

Bertie County Board of Commissioners



May 4, 2015

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

BERTIE COUNTY BOARD OF COMMISSIONERS

May 4, 2015

4:00pm

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.

1:00-2:00 Visit to County Offices by the 2nd Graders of Colerain Elementary School with Teacher, Colerain Town Commissioner, Carla Pesce

2:00-4:00 Facility Tours: Maintenance Department & Water System operation centers on County Farm Road to review potential capital outlay project for FY 2015-2016 budget

4:00-4:05 Call to Order and Welcome by Chairman Wesson

4:05-4:10 Invocation and Pledge of Allegiance by Commissioner Bazemore

4:10-4:25 Public Comments

(A)

*** APPOINTMENTS ***

4:25-4:40 Convene as Board of Equalization and Review

4:40-4:55 Board of Education's FY 2015-2016 budget proposal presentation by Finance Officer Pearline Bunch

4:55-4:10 Roanoke Chowan Community Health Center project update by Kim Schwartz, CEO

4:10-4:25 Mid-East Commission Workforce Development and Board Regional Consortium Agreement presentation by Interim Executive Director Bryant Buck and Director of the Region Q Workforce Development Board, Walter Dorsey (A-1)

Board Appointments (B)

1. Voluntary Agricultural District Advisory Board (B-1)
2. Nursing Home/Adult Care Advisory Board (B-2)

Consent Agenda (C)

1. Approve minutes for Regular Session 4-20-15 (C-1)
2. Approve minutes for Regular Sessions 4-30-15 (C-3)
3. Approve minutes for Closed Session 4-30-15
4. Accept Register of Deeds Fees Report – April 2015 (C-3)
5. Accept Tax Department Error Ledger – March 2015 (C-4)
6. Consider Resolution of Support for Highway 17's I-495 coalition project for a Raleigh to Norfolk interstate (C-5)

7. 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 (C-6)

OTHER ITEMS

Discussion Agenda (D)

1. Consider project closeout documents for Black Rock Water Line construction project (D-1)
2. 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 requirement (D-2)
3. Consider Department of Social Services document shredding proposal (D-3)

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

5. EMS billing and the use of liens on real property as recommended by County Attorney (D-4)

Commissioners' Reports (E)

County Manager's Reports (F)

County Attorney's Reports (G)

Public Comments Continued

Closed Session

Adjourn

Bertie County Commissioners Presentation

Purpose- Discuss the implementation of the new Workforce Innovation and Opportunity Act
(Effective July 1, 2015)

History of Federal Job Training Programs

- * Comprehensive Employment and Training Act (CETA)
- * Job Training Partnership Act (JTPA)
- * Workforce Investment Act (WIA)

For past twenty-nine years- Mid-East Commission has served as your Administrative Entity/
Fiscal Agent

Program Allocation for PY 2014 (PY 2014 (July 1, 2014-June 30, 2015) (five counties)

- Adult \$ 776,884
- Dislocated Workers \$ 751,9 56
- Youth \$ 938,917

Funding as of July 1, 2015 under WIOA (anticipated based on state allocations)

- Adult 8.75% reduction or more
- Dislocation Workers 18% reduction or more
- Youth 8.75% reduction or more

Local Delivery System- NC Works Career Centers

- Bertie County Center-King Street
- Integrated Service Delivery
- Adult Programs (Individual Training Accounts (Occupational Training, On the Job Training, short-term training
- Dislocated Workers- (Individual Training Accounts (Occupational Training, On the Job Training, short-term training
- Youth (10 program elements)(remediation, work experience, etc.)

Workforce Innovation and Opportunity Act (WIOA)

- * Increased emphasis on serving the disabled population
- * increased emphasis on coordination with Adult Learning
- * Career Pathways
- * Sector Driven
- * Youth 16-24/ 75% expenditure/ 20% minimum on work-based learning

Moving Forward:

- Request from the five Counties, asking to continue as a Workforce Area
- Designation of Chief Elected Official for each County
- Resolution and passage of Consortium Agreement (designation of Administrative Entity)
- Appointment of Workforce Development Board Members

LABOR MARKET OVERVIEW



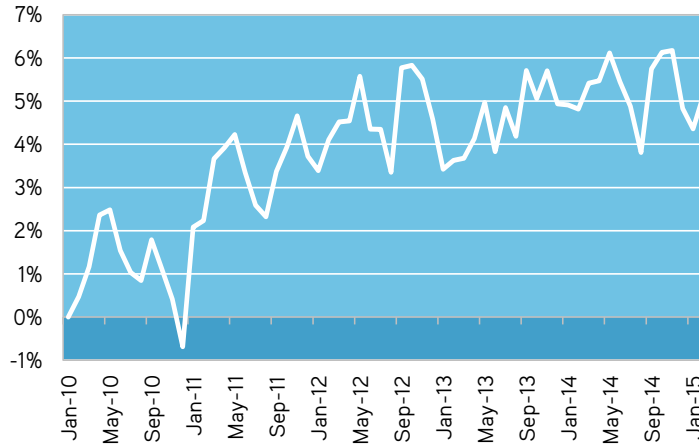
Region Q Workforce Development Board

April 2015

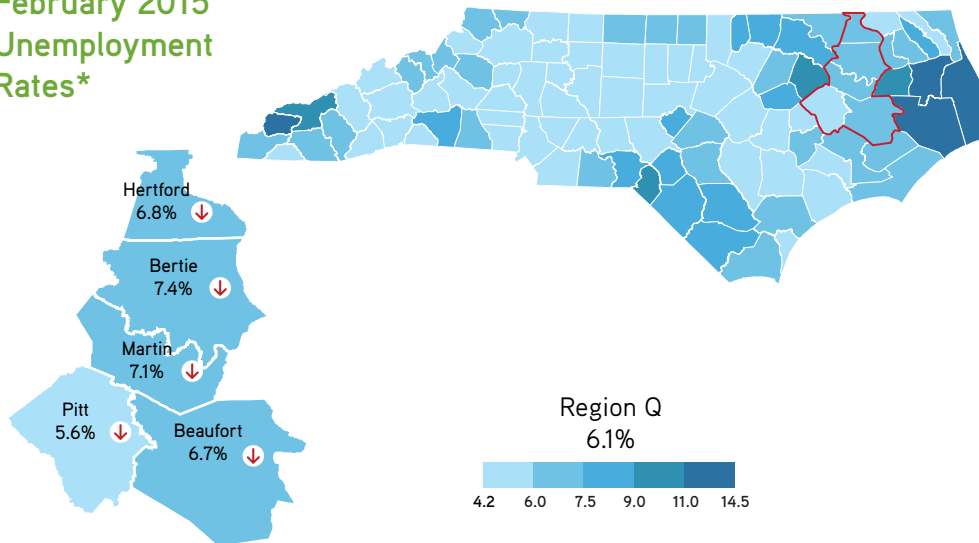
Regional Labor Market Snapshot

5-Year Percent Change in Employment*

Region Q



February 2015 Unemployment Rates*



Trending

UNEMPLOYMENT*

February 2015
Region Q Total = 8,132

↓	Region Q	6.1%
↓	North Carolina	5.7%
↓	United States	5.8%

REGIONAL EMPLOYMENT*

Region Q Total = 125,474

937 More People Working
in February than previous month

386 More People Working
than same period one year ago

CLAIMS-TAKING ACTIVITY

Initial Claims Total = 500

35% Decrease in Claims
in February over previous month

Benefits Paid Total = \$683,813

4% Decrease in Claims
in February over previous month

Duration of Claims Down 3% to 13.9
in February over previous month

INDIVIDUALS RECEIVING BENEFITS

Region Q Total = 915

11% Decrease in Claimants
in February over previous month

AVAILABLE JOBS

4,797 Jobs Posted Online
over past 90 days

125 Fewer Job Openings
than same period one year ago

Who's Hiring

past 90 days from April 2, 2015

East Carolina University	543
Pitt County Schools	84
Harris Teeter, Inc.	69
Vidant Medical Group	63
City of Greenville	59
Wells Fargo	56
Lowe's	52
Physicians East	42

What Jobs

past 90 days from April 2, 2015

Registered Nurses	218
First-Line Supervisors, Retail Sales	175
Heavy & Tractor-Trailer Truck Drivers	147
Retail Salespersons	119
Health Specialties Teachers	102
Physician Assistants	86
Medical & Health Services Managers	76
Maintenance & Repair Workers	70

Source: The Conference Board Help Wanted Online

Source: The Conference Board Help Wanted Online

Note: All data produced in this publication are generated by LEAD unless otherwise stated.

*February 2015 data are preliminary, while other 2015 data are revised. All other reported data have undergone annual revision.

Region Q Workforce Development Board | 252.974.1815

NC Department of Commerce | Labor & Economic Analysis Division | 919.707.1500 | lead@nccommerce.com



LABOR MARKET OVERVIEW

Region Q Workforce Development Board

Civilian Labor Force Estimates*

		February 2015	January 2015	December 2014	February 2014
Beaufort	Labor Force	19,686	19,601	18,761	19,540
	Employed	18,372	18,263	17,616	17,949
	Unemployed	1,314	1,338	1,145	1,591
	Rate	6.7	6.8	6.1	8.1
Bertie	Labor Force	8,444	8,449	7,599	7,786
	Employed	7,815	7,803	7,031	7,018
	Unemployed	629	646	568	768
	Rate	7.4	7.6	7.5	9.9
Hertford	Labor Force	9,303	9,233	9,193	9,371
	Employed	8,675	8,581	8,630	8,619
	Unemployed	628	652	563	752
	Rate	6.8	7.1	6.1	8.0
Martin	Labor Force	9,738	9,690	10,263	10,714
	Employed	9,048	8,975	9,642	9,858
	Unemployed	690	715	621	856
	Rate	7.1	7.4	6.1	8.0
Pitt	Labor Force	86,435	85,963	86,529	87,352
	Employed	81,564	80,915	82,182	81,644
	Unemployed	4,871	5,048	4,347	5,708
	Rate	5.6	5.9	5.0	6.5

*February 2015 data are preliminary, while other 2015 data are revised. All other reported data have undergone annual revision.

Initial Claims

	February 2015	February 2014
Beaufort	82	96
Bertie	30	52
Hertford	38	66
Martin	52	61
Pitt	298	354

Duration of Benefits

	February 2015	February 2014
Beaufort	13.4	18.0
Bertie	12.7	18.2
Hertford	14.2	18.2
Martin	12.1	14.9
Pitt	13.9	19.9

Individuals Receiving Benefits

	February 2015	February 2014
Beaufort	944	261
Bertie	101	123
Hertford	58	463
Martin	97	142
Pitt	488	714

Note: All data produced in this publication are generated by LEAD unless otherwise stated.

Voluntary Agricultural District Advisory Board

Immediate Vacancies: 3

Position Vacancy:

Board	Term	Name	Began	End
Voluntary Agricultural District Advisory Board	3 years	Blount Knowles	2/6/2012	2/30/2015
Voluntary Agricultural District Advisory Board	3 years	George D. Perry, III.	2/6/2012	2/30/2015
Voluntary Agricultural District Advisory Board	3 years	Tyrone James	2/6/2012	2/30/2015

Special requirements: N/A

Notes: N/A

Attendance of Current Members: N/A

Applications Received:

1. Blount Knowles
2. George D. Perry, III.
3. Tyrone James

Current Members (unexpired):

1. Carl Bond
2. Herbert "Herbie" Tayloe
3. Shelby Castelloe
4. Curtis Brown
5. Jimmy Mizelle
6. Harold Lawrence
7. Joseph Leggett
8. Sid Copeland

College of Agriculture and Life Sciences
Bertie County Center
North Carolina Cooperative Extension Service
204 South Queen Street
Post Office Box 280
Windsor, North Carolina 27983
Phone: (252) 794-5317
Fax: (252) 794-5375

April 28, 2015

Bertie County Board of Commissioners
PO Box 530
Windsor, NC 27983

RE: Re-appointment to Voluntary Ag District Board

The Voluntary Ag District supports the re-appointment of the following members to the Voluntary Ag District Board. The names are as follows:

- Blount Knowles
- Tyron James
- George Perry

Thank you for your consideration regarding this matter.

Sincerely,



Richard W. Rhodes
Bertie County Extension Director



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

Name: Tyrove James

Home Phone Number: 252-482-8374 Mobile: 252-809-2817

Home Fax Number: 252-482-8374

Email Address: Tyrove.James@pmbargmail.com

Home Address: 339 Jamestown RD Windsor N.C. 27983

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? 59 years

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

County Commissioner District: Merry Hill

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

Occupation: Farmer Employer: _____

Business Address: _____

Business Phone Number: _____ Business Fax: _____

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

- | | |
|---------------------------------|----------|
| 1. <u>Voluntary Ag District</u> | 3. _____ |
| 2. _____ | 4. _____ |

Qualification for specific category: _____

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

Voluntary Ag District

If reapplying for a position you presently hold, how long have you served? 3 years

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

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:

Work as a farmer (present)
Work at RJ Reynolds For 27 years
Work as R&D technologist For 5 years, Lab experiments
determine yields, purity. Shift leader in extraction areas.
Volunteer Fire Fighter at Merry Hill military For 25 years
Deacon at peterson Chapel church

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: _____ Applicant's Signature: Lynone Janner

Return application to:

Sarah S. Tinkham
PO Box 530
106 Dundee Street
Windsor, NC 27983
Fax: (252) 794-5327
sarah.tinkham@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: _____



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

Name: George D. Perry III

Home Phone Number: (252) 217-8016 Mobile: (252) 217-8016

Home Fax Number: N/A

Email Address: gdperry3@gmail.com

Home Address: 110 North Perry's Beach Rd. Colerain, NC 27924

Mailing Address: P.O. Box 27 Colerain, NC 27924

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

How long have you been a full-time resident of Bertie County? 10 yrs

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

County Commissioner District: _____

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

Occupation: Farmer Employer: Self

Business Address: 2216 NC 45 North Colerain, NC 27924

Business Phone Number: (252) 217-8016 Business Fax: N/A

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

1. Voluntary Agriculture District
2. _____
3. _____
4. _____

Qualification for specific category: _____

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

Voluntary Agriculture District

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

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

The experience and knowledge I have gained from being on the board the past year.

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: 3-19-15 Applicant's Signature: 

Return application to:

Sarah S. Tinkham
PO Box 530
106 Dundee Street
Windsor, NC 27983
Fax: (252) 794-5327
sarah.tinkham@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: 3/19/15

Received By: 



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

Name: Blount Knowles

Home Phone Number: 252 794 4167 Mobile: _____

Home Fax Number: _____

Email Address: blountknowles@gmail.com

Home Address: 1524 Woodard Rd. Windsor, NC 27983

Mailing Address: 1524 Woodard Rd. Windsor, NC 27983

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

How long have you been a full-time resident of Bertie County? 61 years

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

County Commissioner District: _____

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

Occupation: 🌳 🌳 farming Employer: R. B. Knowles, Inc.

Business Address: 1524 Woodard Rd. Windsor, NC 27983

Business Phone Number: 252 794 4167 Business Fax: _____

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

1. Vol. Agri. Districts Advisory Board
2. _____
3. _____
4. _____

Qualification for specific category: have been involved in agriculture within Bertie County all my life. Farming is my way of life.

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

Soil + Water Conservation (supervisor)

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

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

I am able to share my experiences and any expertise with other residents in the county

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:

NC SU graduate College of Agri.+Life Science (Ag. Institute)

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: 03/10/15 Applicant's Signature: Blount Knowles

Return application to:

Sarah S. Tinkham
PO Box 530
106 Dundee Street
Windsor, NC 27983
Fax: (252) 794-5327
sarah.tinkham@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: 3/12/15

Received By: Sarah S. Tinkham

Nursing Home/Adult Care CAC

Immediate Vacancies: 2

Position Vacancy:

Board	Term	Name	Began	End
Nursing Home/Adult Care CAC	1 year	---	---	---

Special requirements: N/A

Notes: Resignation received from Maggie Witherspoon on March 11, 2015.

Attendance of Current Members: N/A

Applications Received:

Current Members (unexpired):

1. Clara Barrow
2. Mary Davis
3. Rev. Gail P. McNeil
4. James S. Pugh



People Working Together

1385 John Small Avenue Washington, North Carolina 27889
www.mideastcom.org
Phone: (252) 946-8043 Fax: (252) 946-5489

March 11, 2015

Ms. Maggie Witherspoon
115 Dilday Road
Colerain, NC 27924

Dear Ms. Witherspoon,

You were appointed by the Bertie County Board of Commissioners January 5, 2015 to serve on the Bertie County Nursing Home/Adult Care Community Advisory Committee as an advocate for area long term care residents. Effective this date, you have requested to be removed from the committee.

I appreciate your time and interest in the CAC and realize you will continue to serve the citizens of Bertie County in other capacities. You may contact me by email triggsbee@mideastcom.org or by telephone at (252) 974-1838 with questions. In the event you connect with my voice mail, leave a telephone number and the best time of day to return your call.

I thank you again for your interest in protecting the rights of long term care facility residents and will notify the Board of County Commissioners.

Sincerely,

Tameka Riggsbee
Regional Long Term Care Ombudsman

CC: Sarah M. Tinkham, Clerk to the Board

Serving: Beaufort County • Bertie County • Hertford County • Martin County • Pitt County

Auxiliary aids and services are available upon request to individuals with disabilities.
Relay numbers for the Hearing Impaired:(TTY) 1-800-735-2962 (voice) 1-800-735-8262



People Working Together

1385 John Small Avenue Washington, North Carolina 27889

www.mideastcom.org

Phone: (252) 946-8043 Fax: (252) 946-5489

Request for removal of Community Advisory Committee Member(s)

To: Sarah M. Tinkham
From: Tameka Riggsbee, Regional LTC Ombudsman
Re: **Maggie Witherspoon**
Date: March 11, 2015

Volunteers are a vital part of the services that support older adults in your county. However, the above volunteer(s) is not eligible for continued service for the following reason(s):

has a conflict of interest.

G.S. 131 E-128 (f) Nursing Home and G.S. 131 D-31 (g) Adult Care Home

has failed to complete required initial orientation and training.

1- G.S. 131 E-128 (f) Nursing Home and G.S. 131 D-31 (g) Adult Care Home

2- Regional Long-Term Care Ombudsman Memo dated July 17, 1998:

"If a new member does not complete the training and in-facility orientation within three months from the date of appointment, the County Commissioners will be asked to replace the committee member."

X has resigned from the Community Advisory Committee.

has failed to adhere to Bertie County Joint Community Advisory Committee bylaws.

has failed to attend quarterly/monthly CAC scheduled business meetings.

has failed to participate in required facility visitations since _____.

other reason for ineligibility (documentation provided).

This is an official request to the Bertie County Board of Commissioners to have the individual(s) removed from any further service with the Bertie County Joint Advisory Committee.

Thank you in advance for your prompt attention to this matter.

Sincerely,

Tameka Riggsbee
Regional Long Term Care Ombudsman

Serving: Beaufort County • Bertie County • Hertford County • Martin County • Pitt County

"Auxiliary aids and services are available upon request to individuals with disabilities."
Relay numbers for the Hearing Impaired:(TTY) 1-800-735-2962 (voice) 1-800-735-8262

Windsor, North Carolina
April 20, 2015
Special Meeting

The Bertie County Board of Commissioners met for a Special Meeting at 2:00 p.m. in 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
 Assistant County Attorney Jonathan Huddleston
 Network Administrator Joe Wilkes
 Information Systems Administrator Scott Pearce
 Finance Director William Roberson
 Department of Social Services Director Linda Speller
 Emergency Services Director Mitch Cooper
 Compliance Officer Crystal Freeman
 NET Coordinator Ian Trainor
 EMS Division Chief Matt Leicester
 Clerk of Superior Court Vasti F. James
 Tax Administrator Jodie Rhea
 Parks and Recreation Director Donna Mizelle
 Code Enforcement Administrator G.T. Pittman
 Building Codes Inspector Tommy Dunlow

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.

BOARD OF EQUALIZATION AND REVIEW

Chairman Wesson convened the Bertie County Board of Commissioners as the Board of Equalization and Review.

Tax Administrator, Jodie Rhea, and Clerk of Superior Court, Vasti F. James, were called forward to administer oaths.

Clerk James read the following oath aloud:

All five Commissioners were officially sworn in as the Board of Equalization and Review.

HEARING OF APPEALS AS THE BOARD OF EQUALIZATION AND REVIEW

The Board had received two (2) confirmed appeals to hear at this meeting of the Board of Equalization and Review.

It was announced that an additional session would be held on Monday, May 4, 2015 as a part of the Board's regular meeting.

George Harden approached the Board with his concerns about the proposed penalties being put into place by the County's business personal property auditors, County Tax Services, Inc.

Mr. Harden stated that he did not think the penalties were fair as he had no idea he wasn't listing properly until this year. He also requested additional clarity regarding how supplies and miscellaneous parts are taxed, as well as about how the County deals with depreciation of agricultural equipment.

Chairman Wesson replied by stating that the County is charged with administering tax laws as they have been mandated by the State of North Carolina in order to insure that listing for business personal property is accurate for all taxpayers.

Tax Administrator, Jodie Rhea, responded to Mr. Harden's concern about the depreciation of equipment. He stated that the State follows a protocol based on the age of the equipment, and as long as it is still in service, it is eligible to be taxed, but the State outlines a depreciation schedule with a minimum twenty-five percent (25%) residual value.

Timothy Francis of Lasca's Italian Restaurant brought forward his concerns about never knowing he was supposed to list business personal equipment in the 22 years that he has owned his restaurant.

When asked if Mr. Francis had received correspondence from the County about such taxes, he stated that he hadn't received any such notices, and Tax Administrator, Jodie Rhea, clarified that the County historically has contacted businesses who had listed taxes in the previous years.

Mr. Francis stated that he did not mind paying his taxes but that he didn't believe the penalties listed were fair as it makes him look as if he was doing something wrong on purpose.

Mr. Rhea stated that under State law, a business owner is responsible for coming forward and listing taxes for a new business.

Harlan Hughes of Eden House Graphics approached the Board with his concerns about not only the penalties, but the actual process used in determining the amount owed under the new system.

Mr. Hughes was also concerned about when these tax amounts were due to the County.

In response, Mr. Rhea informed all of those present that these amounts would be due by January 6, 2016, but that it wouldn't take nearly that long to resolve each case appropriately.

Chairman Wesson assured all the citizens who had made appeals to the Board of Equalization and Review that they would receive answers to their questions before any final decisions are made, and he also encouraged other citizens to step forward at the next hearing on May 4, 2015 if they felt the need to do so.

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

Vice Chairman Lee made a **MOTION** to recess as the Board of Equalization and Review until Monday, May 4, 2015. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

COMMUNITY BASED RECREATION UPDATE

Parks and Recreation Director, Donna Mizelle, and Windsor YMCA Director, Heidi Bonislawski informed the Board of an upcoming assessment that will be completed to gauge community interest about what specific recreation activities should be offered at each community recreation site.

The community based recreation program is slated to begin at the start of next school year. The Board commended Ms. Mizelle and Ms. Bonislawski for their teamwork in spearheading this initiative.

UPDATE FROM THE COUNTY MEDICAL DIRECTOR, DR. MICHAEL LOWRY

Bertie County Medical Director, Dr. Michael Lowry, was present to provide insight to the Board about his role in the County, as well as to provide his thoughts on the latest improvements to the Emergency Medical Services Department.

Dr. Lowry stated that he had been the County's Medical Director for 6 and ½ years and that it was his job to ensure all EMS/NET personnel are performing according to all State protocols, and medical directives since they operate under his medical license.

Additionally, Dr. Lowry listed the many procedures and medications the County can utilize with the Paramedic level care being offered. He expressed that because of the change, more lifesaving procedures are being utilized even before a patient reaches the hospital which increases the likelihood of a patient's survival.

Commissioner Trent inquired if Dr. Lowry was the Medical Director for the Non-Emergency Transport services in the area including the County's system.

Dr. Lowry stated that he has served as Medical Director for the Non-Emergency Transports on a voluntary basis, but that there was one company still deciding if they would like to contract with him, or find another suitable alternative.

Chairman Wesson inquired if there was an evaluation process completed to discover areas in need of improvement within the County EMS division.

Dr. Lowry informed the Board that an evaluation is completed on a quarterly basis by the North Carolina Office of EMS, and that results from those evaluations can be provided when available, or on a yearly basis.

Vice Chairman Lee asked if there was a certain amount of time required for EMS personnel to stay on scene.

Dr. Lowry stated that fifteen (15) minutes is the standard amount of time, but that time is variable due to the procedures usually spent liberating a patient, administering IV's, transferring and lifting a patient via stretcher, as well as applying the use of any medical equipment such as EKG's, etc.

DISCUSS CURRENT ABANDONED/CONDEMNED BUILDING POLICIES WITH ASSISTANT COUNTY ATTORNEY, JONATHAN HUDDLESTON

Assistant County Attorney Jonathan Huddleston reviewed the agreement with municipalities to administer the State Building Code through the Inspections Department.

He clarified that the building inspector will provide an assessment of the dwelling at the Town's request, but the enforcement of the municipal minimum housing code is the Town's responsibility. The assessment is provided to the Town and the property owners.

The Board also discussed the kind of authority the County had to be on the property of decrepit properties and inquired with the Assistant County Attorney about their options.

Assistant County Attorney Huddleston stated that the County does have authority in certain situations, such as those where the public could somehow be at risk, under the Nuisance Abatement provisions of the County.

The consensus of the Board was that there should be a clear line drawn between what is the responsibility of the County and that of the Towns. Assistant County Attorney Huddleston said that the County and the Town of Aulander have dealt with municipal minimum housing code violations before, that there was a clear line between when the County's work ended and when

the Town hired an attorney for enforcement actions, and that it appears to have worked without any problems. He said that the same procedure would be followed this time.

**DISCUSS WATER PROJECT UPDATES INCLUDING BUDGET ITEMS FOR
FY 2015-2016**

County Manager Sauer briefed the Board on pending water projects including: South Windsor distribution improvements which could potentially be funded with USDA Rural Development grants and loans as well as the System Control and Data Acquisition (SCADA) project. The County is seeking monies from the State's Revolving Fund.

Mr. Sauer reiterated that both projects being prepared are on an "at risk" basis by the consultant with no cost obligation or encumbrance of County funds.

Mr. Sauer continued by stating that after two unsuccessful CDBG applications, efforts are now focused on USDA Rural Development financing (combined grant and loan packages), plus State Revolving fund monies with no interest.

Mr. Sauer noted that one of the County's biggest struggles has been "the law of unintended consequences" whereby if the County water system has experienced regulatory violations, or "NOVs – notices of violations" then the County's grant applications would have scored more points on the rating scale. This same issue also effects the South Windsor Water system which also had no violations for its operation in recent years.

Most recently the Board engaged Green Engineering to update the water system's hydraulic model. Green Engineering has also been engaged to evaluate the requests from the Town of Lewiston-Woodville and the Town of Roxobel for consolidation of their water system design and installation of an appropriately sized booster pump station to address water pressure issues in and around the Town of Roxobel.

Mr. Sauer reported that the initial takeover of the Lewiston and Roxobel water systems would occur on July 1, 2015 and that all of these items were being presented simply so the Board was aware of actions that were approved at previous meetings.

Lastly, County Manager Sauer announced that he and Water Superintendent, Ricky Spivey, would be meeting with the USDA Rural Development staff on Wednesday, April 29, 2015 to review the South Windsor project.

The Board appreciated the reminder about these items and Chairman Wesson requested that if additional financial considerations arise, the Board would like to be informed of the needed additions.

The Board was also provided with the following hand out in their electronic agenda packet:

Active Water Department projects

1) South Windsor distribution system improvements (Water District III) USDA Rural

Development application:

- Water distribution system upgrade including all meter replacement for 326 customers
- District III SCADA works to include master units at Connie's and Ricky's offices, wells 1 & 2 and tank 1,
- Automatic meter reading system for all existing water meters in District III
- Woodard Road water main reinforcements consisting of installation of ± 27,500 linear feet of 6-inch water main.

Project cost estimate: \$3,089,801 (seeking grant and loan financing with possible 2.75% over 40 years)

Annual debt service payment: \$128,350 which is offset by revenue from system consolidations

-65,280	South Windsor customer revenue
-56,059	Lewiston-Woodville customer revenue
-60,526	Roxobel customer revenue

-53,515 Estimated annual net revenue gain for consolidated water system*

2) System Control and Data Acquisition project application for 0% State Revolving Fund loan

- 4 additional bulk meters (for Scotch Hall, Avoca, and two other locations)
- Roxobel meter replacement for 160 customers
- Lewiston-Woodville meter replacement for 310 customers

Project cost estimate: \$1,832,910 State Revolving Fund 0% loan application under development

Annual debt service payment: \$91,646 which is offset as follows:

-53,515	net revenue gain—see note above*
-55,000	annual cost savings achieved by SCADA (analog phone lines eliminated)

-16,689 Projected total system annual savings in operational
 cost for consolidated system

Note: The \$53,515 net revenue gain is conservatively estimated with \$-0- grant dollars from USDA.
 For every \$100,000 in grant received, the loan payment is reduced by \$4,563 per year.

DISCUSS FIBER COMMUNICATIONS EXTENSION FOR SHERIFF'S OFFICE
PENDING RELOCATION

Information Systems Administrator, Scott Pearce, was present to reiterate to the Board the importance of securing the fiber needed to connect the old School Board Administration building on County Farm Road for the Sheriff's Department.

County Manager Sauer stated that since there is a 6 month lead time for this project, so a decision was imperative to at least order the needed fiber line.

The Board was also presented with quote options for the actual installation of the fiber which is representative of a 10 year projection. The three (3) quotes were presented to the Board in their electronic agenda packet and read as follows:

**Cost Analysis for Internet Access/Telephones
 Only for New Sheriff's Office/Communications Center**

Option 1

County Owned Fiber

	One Time Charges	Recurring Costs	Cost Over 10 Years
Installation	\$61,870.00	None Yearly	\$ 61,870.00

Option 2

MCNC Fiber

	One Time Charges	Recurring Costs	Cost Over 10 Years
Installation	\$42,717.00	\$ 6,000.00 Yearly	\$ 102,717.00

Option 3

Stand Alone Facility

	One Time Charges	Recurring Costs	Cost Over 10 Years
T1 for Telephones	\$1,524.00	\$340.00 x12	
Internet Access	\$24.00	\$1,200.00 x12	
Watchguard Firebox	\$4,000.00	\$3,000.00 x1	
Totals	\$5,548.00	\$21,480.00 Yearly	\$220,348.00

After some discussion, Vice Chairman Lee made a **MOTION** to proceed with Option 1 and County Owned fiber for \$61,970 to complete this project. Commissioner Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously.

**DISCUSS TAX OFFICE IMPLEMENTATIONS OF NEW SERVER INSTALLATIONS
AND DATA TRANSFER PROCESS PREVIOUSLY APPROVED BY THE BOARD**

County Manager Sauer reminded the Board about a project to replace the main Tax Office server as budgeted in FY 2014-2015. He stated that the project was approved at \$80,000 and that he was updating the Board on the action that will soon take place with the installation of the new server, as well as the completion of the County Tax Office data transfer.

The Board concurred.

ADJOURN

Chairman Wesson adjourned the meeting at 4:30pm.

Ronald D. Wesson, Chairman
Bertie County Board of Commissioners

Sarah S. Tinkham, Clerk to the Board

**Windsor, North Carolina
April 20, 2015
Regular Meeting**

The Bertie County Board of Commissioners met for their regularly scheduled meeting at 7:00pm inside the Kelford Community Building located at 107 Broadway Street, Kelford, NC. The following members were present or absent:

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
 Assistant County Attorney Jonathan Huddleston
 Network Administrator Joe Wilkes
 Economic Development Director Steve Biggs
 Emergency Services Director Mitch Cooper
 Finance Officer William Roberson

Gene Motley of the Roanoke-Chowan News Herald and Thadd White of the Bertie Ledger-Advance were present from the media.

CALL TO ORDER

Chairman Wesson welcomed all of those present and thanked them for their attendance. He thanked the Town of Kelford for hosting tonight’s meeting.

INVOCATION/PLEDGE OF ALLEGIANCE

Vice Chairman Lee led the Invocation and Pledge of Allegiance.

PUBLIC COMMENTS

Miles Davis of the ABC Board approached the Board to thank them for allowing him to speak about the "Save a Life Tour," which is a partnership between the Bertie County ABC Board as well as the Bertie County Public School System.

The tour will visit the Bertie County High School gymnasium on May 1st beginning at 8:30 am. All students will participate in the activities provided, and the tour is designed to discourage young people from drinking and driving as well as texting and driving.

Mr. Davis stated that he had received word from Luther Snyder, Director of the "Stop Underage Drinking Campaign in North Carolina," that Bertie County's ABC Board was one of the most proactive boards that he had ever seen in the effort to eliminate under aged drinking.

Mr. Davis reiterated that the "C" in "ABC" stands for control and that the Bertie County ABC Board as a whole takes the responsibility of education and prevention very seriously.

He stated that this event was being provided to the County at no cost to the taxpayers.

Mr. Davis thanked the Board of Commissioners for their continued support.

Michael Freeman of the ABC Board encouraged the Commissioners to attend the event.

James Pugh stated that he hoped this event would encourage students to use common sense while driving and avoid distracted driving.

APPOINTMENTS

Aging Services expenditures for Bertie County presentation by Annette Eubanks, Aging Program Director, and Venita Thompson, Council on Aging Director

Annette Eubanks, Aging Program Director, and Venita Thompson, Council on Aging Director were present to report on the current Aging Services expenditures through March 2015.

It was reported that the County had underspent funds by 8% or more in the following areas: Level I Home Management, Congregate Nutrition, General Transportation, Medical Transportation, and Housing & Home Improvements.

The Board agreed that the citizens in need of these services were present and that it was very important to use the additional funding before the end of the fiscal year.

Ms. Thompson was encouraged to network with local churches, the Bertie/Windsor Chamber of Commerce, as well as through the media to secure additional clientele for these services.

Chairman Wesson stated that finding the citizens in need of these services should be the highest priority, and that the Board would be looking for an update regarding this matter in late May or early June.

Marc Finlayson of the Highway 17 Association – update on the advocacy efforts to promote the Raleigh to Norfolk Interstate highway project

Mr. Marc Finalyson of the Highway 17 Association was present to provide an update to the Board on its advocacy efforts to promote the Raleigh to Norfolk Interstate highway project.

The Highway 17 Association’s priority for the 1-495 Coalition will be to secure, through Congressional legislation or Federal Highway Administration promulgation, a “future interstate” designation for the US 64 and US 17 corridors between Raleigh and Norfolk. At the same time, the organization is also looking to facilitate the planning, design, and permitting, the right of way construction of projects along the US 64 and US 17 corridors to bring those corridors up to interstate standards.

Additionally, Mr. Finalyson requested that the Board show its support for his organization’s initiatives by adopting a Resolution of Support.

The Board concurred and Mr. Finalyson assured the Board that he would have a proposed Resolution sent to the County in the near future for its consideration.

Presentation of appreciation for Norman & Jean Cherry, Walter “Pete” Jernigan, Jr., and the late Carolyn Jernigan

The Board presented Certificates of Appreciation to Norman Cherry, Jean Cherry, Walter “Pete” Jernigan, Jr., as well as to the late Carolyn Jernigan.

The above named individuals worked tirelessly to secure a Senior Nutrition Site in the Town of Kelford, the location of tonight’s meeting.

Venita Thompson, Council on Aging Director, thanked each individual for their dedication to the project, and stated that hundreds of senior citizens have taken advantage of the Nutrition Site, and do so on a regular basis.

Non-Emergency Transport update by Emergency Services Director, Mitch Cooper (including recommendation by County Attorney for improved collections – use of property liens)

Mitch Cooper, Emergency Services Director, was present to provide a report regarding Non-Emergency Transport.

Mr. Cooper reported that a total of 47 Advanced Life Support (ALS) calls were performed between January 16, 2015 and April 20, 2015.

He also reported that a total of 164 Basic Life Support (BLS) calls were performed between the same time frame of January 16, 2015 and April 20, 2015.

Commissioner Bazemore asked how the hiring process works for NET and EMS.

Mr. Cooper stated that applications are filled out and sent to the County Human Resources Officer, Carolyn Fornes, a file is started, and then the applicants are called into the office to complete various testing, as well as interviews.

Chairman Wesson expressed concerns regarding the diversity of employees between the two departments. He stated that he understood the need to hire qualified individuals, but encouraged Mr. Cooper to continue to find diverse candidates for employment.

CONSENT AGENDA

Approve minutes for Regular Session 4-7-15

County Manager Sauer recommended this item for approval.

Commissioner Trent made a **MOTION** to approve the minutes for Regular Session 3-2-15. Commissioner Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously.

Approve Closed Session minutes for 4-7-15

County Manager Sauer recommended this item for approval.

Commissioner Bazemore made a **MOTION** to approve the minutes for Closed Session 4-7-15 with the first portion being approved and released, and with the second portion being approved, but withheld until notified by the County Attorney. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

Budget Amendment in the amount of \$25,000 for Water Department hydraulic model update approved by the Board on April 7, 2015

Commissioner Trent made a **MOTION** to approve the Budget Amendment as requested. Commissioner Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously.

DISCUSSION AGENDA

Discuss USDA/FSA County office lease with Assistant County Attorney, Jonathan Huddleston

Assistant County Attorney, Jonathan Huddleston, stated that things were in order with the USDA/FSA County office lease, and that if the Board is satisfied with the rental rate and length of the extension, he recommended the item for approval.

The contract would be extended through December 31, 2018.

Commissioner Trent made a **MOTION** to approve the USDA/FSA County office lease extension to December 31, 2018. Vice Chairman Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

Discuss and consider for approval the consolidation of four water districts and creating a single water utility fund, and review the Resolution adopting an agreement between Bertie County and the County Water Districts

County Manager Sauer reminded the Board that this item was discussed previously in June 2014, and that a formal resolution was needed to consolidate the Water Districts for accounting and budget purposes only.

Each Water District would still have its own separate identity for debt service obligations but the funding from all of the districts would be placed into one (1) account versus four (4) to simplify accounting processes.

Commissioner Bazemore made a **MOTION** to sign and approve the resolution to consolidate the four Water Districts and create a single water utility fund, and to approve the Resolution adopting an agreement between the County and the County Water Districts. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

COMMISSIONERS' REPORTS

Commissioner Trent informed the Board that contracts had recently been signed with various vendors involved in the renovation of the Bertie-Martin Regional Jail and those renovations are slated to begin on or before May 9th.

Commissioner Bazemore informed the Board that she would be bringing forward a potential funding resource, a TIGER Discretionary grant for transportation initiatives, at an upcoming meeting.

Vice Chairman Lee proposed that the County release Closed Session minutes to the County website upon review by the County Attorney.

Chairman Wesson informed the Board of a project called the "Youth Bertie Backpack Initiative." The program would allow some of the most impoverished students to receive a back pack full of community donated food items to take home with them to eat over the weekend. This initiative would also coincide with additional breakfast and lunch meals provided at each school to assist even more children in need.

COUNTY MANAGER'S REPORTS

County Manager Sauer informed the Board of a request received by Jo Ann Jordan, the organizer of the Bertie County Relay for Life event.

Ms. Jordan requested that the Board approve the Resolution declaring May 2015 as Relay for Life Month, as well as for the Board to become a sponsor of the event with a donation of \$500 as given in previous years.

Commissioner Trent made a **MOTION** to approve the Resolution declaring May 2015 as Relay for Life Month, as well as for the Board to sponsor the event with a donation of \$500. Vice Chairman Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

County Manager Sauer also reminded the Board of its April 30, 2015 meeting with the four (4) Economic Development/Marketing firms that responded to the request for qualifications. Interviews will begin at 8:30 a.m., and County Manager requested that the Chairman recess this meeting until 8:30 a.m. on Thursday, April 30, 2015.

ASSISTANT COUNTY ATTORNEY'S REPORTS

The Assistant County Attorney gave no remarks at this time.

PUBLIC COMMENTS CONTINUED

James Pugh recommended that since the Board of Commissioners appoints members to each board and committee, that the Board of Commissioners should receive reports from various members from each group on a periodic basis.

He stated that each member should be held accountable for their appointments and that it would allow the Commissioners to know each member, as well as to stay up to date on current matters within each board or committee.

The Board concurred.

RECESS

Chairman Wesson recessed this meeting until 8:30AM on April 30, 2015 at the Roanoke-Cashie River Center.

Ronald D. Wesson, Chairman

Sarah S. Tinkham, Clerk to the Board

**Windsor, North Carolina
April 30, 2015
Recessed Meeting**

The Bertie County Board of Commissioners reconvened its regular meeting from April 20, 2015 at 8:30 am at the Roanoke Cashie River Center located at 112 W. Water Street, Windsor, NC. The Board was present to hear presentations by various Economic Development and Marketing firms. The following members were present or absent:

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
Economic Development Director Steve Biggs

Guests Present: Mike Neal, Chairman,
Economic Development Commission

There were no media members present.

CALL TO ORDER

Chairman Wesson called the meeting to order and reconvened the Board's regular meeting which was recessed from April 20, 2015.

The Chairman reviewed the timeline for this RFQ project as follows:

- **February 9th** Board of Commissioners set a key priority---RFQ to seek consultants to recommend marketing strategies and an evaluation of the County's economic development system.
- **February 19th** Board approved RFQ document and authorized County Manager to seek proposals.
- **March 3rd** County Manager conducted information meeting with interested firms.
- **March 27th** RFQ submittals received and distributed to the Board

The Board followed the scheduled appointments and engaged in extensive discussion with each firm outlined below:

- 9:00AM – Presentation by Sanford Holshouser Economic Development Consulting
- 10:30AM – Presentation by Creative Economic Development Consulting

LUNCH

The Board took a break for lunch from 12:00 pm – 1:15 pm and used this time to review the draft agenda for the May 4, 2015 meeting. Also, the Board heard a recommendation from the County Manager regarding the establishment of an Employee Assistance Program (EAP) as prepared by Pierce Group Benefits.

Following the presentation, Chairman Wesson indicated that having an Employee Assistance Program available for all employees would be a good way to invest in them and be supportive.

Vice Chairman Lee made a **MOTION** to initiate the EAP effective July 1, 2015. Commissioner Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously.

CALL TO ORDER

The Board continued on with the day's agenda and followed the scheduled appointments and engaged in extensive discussion with each firm outlined below:

- 1:30PM – Presentation by The Goss Agency
- 3:00PM – Presentation by Greenfield

DISCUSSION/WRAP-UP

Following the final presentation, the Chairman facilitated an open discussion to allow each Commissioner the opportunity to critique and rank the proposals.

Mike Neal, Chairman of the Economic Development Commission, also participated, and the top two firms were Creative Economic Development Consulting and Greenfield.

CLOSED SESSION

Vice Chairman Lee made a **MOTION** to go into Closed Session 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 Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously.

The Board shifted into Closed Session

OPEN SESSION

Commissioner White made a **MOTION** to shift back into Open Session. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

ADJOURN

Chairman Wesson adjourned the meeting at 5:30PM.

Ronald D. Wesson, Chairman

Sarah S. Tinkham, Clerk to the Board

Saran



Bertie County Register of Deeds

Annie F. Wilson
Register of Deeds

P.O. Box 340
Windsor, NC 27983
252-794-5309
www.bertie-live.inttek.net

NORTH CAROLINA
BERTIE COUNTY

TO: THE BOARD OF COUNTY COMMISSIONERS:

Agreeable to and in compliance with Chapter 590 of the Public Local Laws of North Carolina, Sessions 1913, I beg leave to submit the following statement of all fees, commissions, etc. of any kind collected by me as Register of Deeds for the month of APRIL 2015 and for an itemized statement thereof, I respectfully refer you to the following books in my office.

AMOUNT SUBJECT TO GS 161-50.2

10-0030-4344-01	REAL ESTATE REGISTRATION-----	\$3,955.40
10-0030-4344-03	VITAL STATISTICS-----	\$1,090.00
10-0050-4839-02	MISCELLANEOUS(NOTARY OATHS/PHOTO COPIES, ETC)-----	\$344.75
10-0030-4344-04	NO. MARRIAGE LICENSE----- <u>7</u> @\$60.00-----	\$420.00
		<u>\$5,810.15</u>
10-0018-4240-01	N. C. STATE EXCISE STAMP TAX-----	\$18,634.00
10-0030-4344-10	STATE TREASURER FEE----- <u>123</u> @\$6.20-----	\$762.60
	STATE VITAL RECORDS----- <u>3</u> @14.00	\$42.00
		<u>\$25,248.75</u>
10-0000-1251-00	A/R IN/OUT(REFUND)-----	\$0.00
		<u>\$25,248.75</u>

Annie F. Wilson
REGISTER OF DEEDS - BERTIE COUNTY
By: Shakedia L. Williams Asst.

FOR INFORMATIONAL PURPOSES

D/T /MORTGAGES-----	<u>26</u> @\$6.20=	\$161.20
ADDITIONAL PAGES-----	<u>15</u> @\$0.40=	\$6.00
DEEDS & OTHER INSTRUMENTS-----	<u>113</u> @\$1.94=	\$219.22



Bertie County Tax Department
PO Box 527
106 Dundee St.
Windsor, NC 27983
Phone: (252) 794-5310
Fax: (252) 794-5357

April 02, 2015

William Roberson
Bertie County Finance Officer
Windsor, NC 27983

Dear Mr. Roberson:

Attached you will find a (1) Computer Printout and, (2) Copies of the appropriate pages of the "Error Journal" (Ledger) manually maintained in the tax office, both relative to Errors and Releases which are now ready for your approval.

The errors and releases herein are for the month of **March** and this request for your approval is made pursuant to "Resolution of the Board of Commissioners" dated August 5, 1985. This may also serve as your report to the Board of Commissioners required by the same "Resolution."

Respectfully Submitted,


Tax Administrator

Approved on _____ 20 _____

RLS*15*090	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
	3/30/2015	Lasca's Italian Restaurant. 15A32100.80.2	G01	\$369.17		\$221.50		\$590.67
		Correction to discovery value	C08	\$63.73		\$38.24		\$101.97
	3/30/2015	Lasca's Italian Restaurant 15A32100.80.1	G01	\$1,300.27		\$397.40		\$1,697.67
		Correction to discovery value	C08	\$237.78		\$74.24		\$312.02
								<u>\$2,702.33</u>

Tax Collector: 04/02/15
 Group Number: 3015090
 Account Number: 7832
 Tax Bill Number: 1447832.10
 Abatement
 Effective Date: 03/12/15

RTC020303
 Page 1

Seq. Nbr	Date	Account Number	Tax Bill Number	Tax Code	Transaction Amount	Levy Amount	Penalty Amount	Addl Chgs	Interest Amount	Discnt Amount	Txn Cde	Check Number	Trans. Rev Description
1	03/12/15	7832	1447832.10	G01	78.73-	71.57-	7.16-	0.00	0.00	0.00	R	PG24	
2	03/12/15	14757	1445819926548	G01	14.94-	14.94-	0.00	0.00	0.00	0.00	R	PG24	
3	03/12/15	14757	1445819926494	G01	98.09-	98.09-	0.00	0.00	0.00	0.00	R	PG24	
4	03/12/15	6905	1446905.50	G01	53.83-	53.83-	0.00	0.00	0.00	0.00	R	PG24	
5	03/12/15	23039	0846800671104	G01 AD	10.86-	10.86-	0.00	0.00	0.00	0.00	R	PG24	
6	03/12/15	23039	084680067008Z	G01 AD	4.00-	4.00-	0.00	0.00	0.00	0.00	R	PG18	
7	03/12/15	432	0446800590040	G01 AD	13.94-	13.94-	0.00	0.00	0.00	0.00	R	PG18	
8	03/12/15	432	0646800590056	G01 AD	117.62-	117.62-	0.00	0.00	0.00	0.00	R	PG77	
9	03/12/15	432	0746800590066	G01 AD	4.00-	4.00-	0.00	0.00	0.00	0.00	R	PG77	
10	03/12/15	432	0846800590066	G01 AD	121.62-	121.62-	0.00	0.00	0.00	0.00	R	PG120	
11	03/12/15	432	0946800590066	G01 AD	117.62-	117.62-	0.00	0.00	0.00	0.00	R	PG18	
12	03/12/15	432	1046800590066	G01	121.62-	121.62-	0.00	0.00	0.00	0.00	R	PG171	

Tax Collections
 04/02/15
 Group Number: RLS*15*090
 Account Number: 12A6800590066
 Tax Bill Number: 13A6800590066
 Abatement
 Transactions by Group
 RTC020303
 Page 2
 Effective Date 03/12/15

Seq Nbr	Date	Account Number	Tax Bill Number	Tax Code	Transaction Amount	Levy Amount	Penalty Amount	Addl Chgs	Interest Amount	Discont Amount	Trns-Rev	Check-Number	Descrptn
***		BAKER, CLEVELAND		A0	4.00-	4.00-	0.00	0.00	0.00	0.00			
13	03/12/15	432	11A6800590066	G01	121.62-	121.62-	0.00	0.00	0.00	0.00			PG206
				AD	2.50-	2.50-	0.00	0.00	0.00	0.00			
***		BAKER, CLEVELAND		G01	120.12-	120.12-	0.00	0.00	0.00	0.00			PG246
				AD	117.62-	117.62-	0.00	0.00	0.00	0.00			
***		BAKER, CLEVELAND		G01	120.12-	120.12-	0.00	0.00	0.00	0.00			PG266
				AD	129.67-	129.67-	0.00	0.00	0.00	0.00			
***		BAKER, CLEVELAND		G01	129.17-	129.17-	0.00	0.00	0.00	0.00			PG7
					126.67-	126.67-	0.00	0.00	0.00	0.00			
***		BAKER, CLEVELAND		G01	126.67-	126.67-	0.00	0.00	0.00	0.00			PG24
				C04	17.67-	17.67-	0.00	0.00	0.00	0.00			
***		DINKINS, RAYMOND, JR		G01	25.24-	25.24-	0.00	0.00	0.00	0.00			PG24
				C04	17.67-	17.67-	0.00	0.00	0.00	0.00			
***		DINKINS, RAYMOND, JR		G01	27.74-	27.74-	0.00	0.00	0.00	0.00			PG7
				AD	7.57-	7.57-	0.00	0.00	0.00	0.00			
***		DINKINS, RAYMOND, JR		G01	16.40-	16.40-	0.00	0.00	0.00	0.00			PG206
				C04	7.57-	7.57-	0.00	0.00	0.00	0.00			
***		DINKINS, RAYMOND, JR		G01	27.97-	27.97-	0.00	0.00	0.00	0.00			PG171
				AD	4.00-	4.00-	0.00	0.00	0.00	0.00			
***		DINKINS, RAYMOND, JR		G01	16.40-	16.40-	0.00	0.00	0.00	0.00			PG171
				C04	7.57-	7.57-	0.00	0.00	0.00	0.00			
***		DINKINS, RAYMOND, JR		G01	4.00-	4.00-	0.00	0.00	0.00	0.00			PG171
				AD	1.00-	1.00-	0.00	0.00	0.00	0.00			

Tax Collections
 04/02/15
 Group Number RLS*15*090
 Account Number
 Tax Bill Number
 Abatement
 Detail Transactions by Group
 RT020303
 Page 3
 Effective Date 03/12/15
 Trans Rev
 Description

Seq No	Date	Account Number	Tax Bill Number	Tax Code	Transaction Amount	Levy Amount	Penalty Amount	Add Chgs	Interest Amount	Discnt Amount	Trns Rev	Description
***		DINKINS, RAYMOND, JR.			27.97-	27.97-	0.00	0.00	0.00	0.00	R	PG18
22	03/16/15	25252	13A5827870100	G01 AD	9.95- 2.50-	9.95- 2.50-	0.00	0.00	0.00	0.00	R	PG246
***		WILLIAMS, ALTHEA, ESTATE			12.45-	12.45-	0.00	0.00	0.00	0.00	R	PG6
23	03/16/15	25252	12A5827870100	G01 AD	9.24- 2.50-	9.24- 2.50-	0.00	0.00	0.00	0.00	R	PG66
***		WILLIAMS, ALTHEA, ESTATE			11.74-	11.74-	0.00	0.00	0.00	0.00	R	PG246
24	03/16/15	25252	11A5827870100	G01 AD	9.24- 2.50-	9.24- 2.50-	0.00	0.00	0.00	0.00	R	PG246
***		WILLIAMS, ALTHEA, ESTATE			11.74-	11.74-	0.00	0.00	0.00	0.00	R	PG266
25	03/16/15	25252	10A5827870100	G01 AD	9.24- 4.00-	9.24- 4.00-	0.00	0.00	0.00	0.00	R	PG206
***		WILLIAMS, ALTHEA, ESTATE			13.24-	13.24-	0.00	0.00	0.00	0.00	R	PG171
26	03/16/15	25252	09A5827870100	G01 AD	9.24- 4.00-	9.24- 4.00-	0.00	0.00	0.00	0.00	R	PG171
***		WILLIAMS, ALTHEA, ESTATE			13.24-	13.24-	0.00	0.00	0.00	0.00	R	PG18
27	03/16/15	25252	08A5827870100	G01 AD	9.24- 4.00-	9.24- 4.00-	0.00	0.00	0.00	0.00	R	PG120
***		WILLIAMS, ALTHEA, ESTATE			13.24-	13.24-	0.00	0.00	0.00	0.00	R	PG77
28	03/16/15	25252	07A5827870100	G01 AD	9.24- 4.00-	9.24- 4.00-	0.00	0.00	0.00	0.00	R	PG77
***		WILLIAMS, ALTHEA, ESTATE			13.24-	13.24-	0.00	0.00	0.00	0.00	R	PG64
29	03/16/15	25252	06A5827870100	G01 AD	9.24- 4.00-	9.24- 4.00-	0.00	0.00	0.00	0.00	R	PG64
***		WILLIAMS, ALTHEA, ESTATE			13.24-	13.24-	0.00	0.00	0.00	0.00	R	PG64
30	03/16/15	25252	05A5827779023	G01 AD	9.24- 4.00-	9.24- 4.00-	0.00	4.00-	0.00	0.00	R	PG64
***		WILLIAMS, ALTHEA, ESTATE			13.24-	9.24-	0.00	4.00-	0.00	0.00	R	PG64
31	03/16/15	25252	04A5827779023	G01 AD	9.24- 4.00-	9.24- 4.00-	0.00	4.00-	0.00	0.00	R	PG64

Tax Collections
 04/02/15
 Group Number: RLS*15*090
 Account Number: 4118
 Tax Bill Number: 14A4118.90
 Abatement
 Effective Date: 03/12/15

Detail Transactions by Group
 RTC020303
 Page 4

Seq Nbr	Date	Account Number	Tax Bill Number	Tax Code	Transaction Amount	Levy Amount	Penalty Amount	Add Chgs	Interest Amount	Discont Amount	Trm Cde	Check Number	Trans Rev	Description
32	03/24/15	4118	14A4118.90	601 C08	13.24-	13.24-	0.00-	0.00-	0.00	0.00	R	PG77		
33	03/24/15	28452	14A28452.80	601	15.36-	15.36-	1.40-	0.00	0.00	0.00	R	PG24		
34	03/26/15	28452	13A28452.80	601	26.32-	26.32-	2.40-	0.00	0.00	0.00	R	PG24		
35	03/30/15	32100	17A32100.80.2	601 C08	9.24-	9.24-	0.84-	0.00	0.00	0.00	R	PG7		
36	03/30/15	32100	17A32100.80.1	601 C08	590.67-	369.17-	221.50-	0.00	0.00	0.00	R	PG95		
					101.92-	63.73-	38.24-	0.00	0.00	0.00				
					692.64-	432.90-	259.74-	0.00	0.00	0.00	R	PG95		
					1697.67-	1300.27-	397.40-	0.00	0.00	0.00				
					312.02-	237.18-	74.24-	0.00	0.00	0.00				
					2009.69-	1538.05-	471.64-	0.00	0.00	0.00	R	PG94		

Tax Code	Transaction Amount	Levy Amount	Penalty Amount	Addl. Chgs	Interest Amount	Discnt. Amount	Trans-Rev	Descrptn
AD*04	8.00	8.00	0.00	0.00	0.00	0.00		ADVERT
AD*05	8.00	8.00	0.00	0.00	0.00	0.00		ADVERT
AD*06	8.00	8.00	0.00	0.00	0.00	0.00		ADVERT
AD*07	20.00	20.00	0.00	0.00	0.00	0.00		ADVERT
AD*08	12.00	12.00	0.00	0.00	0.00	0.00		ADVERT
AD*09	12.00	12.00	0.00	0.00	0.00	0.00		ADVERT
AD*10	5.00	5.00	0.00	0.00	0.00	0.00		ADVERT
AD*11	7.50	7.50	0.00	0.00	0.00	0.00		ADVERT
AD*12	7.57	7.57	0.00	0.00	0.00	0.00		ADVERT
AD*13	7.57	7.57	0.00	0.00	0.00	0.00		ADVERT
CO4*08	7.57	7.57	0.00	0.00	0.00	0.00		KELFORD
CO4*09	7.57	7.57	0.00	0.00	0.00	0.00		KELFORD
CO4*10	7.57	7.57	0.00	0.00	0.00	0.00		KELFORD
CO4*11	7.57	7.57	0.00	0.00	0.00	0.00		KELFORD
CO4*12	7.57	7.57	0.00	0.00	0.00	0.00		KELFORD
CO4*13	7.57	7.57	0.00	0.00	0.00	0.00		KELFORD
CO4*14	7.57	7.57	0.00	0.00	0.00	0.00		KELFORD
CO5*14	10.97	10.97	1.00	0.00	0.00	0.00		LEWISTON
CO5*15	413.99	413.99	112.48	0.00	0.00	0.00		WINDSOR
GO1*04	126.86	126.86	0.00	0.00	0.00	0.00		BRI TAX
GO1*05	9.24	9.24	0.00	0.00	0.00	0.00		BRI TAX
GO1*06	126.86	126.86	0.00	0.00	0.00	0.00		BRI TAX
GO1*07	126.86	126.86	0.00	0.00	0.00	0.00		BRI TAX
GO1*08	164.96	164.96	0.00	0.00	0.00	0.00		BRI TAX
GO1*09	143.28	143.28	0.00	0.00	0.00	0.00		BRI TAX
GO1*10	143.28	143.28	0.00	0.00	0.00	0.00		BRI TAX
GO1*11	126.86	126.86	0.00	0.00	0.00	0.00		BRI TAX
GO1*12	126.86	126.86	0.00	0.00	0.00	0.00		BRI TAX
GO1*13	126.86	126.86	0.00	0.00	0.00	0.00		BRI TAX
GO1*14	414.00	405.32	9.30	0.00	0.00	0.00		BRI TAX
GO1*15	288.54	169.44	518.90	0.00	0.00	0.00		BRI TAX

Total for Group RLS*15*090 4512.82 3766.20 742.62 4.00 0.00 0.00

***** Totals By Tax Cycle *****
 Cycle A 2702.33 1810.49



BERTIE COUNTY

106 DUNDEE STREET
 POST OFFICE BOX 530
 WINDSOR, NORTH CAROLINA 27983
 (252) 794-5300
 FAX: (252) 794-5327
 WWW.CO.BERTIE.NC.US

BOARD OF COMMISSIONERS

RONALD "RON" WESSON, Chairman
 TAMMY A. LEE, Vice-Chairman
 JOHN TRENT
 ERNESTINE (BYRD) BAZEMORE
 STEWART WHITE

RESOLUTION IN SUPPORT OF A RALEIGH TO NORFOLK INTERSTATE

WHEREAS, an interstate highway between Raleigh, NC and Norfolk, VA will increase mobility between two significant metropolitan areas in our adjoining states and enhance economic development for citizens and jurisdictions along the chosen route; and

WHEREAS, the NC Department of Transportation has asked for the designation of part of the US 64 corridor (between I-440 and I-540) as the Future I-495 corridor, and a proposed interstate highway between Raleigh and Norfolk would be designated Future Interstate 44, Future Interstate 50 or another appropriate designation and would connect I-40/I-440 in Raleigh to I-64 in Hampton Roads; and

WHEREAS, the route for a proposed interstate highway between Raleigh and Norfolk would track existing US 64 from Raleigh to Williamston and existing US 17 from Williamston to Hampton Roads; and

WHEREAS, the citizens and local governments of US 17 in Martin, Bertie, Chowan, Perquimans, Pasquotank and Camden Counties all believe an interstate highway will enhance safety, mobility and economic opportunity for their communities; and

WHEREAS, the citizens of northeastern North Carolina share a community of interest with the Norfolk, VA area for employment, health care, shopping and recreation, and businesses now located in northeastern North Carolina and those being recruited to northeastern North Carolina have an interest in a safe, fast highway route to the Port of Virginia; and

WHEREAS, the Highway 17 Association has just completed an economic impact study quantifying the benefits to eastern North Carolina if US 17 is fully improved between South Carolina and Virginia; and

WHEREAS, according to the study, building an interstate highway along US 17 will generate an economic impact in excess of \$3 billion and create over 4,000 recurring jobs in the corridor in all sectors of the regional economy, especially agribusiness, the military and tourism;

NOW, THEREFORE BE IT RESOLVED, that the Bertie County Board of Commissioners endorses and supports the advancement of a future interstate corridor between Raleigh and Norfolk, along existing US 64 and existing US 17, and encourages the Board of Transportation, the NC Department of Transportation, the Federal Highway Administration and the Congress to pursue the project as quickly as possible.

Adopted this 4th day of May, 2015.

Ronald D. Wesson, Chairman
 Bertie County Board of Commissioners

Sarah S. Tinkham, Clerk to the Board

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				

4/22/2015							
TAXPAYER NAME	IN TOWN	DISCOVERY VALUE	DISCOVERY LEVY	COUNTY TAX	COUNTY PENALTY	TOWN TAX	TOWN PENALTY
Barnes Motor Parts, Co.		In Compliance					
Beasley Farms, Inc.		In Compliance					
Bill Clough Ford, Inc.	X	\$29,017.00	\$335.50	\$237.29	\$47.82	\$41.86	\$8.53
Brown Peanut Company		\$253,052.00	\$2,747.25	\$2,022.88	\$724.37		
Cashie Convention Center	X	\$71,589.00	\$838.65	\$589.77	\$122.71	\$104.10	\$22.07
Cashie Golf & Country Club		\$23,333.00	\$263.35	\$209.68	\$53.67		
Carolina East Insurance Assoc.		In Compliance					
Robert B. Cobb, Sr.		In Compliance					
Colerain Peanut & Supply Co.		In Compliance					
D.G. White Enterprises		\$354,005.00	\$3,838.13	\$2,825.93	\$1,012.20		
Davidson Bros.		\$52,984.00	\$489.58	\$445.07	\$44.51		
Diversified Energy, LLC	X	\$836.00	\$16.06	\$7.00	\$1.42	\$6.35	\$1.29
Eastern Fuels, Inc.		In Compliance					
EWM, LLC		\$167,589.00	\$1,905.93	\$1,308.28	\$597.25		
Golden Peanut Co.	X	\$4,162,660.00	\$88,846.49	\$32,803.18	\$12,385.10	\$31,636.24	\$12,022
Goldsboro Hog Farms		In Compliance					
Hammerheads Oyster Bar	X	\$114,544.00	\$1,297.02	\$962.17	\$144	\$166.09	\$24.84
Harden Farms, Inc.		In Compliance					
Gregory Eugene Hughes		\$99,137.00	\$1,050.91	\$798.26	\$252.65		
Mizelles Well Drilling		In Compliance					
P and N Properties		In Compliance					
Pittman's Pharmacy	X	\$291,613.00	\$3,867.23	\$2,295.85	\$957.47	\$431.81	\$182.10
Robertson Bros, Inc.		In Compliance					
S&K Logging		\$275,822.00	\$2,868.06	\$2,216.00	\$652.06		
Tarheel Cotton Company		\$86,946.00	\$993.35	\$705.87	\$287.48		
Waste Industries		In Compliance					
Gerald Waters		In Compliance					
		\$5,983,127.00	\$109,357.51	\$47,427.23	\$17,282.63	\$32,386.45	\$12,260.83

THE DISCOVERED LEVY INCLUDES AMOUNT FOR MUNICIPALITIES FOR ACCOUNTS IN THOSE JURISDICTIONS

NORTH CAROLINA BERTIE COUNTY
COUNTY TAX SERVICES, INC.
SERVICES AGREEMENT

This Service Agreement made and entered into this 2nd day of June, 2014, between the County of Bertie, (Hereinafter "COUNTY"), a political subdivision of the state of North Carolina, and County Tax Services, Inc. (Hereinafter "CTSI") a North Carolina Corporation having its registered office in Raleigh, North Carolina.

WITNESSETH

WHEREAS, COUNTY desires to obtain audit services on Business Personal Property Tax Listings as authorized by the North Carolina General Statutes; and

WHEREAS, CTSI agrees to provide said audit services for COUNTY pursuant to the terms and conditions of this Agreement.

NOW, THEREFORE, for and in consideration of the promises mutually herein exchanged, the parties agree as follows:

1. AUDITING SERVICES

CTSI agrees to provide to COUNTY auditing services on Business Personal Property Tax Listings.

CTSI will:

- A. Make copies of the Business Personal Property Tax Listings according to the Tax Administrator's instructions on accounts selected for audit.
- B. Prepare an introduction letter on COUNTY letterhead and provide the letter to the Tax Administrator for signature and timely mailing.
- C. Make an appointment with the selected businesses for a Business Personal Property Tax audit to be performed.
- D. Inform the Tax Administrator of the audit findings after the audit is completed, and provide adequate work papers to support all audits, whether there is a discovery or no discovery.
- E. Upon COUNTY approval of the audit, prepare a discovery letter pursuant to G.S. §105-312, or a no discovery letter, on COUNTY letterhead, together with a copy of the work papers, for the Tax Administrator's signature and mailing to the taxpayer.
- F. Agree to be accompanied by COUNTY personnel on any local audits to assist in training for ongoing audit activities.
- G. Answer all questions of COUNTY regarding any audit performed and to assist the COUNTY in preparing for any appeal as provided in section 2 below.
- H. Maintain confidentiality of all taxpayer information and other information provided to it by the COUNTY to the extent required of the COUNTY under all applicable state and federal law.

2. AUDIT APPEALS

If any audit performed by CTSI enters the appeals process, CTSI will:

- A. Appear at meetings with taxpayers or their representatives concerning the information identified in the audit.
- B. Provide testimony and evidence at hearings before the County Tax Assessor, Board of County Commissioners, North Carolina Property Tax Commission or other appellate level hearing concerning the information identified in the audit.

3. CONSULTING SERVICES

- A. Consulting services include ANY services requested by COUNTY that are not required to finalize an audit, finalization meaning an audit has been performed and all appeals have been exhausted. Any additional information that is outside the scope of an original audit being requested is to be considered consulting service. COUNTY and CTSI shall agree in writing and identify all costs and services to be performed under this section before any services rendered by CTSI.
- B. CTSI will maintain an hourly time sheet on any consulting services performed for COUNTY to be billed to COUNTY on a monthly basis if this service is required. The hourly rate will be the rates specified in Section 6B below.

4. RESPONSIBILITY OF COUNTY

COUNTY will:

- A. Make available to CTSI legible Business Personal Property Tax Listings for the purpose of making copies.
- B. Provide CTSI with COUNTY letterhead and envelopes.
- C. Sign and mail approved letters to the taxpayers in a timely manner.
- D. Provide postage for mailing audit correspondence from COUNTY to the taxpayer.
- E. Inform CTSI if any of the ongoing audits enter the appeals process or if any taxpayer sends COUNTY any additional information that may be vital to the audit.
- F. Provide the North Carolina Department of Revenue with the proper statement of confidentiality as required under the provisions of NCGS 105-296 for the personnel of CTSI.
- G. Provide to CTSI a notarized authorization letter giving authority to conduct audits on behalf of COUNTY.
- H. Compensate CTSI for AUDITING SERVICES and CONSULTING SERVICES performed under this Agreement as stated in Item 6, COMPENSATION.

5. TERM OF AGREEMENT

- A. This Agreement will become effective from the date of this agreement and will remain in effect unless cancelled by either party.
- B. This Agreement is cancelable at any time by either party upon thirty (30) days written notice.
- C. In the event of cancellation by either party, all audits assigned to CTSI as of the date of cancellation shall be completed by CTSI and all fees for completed audits shall be payable in accordance with the terms as provided by this Agreement.

6. COMPENSATION

For AUDITING SERVICES, as outlined in Section 1 and CONSULTING SERVICES, as outlined in Section 3 provided by CTSI under this Agreement, COUNTY agrees to compensate CTSI as follows:

A. AUDITING SERVICES

Fee Determination

For auditing services provided by CTSI, County will pay to CTSI a fee in accordance with the schedule shown below.

*The fee paid will be based on utilizing the most current audited Business Personal Property Tax Listing form to determine the final Total Tax Value assessed.

Size	*Total Tax Value per Current Listing	Fee per Acct#
S-0	0 - 49,999	400.00
S-1	50,000 - 399,999	600.00
S-2	400,000 - 999,999	1,000.00
S-3	1,000,000 - 4,999,999	2,000.00
S-4	5,000,000 - 14,999,999	6,000.00
S-5	15,000,000 - 29,999,999	10,000.00
S-6	30,000,000 - 49,999,999	10,000.00
S-7	50,000,000 up	10,000.00

Invoicing Procedures

If COUNTY has appropriated funds for audit services, as outlined in Section 1, CTSI will invoice the COUNTY after all appeal rights have expired.

If COUNTY has NOT appropriated funds for the audit program the COUNTY will provide CTSI with copies of taxpayer's paid bills so that CTSI can generate invoices to COUNTY for services. If it is determined that the amount COUNTY has collected totals more than the total fees due up to that date then CTSI will invoice all audits completed up to that date.

CTSI shall invoice COUNTY; Payment to CTSI for services provided under this Agreement will be due 30 days from the date of funds collected.

B. CONSULTING SERVICES

For consulting services provided by CTSI under this Agreement, COUNTY will pay to CTSI One Hundred Dollars and No Cents (\$100.00) per hour. Consulting fees will be invoiced at the end of each month.

7. PROPRIETARY RIGHTS

COUNTY agrees that the proprietary rights to the computer database and spreadsheet systems that CTSI has developed for auditing Business Personal Property Tax Listings will remain the property of CTSI.

All information received by CTSI from the COUNTY will remain the property of the COUNTY.

8. GENERAL

- A. This Agreement will be governed by the laws of the State of North Carolina.
- B. This Agreement is not assignable, by either party, by operation of law or otherwise.
- C. Should any provision, portion or application thereof of this Agreement be determined by a court of competent jurisdiction to be illegal, unenforceable or in conflict with any applicable law or constitutional provision, the Parties shall negotiate an equitable adjustment in the affected provisions of this Agreement with a view toward effecting the purpose of this Agreement, and the validity and enforceability of the remaining provisions, portions or applications thereof, shall not be impaired.
- D. The subject headings of the paragraphs are included for purposes of convenience only and shall not affect the construction or interpretation of any of its provisions. This Agreement shall be deemed to have been drafted by both parties, and no purposes of interpretation shall be made to the contrary.
- E. This Agreement including any attachments, will constitute the entire understanding between COUNTY and CTSI and will supersede all prior understandings and agreements relating to the subject matter hereof. Any modification, revision or amendment to this Agreement must be in writing and executed by both parties. This Agreement may not be orally modified.
- F. COUNTY acknowledges that it has read this Agreement, understands it, and agrees to be bound by its terms and conditions.

G. Any action to interpret this Agreement or to enforce any provision of this Agreement, will be solely in the Superior Court of Bertie County.

9. NOTICES

Notices to be given or submitted by either party to the other, pursuant to this Agreement, will be sufficiently given or made in writing and sent by certified mail, postage prepaid to:

CTSI: County Tax Services, Inc.
3733 National Drive, Ste 125
Raleigh, NC 27612

COUNTY: Bertie County
P. O. Box 527
Windsor, NC 27983

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement; COUNTY through ~~J. Wallace Perry~~ authorized to execute same by ~~Bertie County Board~~ and COUNTY TAX SERVICES, INC., signing by and through its duly authorized representative. ~~of Commissioners~~

COUNTY TAX SERVICES, INC.

BY: Tommy Bowen (Seal)

TITLE: President

COUNTY OF: Bertie

BY: J. Wallace Perry

TITLE: Chairman

ATTESTED BY:

BY: Johnny Bailey

TITLE: V. Pres.

This instrument has been prepared in the manner required by the Local Government Budget and Fiscal Control Act.

William Roberson
Finance Officer

Scott Sauer

Subject: FW: Black Rock HOA approval

From: Scott Sauer [<mailto:scott.sauer@bertie.nc.gov>]

Sent: Tuesday, August 05, 2014 2:56 PM

To: wallace perry; Wallace Perry (wallaceperry@centurylink.net); Charles Smith (csscharles@aol.com); Ronald Wesson (ronald.wesson@gmail.com); Rick Harrell - work (rick.harrell@perdue.com); John Trent (abjtrent3@yahoo.com)

Cc: Ricky Spivey; Sarah Tinkham; William Roberson; Lloyd C. Smith, Jr.; Jonathan E. Huddleston; Lynette B. Taylor

Subject: Black Rock HOA approval

FYI

From: Scott Sauer

Sent: Tuesday, August 05, 2014 1:03 PM

To: 'Ted Good'

Subject: RE: Black Rock water line installation

Thank you!

From: Ted Good [<mailto:tedgood@yahoo.com>]

Sent: Tuesday, August 05, 2014 9:55 AM

To: Scott Sauer

Cc: caj@mcdavid-inc.com; tedgood@yahoo.com; jerry.c.collis.civ@mail.mil

Subject: Re: Black Rock water line installation

Scott, the HOA is satisfied with the county water project. We support signing off.

Thank you and the staff for supporting this project.

Ted

Sent from my iPhone

On Aug 5, 2014, at 9:27 AM, Scott Sauer <scott.sauer@bertie.nc.gov> wrote:

Ted,

There have been numerous conversations relative to the closeout of this project, and it is the County's desire to confirm the HOA's satisfaction with the final completion of the project.

If you could respond via email regarding the HOA's final sign off, I would greatly appreciate it.

Otherwise, if you have any questions please give me a call at 252-794-6112.

Thank you!

Scott Sauer
Bertie County

BUDGET AMENDMENT

		# 15-05		
		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		
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		
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				

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	\$1,600.00	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 Services,	\$ 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

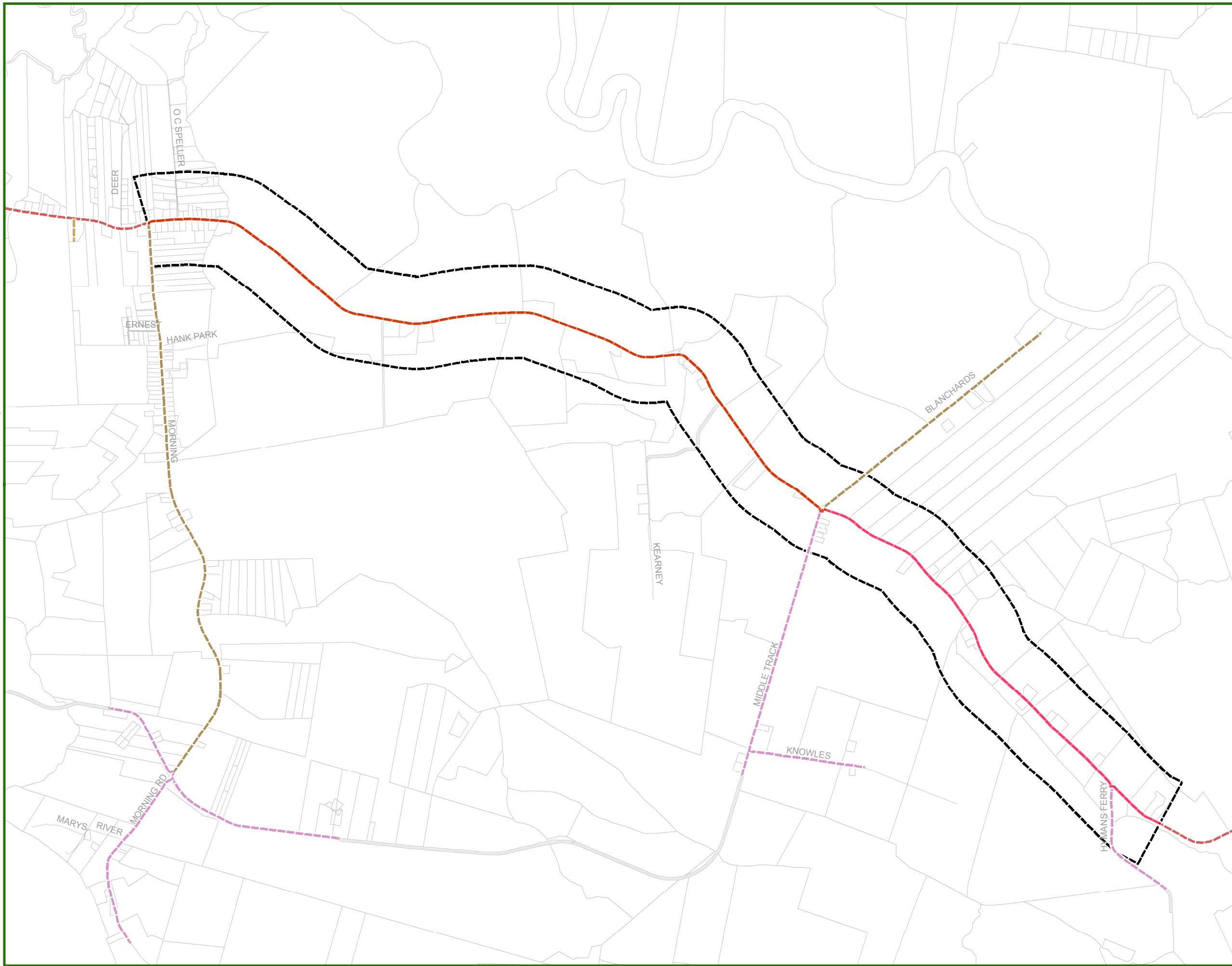
Table 18	
Proposed – Project Funding	
USDA Rural Development Loan	\$ 3,089,801.00
Total Funding	\$ 3,089,801.00

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 (1st 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

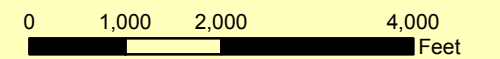
8-inch

10-inch

12-inch

14-inch

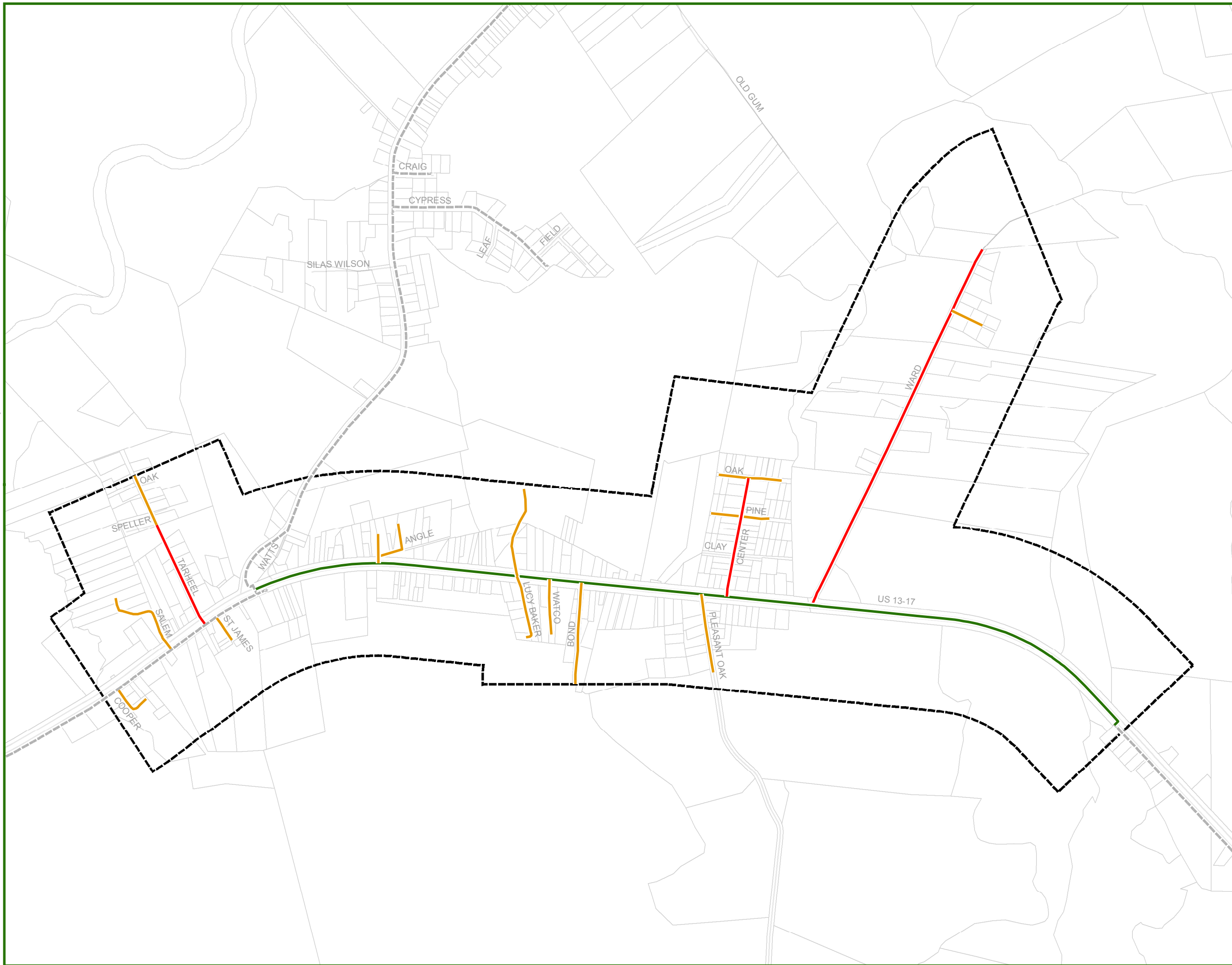
16-inch



Prepared By:

Green Engineering P.L.L.C
NC Firm License: P-0115
303 Goldsboro Street E.
Wilson, NC 27893
Phone: (252) 237-5365
Fax: (252) 243-7489

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



**Water System Improvements
Bertie County**

Bertie County, North Carolina

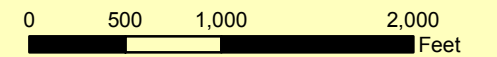
**FIGURE 4
PROPOSED IMPROVEMENTS
SERVICE AREA MAP
SOUTH WINDSOR WATER
PROJECT ASSOCIATION**

Legend

- South Windsor Project Area
- Existing Water Mains - County

**Proposed Imp. - South Windsor
Size**

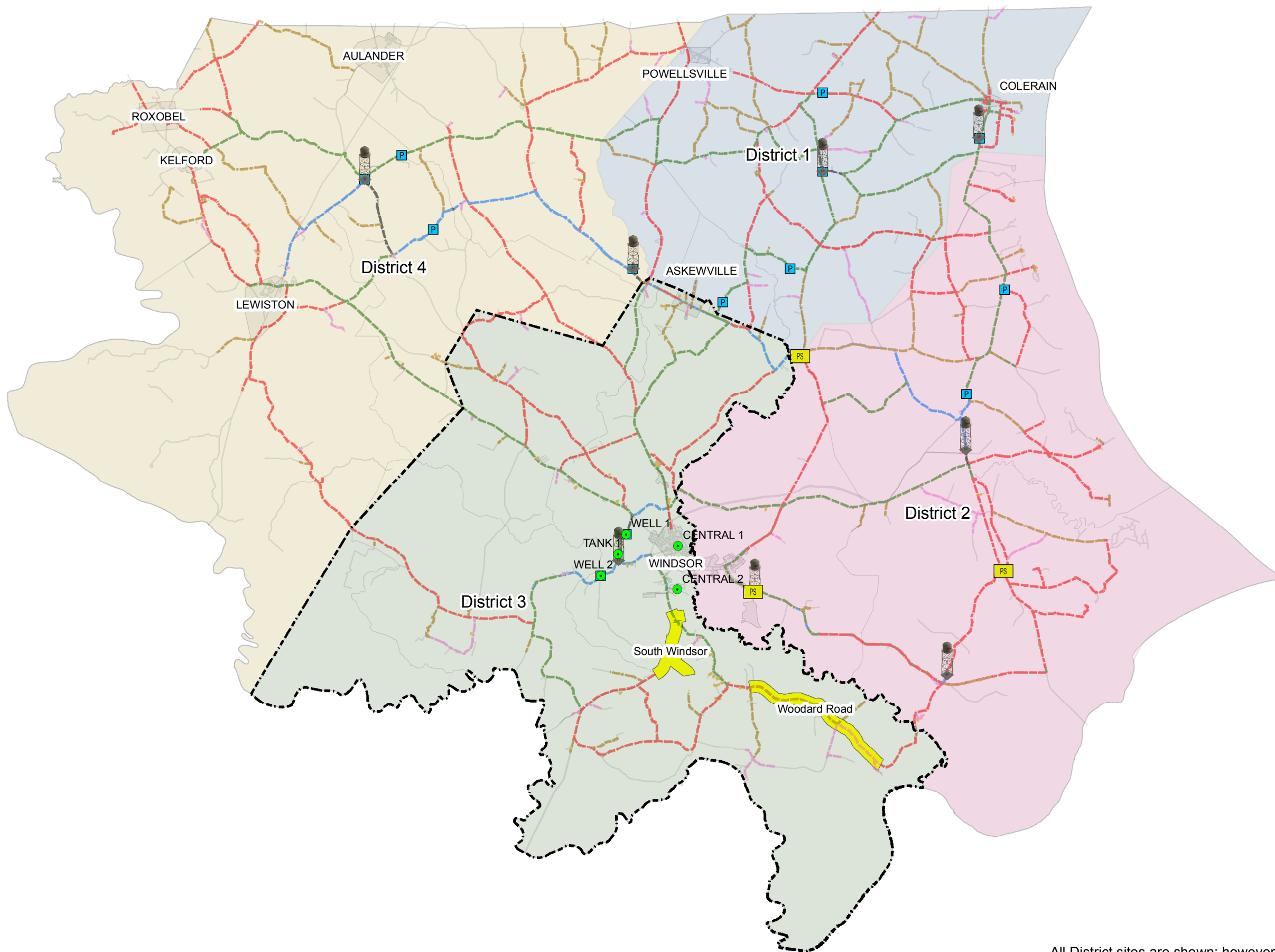
- Prop. 2-Inch
- Prop. 6-Inch
- Prop. 8-Inch



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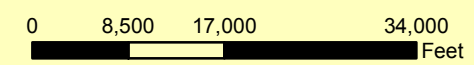
Water System Improvements Bertie County

Bertie County, North Carolina

FIGURE 1 PLANNING AREA MAP

Legend

- SCADA Improvement Sites
- Water District III
- Existing Water System**
- PS Booster Pump Station
- Elevated Storage Tank
- P Production Well
- Water Main**
- Size**
- 2-inch
- 3-inch
- 4-inch
- 6-inch
- 8-inch
- 10-inch
- 12-inch
- 14-inch
- 16-inch



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All District sites are shown; however, only the District sites that have a label are scheduled for improvements

Comparison of Shredding Costs vs. Document Imaging Costs

Company	Shred Imaging	Price / box	# of boxes	Estimated Cost
Shred-It	Shred	\$95.00 minimum for 19 small boxes; then price per box: \$8.00 per box for 2-3 ft long file cabinet drawer box (10 x 24) *There is also a fuel charge.	Approximately 275	\$2,200.00 (based on \$8.00 / box)
			AIS estimated number of boxes = 294	\$2,352.00 (based on \$8.00 / box)
Shred Ace	Shred	\$50.00 / bin **\$35.00 per bin. (each bin holds approx. 5 of the 10x24 boxes There are no hidden fees nor fuel charges **Discount price	275 ÷ 5 boxes/bin = 55 bins needed	\$2,750.00 **\$1925.00
			294 ÷ 5 boxes/bin = 59 bins needed	\$2,950.00 **\$2,065.00
AIS	Imaging	\$401.00 For an 18" box \$300.00 /month to store electronically	Approximately 275	\$110,275.00 on-going yearly cost = \$3,600.00
			AIS estimated number of boxes = 294	\$118,696.00
AIS	Shred	\$49.00 per box	Approximately 275	\$13,475.00

Linda Speller

From: Suzette Pawson <Suzette.Pawson@shredit.com>
Sent: Thursday, January 22, 2015 5:14 PM
To: Linda Speller
Subject: One Time and Monthly Service
Attachments: Sales_Brochure_NA.pdf; shredit console.jpg

Bertie County Dept of Social Services
Windsor, NC

Hey Linda,

Thank you for visiting our website.

Here's our current pricing on both services with pictures and video at the bottom.

One Time Service: Our standard rate for shredding is a \$95 minimum with a per box rate, whichever is greater. We charge \$5 for a small 1 ½ ft long copy size paper box and \$8 for a 2-3 ft long file cabinet drawer box. The box rate adds up to the \$95 minimum so the minimum will cover 19 small boxes. Anything after just continues to accrue. Our driver shreds onsite, on the truck and provides you with a certificate of destruction when he is finished. We can shred through staples, paper clips, binder clips, folder clips, and hanging file folders. There is a small fuel surcharge and that is not to come to your location but to cover the time the shredding machine is running off of the truck engine. Payment is due at time of service and we accept checks and credit cards.

Our monthly service: which consist of our standard console (19x20x36) is \$45 for up to 3 consoles on an every four week service, I have attached a picture of our console. There is no delivery fee or rental fee. Our monthly service does come with a customer service agreement which locks in your price. Definitely take advantage of this pricing as our pricing is going up soon. Our customer service agreement offers out to 5 years but we can accommodate whatever you need.

Let me know if you have any questions!

Thank you
Suzette Pawson
336-278-1356

Inside Sales | Shred-it – Greensboro/Raleigh

T: 336.229.9343 | **D: 336.278-1356** | F: 336.229.5239
E: suzette.pawson@shredit.com | W: shredit.com

Making sure it's secure.™



[Watch this video](#) to learn more about the Shred-it Process and what we do after we pick up your confidential materials.



Linda Speller

From: Shred Ace Team <service@shrednc.com>
Sent: Thursday, April 02, 2015 3:26 PM
To: Linda Speller
Subject: RE: New submission from Contact Us! Price Quote request

Thanks Linda. That's a very large job. We provide mobile on-site shredding whereby we will shred all of your material on our truck at your location. The truck has a video monitor so that you and your colleagues can witness the destruction; 100% of the shredded material is recycled; and we issue a Certificate of Destruction upon completion citing that all material was properly destroyed. We handle all of the labor, and you do not need to worry about removing paper clips, staples, binder clips, hanging folders, file folders, etc. from your material – those items can all go through the shredder. However, we cannot shred and dispose of 3-ring binders or cardboard boxes due to recycling restrictions – we cannot mix those commodities with the shredded paper. So you would need to dispose of those items yourself.

We price one-time purges based on how many of our 96 gallon bins are filled. Each bin, which looks like a large recycling bin on wheels, holds 300 pounds of paper (or approximately 5 of the long legal 24" file boxes like you have, or 10 of the standard/letter size file boxes worth). We normally charge \$50 per bin, but based on your volume we can offer you a discounted rate of **\$35 per bin**. Based on what you've described, I estimate we would fill approximately 40-45 of our bins. Thus, you would be looking at a total cost of around **\$1400-\$1,575**, give or take a few bins. Again, you **ONLY** get charged based on the bin count. There are no hidden charges such as a fuel charge, trip charge, service charge, etc. Therefore, should we fill fewer than 40 bins you will pay less. Should we fill more than 45 bins you will pay more. I hope this all makes sense.

Shred Ace is NAID AAA Certified for mobile document and hard drive shredding, the highest standard of security in the industry. We are NC-based and woman owned.

Please let us know if you would like to schedule an appointment. Thanks!

Eric Nussbaumer

SHRED ACE
ON-SITE DOCUMENT DESTRUCTION



Raleigh Area: 919.220.0500
Greensboro Area: 336.510.8756
Charlotte Area: 704.831.8892
TOLL-FREE: 1.87.SHRED101 • 1.877.473.3101

www.shrednc.com | Save Money. Save Trees. Stay Secure.

Shred Ace now destroys hard drives on-site! Call or email for details.



Shred Ace recycles 100% of material shredded on our trucks.

From: Linda Speller [mailto:linda.speller@bertie.nc.gov]
Sent: Thursday, April 02, 2015 3:05 PM
To: Shred Ace Team
Subject: FW: New submission from Contact Us! Price Quote request

Good Afternoon Mr. Nussbaumer,

- We have approximately 170 boxes that measure 10 x 24, which are file cabinet drawer size. We also have boxes that are 9 x 18, approximately 20 of those. (We also have several standard size, 4-drawer file cabinets)

This is just an initial count of boxes to submit for a potential price quote.

Thanks so much.

Linda D. Speller, Director
linda.speller@bertie.nc.gov
Bertie County Dept. of Social Services
PO Box 627
Windsor, NC 27983
Telephone: (252) 794-5320, ext. 6255
Fax: (252) 794-5344

"Pursuant to North Carolina General Statutes Chapter 132, Public Records, this electronic message and any attachments hereto, as well as any electronic mail message(s) that may be sent in response to it may be considered public record and as such are subject to request and review by third parties."

From: Linda Speller
Sent: Tuesday, March 31, 2015 3:17 PM
To: 'Shred Ace Team'
Subject: RE: New submission from Contact Us!

Good Afternoon,
We are located approximately an hour from Elizabeth City, NC.
My staff and I are in the process of assessing the volume of files, etc. that we may have. We are planning to box up as many inactive files as we can as well as count the file drawers to arrive at an estimate.

I am in the process of requesting pricing from a few companies. I wanted to know how your pricing worked, which you've answered.

Once we get an initial volume, I will provide that to you for a quote.

Thanks.

Linda D. Speller, Director
linda.speller@bertie.nc.gov
Bertie County Dept. of Social Services
PO Box 627
Windsor, NC 27983
Telephone: (252) 794-5320, ext. 6255
Fax: (252) 794-5344

"Pursuant to North Carolina General Statutes Chapter 132, Public Records, this electronic message and any attachments hereto, as well as any electronic mail message(s) that may be sent in response to it may be considered public record and as such are subject to request and review by third parties."

From: Shred Ace Team [<mailto:service@shrednc.com>]
Sent: Tuesday, March 31, 2015 2:49 PM
To: Linda Speller
Subject: RE: New submission from Contact Us!

Linda, thanks for the inquiry. Our pricing for mobile document shredding is volume based. Do you have a ballpark idea how much material you have (in terms of file boxes, bags, drawers, pounds, or whatever)? Also, where are you located? I can then provide you with a price quote. Thanks. . .Eric Nussbaumer

SHRED ACE
ON-SITE DOCUMENT DESTRUCTION



Raleigh Area: 919.220.0500
Greensboro Area: 336.510.8756
Charlotte Area: 704.831.8892
TOLL-FREE: 1.87.SHRED101 - 1.877.473.3101
www.shrednc.com | Save Money. Save Trees. Stay Secure.

Shred Ace now destroys hard drives on-site! Call or email for details.



Shred Ace recycles 100% of material shredded on our trucks.

From: Linda Speller [<mailto:linda.speller@bertie.nc.gov>]
Sent: Tuesday, March 31, 2015 2:25 PM
To: service@shrednc.com
Subject: New submission from Contact Us!

Name

Linda Speller

Company Name

Bertie County Dept. of Social Services

Phone Number

(252)794-5320

Email Address

linda.speller@bertie.nc.gov

Select

Document Shredding

My Area

Eastern NC

Comments

Requesting quote as we have a large volume of inactive case files that need to be purged. Need to get the files at a manageable level & maintained at that level.



**ADVANCED
IMAGING
SYSTEMS**

An Information Management Company

Proposal presented to:

Linda Speller

**Bertie County Social Services
Dept**

**Presented by:
Forrest Bridges
Account Manager
Advanced Imaging Systems**

3/17/2014

AIS, Inc. – Confidential
10617 Southern Loop, Pineville, NC 28134
(704) 525-4392 (800) 365-1038 Fax: (704) 525-4393
ais@aisimc.com www.aisimc.com



ADVANCED IMAGING SYSTEMS

An Information Management Company

Dear Linda,

Thank you for allowing Advanced Imaging Systems (AIS Inc) the opportunity to propose solutions to help Bertie County Social Services Dept with its document management initiatives. AIS Inc is confident that we will deliver exceptional quality, on-time and supportive service, and comprehensive consultation that will help structure an efficient scanning process today and into the future.

AIS Inc is an information management company committed to supporting our Customers lower costs while improving productivity associated with managing the flow of information throughout their organization. AIS Inc has been working with local organizations in the Carolinas for over 40 years, assisting these firms to electronically capture their mission-critical data in the most cost efficient way. As a Certified Woman Owned Business, we at AIS pride ourselves on quality, maintaining an error ratio of .00073% or less within the service bureau since 2001.

All work provided by AIS is 100% guaranteed to meet the requirements of Bertie County Social Services Dept.

Thanks again, and we look forward to working with you and your team.

Forrest Bridges
Account Manager

Confidentiality Note: The information contained in this document(s) are for the exclusive use of Bertie County Social Services Dept and contains confidential, privileged, and non-disclosable information. If the recipient of this document is not the addressee, such recipient is strictly prohibited from reading, photocopying, distributing or otherwise using this email or its contents in any way.

AIS, Inc. – Confidential
10617 Southern Loop, Pineville, NC 28134
(704) 525-4392 (800) 365-1038 Fax: (704) 525-4393
ais@aisimc.com www.aisimc.com



ADVANCED IMAGING SYSTEMS

An Information Management Company

Bertie County Social Services Dept Project Summary

Current Process:

- Bertie County Social Services Dept Records are being stored in a paper format with limited shared access
- Currently there is No Disaster Recovery Plan in place or protection from floods, fires, etc.
- Files are taking up too much physical space
- Security of files is limited and a data breach could be very costly to Bertie County Social Services Dept

Proposed Process:

- Pick-up boxes from Bertie County Social Services Dept and take to Pineville, NC for processing
- Scan and index all records at the highest quality
- 100% image quality validation of all images processed by AIS
- Upload the scanned data to the document management system

Benefits:

- Gain full control of all data with secure instant access to one centralized, secure repository
- Secure, Shared Access to files within document management system
- Eliminate misfiles and/or lost files while regaining valuable office space
- Implement a Disaster Recovery Plan of your mission critical documents

AIS Inc:

- Been in business since 1972
- North Carolina Certified HUB/Woman Owned Business
- 100% Customer Satisfaction Guarantee on all products and services
- Local HIPAA Compliant Service Provider for Bertie County Social Services Dept
- .00073% Error Ratio with Scanning Bureau

References:

- Washington County DSS—Marianna Phelps
- Franklin County DSS—Nicki Perry
- Pender County DSS—Dr. Shriver
- Robeson County DSS—Becky Morrow

AIS, Inc. – Confidential
10617 Southern Loop, Pineville, NC 28134
(704) 525-4392 (800) 365-1038 Fax: (704) 525-4393
ais@aisimc.com www.aisimc.com



ADVANCED IMAGING SYSTEMS

An Information Management Company



Project Summary

- Bertie County DSS F&C Medicaid Records—4,994 inches total
- Represents 294 boxes of paper files
- Prep, scan, 100% image quality check verification, index, QC and create export to be imported into Bertie County DSS's Doc Mgmt System
- Turnkey service includes: purge, prep, scan, 100% image quality verification, County Case #, Last Name, First Name, SSN, delivery of data via FTP and back up CD stored in AIS climate controlled vault.
- Records while in production at AIS are available 24x7 using AIS document request website
- 1 box live sample required to start the project
- Pricing based on total volume of all projects
- Estimated start date of July 1st, 2014

Cost Summary

Project	Unit	Cost Per Unit	# of Units	Total Cost per Stage
F&C Medicaid—Phase 1	18" AIS Box	\$401	74	\$29,674.00
F&C Medicaid—Phase 2	18" AIS Box	\$401	74	\$29,674.00
F&C Medicaid—Phase 3	18" AIS Box	\$401	74	\$29,674.00
F&C Medicaid—Phase 4	18" AIS Box	\$401	74	\$29,674.00

Numbers configured are based on estimates: 4,994 inches of files; 10% duplex, 250 pages per file. Final estimates will be determined after the first live box sample. All billing is generated from actual work performed.

Pricing provided is good until 5/1/14

Image Silo

Tier	Monthly Cost
10GB	\$300
25GB	\$500

*10 GB of storage estimated requirement for each phase of F&C Medicaid Project

AIS, Inc. – Confidential
 10617 Southern Loop, Pineville, NC 28134
 (704) 525-4392 (800) 365-1038 Fax: (704) 525-4393
ais@aisimc.com www.aisimc.com



ADVANCED IMAGING SYSTEMS

An Information Management Company

Next Steps

Action Item	Date
Lock Bertie County Social Services Dept Pricing Rates	
Coordinate Pick up Schedule	
Identify and Approve Scanning/Indexing Specifications	
Review Process for Boxing Up Records	
Process Initial Scanning Deposit	
Pick up 1 Box Live Sample	
Review Sample & Make Minor Changes (if need be)	
First Pick up of 50 Boxes	



ADVANCED IMAGING SYSTEMS

An Information Management Company

AIS Inc & Bertie County Social Services Dept Sales Agreement

Linda Speller, DSS Director
(252) 794-5320
1006 Wayland St
Windsor, NC 27983
linda.speller@bertie.nc.gov

This Sales Agreement is between Bertie County Social Services Dept and Advanced Imaging Systems. This agreement is implemented to develop a clear understanding of Advanced Imaging Systems commitment to service your business at a specific price for a specified period of time. In addition to our pricing commitment, we guarantee 100% Customer Satisfaction of our work.

Advanced Imaging Systems commits to honor the following quote for a period of 12 months from the date of this agreement based on a clear understanding of the job requirements and an approved 1st Live Sample Box of work.

Service Description	Quantity	Price
Source Scanning Capture	1 Image	\$.06
Indexing Documents	1 Keystroke	\$.015
Preparing Documents for Capture	1 Hour	\$18
Media Creation	1 CD	\$25
Backup Media Storage in AIS Vault	1 CD	\$5 per CD per Year
Secure Document Destruction	1 Box	\$2 per Box
File Transfer Protocol – FTP	1 Upload	\$35
Onsite Purging/Boxing of Records	1 Box	\$49 per Box
Project Management	1 Hour	\$78 per Hour

Bertie County Social Services Dept understands the period of this agreement and agrees to pay the appropriate invoices within 30 days of issue. This agreement will automatically renew at the end of the period unless written notification of termination by either party 60 days prior to the agreement ending period.

Signed:

Signed:

Forrest Bridges, AIS

Bertie County Social Services Dept

Date:

Date:

AIS, Inc. – Confidential
10617 Southern Loop, Pineville, NC 28134
(704) 525-4392 (800) 365-1038 Fax: (704) 525-4393
ais@aisimc.com www.aisimc.com

Scott Sauer

Subject: Use of property liens for enforcement of ambulance fee collections

For the Board's discussion and consideration:

Please see NC General Statute 44-51.1 attached

Following a recent EMS operations update to the Board regarding revenue collections, the County Attorney brought this statute to my attention regarding the use of property liens for unpaid ambulance fees.



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



1 of 100 DOCUMENTS

General Statutes of North Carolina
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*** Statutes current through the 2014 Regular Session ***

CHAPTER 44. LIENS
ARTICLE 9A. LIENS FOR AMBULANCE SERVICE

[Go to the North Carolina Code Archive Directory](#)

N.C. Gen. Stat. § 44-51.1 (2014)

§ 44-51.1. Lien on real property of recipient of ambulance service paid for or provided by county or municipality

There is hereby created a general lien upon the real property of any person who has been furnished ambulance service by a county or municipal agency or at the expense of county or municipal government. The lien created by this section shall continue from the date of filing until satisfied, except that no action to enforce it may be brought more than 10 years after the date on which ambulance service was furnished nor more than three years after the date of recipient's death. Failure to bring action within such times shall be a complete bar against any recovery and shall extinguish the lien.

HISTORY: 1969, c. 684.