at the Board's annual organizational meeting is the annual review and approval of the size and issuer of the bonds for county public officials.

Under §58-72-20:

The bonds of the officers named in G.S. 58-72-10 shall be carefully examined on the first Monday in December of every year, and if it appears that the security has been impaired, or for any cause become insufficient to cover the amount of money or property or to secure the faithful performance of the duties of the office, then the bond shall be renewed or strengthened, the insufficient security increased within the limits prescribed by law, and the impaired security shall be made good; but no renewal, or strengthening, or additional security shall increase the penalty of said bond beyond the limits prescribed for the term of office.

The following are the current bond amounts:

PUBLIC OFFICIAL	BOND AMOUNT	BOND COMPANY
John Holley, Sheriff	\$25,000.00	Cooper Insurance Agency
Tax Administrator (Position Bond)	\$50,000.00	CNA Surety
Finance Director (Position Bond)	\$50,000.00	CNA Surety
Annie Wilson, Register of Deeds	\$50,000.00	CNA Surety

BOARD ACTION REQUESTED:

It is requested that the Board approve the bonds.

If the Board is so inclined, the following motion is suggested:

“I move that the Board approve the public officials’ bonds as proposed.”

COUNTY OF BERTIE

WINDSOR, NC 27983

11/21/2014

INVOICE DATE INVOICE NUMBER

INVOICE DESCRIPTION

NET INVOICE AMOUNT

PO NO.

160708

1/21/14 2014-2018-SH BOND SECURITY - SHERIFF H

444.00 2619

9 RICHARD COOPER AGENCY

444.00

160708

SOUTHERN BANK AND TRUST

COUNTY OF BERTIE
ACCOUNTS PAYABLE
P.O. BOX 530
WINDSOR, NC 27983

CHECK NO.

160708

160708

88-258
531

This Disbursement has been approved as
Required by The Local Government & Fiscal Control Act.

VENDOR	CHECK DATE	CHECK AMOUNT
59	11/21/2014	\$444.00

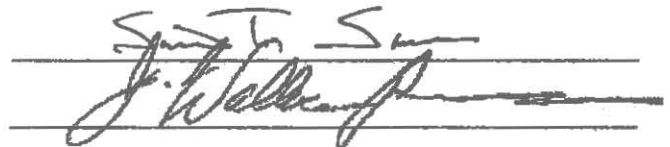
PAY

*****444 DOLLARS AND NO CENTS

TO THE
ORDER OF

RICHARD COOPER AGENCY
P.O. DRAWER 39
WINDSOR

NC 27983



⑈ 160708 ⑈ ⑆053102586⑆5331708879⑈

LOCAL GOVERNMENT PURCHASE ORDER

BERTIE COUNTY

BERTIE COUNTY SHERIFF DEPT
 PO BOX 157
 104 DUNDEE STREET
 WINDSOR, NC

27983

PURCHASE ORDER # 00002619-00 **FY** 2015
Page Number: 1

Instructions to Vendor:

1. Purchase Order Number Must Appear on Invoice.
2. Submit Invoice in Duplicate for Each Purchase Order.

INVALID UNLESS THERE IS A SIGNATURE AND PURCHASE ORDER NUMBER

PAYMENT WILL BE MADE FROM ORIGINAL INVOICE ONLY

TOTAL INVOICE AMOUNT INCLUDING SHIPPING COSTS MUST NOT EXCEED PURCHASE ORDER TOTAL BY MORE THAN 10% WITHOUT WRITTEN APPROVAL FROM FINANCE OFFICER PRIOR TO SHIPPING.

VENDOR

RICHARD COOPER AGENCY
 P O DRAWER 39
 WINDSOR, NC 27983

SHIP TO

BERTIE COUNTY SHERIFF DEPT
 PO BOX 157
 104 DUNDEE STREET
 WINDSOR, NC
 27983

Requisition
 00002873

DATE ORDERED	VENDOR NUMBER	DATE REQUIRED	FREIGHT METHOD/TERMS	DEPARTMENT/LOCATION
11/20/14	000059			SHERIFF

LN	DESCRIPTION/PART NO.	UNIT	QTY	COST EA	EXT PRICE
	ORIGINAL				
01	OFFICAL BOND AND OATH INSURANCE JOHN HOLLEY 10 -4310-5450-00	444.00	1.00 Each	444.00000	444.00
				PO Total	444.00

This Instrument Has Been Preaudited In The Manner Required
 The Local Government Budget and Fiscal Control Act.

WGR

 AUTHORIZED SIGNATURE

FINANCE OFFICER'S COPY

Cooper Insurance Agency Invoice

A division of: Phelps Insurance Group, Inc.
Phone: 252-794-4036

PO Box 39 103 S Kings St.
Windsor NC 27983

Bertie County Sheriff's Office
PO Box 157
Windsor, NC 27983

Date: 11/18/2014

Account #

Account Rep:

Please detach and return top portion with payment.

Cooper Insurance Agency

252-794-4036

Insured name:
John B Holley

Date:
11/18/2014

Effective Date	Company	Transaction description	Amount
12/6/2014 – 12/6/2018	RLI Insurance Co.	Bond (\$25,000)	\$444.00

Notes:	Invoice Total:
John B Holley – Bond	\$444.00

Please Remit to: Cooper Insurance Agency
PO Box 39, Windsor NC 27983

PHELPS INSURANCE GROUP INC
DBA: COOPER INSURANCE AGENCY
P O Box 39
Windsor, NC 27983
Phone (252) 794-4036 ** Fax *(252) 794-4038

November 18, 2014

Bertie County Sheriff's Office
PO Box 157
Windsor, NC 27983

Re: Bond - John B Holley
RLI Bond # LSM0253847

The above listed bond comes up for renewal on 12/6/2014. Please see the enclosed invoice and remit payment by 12/1/2014. If you have any questions do not hesitate to call our office.

Thank You,
Rae Anne Williams



RLI Insurance Company
P.O. Box 3967
Peoria, IL 61612-3967
Phone: (309) 692-1000 Fax: (309) 683-1610

POWER OF ATTORNEY

RLI Insurance Company

Bond No. LSM0253847

Know All Men by These Presents:

That the RLI Insurance Company, a corporation organized and existing under the laws of the State of Illinois, and authorized and licensed to do business in all states and the District of Columbia do hereby make, constitute and appoint: Roy C. Die in the City of Peoria, State of Illinois, its regularly elected Vice President, as Attorney in Fact, with full power and authority hereby conferred upon him to sign, execute, acknowledge and deliver for and on their behalf as Surety, in general, any and all bonds, undertakings, and recognizances in an amount not to exceed Ten Million Dollars (\$10,000,000) for any single obligation, and specifically for the following described bond.


Principal: John B Holley
Obligee: County Of Bertie
Type Bond: Sheriff Of Bertie County
Bond Amount: \$ 25,000.00
Effective Date: December 6, 2014

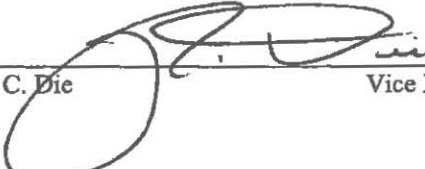
RLI Insurance Company further certifies that the following is a true and exact copy of a Resolution adopted by the Board of Directors of RLI Insurance Company, and now in force to-wit:

"All bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President; or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys in Fact or Agents who shall have authority to issue bonds, policies or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile."


IN WITNESS WHEREOF, the RLI Insurance Company has caused these presents to be executed by its Vice President with its corporate seal affixed this 9th day of September, 2014.



ATTEST:

Cynthia S. Dohm Assistant Secretary

RLI Insurance Company

Roy C. Die Vice President

On this 9th day of September, 2014 before me, a Notary Public, personally appeared Roy C. Die, and Cynthia S. Dohm, who being by me duly sworn, acknowledged that they signed the above Power of Attorney as Vice President and Assistant Secretary, respectively, of the said RLI Insurance Company, and acknowledged said instrument to be the voluntary act and deed of said corporation.


Jacqueline M. Bockler Notary Public





RLI Insurance Company
 P.O. Box 3967
 Peoria, IL 61612-3967
 Phone: (309) 692-1000 Fax: (309) 683-1610

Official Bond And Oath

Bond No. LSM0253847

KNOW ALL MEN BY THESE PRESENTS:

That we, John B Holley, as Principal,
 and RLI Insurance Company, a corporation duly
 licensed to do business in the State of North Carolina, as Surety, are held and firmly bound unto the _____
County Of Bertie in the penal sum
 of Twenty-Five Thousand Dollars And No Cents DOLLARS
 (\$ 25,000.00), to the payment of which sum, well and truly to be made, we jointly and severally bind ourselves and our legal
 representatives firmly by these presents.

DATED this 9th day of September, 2014.

THE CONDITION OF THIS OBLIGATION IS SUCH, That whereas, the said Principal was duly elected appointed to
 the office of Sheriff Of Bertie County in the State of North Carolina
 for the term commencing on the 6th day of December, 2014 and ending on December 6, 2018.
 NOW THEREFORE, if the said Principal shall faithfully perform the duties of his said office, then this obligation shall be void and of no
 effect.

This bond is executed by the Surety upon the following express conditions:

FIRST, the Surety shall not be liable hereunder for the loss of any public moneys or funds occurring through or resulting from the failure
 of, or default in payment by, any banks or depositories in which any public moneys or funds have been deposited, or may be deposited,
 or placed to the credit, or under the control of the Principal, whether or not such banks or depositories were or may be selected or
 designated by the Principal or by other persons; or by reason of the allowance to, or acceptance by the Principal or any interest on said
 public moneys or funds, any law, decision, ordinances, or statute to the contrary notwithstanding.

SECOND, that the Surety shall not be liable for any loss or losses, resulting from the failure of the Principal to collect any taxes,
 licenses, levies, assessments, etc., with the collections or which he may be chargeable by reason of his election or appointment as
 aforesaid.

THIRD, that the Surety may, if it shall so elect, cancel this bond by giving thirty (30) days notice in writing to the Obligee and this bond
 shall be deemed canceled at the expiration of said thirty (30) days; the Surety remaining liable, however, subject to all the terms,
 conditions and provisions of this bond for any act or acts covered by this bond which may have been committed by the Principal up to
 the date of such cancellation.

Countersigned

By _____

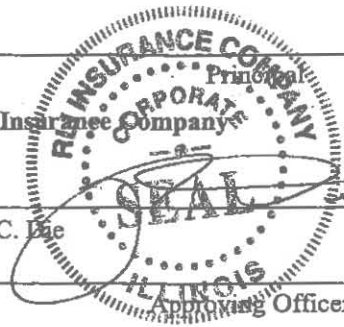
 John B Holley

 RLI Insurance Company

 Roy C. Lee

 Attorney In Fact

 Approving Officer



APPROVAL:

I have inspected the above Bond and do hereby certify
 that the same is sufficient.

Title

OATH OF OFFICE

THE STATE OF _____ }
COUNTY OF _____ } SS

_____, being duly sworn, says that he will support the Constitution of the United States and the Constitution of the State of _____, and that he will faithfully discharge the duties of his said office as _____.

Subscribed and sworn to before me this _____ day of _____.

My Commission Expires _____

Notary Public

ACKNOWLEDGEMENT OF SURETY

STATE OF Illinois }
COUNTY OF Peoria } SS

On this 9th day of September, 2014, before me, a Notary Public in and for said County, personally appeared Roy C. Die, personally known to me, who being by me duly sworn, did say that he/she is the aforesaid Attorney In Fact of the RLI Insurance Company of Peoria, Illinois, a corporation duly organized and existing under the laws of the State of Illinois, that the seal affixed to the foregoing instrument is the corporate seal of said corporation, that the said instrument was signed, sealed and executed in behalf of said corporation by authority of its Board of Directors, and further acknowledge that the said instrument and the execution thereof to be a voluntary act and deed of said corporation.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed by official seal the day and year last above written.


Jacqueline M. Bockler Notary Public

My Commission Expires

01-14-2018



COUNTY OF BERTIE

WINDSOR, NC 27983

INVOICE DATE INVOICE NUMBER

INVOICE DESCRIPTION

NET INVOICE AMOUNT

PO NO.

160270

0/22/14 2014-2015BON SURETY BOND-FY 14-15
0/22/14 2014-2015-BO 12/06/14 - 12/06/15 TAX C

175.00 1738
450.00 1720

0342 CNA SURETY DIRECT BILL

625.00

160270

SOUTHERN BANK AND TRUST

COUNTY OF BERTIE
ACCOUNTS PAYABLE
P.O. BOX 530
WINDSOR, NC 27983

CHECK NO.

160270

160270

86-258
631

This Disbursement has been approved as
Required by The Local Government & Fiscal Control Act.

VENDOR	CHECK DATE	CHECK AMOUNT
10342	10/24/2014	\$625.00

PAY *****625 DOLLARS AND NO CENTS

TO THE
ORDER OF

CNA SURETY DIRECT BILL
P.O. BOX 957312
ST. LOUIS

MO 63195-7312

NON-NEGOTIABLE

S. J. S. S. S.

⑆160270⑆ ⑆053102586⑆5331708879⑆

LOCAL GOVERNMENT PURCHASE ORDER

BERTIE COUNTY

BERTIE COUNTY TAX OFFICE
 PO BOX 527
 106 DUNDEE STREET
 WINDSOR, NC

27983

PURCHASE ORDER # 00001720-00 **FY** 2015
Page Number: 1

Instructions to Vendor:

1. Purchase Order Number Must Appear on Invoice.
2. Submit Invoice in Duplicate for Each Purchase Order.

INVALID UNLESS THERE IS A SIGNATURE AND PURCHASE ORDER NUMBER

PAYMENT WILL BE MADE FROM ORIGINAL INVOICE ONLY

TOTAL INVOICE AMOUNT INCLUDING SHIPPING COSTS MUST NOT EXCEED PURCHASE ORDER TOTAL BY MORE THAN 10% WITHOUT WRITTEN APPROVAL FROM FINANCE OFFICER PRIOR TO SHIPPING.

VENDOR
 CNA SURETY DIRECT BILL
 P O BOX 957312
 ST. LOUIS, MO 63195-7312

SHIP TO
 BERTIE COUNTY TAX OFFICE
 PO BOX 527
 106 DUNDEE STREET
 WINDSOR, NC
 27983

Requisition
 00001913

DATE ORDERED	VENDOR NUMBER	DATE REQUIRED	FREIGHT METHOD/TERMS	DEPARTMENT/LOCATION
10/10/14	010342			TAX LISTING & COLLECTIONS

LN	DESCRIPTION/PART NO.	UNIT	QTY	COST EA	EXT PRICE
	ORIGINAL				
01	12/06/14 - 12/06/15 TAX COLLECTOR BOND		1.00	450.00000	450.00
			Each		
10	-4140-5450-00		450.00		
				PO Total	450.00

PAID
 OCT 24 2014

Instrument Has Been Preaudited In The Manner Required
 Local Government Budget and Fiscal Control Act.

WGR
 AUTHORIZED SIGNATURE

FINANCE OFFICER'S COPY

LOCAL GOVERNMENT PURCHASE ORDER

BERTIE COUNTY

BERTIE COUNTY FINANCE OFFICE
 PO BOX 530
 106 DUNDEE STREET
 WINDSOR, NC 27983

PURCHASE ORDER # 00001738-00 **FY** 2015
Page Number: 1

Instructions to Vendor:

1. Purchase Order Number Must Appear on Invoice.
2. Submit Invoice in Duplicate for Each Purchase Order.

INVALID UNLESS THERE IS A SIGNATURE AND PURCHASE ORDER NUMBER

PAYMENT WILL BE MADE FROM ORIGINAL INVOICE ONLY

TOTAL INVOICE AMOUNT INCLUDING SHIPPING COSTS MUST NOT EXCEED PURCHASE ORDER TOTAL BY MORE THAN 10% WITHOUT WRITTEN APPROVAL FROM FINANCE OFFICER PRIOR TO SHIPPING.

VENDOR
 CNA SURETY DIRECT BILL
 PO BOX 957312
 ST. LOUIS, MO 63195-7312

SHIP TO
 BERTIE COUNTY FINANCE OFFICE
 PO BOX 530
 106 DUNDEE STREET
 WINDSOR, NC 27983

Requisition
 00001930

DATE ORDERED	VENDOR NUMBER	DATE REQUIRED	FREIGHT METHOD/TERMS	DEPARTMENT/LOCATION
10/13/14	010342			FINANCE

LN	DESCRIPTION/PART NO.	UNIT	QTY	COST EA.	EXT PRICE
01	ORIGINAL SURETY BOND - FY 2014-2015 FINANCE OFFICE 10 -4130-5450-00	175.00	1.00 Each	175.00000	175.00
				PO Total	175.00

PAID
 OCT 24 2014

Instrument Has Been Preaudited In The Manner Required
 a Local Government Budget and Fiscal Control Act.

WGR

AUTHORIZED SIGNATURE

FINANCE OFFICER'S COPY

NOTICE OF PREMIUM DUE



Phone: 1-888-866-2666
Fax: 1-605-335-0357
Email: uwservices@cnasurety.com
Company#: 0601
Bond/Policy#: 24857717
Billing Date: 10/03/2014
Due Date: 12/06/2014

BERTIE COUNTY FINANCE OFFICER
P. O. BOX 530
WINDSOR, NC 27983

Premium: \$175.00

Amount Due: \$175.00

We show one individual in this business.
To ensure proper coverage, verify the total number of employees (and owners, if they are covered) & fax, call or write us if the number has changed.

Company#: 0601
Bond/Policy#: 24857717
Effective Date: 12/06/2014 Anniversary Date: 12/06/2015
Bond amount: \$50,000.00
Name: BERTIE COUNTY FINANCE OFFICER
Description: NC P.E. POSITION SCHEDULE (1)

Written By: WESTERN SURETY COMPANY

Your agent has requested that we bill your bond/policy directly from our office. PLEASE PAY THE AMOUNT INDICATED to CNA Surety. If this is a renewal, please submit payment at least two weeks prior to the due date to ensure proper and timely renewal of your bond/policy coverage.

If you have any questions, please contact your agent with whom the bond/policy was written.

Phone: (252)794-4036
Agency Code: 32-02936

Cooper Insurance Agency
P. O. Box 39
Windsor, NC 27983

PAID
OCT 24 2014

YOU CAN PAY ONLINE BY VISITING ONLINEPAY.CNASURETY.COM

Verdor 10/24

Please detach and return the coupon below with your payment. Please send payment to the address below.
For overnight payments please call 1-888-866-2666

10-41120-545000

COUNTY OF BERTIE

P.O. BOX 530
WINDSOR, NC 27988

111014

INVOICE DATE INVOICE NUMBER

INVOICE DESCRIPTION

NET INVOICE AMOUNT

PO NO.

160542

/05/14 14-15RENEW-T BOND RENEWAL

221.00 2015

221.00

0342 CNA SURETY DIRECT BILL

221.00

160552

SOUTHERN BANK AND TRUST

COUNTY OF BERTIE
ACCOUNTS PAYABLE
P.O. BOX 530
WINDSOR, NC 27983

CHECK NO.
160552

160542

88-258
531

This Disbursement has been approved as
Required by The Local Government & Fiscal Control Act.

VENDOR	CHECK DATE	CHECK AMOUNT
10342	11/10/2014	\$221.00

PAY *****221 DOLLARS AND NO CENTS

TO THE ORDER OF
CNA SURETY DIRECT BILL
P.O. BOX 957312
ST. LOUIS

MO 63195-7312

NON-NEGOTIABLE

S. S. S

⑆ 160542⑆ ⑆053102586⑆5331708879⑆

**LOCAL GOVERNMENT PURCHASE ORDER
BERTIE COUNTY**

PURCHASE ORDER # 00002015-00 **FY** 2015
Page Number: 1

BERTIE CO. REGISTER OF DEEDS
 PO BOX 340
 108 DUNDEE STREET
 WINDSOR, NC

27983

- Instructions to Vendor:
 1. Purchase Order Number Must Appear on Invoice.
 2. Submit Invoice in Duplicate for Each Purchase Order.

INVALID UNLESS THERE IS A SIGNATURE AND PURCHASE ORDER NUMBER

PAYMENT WILL BE MADE FROM ORIGINAL INVOICE ONLY

TOTAL INVOICE AMOUNT INCLUDING SHIPPING COSTS MUST NOT EXCEED PURCHASE ORDER TOTAL BY MORE THAN 10% WITHOUT WRITTEN APPROVAL FROM FINANCE OFFICER PRIOR TO SHIPPING.

VENDOR
 CNA SURETY DIRECT BILL
 P. O BOX. 957312
 ST. LOUIS, MO 63195-7312

SHIP TO
 BERTIE CO REGISTER OF DEEDS
 PO BOX 340
 108 DUNDEE STREET
 WINDSOR, NC
 27983

Requisition
 00002239

DATE ORDERED	VENDOR NUMBER	DATE REQUIRED	FREIGHT METHOD/TERMS	DEPARTMENT/LOCATION
10/24/14	010342	10/24/14		REGISTER OF DEEDS

LN	DESCRIPTION/PART NO	UNIT	QTY	COST EA	EXT PRICE
01	ORIGINAL BOND RENEWAL		1.00 Each	221.000000	221.00
	10 -4180-5450-00	221.00			
				PO Total	221.00

PAID
 NOV 10 2014

Instrument Has Been Preaudited In The Manner Required
 he Local Government Budget and Fiscal Control Act.

WGR
 AUTHORIZED SIGNATURE

FINANCE OFFICER'S COPY

Bertie County Board of Commissioners 2014–2015 Transition Planning

- 1) Board Reorganization (election of Chairman and Vice-Chairman)
- 2) Review individual Commissioner committee and advisory board appointments
- 3) Confirm calendar dates for December (whether to have a second meeting?) and review the schedule of regular meetings for 2015. December 4th is the employee luncheon and Christmas parade (Commissioners ride in the parade!) December 9th Chair, Vice -Chair, and County Manager are invited to meet with Superintendent White and Board of Education Chair and Vice-Chair to review pending projects.
- 4) NCACC Leadership Training for new Chair and Vice-Chair, January 14th in Pinehurst
- 5) NCACC Legislative Conference, January 15-16 in Pinehurst (selection of a voting delegate)
- 6) Schedule Commissioner training for new and veteran members:
 - [January 8-9, 2015 Winston-Salem-Hawthorne Inn and Conference Center \(Thu/Fri\)](#)
 - [January 23-24, 2015 Chapel Hill Sheraton \(Fri/Sat\)](#)
 - [February 11-12, 2015 Asheville Doubletree Biltmore \(Wed/Thu\)](#)
 - [February 18-19 2015-New Bern Convention Center \(Wed/Thu\)](#)
- 7) Department Head orientation meeting with Board of Commissioners
- 8) Discuss and schedule Board planning retreat(s)
- 9) County Attorney provides legal briefing and review of recent or pending matters
- 10) Receive auditor's report for fiscal year ended June 30, 2014
- 11) County Manager overview of budget and benchmarking comparisons
- 12) County Manager presentation of transitional documents specific to Bertie County operations
- 13) County Manager presentation of pending matters, project updates and strategic initiatives

2014 BOC Assignments
For Discussion Purposes

**Bertie County Board of Commissioners
Board/Committee Responsibilities and Meeting Logistics**

Commissioner	Board/Committee Function
J. Wallace Perry, Chairman	<p>Bertie-Martin Regional Jail - every 3rd Thursday, Martin County Commissioners Room, 7:30pm</p> <p>*EMS Advisory Council (currently inactive)</p> <p>Rural Transportation Advisory Committee</p> <p>Tri-County Airport Authority</p>
Charles L. Smith, Vice Chairman	<p>Albemarle Regional Health Services</p> <p>Juvenile Crime Prevention Council</p> <p>Moses B. Gilliam Center Advisory Board</p> <p>Department of Social Services Board - every 3rd Monday, Bertie County Social Services, 1:30pm</p> <p>East Carolina Behavioral Health</p> <p>Economic Development Commission - every 3rd Thursday, Heritage House Restaurant, 8:00am</p>
Rick Harrell	
John Trent	Vidant Bertie Hospital
Ronald "Ron" Wesson	<p>Mid-East Commission - every 3rd Thursday, Martin County Rural Development, 7:00pm</p> <p>Windsor Township Development</p>
Entire Board	<p>Water Districts (as necessary)</p> <p>Board of Equalization and Review (annually)</p>

January 2015						
Su	M	Tu	W	Th	F	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Main Calendar

Essentials of County Government

January 8, 8:00 AM - January 9, 5:00 PM @ Hawthorne Inn and Conference Center

After the November elections, the UNC School of Government and the North Carolina Association of County Commissioners jointly hold a two-day orientation to county government in four locations across the state. This program is for newly elected officials, veteran elected officials and managers. Entire boards are encouraged to attend.

[More Details](#)

Leading Your County Governing Board

January 14, 10:00 AM - 3:30 PM @ 80 Carolina Vista Drive

In most counties in North Carolina, the Board of County Commissioners chooses one commissioner each year to serve as the Chairman of the Board. The chair has many roles and responsibilities, including presiding over Board meetings and setting the agendas for the meetings, among others. Chairs also serve as the de facto spokesperson for the Board and must learn to manage different personalities to make sure that all Board members feel like they are being treated fairly. Prior to the Legislative Goals Conference, the NCACC and the School of Government at the University of North Carolina offer a one-day training seminar for county board chairs on Wednesday, Jan. 14, 2015. Space is limited for this session, and pre-registration is required. Priority will be given to current board chairs and vice chairs, but all commissioners are eligible to attend. The session will discuss the legal responsibilities and duties for chairs and vice chairs, tips for running a meeting, etc.

[More Details](#)

Legislative Goals Conference

January 15 - January 16 @ Pinehurst Resort

[More Details](#)

Essentials of County Government

January 23, 8:00 AM - January 24, 5:00 PM @ Chapel Hill Sheraton

After the November elections, the UNC School of Government and the North Carolina Association of County Commissioners jointly hold a two-day orientation to county government in four locations across the state. This program is for newly elected officials, veteran elected officials and managers. Entire boards are encouraged to attend.

[More Details](#)

Strategic initiatives, focus, and dedication of resources

1) Relationships with key community partners and stakeholders

- Board of Education
- Community Colleges (Martin and Roanoke Chowan)
- Towns of Askewville, Aulander, Colerain, Kelford, Lewiston-Woodville, Powellsville, Roxobel and Windsor
- VIDANT Bertie Hospital
- Mid-East Commission
- NC General Assembly (House and Senate representatives)
- Court System
- Bertie-Martin Regional Jail Commission
- Chamber of Commerce
- Regional service providers for libraries, public health and mental health
- NC Department of Public Safety (Bertie Correctional)

2) Economic Development

- Workforce Development (Prison Industries—manufacturing & training space available in the Bertie Correctional Institution)
- Four clusters (business development platforms) of focus:
 - **Agribusiness**-- farm related enterprises.
 - **Bio-Mass and Energy**—with an initial focus on methane gas, electricity generation, wood residue and crop by-products as a fuel source.
 - **Adventure Tourism**—capitalizing on wildlife resources (hunting, fishing and bird watching), plus eco-tourism to include canoeing/kayaking, hiking trails, enhanced boating access, and harbor/marina facilities to support sailing regattas and competition.
 - **Waterfront development** to expand on the initial investment in housing, vacation properties, and “stay over” opportunities to support recreation and tourism.
- Making positive first impressions (maintenance and upkeep of facilities—Courthouse, Cooperative Extension facility improvements, and demolition of nuisance sites).
- Quality of Life (support for Albemarle Food Bank, YMCA, Arts Council, Hope Plantation, Cashie Roanoke River Center, Family Resource Center, Humane Society, Roanoke River Partners, JCPC Task Force are just a few of the examples).

3) Water Department system evaluation

- Addressing multi-year water loss (unaccounted production) exceeding 40 %
- SCADA project grant to replace outdated analog telemetry system
- South Windsor Water system merger effective May 2013
- Lewiston-Woodville Water system merger—under review and pending
- Roxobel Water system merger requested and recommended
- Well performance testing—production enhancement—to serve AVOCA
- Many ongoing system improvements

4) Pending matters and issues under review

- Bertie high school project closeout
- Former Bertie high school campus re-use plan
- School Administration—Central Office building proposal
- School Bus Garage and vehicle maintenance facilities
- Community Recreation and use of school facilities in conjunction with YMCA
- RAMJACK project estimate for Courthouse foundation stabilization—final stage
- Bertie-Martin Regional Jail (BMRJ) Electronic Monitoring Program
- BMRJ Jail Health Plan—in cooperation with ECU faculty and graduate intern
- Road Name Change Policy revisions and two (2) pending requests
- Solid Waste Convenience Center proposals—due February 3, 2015
- Landfill Host Agreement and Solid Waste Franchise—pre-planning for 2018 renewal
- Mid-East census tract review of data integrity (ex. LMI gaps identified by Green eng.)
- DRC (former day reporting center) Granville Street facility management issues and monthly payment delinquencies
- Farm Lease (25 acres) renewal process
- Disposition of county-owned parcels with recent building demolition & clearing

5) General Governance and preparation for FY 2014-2015 budget development

- QSCB (qualified school construction bond) financing review of federal reimbursement, federal sequestration impacts and sinking fund requirements
- Employee health insurance
- NCSU Cooperative Extension reorganization and local impacts
- ¼ cent local option sales tax—referendum vote #3?
- Business Personal Property—tax listing verification contract with CTS, Inc.
- Courthouse preventive maintenance, renovations and security measures
- Review of Emergency Operations Plan
- Non-Emergency Transport performance against goals