

Windsor, North Carolina
May 4, 2015
Regular Meeting

The Bertie County Board of Commissioners met for their regularly scheduled meeting at 4:00 p.m. inside the Commissioners Room located at 106 Dundee Street Windsor, NC. The following members were present:

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

Absent: None

Staff Present: County Manager Scott Sauer
Clerk to the Board Sarah S. Tinkham
County Attorney Lloyd Smith
Network Administrator Joe Wilkes
Finance Director William Roberson
Department of Social Services Director Linda Speller
Tax Administrator Jodie Rhea
Emergency Services Director Mitch Cooper

Barry Ward of the Bertie Ledger-Advance was present from the media.

CALL TO ORDER

Chairman Wesson called the meeting to order and thanked all of those present for their attendance.

INVOCATION

Commissioner Bazemore led the Invocation and Pledge of Allegiance.

PUBLIC COMMENTS

There were no Public Comments.

APPOINTMENTS

Convene as the Board of Equalization and Review

Chairman Wesson stated that this session of the Board of Equalization and Review was the second of two sessions, and that the Board of Commissioners would adjourn for the 2014-2015 tax year upon this session's completion.

He reiterated that upon this session's completion that no new appeals could be submitted for individual real estate property taxes, but that the appeal process was still ongoing regarding business personal property taxes.

Chairman Wesson then opened the floor for a motion to convene as the Board of Equalization and Review.

Commissioner Trent made a **MOTION** to convene as the Board of Equalization and Review for the final time for the 2014-2015 tax year to hear appeals regarding individual real estate property and business personal property taxes. Commissioner Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously.

Chairman Wesson opened the floor for citizens to present any appeals.

Hearing none, Chairman Wesson requested an update from Tax Administrator, Jodie Rhea, regarding the ongoing appeals for business personal property taxes.

Mr. Rhea informed the Board that he had not received any new appeals and that he was currently wrapping up the appeals presented at the Board's first Equalization and Review session.

Mr. Rhea stated that the first appeal filed at the last meeting by Mr. George Harden was resolved. It was discovered that an ATV was incorrectly listed as business personal property when in fact it should have been classified as individual real estate property. The error was corrected.

Tax Administrator Rhea requested that the Board approve the changes made to Mr. Harden's business personal property audit.

Commissioner Trent made a **MOTION** to accept the changes made to Mr. George Harden's audit as requested by the Tax Administrator. Commissioner White **SECONDED** the motion. The **MOTION PASSED** unanimously.

Chairman Wesson inquired if errors like this could have been made on other audits throughout the process so far.

Tax Administrator Rhea stated that, to his knowledge, no such additional errors have been made.

Chairman Wesson also inquired about a more proactive approach that could be put in place to ensure that all new businesses understand the tax laws and to understand the importance of coming down to the County to list their business personal property upon the opening of their business.

Mr. Rhea agreed that additional awareness would be beneficial because the County cannot issue correspondence with a business about listing their business personal property if the business has not reported their new business to the County in the first place.

Hearing no additional appeals from the public, Chairman Wesson opened the floor for a motion to adjourn as the Board of Equalization and Review, and to close the appeal window for individual real estate property taxes. Chairman Wesson assured the public present that decisions will be made soon regarding the current business personal property appeals.

Commissioner Trent made a **MOTION** for the Board to adjourn as the Board of Equalization and Review for the 2014-2015 tax year for all individual real estate property appeals. Commissioner Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously.

**Board of Education's FY 2015-2016 budget proposal presentation by
Chief Finance Officer Pearline Bunch**

Chief Finance Officer for the Bertie County Public School system, Pearline Bunch, was present to present the Board of Education's FY 2015-2016 budget proposal. Each Board member received a 3-ring binder with all materials included.

Ms. Bunch wanted to thank the Board as well as all members at the County on behalf of Superintendent White for their prayers and support during Ms. White's recent loss and for the concern of her and her husband's current health.

Ms. Bunch then outlined Superintendent White's budget message as well as reviewed the Bertie County Schools Budget Resolution draft for FY 2015-2016 which, if approved, will be effective from July 1, 2015 through June 30, 2016.

In summary, the Board of Education is slated to receive an estimated state appropriation of approximately \$15,489,984.

In addition, The Board of Education is requesting to receive an estimated local appropriation of \$3,689,176, which is an increase of \$1,186,176 in County funds requested above the current budget.

Also, the Board of Education is requesting \$375,000 for capital outlay projects would cover: a roof replacement at Colerain Elementary, the replacement of 4 A/C units at Aulander Elementary as well as an upgraded HVAC system, a new parking lot at West Bertie Elementary, additional driveway materials (rocks) for all schools, the replacement and upgrades of various technologies at Bertie Middle School, as well as the purchase of one district-wide, handicapped accessible activity bus.

Lastly, the grand total of estimated appropriations for FY 2015-2016 is approximately \$22,623,309.

Chairman Wesson thanked Ms. Bunch for the presentation and requested that a meeting be held between both the Board of Education and the Bertie County Board of Commissioners to discuss this proposal more carefully.

He stated that the two Boards have had a very workable and successful relationship in the past and that he would like for the Board's to continue that in the future.

Ms. Bunch agreed, and stated that upon Superintendent White's return, she would work to get such a meeting set up so that both Boards could discuss this proposal together.

There was also discussion of how the charter schools will continue to effect the funding of the public school system.

Commissioner Bazemore stated that as a former member of the Bertie County Public School system, she understands the struggles that the public school system faces each year, but that she also understands the juggling act that occurs on the County and Board of Commissioners level.

Ms. Bunch also recognized some Board of Education members present including Jo Davis Johnson, Barry McGlone, Emma Johnson, and Chairman Tarsha Dudley.

In conclusion, Chairman Wesson thanked Ms. Bunch for her presentation, and asked all of those present to continue to keep Superintendent White and her family in their thoughts and prayers.

Roanoke Chowan Community Health Center project update by Kim Schwartz

Kim Schwartz, Chief Executive Officer of the Roanoke Chowan Community Health Center, was present to provide an update for the Board about the latest happenings at Colerain Primary Care located at 109 W. River Street in Colerain.

Ms. Schwartz began by introducing her Board Chair that was present, Viola Vaughan-Holland, and she then reiterated that Roanoke Chowan Community Health Center was one of two federally qualified health centers serving citizens of Bertie County.

She stated that being a federally qualified health center presented additional benefits to the health market as the main goal of these centers is to decrease the amount of emergency room visits which in turn keeps costs down on federal, state, and local levels.

Ms. Schwartz then discussed the latest updates being made to Colerain's Primary Care facility, as well as introduced a new expansion project.

Some of the latest additions to Colerain's Primary Care facility include: additional primary and preventive care services, specialty referrals, behavioral health resources, Diabetes education (recognized by the American Diabetes Association), sliding fee/medication assistance, migrant seasonal farmworker outreach, Affordable Care Act Marketplace enrollment assistance, and various telehealth and telemedicine services.

Ms. Schwartz highlighted the implementation of a new telemedicine program that is overseen by Dr. Doyle "Skip" Cummings of ECU's School of Medicine. The program will officially launch in Colerain later this month.

Ms. Schwartz also highlighted a health assessment kiosk currently available and is unique to Colerain Primary Care. The kiosk is able to administer various health screenings.

Lastly, Ms. Schwartz informed the Board of Roanoke Chowan Community Health Center's intent to apply for a federal, 3 year grant to complete an approximately 3,000 square foot expansion of the Colerain Primary Care facility.

The grant would allow the facility to finish the center's parking lot, expand current exam rooms, add additional members to the medical team, build an education and staff kitchen area, as well as add an in-house pharmacy with discount prescription medications.

The Board thanked Ms. Schwartz for her presentation and stated that they would like to be of any assistance that they can, as well as informed her of the County's participation in the NACo Discount Health, Dental, and Prescription Medication program.

Chairman Wesson also asked for Ms. Schwartz's assistance through Colerain Primary Care to help ensure that all citizens complete the next Census as the County has missed out on funding that it needs due to lack of Census participation.

Ms. Schwartz concurred and thanked the Board for their time.

**Mid-East Commission Workforce Development and Board Regional Consortium
Agreement presentation by Interim Executive Director Byrant Buck, Director of the
Region Q Workforce Development Board, Walter Dorsey**

Bryant Buck, Interim Executive Director of the Mid-East Commission, was present to provide an update to the Board about the latest happenings at the Mid-East Commission.

He provided various handouts of information for the Board which were placed into the Board's electronic agenda packet.

Mr. Buck focused on the upcoming implementation of the new Workforce Innovation and Opportunity Act (WIOA). This program will replace the Workforce Investment Act (WIA) starting July 1, 2015.

Mr. Buck continued by stating that the Mid-East Commission has been the Administrative Entity and Fiscal Agent for this program for the last 29 years and informed the Board that various cuts will be made to all three classifications of workers under the new act including: Adult Workers, Dislocated Workers, and Youth participants.

These programs are designed to provide assistance to low-moderate income individuals with on the job training opportunities, financing for educational opportunities (via Individual Training Accounts for approved occupational courses and majors), as well as remediation and work experience for Youth participants.

WIOA will provide for additional emphasis on serving the disabled population, coordination of Adult Learning, Career Pathways, as well as additional opportunities for Youth work experience.

Mr. Buck concluded by stating that in order to move forward effectively with these changes, he would need the assistance from the entire 5 County region to continue being a Workforce area, to designate a Chief Elected Official, approve and pass a Resolution of Consortium Agreement, as well to appoint additional members from the County to the Workforce Development Board.

Mr. Buck stated that he would be bringing more information to the Board in the near future, and also reiterated that Mid-East Commission is sometimes an “underutilized resource,” and that he encouraged any and all Commissioners to reach out to him if they are in need of grant finding or grant writing assistance, or any other needs, to please contact him.

Chairman Wesson suggested that Mid-East strive to create a wide spread awareness effort to all municipalities as he did not believe many people fully understood the resources available through the Mid-East Commission.

He stated that this could cut down on program duplication as well and allow for the proper funding to be used for as many causes as possible.

BOARD APPOINTMENTS

Voluntary Agricultural District Advisory Board

Commissioner Bazemore made a **MOTION** to reappoint George D. Perry, III, Blount Knowles, and Tyrone James to the Voluntary Agricultural District Advisory Board for a 3 year term. Vice Chairman Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

Nursing Home/Adult Care Advisory Committee

As requested by Tameka Riggsbee, Ombudsmen at the Mid-East Area Agency on Agency, Maggie Witherspoon was removed from the Nursing Home/Adult Care Advisory Committee.

Chairman Wesson reiterated to all of those present that the process in applying for boards, commissions, and committees is open to anyone, and the only thing needed to be considered is an application on file with the Clerk to the Board, Sarah S. Tinkham.

Applications are available online at <http://co.bertie.nc.us>, or in the Clerk to the Board's office at 106 Dundee Street, Windsor.

CONSENT AGENDA

Approve minutes for Regular Session 4-20-15

County Manager Sauer recommended this item for approval. The County Attorney also recommended this item for approval.

Commissioner Bazemore made a **MOTION** to approve the Regular Session minutes from 4-20-15. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

Approve minutes for Regular Session 4-30-15

County Manager Sauer recommended this item for approval. The County Attorney also recommended this item for approval.

Commissioner Bazemore made a **MOTION** to approve the Regular Session minutes from 4-30-15. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

Accept Register of Deeds Fees Report – April 2015

County Manager Sauer recommended this item for approval.

Commissioner Bazemore made a **MOTION** to accept the Register of Deeds Fees Report for April 2015. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

Accept Tax Department Error Ledger – March 2015

County Manager Sauer recommended this item for approval.

Commissioner White made a **MOTION** to accept the Tax Department Error Ledger for March 2015. Vice Chairman Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

Consider Resolution of Support for Highway 17's 1-495 coalition project for a Raleigh to Norfolk interstate

County Manager Sauer recommended this item for approval and stated that this initiative also has the support from both Representative G.K. Butterfield and Senator Thom Tillis.

Vice Chairman Lee made a **MOTION** to approve the Resolution of Support for Highway 17's 1-495 coalition project for a Raleigh to Norfolk interstate. Commissioner White **SECONDED** the motion. The **MOTION PASSED** unanimously.

Consider budget amendment in the amount of \$50,200 for the Tax Office for the payment of professional fees to County Tax Services, Inc. as per the business personal property agreement

County Manager Sauer recommended this item for approval and he also informed the Board that Johnny Bailey of County Services, Inc. was present to answer any questions.

County Manager Sauer directed the Board's attention to the spreadsheet in their electronic agenda package which details the accounts reflecting where taxes and penalties have been received and deposited in the General Fund totaling \$109,357.51 and provides a listing of the discovered value by account name. Mr. Sauer also noted that the Tax Administrator had recently received an account verification form from a taxpayer where a discovery in the amount of \$ 8.6 million was verified. As a result of the taxpayer's concurrence with these discovery findings, the Tax Office will be generating an invoice in the amount of \$97,524 of which approximately \$25,284 is penalties extending for six years.

During the conversation, Mr. Johnny Bailey of CTS, Inc. explained that when the business personal property audit system is reviewed in its totality, the County receives ten dollars (\$10) for every local dollar of County funds spent on this contract.

After some additional discussion, Commissioner White made a **MOTION** to accept budget amendment #15-05 in the amount of \$50,200 for the Tax Office for the payment of professional fees to County Tax Services, Inc. as per the business personal property agreement. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

Budget amendment #15-05 reads as follows:

BUDGET AMENDMENT				
# 15-05				
	INCREASE			INCREASE
10-0011-4111-37	\$	50,200	10-4140-5399-01	\$ 50,200
SETUP BUDGET FOR CONTRACT SERVICES - AUDITS TO PAY COUNTY TAX SERVICE (CTS)				
	DECREASE			DECREASE
42-0025-4301-01	\$	67,459	42-8272-5396-01	\$ 51,227
			42-8272-5396-10	\$ 6,452
			42-8272-5396-12	\$ 2,647
			42-8272-5396-29	\$ 295
			42-8272-5396-38	\$ 2,346
	INCREASE			INCREASE
42-0015-4230-01	\$	4,848	42-8272-5499-00	\$ 356
TO REDUCE BUDGET TO REFLECT C.O.#3 (FINAL) AND AMENDED CAP. PROJ. ORDINANCE				
BLACK ROCK WATER IMPROVEMENT PROJECT				
APPROVED ___ / ___ /2015				

DISCUSSION AGENDA

Consider project closeout documents for Black Rock Water Line construction project

County Manager Sauer recommended this item for approval and also reminded the Board that the Homeowner’s Association of Black Rock has signed off on the construction project, and is satisfied with the results and clean up. He stated that it was decided by the previous Board to be sure the Homeowner’s Association signed off on the project before final payment is released.

Proof of the Homeowner’s Association’s approval for payment was included in the Board’s agenda packet.

Commissioner Trent made a **MOTION** to fully close out the Black Rock Water Line construction project with the approval from the Homeowner’s Association as discussed and for final payment (as noted in budget amendment #15-05) be remitted to Hawley’s Construction. Commissioner Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously.

Chairman Wesson reminded the Board of a recent report regarding a Black Rock resident who is objecting to the minimum payment being charged each month.

The County Manager further explained that the debt service financing for the entire water system is predicated on the debt service payments and is required by County regulations.

The Chairman suggested that the Board may want to discuss this matter at a later date.

Budget amendment #15-05 reads as follows:

BUDGET AMENDMENT				
		# 15-05		
	INCREASE			INCREASE
10-0011-4111-37	\$	50,200	10-4140-5399-01	\$ 50,200
SETUP BUDGET FOR CONTRACT SERVICES - AUDITS TO PAY COUNTY TAX SERVICE (CTS)				
	DECREASE			DECREASE
42-0025-4301-01	\$	67,459	42-8272-5396-01	\$ 51,227
			42-8272-5396-10	\$ 6,452
			42-8272-5396-12	\$ 2,647
			42-8272-5396-29	\$ 295
			42-8272-5396-38	\$ 2,346
	INCREASE			INCREASE
42-0015-4230-01	\$	4,848	42-8272-5499-00	\$ 356
TO REDUCE BUDGET TO REFLECT C.O.#3 (FINAL) AND AMENDED CAP. PROJ. ORDINANCE BLACK ROCK WATER IMPROVEMENT PROJECT				
APPROVED ___ / ___ /2015				

Consider for approval – USDA Rural Development financing application for South Windsor water system improvements, Woodard Road water line replacement, SCADA system and District III meter replacement

County Manager Sauer first reminded the Board that this project was discussed at the April 20, 2015 Board meeting and directed their attention to the project cost summary in their electronic agenda packets which is also included below:

Scott Sauer

Subject: May 4th 2015

USDA Rural Development application for South Windsor Project improvements to include SCADA, Woodard Road, and District III meter replacement—Preliminary Engineering Report and Environmental Report are complete.

As reported at the April 20th Board of Commissioners meeting, Water Superintendent Ricky Spivey, Chairman Wesson and I met with USDA Rural Development officials Angela Washington and Aaron Gaskins on April 29th to review the development of an application for project funding. In addition, Green Engineering representatives presented the requisite preliminary engineering report and environmental report.

Requested Board Action: Authorization to prepare USDA Rural Development application and submittal for agency review; and authorization for the Chairman and County Manager to execute all application materials for the above described project.



Scott T. Sauer – County Manager
[Bertie County, NC](#)
(252) 794-6112

South Windsor Distribution

7.5. Total Project Cost Estimate

Table 16 Proposed Project – Estimated Construction Costs					
Construction Cost Estimate:					
Part A – Distribution Replacement					
Item	Description	Quantity	Units	Unit Cost	Extended Cost
1	8-Inch Dia. PVC Water Main	9,200	LF	\$15.00	138,000.00
2	8-Inch Dia. D.I. Water Main	200	LF	\$30.00	6,000.00
3	8-Inch I.D. Directional Bore	650	LF	\$110.00	71,500.00
4	6-Inch Dia. PVC Water Main	7,000	LF	\$11.00	77,000.00
5	6-Inch Dia. D.I. Water Main	600	LF	\$25.00	15,000.00
6	4-Inch Dia. D.I. Water Main	800	LF	\$16.00	12,800.00
7	2-Inch Dia. PVC Water Main	8,800	LF	\$8.50	74,800.00
8	Pipeline, Clean-up, Seeding & Testing	26,800	LF	\$2.00	53,200.00
9	8-Inch Gate Valve w/ Box	15	EA	\$1,400.00	21,000.00
10	6-Inch Gate Valve w/ Box	25	EA	\$950.00	23,750.00
11	4-Inch Gate Valve w/ Box	8	EA	\$750.00	6,000.00
12	2-Inch Gate Valve w/ Box	16	EA	\$530.00	8,480.00
13	Fire Hydrant	15	EA	\$2,500.00	37,500.00
14	Blow-off Assembly	17	EA	\$2,000.00	34,000.00
15	Compact Fittings	15,000	LBS	\$4.75	71,250.00
16	12-Inch Dia. Steel Casing (Bore & Jack)	600	LF	\$175.00	105,000.00
17	Long Services	56	EA	\$1,800.00	89,600.00
18	Short Services	50	EA	\$800.00	40,000.00
19	Long Services: Other	35	EA	\$1,100.00	38,500.00
20	Short Services: Other	35	EA	\$800.00	28,000.00
21	12 Gauge Wire	26,000	LF	\$0.25	6,500.00
22	Silt Fence	1,500	LF	\$3.00	4,500.00
23	Check Dam	50	EA	\$100.00	5,000.00
24	Ditch Liner	250	SY	\$3.00	750.00
25	Asphalt Road (Remove & Replace)	200	SY	\$60.00	12,000.00
26	Asphalt Drive (Remove & Replace)	200	SY	\$60.00	12,000.00
27	Concrete Drive (Remove & Replace)	200	SY	\$75.00	15,000.00
28	Stone Bedding	200	TONS	\$30.00	6,000.00
29	CABC Stone	300	TONS	\$25.00	7,500.00
30	Rip-Rap	35	SY	\$45.00	1,575.00
31	Select Backfill	80	CY	\$20.00	1,600.00
Total Part A – Distribution Replacement					\$1,023,805.00
Part B – SCADA Improvements					
31	Training and Spare Parts	1	LS	\$15,000.00	15,000.00
32	SCADA Master, Computer & Peripherals	1	LS	\$126,800.00	126,800.00
33	Well #1 149 Madre Rd., Windsor, NC	1	LS	\$24,500.00	24,500.00
34	Well #2 424 Gradtown Rd., Windsor, NC	1	LS	\$24,500.00	24,500.00
35	Tank #1 217 Madre Rd., Windsor, NC	1	LS	\$24,500.00	24,500.00
36	Chlorine Analyzers at Well #1	2	LS	\$6,000.00	12,000.00
37	Static Water Level Gauges at Well #1	2	EA	\$4,500.00	9,000.00
38	Well Head Encoder Meters	2	EA	\$3,500.00	7,000.00
39	Altitude Valve Vault – Tank #	1	EA	\$47,500.00	\$47,500.00
Total Part B – SCADA Improvements					\$290,800.00

Table 16 (Continued)
Proposed Project – Estimated Construction Costs

Construction Cost Estimate:					
Part C – Woodard Road Water Main					
Item	Description	Quantity	Units	Unit Cost	Extended Cost
1	6-Inch Dia. PVC Water Main	26,000	LF	\$11.00	286,000.00
2	6-Inch Dia. D.I. Water Main	800	LF	\$25.00	20,000.00
3	8-Inch I.D. Directional Bore	775	LF	\$110.00	85,250.00
4	Pipeline, Clean-up, Seeding & Testing	27,575	LF	\$2.00	55,150.00
5	6-inch Gate Valve w/ Box	25	EA	\$950.00	23,750.00
6	Fire Hydrant	5	EA	\$2,500.00	12,500.00
7	Compact Fittings	4,500	LBS	\$4.75	21,375.00
8	12-inch Dia. Steel Casing (Bore & Jack)	100	LF	\$175.00	17,500.00
9	12 Gauge Wire	28,000	LF	\$0.25	7,000.00
10	Silt Fence	1,500	LF	\$3.00	4,500.00
11	Check Dam	50	EA	\$100.00	5,000.00
12	Ditch Liner	250	SY	\$3.00	750.00
13	Asphalt Road (Remove & Replace)	50	SY	\$60.00	3,000.00
14	Asphalt Drive (Remove & Replace)	100	SY	\$60.00	6,000.00
15	Concrete Drive (Remove & Replace)	50	SY	\$75.00	3,750.00
16	Stone Bedding	150	TONS	\$30.00	4,500.00
17	CABC Stone	200	TONS	\$25.00	5,000.00
18	Rip-Rap	35	SY	\$45.00	1,575.00
19	Select Backfill	80	CY	\$20.00	1,600.00
Total Part C – Woodard Road Water Main					\$584,200.00
Part D – Water Meter Replacement					
1	¾" AMR Water Meter	1,305	EA	\$350.00	456,750.00
2	1" AMR Water Meter	7	EA	\$400.00	2,800.00
3	2" AMR Water Meter	7	EA	\$1,600.00	11,200.00
4	3" AMR Water Meter	1	EA	\$2,200.00	2,200.00
Total Part D – Water Meter Replacement					\$472,950.00
Sub-Total – Construction (Parts A - D)					\$2,351,755.00

Table 17
Proposed Project – Total Estimated Project Cost

Sub-total Construction Cost Estimate	\$ 2,351,755.00
Contingency @ 10%	\$ 235,176.00
Study and Report Phase	\$ 31,000.00
Preliminary Engineering Report	\$ 18,500.00
Environmental Report	\$ 12,500.00
Total Basic Services₁	\$ 151,500.00
Preliminary Design Phase (30%)	\$ 45,450.00
Final Design Phase: Submittals (20%)	\$ 30,300.00
Final Design Phase: Approvals (20%)	\$ 30,300.00
Bidding or Negotiating Phase (10%)	\$ 15,150.00
Construction Phase (15%)	\$ 22,725.00

Final Payment (5%)	\$ 7,575.00
Total Additional Services	\$ 57,500.00
Easement Surveys	\$ 12,500.00
GIS (As-Builts)	\$ 15,000.00
Ground-Penetrating Radar Survey	\$ 30,000.00
Resident Inspection₂	\$ 136,400.00
Advertisements and Permits	\$ 6,500.00
Legal Fees & Admin.	\$ 35,000.00
Capitalized Interest₃	\$ 84,970.00
Estimated Total Project Cost	\$ 3,089,801.00

1. Basic Service Fee based on Total Construction of \$2,351,755.00.
2. Resident Project Representative service fees were computed based on one full-time inspector for 8 hours a day at \$77.00/hour for a project duration of 10 months.
3. One year of interest on RD loan of \$3,089,801.00.

7.6. Annual Operating Budget

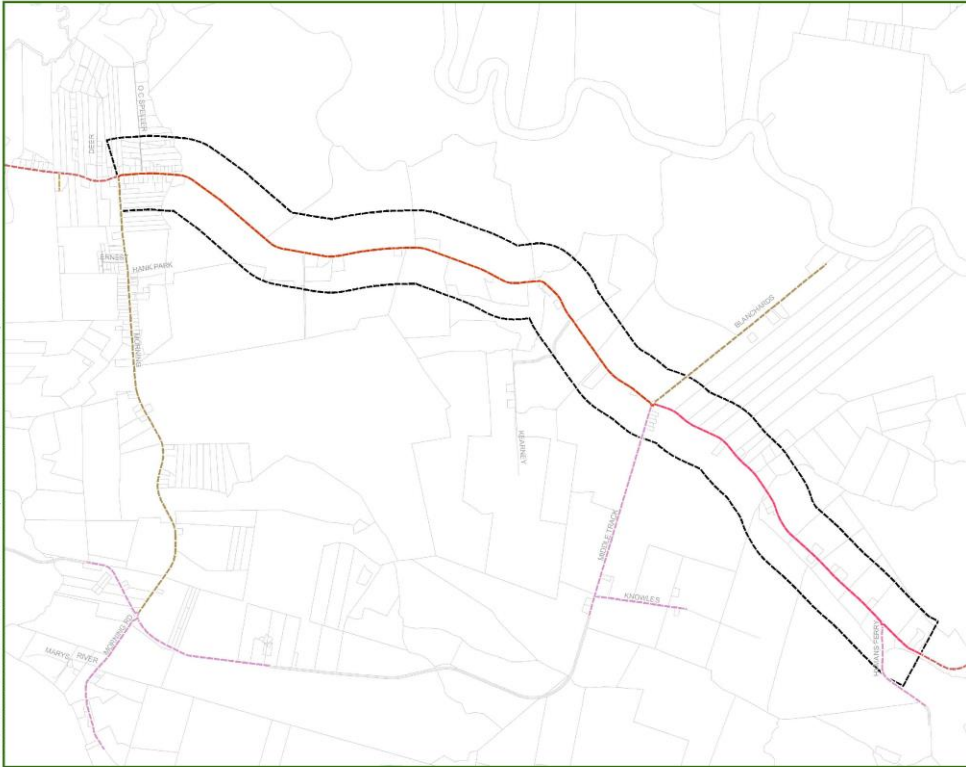
Table 18 Proposed – Project Funding	
USDA Rural Development Loan	\$ 3,089,801.00
Total Funding	\$ 3,089,801.00

Table 19 Proposed Rate Schedule		
Residential		
	Existing	Proposed
Base Charge	\$15.53	\$21.60
Cost per 1,000 gallons	\$4.50	\$4.50
Commercial		
Base Charge	\$27.00	\$33.00
Cost per 1,000 gallons	\$4.75	\$4.75

Table 20 Annual Operating Budget		
Annual Revenues		
	FY 2014 (Last FY Completed Actuals)	FY 2017 (1 st Typical Year)
<i>Operating Revenues:</i>		
<i>Charges for services</i>	\$ 489,065	\$ 698,603
<i>Water taps</i>	\$ 8,163	\$ 8,163
<i>Other Operating Revenues</i>	\$ 30,563	\$ 30,563
<i>Non-Operating Revenues:</i>		
<i>Investment earnings</i>	\$ 1,315	\$ 1,315
<i>Miscellaneous Revenue</i>	\$ 614	\$ 614
Total Annual Revenues	\$ 529,720.00	\$ 739,258.00

**Table 20 (Continued)
Annual Operating Budget**

Annual Expenses		
	FY 2014 (Last FY Completed Actuals)	FY 2017 (1st Typical Year)
Annual Operations & Maintenance:		
Water administration:		
Salaries and benefits	\$ 114,799	\$ 159,799
Telephone and postage	\$ 22,922	\$ 25,088
Travel	\$ 286	\$ 300
Repairs and maintenance	\$ 11,158	\$ 17,216
Advertising	\$ 97	\$ 102
Supplies	\$ 22,023	\$ 25,224
Uniforms	\$ 732	\$ 769
Contracted services	\$ 39,281	\$ 41,245
Professional fees	\$ 4,930	\$ 15,177
Dues and subscriptions	\$ 1,004	\$ 1,054
Chemicals	\$ 4,130	\$ 5,437
Employee training	\$ 158	\$ 166
Insurance	\$ 4,523	\$ 4,749
Utilities	\$ 36,755	\$ 43,693
Water testing	\$ 8,205	\$ 8,615
Other expenses ₁	\$ 24,559	\$ 25,787
Capital Outlay – Equipment	\$	\$ 43,500
Sub-Total	\$ 295,562.00	\$ 417,921.00
Annual Debt Payments:		
Principal ₂	\$ 75,000	\$ 90,000
Interest, fees and amortization ₃	\$ 89,179	\$ 77,413
USDA RD Loan (Totaling \$3,089,801 @ 2.75%) ₄	\$	\$ 128,324
Sub-Total	\$ 164,179.00	\$ 295,737.00
Reserve Account:		
Debt Service Reserve ₅	\$	\$ 12,800
Short-Lived Asset Reserves	\$	\$ 12,504
Sub-total	\$ 0.00	\$ 25,304.00
Total Annual Expenses	\$ 459,741.00	\$ 738,962.00



Water System Improvements
Bertie County
Bertie County, North Carolina

FIGURE 5
PROPOSED IMPROVEMENTS
SERVICE AREA MAP
WOODARD ROAD

Legend

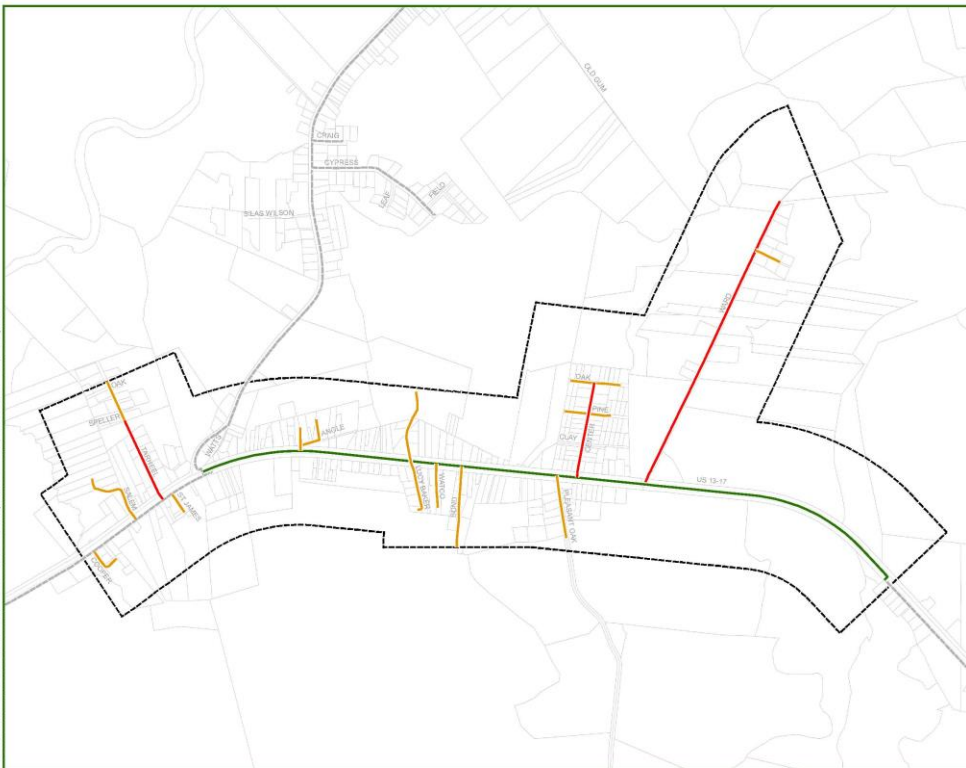
- Woodard Road Project Area
- Proposed Imp. - Woodard Road
 - Prop. 6-inch
- Existing Water Main Size
 - 2-inch
 - 3-inch
 - 4-inch
 - 6-inch
 - 8-inch
 - 10-inch
 - 12-inch
 - 14-inch
 - 16-inch

Green Engineering

0 1,000 2,000 4,000 Feet

Prepared By:
Green Engineering P.L.L.C.
107 Elm Garden 2-2112
101 Goldsboro Street SE
Waverly, NC 27883
Phone: (252) 227-5555
Fax: (252) 343-1482

This map is a graphic representation and should be used for planning purposes only. Green Engineering cannot guarantee the accuracy of the map.



Water System Improvements
Bertie County
Bertie County, North Carolina

FIGURE 4
PROPOSED IMPROVEMENTS
SERVICE AREA MAP
SOUTH WINDSOR WATER
PROJECT ASSOCIATION

Legend

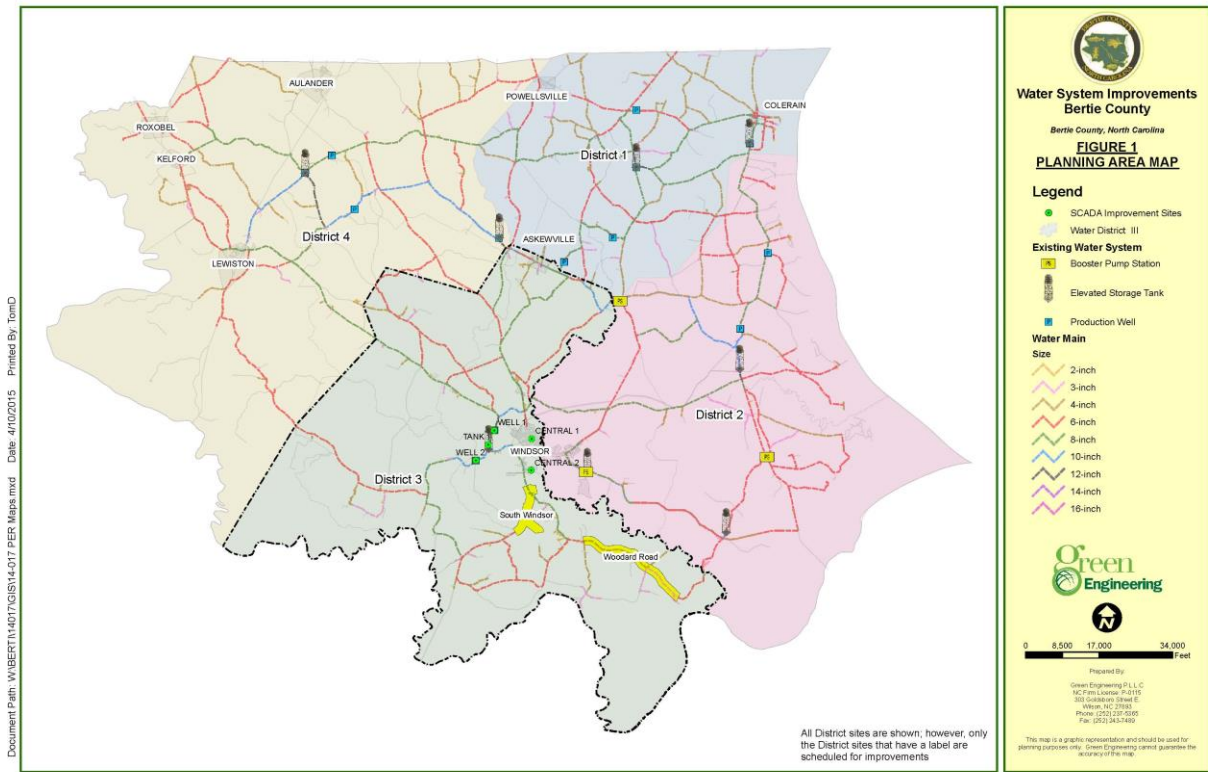
- South Windsor Project Area
- Existing Water Mains - County
- Proposed Imp. - South Windsor
 - Prop. 2-inch
 - Prop. 6-inch
 - Prop. 8-inch

Green Engineering

0 500 1,000 2,000 Feet

Prepared By:
Green Engineering P.L.L.C.
107 Elm Garden 2-2112
101 Goldsboro Street SE
Waverly, NC 27883
Phone: (252) 227-5555
Fax: (252) 343-1482

This map is a graphic representation and should be used for planning purposes only. Green Engineering cannot guarantee the accuracy of the map.



County Manager Sauer informed the Board that he had met with representatives from USDA Rural Development regarding the County’s financing application for the South Windsor Water improvements, Woodard Road water line replacement, the SCADA system, and the District III meter replacement.

Mr. Sauer stated that an application is being completed and that he needed a motion from the Board in order for that application to be submitted along with the preliminary engineering report and environment report developed by Green Engineering.

Chairman Wesson reminded the Board that these projects were a part of a promise to the citizens of South Windsor during the acquisition, and once the application is submitted, USDA will be able to submit a report to the Board regarding the effectiveness of the application and the choice to accept or deny any offered financing.

Commissioner Trent inquired about whether or not Green Engineering was involved and if the work needed to complete the application was still of no cost to the County.

County Manager Sauer confirmed that Green Engineering was present at the recent meeting and that the County is still not obligated to any costs unless the financing accepted by the County.

Commissioner White made a **MOTION** to move forward with the USDA Rural Development financing application for the various South Windsor and Water District III water projects. Vice Chairman Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

Consider Department of Social Services document shredding proposal

Department of Social Services Director, Linda Speller, was present to discuss the proposals she had received for document imaging as well for document shredding.

Ms. Speller stated that after various proposals and meetings with document imaging consultants, it was determined that document imaging would not be the most cost effective route for the County to take in handling the Department's excess of documents.

Ms. Speller stated that the most cost effective method would be to shred the documents that had outgrown the appropriate retention schedule and she provided information about the cost of shredding documents in the Board's electronic agenda packet.

Ms. Speller requested that the Board approve of her completing a document shred and to use the \$25,000 allotted for document imaging to be used for a shredding endeavor instead.

The Board concurred.

Commissioner Trent made a **MOTION** to allow Ms. Speller to find the appropriate resource needed to shred the Department's eligible documents and to allow an amount of \$25,000 that would have been used for document imaging in order to do so. This would be done with the Finance Officer moving the \$25,000 from document imaging into the Contracted Services line item. Commissioner Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously.

Discuss Board's review of proposals for Marketing & Economic Development system evaluations

The Board briefly discussed their 2 top choices from the April 30, 2015 Marketing & Economic Development system evaluation presentations and collectively agreed to enter into contract negotiations with Creative Economic Development Consulting.

Commissioner White confirmed that Economic Development Director, Steve Biggs, had provided his feedback regarding all firms that submitted proposals and gave presentations.

County Manager Sauer stated that Mr. Biggs, as well as his Economic Development Commission Chair, Mike Neal, also were in favor of entering into contract negotiations with Creative Economic Development Consulting.

Vice Chairman Lee made a **MOTION** to have the County enter into contract negotiations with Creative Economic Development Consulting with the contingency that if a suitable contract is not reached, another firm would be chosen. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

EMS billing and the use of liens on real property as recommended by the County Attorney

After some concerns were raised about the County's authority over this matter, this item was deferred until the Board's meeting on Monday, May 18, 2015.

The Board requested that Emergency Services Director, Mitch Cooper, bring forth some numerical figures from his Department so that the Board would have a broader idea about how many citizens could possibly be effected by this type of policy.

COMMISSIONERS' REPORTS

Commissioner Bazemore submitted to the County Manager a potential grant opportunity that could assist in operating costs for the Bertie County Sheriff's Office.

Vice Chairman Lee announced that she had recently attended a Bertie Minister's Council meeting, and stated that their latest initiatives included a summer reading book drive, uniform drive, and a Coats for Kids program.

Donations for these programs can be dropped off at any Bertie County elementary school as well as at the Windsor United Methodist Church located at 450 Queen Street, Windsor.

Commissioner White informed the Board of a question he had received from the owner of Eden House Graphics, Harlan Hughes. Mr. Hughes had inquired about when final decisions would be made regarding his appeal and the proposed penalties.

There was a brief discussion regarding penalties charged, and what flexibility the Board may have, if any, in the ability to compromise on the amount of penalties imposed.

COUNTY MANAGER'S REPORTS

County Manager Sauer announced that the Farm Lane water line project was ready for construction under the Community Development Block Grant (CDBG), but that the project start date had to be postponed until the proper paperwork was secured for the utility easement.

Mr. Sauer also informed all of those present about an initiative that the Board approved at their April 30, 2015 meeting.

County Manager Sauer reported that Commissioners realize that employees face many challenges outside of work related to financial concerns and family issues. For next fiscal year beginning July 1, the Board has agreed to implement an Employee Assistance Program (EAP) which will provide valuable counseling support and other services for staff and dependents which would cost \$2.35 per employee, per month.

This item was approved at the Board's Marketing and Economic Development meeting on Thursday, April 30, 2015.

COUNTY ATTORNEY'S REPORTS

The County Attorney gave no remarks at this time.

County Manager Sauer requested a brief Closed Session.

CLOSED SESSION

Commissioner Bazemore 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, and 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. Commissioner White **SECONDED** the motion. The **MOTION PASSED** unanimously.

The Board shifts into Closed Session.

OPEN SESSION

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

Following a lengthy Closed Session, Chairman Wesson encouraged the Board that now is the time to act decisively.

He reminded his fellow Commissioners of the work load demands on the Water Department Superintendent based on priorities established by the Board of Commissioners.

Chairman Wesson also noted that when you examine the events around the country, and look at the regional crime statistics shared by Commissioner White this evening, it is incumbent upon this Board to strive for stability and continuity of leadership in the area of law enforcement.

Chairman Wesson reminded the Board that Sheriff Holley has served this community for his entire career, and that his service to this County has been outstanding by all measures.

Sheriff Holley is now eligible for retirement with more than thirty-two years of service, and that to continue on his present path, Sheriff Holley will be losing significant income to continue working, rather than drawing his retirement earnings. In fact, the County would be paying more in local funds for Sheriff Holley's supplemental separation pay in retirement, than it would cost to retain him under the proposal before us this evening.

Chairman Wesson further noted that we have seen a former Sheriff (most recently the Chief Deputy) file for retirement and now is not the time to experience another void in leadership for the Sheriff's Office.

Commissioner Bazemore stated that Sheriff Holley has agreed to work within this existing budget as he reviews his command structure and he desires to make an across the board increase for his staff utilizing lapsed salary money already earmarked for his department.

Commissioner Trent made a **MOTION** in three parts: first, to increase the Water Department Superintendent's annual salary to \$70,000 effective in the new fiscal year to coincide with the merger of two municipal water systems: Lewiston-Woodville and Roxobel. This increase of \$14,019 or twenty-five percent (25%) will be absorbed within the water system's enterprise fund with no impact on the General Fund or the county tax rate.

Second, the motion includes the Board's immediate retention offer of an annual salary of \$76,000 for Sheriff John Holley in recognition of his more than thirty-two years of service to Bertie County. The increase of \$10,172 or 15.5 percent is based on the Board's commitment to maintaining a strong continuity of leadership for law enforcement in this County, and further recognizes that Sheriff Holley would be losing significant income earnings if he were to postpone his retirement for which is eligible. This motion includes the implementation of the electronic monitoring program (EMP) which will be supervised by the Sheriff's Department, and closely coordinated with the court system and the regional jail staff. It is understood that the staff member assigned to coordinate the EMP will receive an appropriate salary adjustment, not to exceed ten percent. The Sheriff has also made it a priority to provide an across the board increase for his staff of five percent (5%), and utilizing lapsed salaries including holding the chief deputy position vacant to cover all of the increases noted above. The Sheriff's retention proposal includes two \$2,500 increases set for his salary scheduled for July 2016 and 2017, noting that the Sheriff will not be eligible for any across the board adjustments which are received by other county employees.

Third, this motion includes a directive for the County Manager and the development of the FY 2015-2016 budget to include targeted salary adjustments for workload, performance and market conditions for other key positions in the organization. Additionally, the Board is seeking to include in the next budget, funding for a comprehensive job classification and compensation study for all departments.

Commissioner Bazemore **SECONDED** the motion. The **MOTION PASSED** in a vote of 4-1 with Vice Chairman Lee voting against.

Additionally, Chairman Wesson requested that the following statement be placed on record as outlined here, noting that this Board of Commissioners has made a commitment to its citizens to be clear, transparent and forthright in all of our deliberations and decision making.

The statement reads as follows:

Since the newly organized Board of Commissioners began its work in December 2014, the Commissioners have focused on strategic decisions that will benefit Bertie County residents for years to come. Building on the success of the EMS Paramedic program, the County and the Roanoke Chowan Community College have partnered with Superintendent Elaine White to establish an EMT Cadet training program at Bertie high school. This initiative will provide a training opportunity and a work force development pipeline generating qualified, local applicants for job openings in Bertie County and beyond. Job creation and providing a pathway for meaningful employment opportunities are key priorities for the Commissioners.

Coming out of its two day planning session in early February, the Board has worked closely with the Board of Education to renovate and up fit the former high school campus for administrative and professional development training facilities. Additionally, the Commissioners have supported the new bus garage project and purchased the school system's former central offices to expand the headquarters for the Sheriff's Department.

The Board of Commissioners has placed a high priority on countywide community based recreation programming, including close coordination with both the YMCA and the school system. Likewise, the Board has continued its focus on critical infrastructure projects with water system improvements, courthouse structural repairs, security enhancements for the Clerk of Superior Court and efforts to improve the courthouse appearance and its prominence as a historical landmark in Bertie County.

The Board of Commissioners has also recently partnered with Martin County to provide resources for necessary renovations and repairs to extend the useful life of the Bertie Martin Regional Jail facility.

The Commissioners are working to insure that local businesses and contractors are hired for these projects highlighted above, and requiring that the building supplies and material are purchased locally where practicable.

The Board has also identified "human capital" as a component of the County's critical infrastructure. In recognition that County staff are a valuable resource, the Board has encouraged the County Manager to develop succession planning strategies, and to invest in staff training and promotion opportunities for County employees. Recently, the Board negotiated its contract for health insurance coverage, and achieved approximately \$39,000 in annual savings. In recognition of the changing health care market place, the Board has agreed to reinvest these savings to provide \$200 per employee to establish health savings accounts for all staff effective July 1.

The Commissioners realize that employees face many challenges outside of work related to financial concerns and family issues. For next fiscal year beginning July 1, the Board has agreed to implement an Employee Assistance Program (EAP) which will provide valuable counseling support and other services for staff and dependents.

The Board has also agreed to capitalize on a national program offered through the National Association of Counties to provide discount coverage for all County residents utilizing health, dental and prescription services through eligible providers.

Each of these initiatives represent “building blocks” set in place by the Commissioners to strengthen County government and improve the services that affect the lives of all citizens in the short term, as well as for years to come.

Succession planning and continuity of leadership represent part of the County’s effort to recognize staff dedication and commitment, while also planning for the orderly transition that comes when key employees reach retirement opportunities. Two critical positions have been identified for consideration in this area: Water Department Superintendent Ricky Spivey and Sheriff John Holley.

Both of these individuals have provided extraordinary service and leadership for Bertie County, and the Board of Commissioners desires to take proactive steps to insure that their service continues with plans for a leadership transition several years into the future. As the Board prepares for the next budget cycle, FY 2015-2016, there will likely be other positions that are evaluated and salary adjustments made which are commensurate with the organization’s needs and objectives.

Mr. Spivey’s salary will be adjusted to reflect additional operational responsibilities as the County merges with municipal water systems, and his new salary will be \$70,000 or an increase of \$14,019 which is a 25% adjustment. Due to the Board’s advance planning and the anticipated additional revenues generated by the additional customer base, this salary adjustment will be fully absorbed within the Water System enterprise fund, which is separate from the County’s General Fund, and will have no impact on the property taxes paid by citizens.

Sheriff Holley’s salary, effective immediately, will be \$76,000 or an increase of \$10,172 which is a 15.5% adjustment. Sheriff Holley has in excess of thirty-two (32) years of service to Bertie County in addition to a balance of nearly 4,000 accrued sick leave which can be applied to his calculated years of service for retirement. Sheriff Holley is currently reviewing his command structure and has indicated that the chief deputy position will be held vacant for the near future, and this opening will yield departmental savings to fund a five percent market adjustment for all Sheriff’s Department staff effective July 1, 2015. The Board’s retention effort for Sheriff Holley additionally includes two future adjustments of \$2,500 each in July 2016 and July 2017. It should be noted that the Sheriff’s Department will also be working with the local court system and Bertie Martin Regional Jail to implement a new pre-trial monitoring system, or electronic monitoring system in the new fiscal year. All salary adjustments related to the changes noted above will be absorbed within the Sheriff’s current budget appropriation with no additional funding required due to lapsed salaries from existing vacancies.

ADJOURN

Chairman Wesson adjourned the meeting at 7:00PM.

Ronald D. Wesson, Chairman

Sarah S. Tinkham, Clerk to the Board