

Bertie County Board of Commissioners



September 21, 2015
2:00pm

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

September 21, 2015

Meeting Agenda

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

2:00 Presentation of draft Economic Development study evaluation by Creative Consulting (draft presentation attached)
- Introduce grant writer, Emily Miller, Funding Director, Municipal Engineering Services, Inc.

4:00 Closed Session - N.C.G.S. § 143-318.11(a)(6) - Personnel

7:00-7:05 Call to Order and Welcome by Chairman Wesson (Roxobel Community Building, Roxobel)

7:05-7:10 Invocation and Pledge of Allegiance by Commissioner White

7:10-7:25 Public Comments (*3 minute time limit per speaker*)

(A)

*** **APPOINTMENTS** ***

7:25-7:40 Charters of Freedom presentation by Ron Lewis

7:40-7:55 Update on the Welding program currently in development in partnership with the Board of Education and Martin Community College by Superintendent Elaine White and Interim Executive Director of the Martin-Bertie Campus, Norman Cherry

7:55-8:10 Agency program update by Pamela Perry, Executive Director of Choanoke Public Transportation Authority (CPTA)

8:10-8:15 Agency program update by Chamber of Commerce Executive Director, Lewis W. Hoggard

Board Appointments (B)

1. Albemarle Regional Library Board
2. Workforce Development Board

Consent Agenda (C)

1. Approve Regular Session minutes from 9-8-15
2. Approve Closed Session minutes from 9-8-15
3. Accept Tax Department Release Journal – August 2015
4. Approve 2015-2016 County Cooperative Agreement with the NC Forest Service, which coincides with FY2015-2016 approved funding
5. Final approval of applicant resolution and authorization for execution of project documents by Chairman and County Manager for State Revolving Loan for Countywide SCADA system improvements previously approved on July 20, 2015

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

Discussion Agenda (D)

1. Discuss 2009 NC Rural Center Grant Amendment for Water District IV system improvements and consider approval of proposed Capital Project Ordinance contingent upon NCDENR authorization to amend the grant agreement
2. Review first draft of updated Travel reimbursement policy
3. Pending work session items:
 - QSCB school debt sinking fund requirements
 - Actuarial costs for post-retirement health insurance
 - Responses for job classification & compensation RFQ are due September 23rd
 - Cooperative Extension funding formula for staff is still pending
 - Sheriff Holley is seeking adjustment for hourly part-time pay, increasing to \$15 per hour
 - Playground grant project update

Commissioners' Reports (E)

County Manager's Reports (F)

County Attorney's Reports (G)

Public Comments Continued

3 minute time limit per speaker

Closed Session

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

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

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

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

Adjourn



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: September 21, 2015

AGENDA ITEM: --- 2:00pm

DEPARTMENT: Economic Development

SUBJECT: Presentation of draft Economic Development study evaluation by Creative Consulting; introduce grant writer, Emily Miller, Funding Director, Municipal Engineering Services, Inc.

COUNTY MANAGER RECOMMENDATION OR COMMENTS: N/A

SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S):

FYI; no action needed.

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY:

May 18, 2015 – The Board moved to officially go into contract negotiations with Creative Consulting.

April 30, 2015 – The Board received presentations from 4 Economic Development & Marketing Firms at the Roanoke-Cashie River Center in Windsor.



Bertie County Update

CLUSTER ANALYSIS, WEBSITE, ORGANIZATIONAL
ANALYSIS

SEPTEMBER 21, 2015

Scope of Work

Target Cluster Validation

- Small Business Ecosystem Assessment
- Assessment of the Entrepreneur Ecosystem
- Stories for media

System Evaluation/Organizational Analysis

- Structure, staff, budget, program of work, ally organizations
- Benchmarking
- Best practices

Marketing

- Website
- Industry brochures

Job Growth by Size of Organization

Number of employees	1995-2013	2009-2013
1	56%	-20%
2-9	14%	-6%
10-99	23%	-9%
100-499	-3%	24%
500+	0%	0%

Source: YourEconomy.org

Audiences

Corporate executives considering branch plant locations where they can find labor, market access, goods and services

Corporate executives already in the county and needing labor, goods and services

Small business owners, landowners and farmers in the county trying to find and access the supply chains of the above

Tourists and visitors who enjoy the three rivers of Bertie County for wildlife viewing, paddling, historic exploration, and peace and quiet

Second home owners and retirees who love living near the water and the southern Atlantic “inner banks”

Footloose millennials and baby boomers who want to start a business somewhere they also want to live--and all some of them need is water, electricity, and internet

Strategic Clusters of Focus

Cluster	Key Assets in Bertie County
1. Agriculture, Food, and Energy	Fertile Land, Climate, Access to East Coast Markets, Timber, Large Employers
2. Tourism, Waterfront Development, and Retirement	Rivers, Climate, Access to East Coast Population, Southeast Ecology

Agriculture, Food, and Energy

Corporate perspective

Farmer, landowner, small business perspective

Agriscience and Biotechnology

Challenges

Assets

Tourism, Waterfront Development, and Retirement

Corporate perspective

Small business perspective

Waterfront development

Website Messaging

Motto

Target audiences

Demographic profile of audience

Writing style

Primary message

Secondary message

Desired result

Measuring

Communicating the message

Basic Map Structure

Sites and Buildings

Utilities

Maps

Economic Dashboard

Workforce and Education

Incentives

Connections

Life

Target Sectors

Start and Grow a Business

Organizational Analysis

County	Organizational Structure	Staff	Budget	Responsibilities	Economic Development Program
Bertie	County department, advisory board	1	\$220,426 (\$71,100 for current marketing project)	Economic development	Recruitment, BRE, small business development, product development
Halifax	County department and nonprofit	2, adding another position in FY16	\$300,000	Economic development	Recruitment, BRE, small business development
Hertford	County Department and commission	2	\$148,000	Economic development, planning, zoning	Recruitment, BRE, product development
Martin	Nonprofit and Committee of 100	2	\$750,000 (own and maintain property)	Economic development	Recruitment, BRE, marketing, grant writing, property management, workforce development
Northampton	County department and commission	2	\$186,571	Economic development	Recruitment, BRE
Perquimans	Contractor to the county	1 part-time	\$30,000	Economic development	Marine park development

Organizational Structure

Restructure Advisory Board

- 9 appointee members, three year, staggered terms
- Ex-officio, nonvoting
 - Presidents of Roanoke-Chowan and Martin Community Colleges, Superintendent of Bertie County Schools, Director of the Windsor-Bertie Chamber of Commerce, CEO of Vidant Bertie Hospital, Mayor of Windsor, and one mayor elected from among the mayors of the other towns, utility partner
- Board Member Guidelines

Staffing

Increase Staff Capacity

- Short-term use contractors
- Long-term add Assistant Director

Budget

Current Base Budget	New Staff Position	New Program Activities	New Marketing Initiatives	Total Budget for FY17	Increase over FY16
\$150,000	\$50,000	\$10,000	\$30,000	\$240,000	\$20,000

Business Retention & Expansion

Visitation

Small Business Center partnership

Survey on out-sourced products to identify local opportunities

Agribusiness marketing and counseling

Convening tourism-related businesses to cross-promote

Marketing & Recruitment

Existing businesses as internal and external ambassadors

Share tourism marketing materials with businesses

Targeted sales trips and trade shows with region and state

Add industry calls onto sales trips/shows

Develop position papers for industry target sectors

Lead generation

Annual presentations to EDPNC

Sub-regional marketing

Communications

Increase use of social media

Internal communications

- Guest column
- Eblasts
- Speakers bureau
- Radio programs

Cluster Related Strategies – Agriculture and Energy

Assistant Director to assist with agriculture and tourism development

Ag-Biotech Strategic Working Group

Continue to define the competitive position

Community and education partnership to engage teachers, students and Small Business Centers at community colleges

Network with EDPNC on this sector and Bertie County's assets

Partner with region and state on sales trips and trade shows for these sectors

Cluster Related Strategies – Tourism

Tourism, Waterfront Development, and Retirement Working Group

Network of tourism related small business owners to host a roving series on ecofriendly development

Build a partnership with state tourism office and EDPNC

Market survey of tourists to identify business opportunities

Certified Retirement Community

Festivals and special events

Recruiting real estate developers

Calendar of events on website

Economic Development Support

Grant writing

(in future) Technical capacity to update website, manage social media

Future Planning

Strategic plan needed to address:

- Workforce development
- Resolve development conflicts
- Regional collaboration
- Broadband
- Entrepreneurship

Crystal Morphis, CEcD
www.creativeedc.com
www.creativesiteassessment.com
www.blog.creativeedc.com





Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: September 21, 2015

AGENDA ITEM: --- 2:00pm

DEPARTMENT: Administration

SUBJECT: Closed Session - N.C.G.S. § 143-318.11(a)(6) - Personnel

COUNTY MANAGER RECOMMENDATION OR COMMENTS: N/A

SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S):

It is requested that the Board go into Closed Session pursuant 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.

ATTACHMENTS: No

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: N/A

Bertie County Board of Commissioners



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7:00pm

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Commissioners' Reports (E)

County Manager's Reports (F)

County Attorney's Reports (G)

Public Comments Continued

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Closed Session

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Adjourn



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: September 21, 2015

AGENDA ITEM: A-1

DEPARTMENT: N/A

SUBJECT: Charters of Freedom presentation by Ron Lewis

COUNTY MANAGER RECOMMENDATION OR COMMENTS: N/A

SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S):
FYI; no action needed.

ATTACHMENTS: No, but packets are available for your review.

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: N/A



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: September 21, 2015

AGENDA ITEM: A-2

DEPARTMENT: N/A

SUBJECT: Update on the Welding program currently in development in partnership with the Board of Education and Martin Community College by Superintendent Elaine White and Interim Executive Director of the Martin-Bertie Campus, Norman Cherry

COUNTY MANAGER RECOMMENDATION OR COMMENTS: N/A

SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S):

FYI; no action needed.

ATTACHMENTS: No

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: September 21, 2015

AGENDA ITEM: A-3

DEPARTMENT: N/A

SUBJECT: Agency program update by Pamela Perry, Executive Director of Choanoke Public Transportation Authority (CPTA)

COUNTY MANAGER RECOMMENDATION OR COMMENTS: N/A

SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S):
FYI; no action needed.

ATTACHMENTS: No

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: This is a part of the Board's recent initiative to secure programmatic updates from the various agencies, boards, and committees who currently receive Bertie County resident appointments, or who receive funding from the County.



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: September 21, 2015

AGENDA ITEM: A-4

DEPARTMENT: N/A

SUBJECT: Agency program update by Chamber of Commerce Executive Director, Lewis Hoggard

COUNTY MANAGER RECOMMENDATION OR COMMENTS: N/A

SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S):

FYI; no action needed.

ATTACHMENTS: No

LEGAL REVIEW PENDING: N/A

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Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: September 21, 2015

AGENDA ITEM: B-1

DEPARTMENT: N/A

SUBJECT: Albermarle Regional Library Board

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Recommend reappointment.

SUMMARY OF NEEDED ACTION(S):

It is requested that the Board reappoint the listed individuals on the following pages to the Albemarle Regional Library Board.

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: No

ITEM HISTORY: N/A

Albemarle Regional Library Board

Immediate Vacancies: 1

Position Vacancy:

Board	Term	Name	Began	End
Albemarle Regional Library Board	3 years	Marion Lee	---	9/8/2018

Special requirements: N/A

Notes: Ms. Lee is seeking reappointment to the Albemarle Regional Library Board

Attendance of Current Members: N/A

Applications Received:

1; reappointment application for Ms. Lee

Current Members (unexpired):

1. Irene Walker
2. Jane Barmer



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

Name: Marion E. Lee

Home Phone Number: 252-345-8761 Mobile: 252-287-7018

Home Fax Number: 252-345-8761 (call before faxing)

Email Address: m.lee47@hotmail.com

Home Address: 852 Hexena Rd., Ahoskie, NC 27910

Mailing Address: same as above

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

How long have you been a full-time resident of Bertie County? 69 yrs

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

County Commissioner District: 3

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

Occupation: Retired Employer: N/A

Business Address: N/A

Business Phone Number: N/A Business Fax: N/A

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

1. Lawrence Memorial lib. 3. _____
2. Albemarle Regional Lib. Bd. 4. _____

Qualification for specific category: Retired Librarian

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

Trustee Chair person, Lawrence Memorial Library
Trustee Albemarle Regional Library



Bertie County

Board of Commissioners

MEETING DATE: September 21, 2015

AGENDA ITEM: B-2

DEPARTMENT: N/A

SUBJECT: Workforce Development Board

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Recommend reappointment.

SUMMARY OF NEEDED ACTION(S):

It is requested that the Board reappoint the listed individuals on the following pages to the Workforce Development Board.

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: No

ITEM HISTORY: N/A

Workforce Development Board

Immediate Vacancies: 2

Position Vacancy:

Board	Term	Name	Began	End
Workforce Development Board	3 years	John Herring	---	9/30/2018
Workforce Development Board	3 years	William Knight	---	9/30/2018

Special requirements: N/A

Notes: These two appointments would satisfy the new State guidelines (WIOA) as both Private Sector and State employee representatives.

Attendance of Current Members: N/A

Applications Received:

1; John Herring has submitted his application, and Mr. Knight's application is still forthcoming.

Current Members (unexpired):

1. Morris Rascoe
2. Michael Freeman



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

Name: John Herring

Home Phone Number: (252) 794-8605 Mobile: (252) 549-2159

Home Fax Number: N/A

Email Address: john.herring@ncdps.gov

Home Address: 916 Jade Lane, Winterville, NC 28590

Mailing Address: Same as above

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

How long have you been a full-time resident of Bertie County? N/A

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

County Commissioner District: N/A

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

Occupation: Administrator Employer: NC DPS - Bertie Correctional Institution

Business Address: 218 Cooper Hill Rd
Windsor, NC 27983

Business Phone Number: (252) 794-8600 Business Fax: (252) 794-4608

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

1. Workforce Development Board
2. _____
3. _____
4. _____

Qualification for specific category: Adminstrator of one of the largest county employers.

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

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

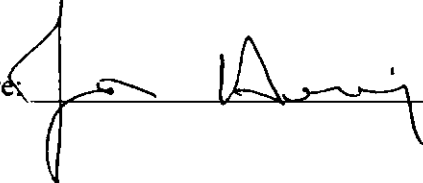
Based on your qualifications and experiences, briefly describe why your services on this Authority/Board/Commission/Committee would be beneficial to the County:
To strive to assist residents to become workforce eligible and trained for such.

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:
BA - Criminal Justice & Criminology
MS - Justice Administration

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: 9/17/15 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: 9/17/2015 Received By: Sarah S. Tinkham



Bertie County

Board of Commissioners

ITEMS ABSTRACTS

MEETING DATE: September 21, 2015

AGENDA ITEM: C-1

DEPARTMENT: N/A

SUBJECT: Approve Regular Session minutes from 9-8-15

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Recommend approval.

SUMMARY OF NEEDED ACTION(S):

It is requested that the Board approve the minutes for the Regular Session held on 9-8-15.

If changes have not yet been received by the County Attorney, it is requested that these minutes be fully approved once those changes are provided.

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: No

ITEM HISTORY: N/A

**Windsor, North Carolina
September 8, 2015
Regular Meeting**

The Bertie County Board of Commissioners met for their regularly scheduled meeting at 4:00pm at 106 Dundee Street, Windsor, 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
Finance Officer William Roberson
Planning Director Traci White
Nuisance Abatement Officer Barry Anderson
Parks & Recreation Director Donna Mizelle
Network Systems Administrator Joe Wilkes
Emergency Services Director Mitch Cooper
Non-Emergency Transport Coordinator Ian Trainor

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

CALL TO ORDER

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

INVOCATION/PLEDGE OF ALLEGIANCE

Chairman Wesson led the Invocation and Pledge of Allegiance.

PUBLIC COMMENTS

There were no public comments.

APPOINTMENTS

Review grant award for children's handicap accessible playground as it relates to pending update for master plan of pending Recreation Complex (last visited in 2003)

Parks and Recreation Director, Donna Mizelle, was present to update the Board on a grant that the Department had just received from Trillium Health Resources (formerly East Carolina Behavioral Health).

The grant amount being received is \$250,000 and it will be used to build a handicap accessible playground on the current grounds of the Bertie County Recreation Complex.

The Board received sample photos as well as an aerial map of the Recreation Complex. The specific location of the playground was also discussed.

Ms. Mizelle invited the Board to attend the check presentation ceremony that will take place on Wednesday, September 16, 2015 at the Recreation Complex.

The playground will be completed by June 2016.

Hyper Reach presentation and Public Officials Conference led by Emergency Services Director, Mitch Cooper

Mitch Cooper, Emergency Services Director, led all Board members and relevant County staff in a Public Officials Conference to review the County's Emergency Management Operational Plan.

Mr. Cooper presented a PowerPoint detailing disaster response protocols and other important items.

Additionally, he introduced the Board to the new alert system, Hyper Reach, and encouraged all Board members and citizens to sign up for the system as soon as possible by visiting the County's website (<http://www.co.bertie.nc.us>).

Questions were raised by the Board about the old system, and whether or not the data was being transferred, and also inquired about other ways to be sure citizens are aware of severe weather alerts.

Mr. Cooper stated that CenturyLink landline telephone numbers had already been programmed in the system, and that the system can notify citizens via text, phone call, and email. He also stated that he is working to secure the data from the old alert system to this alert system, but that it would not hurt for citizens to go ahead and re-register their information by using the County website.

Community Based Recreation update by Donna Mizelle and Heidi Bonislawski – status of citizen surveys and community meetings which will be held in Colerain, Aulander, and Lewiston-Woodville

Ms. Mizelle and Heidi Bonislawski of the Windsor YMCA were present to also give an update to the Board about the latest happenings with community based recreation.

Ms. Bonislawski stated that they were having trouble receiving completed surveys that were recently distributed to the municipalities of Colerain, Aulander, and Lewiston-Woodville. They stated that only a handful have come back as of this meeting.

Ms. Mizelle and Ms. Bonislawski shared their concerns and also asked for any additional resources that they could utilize in reaching more citizens to receive additional survey responses.

The Board suggested faith based leaders and church associations, as well as the school system, and also encouraged Ms. Mizelle and Ms. Bonislawski to continue to persevere as best as possible as the Board knew this program could take some time to get its feet off the ground.

Ms. Bonislawski also shared news that the State office of the YMCA will provide a trained facilitator to help conduct the community meetings and to build consensus regarding programming for each community.

Agency program update by Adalia Powell, Treasurer of the Bertie County Arts Council

Adalia Powell, Treasurer of the Bertie County Arts Council, provided an update to the Board regarding the council's latest events at the Windsor Gallery.

She stated that programs for children continue to be a focus as well as showcasing local artists. She also discussed the impact and continued success of the "Evening with Santa" program that is provided during every holiday season.

Ms. Powell discussed some grant opportunities as well as introduced the Board to the Art Council's theater initiatives which bring live stage performances to various schools and public buildings for citizens and their children to enjoy.

The Board commended the Art's Council for its great work, and encouraged them to continue to branch out and try to broaden its reach so that more and more citizens are aware of the many programs the Council offers.

Agency program update by Bobby Williams, Site Manager of the Hope Foundation

This presenter had to be rescheduled for an alternative date.

BOARD APPOINTMENTS

Workforce Development Board

After some discussion, it was recommended by the County Manager to recommend that Morris Rascoe and Michael Freeman be reappointed to the Workforce Development Board as representatives of Bertie County.

Commissioner Bazemore made a **MOTION** to reappoint Morris Rascoe and Michael Freeman to the Workforce Development Board as recommended by the County Manager. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

Tri-County Airport Authority Board

Commissioner Bazemore made a **MOTION** to reappoint Lewis C. Hoggard, III to the Tri-County Airport Authority Board. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

CONSENT AGENDA

Chairman Wesson suggested a new protocol for consideration of consent agenda items, many of which are administrative in nature and have been previously discussed or approved at a previous meeting.

He mentioned budget amendments as an example of an agenda item that has already been “given the green light” which now must be established with line item budgets in place.

Commissioner Trent made a **MOTION** to approve the Consent Agenda items collectively below as presented. Commissioner White **SECONDED** the motion. The **MOTION PASSED** unanimously.

1. **Fees Report** – Register of Deeds
2. **Minutes** for August 17, 2015
3. **Budget Amendments** #16-03 and #15-09

BUDGET AMENDMENT					
		# 16-03			
	INCREASE			INCREASE	
43-0025-4301-01	\$	1,717,000		43-8260-5396-01	\$ 2,351,755
43-0025-4301-03	\$	1,074,000		43-8260-5396-12	\$ 371,400
43-0070-3981-63	\$	264,000		43-8260-5396-18	\$ 5,000
				43-8260-5396-29	\$ 6,500
				43-8260-5396-38	\$ 10,000
				43-8260-5396-40	\$ 5,000
				43-8260-5396-44	\$ 50,169
				43-8260-5430-01	\$ 20,000
				43-8260-5991-00	\$ 235,176
	\$	3,055,000			\$ 3,055,000
TO SETUP BUDGET FOR WATER DISTRICT III WATER SYSTEM IMPROVEMENTS THE PROJECT ORDINANCE WAS APPROVED - AUGUST 3, 2015 MEETING.					
	INCREASE			INCREASE	
10-0030-4480-01	\$	241,826		10-4340-5121-00	\$ 115,232
				10-4340-5126-02	\$ 19,704
				10-4340-5181-00	\$ 10,874
				10-4340-5182-00	\$ 10,190
				10-4340-5183-00	\$ 36,326
				10-4340-5238-00	\$ 8,000
				10-4340-5250-00	\$ 9,000
				10-4340-5510-00	\$ 32,500
					\$ 241,826
TO INCREASE BUDGET TO COVER NIGHT SHIFT ALS TRANSPORT THIS ITEM WAS APPROVED ON THE AUGUST 17, 2015 MEETING					
APPROVED ___ / ___ /2015					

BUDGET AMENDMENT					
		# 15-09			
	INCREASE			INCREASE	
63-0040-4710-01	\$	31,000	WDIII	63-7113-5399-00	\$ 31,000
TO INCREASE BUDGET FOR GREEN ENGINEERING PAYMENT - WATER PROJECT - FY 15. THIS ITEM WAS PASSED ON AUGUST 3, 2015 MEETING.					
APPROVED ___ / ___ /2015					

4. **Bid award** for CDBG Farm Lane project – 2012/CDBG water improvements with a bid award to CGC, Inc. for the low bid amount of \$104,400 and issuance of the “Notice of Award” so that the contractor may proceed immediately.

The bid award is attached:

6. **Agreement** with Board of Education for EMS CADET program and once the contract is fully executed by all parties, it will be attached to these minutes.

DISCUSSION

Planning & Inspections Director, Traci White – discuss date for joint meeting with the Planning Board to review the Land Use Plan and the draft Manufactured Home Park Ordinance

Planning Director, Traci White, was present to discuss a date for a joint meeting with the Commissioners and the Bertie County Planning Board.

She suggested the date and time of the next pre-scheduled Planning Board meeting. The Board concurred and a date of Thursday, September 24, 2015 at 6:00pm was set inside the Bertie County DSS Training Room.

Fall Litter Sweep event – Nuisance Abatement Officer, Barry Anderson

Barry Anderson, Nuisance Abatement Officer, was present to provide the Board with an update about the Fall Litter Sweep event that will take place September 19-October 3, 2015.

Mr. Anderson also discussed his recruitment process for volunteers and asked the Commissioners for any additional suggestions to reach more individuals who may be interested in volunteering.

The Board suggested that he contact civic groups as well as the school system and church organizations.

A flyer was also provided in their electronic agenda packets.

Water Department Superintendent, Ricky Spivey – Memorandum of Understanding for Town of Roxobel water system, and related items for the pending State revolving fund application

After much discussion and work between the County Manager and the County Attorney, a Memorandum of Understanding was presented to the Board in the electronic agenda packet, as well as Roxobel's Engineering Evaluation from Green Engineering, State revolving loan forms, and a State revolving loan resolution.

It was requested that the Board approve these items, as well as give the Chairman authority to sign any and all documents relating to this matter, as well as the authority to the County Manager to sign in the Chairman's absence.

Commissioner Trent made a **MOTION** to approve the Memorandum of Understanding between the Town of Roxobel and Bertie County and all the necessary forms and resolutions mentioned above, as well as to grant authority to the Chairman to sign any and all documents to relating to this matter, as well as the authority to the County to sign in the Chairman's absence. Vice Chairman Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

The Memorandum of Understanding reads as follows:



BERTIE COUNTY

BOARD OF COMMISSIONERS

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

**MEMORANDUM OF UNDERSTANDING
BETWEEN BERTIE COUNTY WATER DISTRICT IV AND THE TOWN OF ROXOBEL
REGARDING THE TEMPORARY SUPPLY OF POTABLE WATER, INTERIM OPERATION
AGREEMENT, AND PROPOSED PERMANENT TRANSFER OF WATER SYSTEM
FACILITIES AND ASSETS FROM THE TOWN TO THE COUNTY**

WHEREAS, Bertie County has developed water districts throughout the County for the purpose of providing safe drinking water to its citizens and businesses; and

WHEREAS, the Town of Roxobel's water distribution system became operational in 1963 and has now exceeded its technical and planned life cycle; and

WHEREAS, the Town of Roxobel's two deep well water supplies have both failed.

- The first well was abandoned in 2008 due to a failed casing. Since 2008, the second deep well was operated continuously and deteriorated to the point where the production yield dropped below fifty percent (50%) in 2014. An examination by Magette Well and Pump Co. Inc. determined that the screen had collapsed at a depth of 305 feet using a video survey, and attempts to suction the debris from the well were unsuccessful.

WHEREAS, beginning in October 2014, the Town of Roxobel has been drawing water from its emergency interconnect valve from Water District IV.

WHEREAS, on November 11, 2014 the Town of Roxobel requested the County's assistance and guidance under an emergency interconnection, including consideration for the ultimate transfer of the water distribution system to the County as part of regional merger; and

- Subsequently, the Town of Roxobel and the County of Bertie have been cooperatively working to address the challenge of providing safe potable water on a permanent basis and determining how to successfully fill the Town's elevated storage tank to provide adequate pressure for fire protection.

WHEREAS, the Bertie County Board of Commissioners voted unanimously on January 5, 2015 to engage Green Engineering for an evaluation of the Town of Roxobel's water system for a merger with the County's regional water system in the Water District IV section.

- It has been determined through this engineering study that with limited system pressure, the elevated storage tank can only be filled to a level of four feet from the bottom of the bowl providing just 16,000 gallons of the 75,000 gallon rated capacity. Therefore, the usable volume of the tank fails to meet minimum State water storage requirements.
- The system also fails to meet the State minimum fire flow requirements of either 500gpm for 60 minutes or 250gpm for 120 minutes.

WHEREAS, the public health director, Mr. Jerry Parks of the Albemarle Regional Health Service finds the loss of both supply wells for potable drinking water very concerning, and has offered a letter of support for the proposed merger of the Town of Roxobel's water distribution system and Bertie County Water District IV; and

WHEREAS, the Town of Roxobel lacks the managerial and technical capacity to properly sustain the system evidenced by the lack of short range or long term capital planning, repairs or replacement of lines, meters and valves necessary to operate the system.

- The Town has suffered significant economic and commercial losses in the past two decades which prevented the proper investment in system maintenance, asset management and schedule repairs or component replacement. The Town currently lacks an ORC and has not adopted a Well Head Protection plan. As the well production yields have been declining in recent years, the ORC was not evaluating pumping logs closely enough to predict or anticipate problems until the Town experienced a catastrophic failure with the loss of both supply wells. Additionally, the Town has received reports of sand debris in the drinking water and numerous customer complaints of low water pressure documented over several years.

WHEREAS, Bertie County's Water Department assumed supervision of daily operations and management control of Roxobel's water distribution system on July 1, 2015 at the Town's request in recognition that the present situation represented a failed system.

WHEREAS, the Town of Roxobel lacks the financial capacity and economic strength in its customer base to support the water system and the required investment in preventive maintenance, upgrades and replacement components necessary to sustain this public utility for the long term. An examination of the Town's most recent financial audit for the fiscal year ended June 30, 2014 reflects less than \$74,000 in available cash reserves for the water system enterprise fund.

WHEREAS, the Bertie County Board of Commissioners has undertaken a significant fiscal review and operational evaluation for its regional water system in recent years, Bertie County has demonstrated the technical, managerial and fiscal capacity to undertake the proposed merger with the Town of Roxobel's water distribution system.

- The governing body using its fiscal authority in 2012, initiated action by the North Carolina Local Government Commission to refinance its existing debt in all four water districts. The resulting outcome yielded a gross cumulative savings of \$2,401,046 or approximately \$100,000 in reduced annual debt service payments.

- Bertie County's regional water system is twenty-three years old, comprised of Water Districts I, II, III, and IV and governed by the Board of Commissioners which has taken a very proactive approach to long term planning, fiscal management and developing a prudent rate structure in order to cover operational costs and debt retirement obligations for this public utility system. In 2013, the Board put new county administration in place including hiring a manager with experience with one of North Carolina's largest county owned and operated water and sewer utility systems.
- In 2014, the governing body commissioned a comprehensive water system evaluation, approved a ten year Capital Improvement Plan, adopted an Asset Management Plan, a Water Loss reduction Plan, a Well Head Protection Plan, made equipment asset improvements pursuant the Asset Management Plan, and made significant operational improvements including efforts to reduce an annual unaccounted water loss of 42 percent to 26 percent according to the NC Water Supply Plan for Bertie County.
- The Board has also successfully acquired the South Windsor Water Association system and received USDA Rural Development financing (\$1.074 million grant and a \$1.717 million loan) to make improvements to this system constructed in 1969, plus water line upgrades, meter replacements, and telemetry system updates for Water District III.
- Through its technical engagements with Green Engineering, the governing body has evaluated various municipal water systems and performed hydraulic analysis to plan for sustainable water system operations throughout Bertie County. In its most recent efforts, the Board has initiated daily operational control for the Town of Roxobel's water system at the Town's request. Plans are underway to transition toward a merger for Roxobel's system and Water District IV if State Revolving Funds can be secured to assist with making the necessary improvements.

WHEREAS, the Town of Roxobel recognizes that it does not have the financial, managerial, or technical ability to remain in the water supply and distribution business; and

WHEREAS, the Town of Roxobel is willing to transfer its water distribution facilities to the Bertie County Water District IV as a permanent offering and ownership; and


WHEREAS, the Bertie County Board of Commissioners has conducted an Engineering Study to evaluate and determine the required improvements necessary to sustain its current residential, commercial, and industrial water supply, with the anticipated allocation necessary to operate and sustain the Town's water distribution system on a long term basis; and


NOW THEREFORE BE IT RESOLVED, the parties hereto agree as follows:


- 1) Bertie County agrees to accept the Town of Roxobel's failed system and make the required improvements to operate and sustain permanent service, conditioned upon approval of financing and principal forgiveness funding through the NC Drinking Water State Revolving Fund is obtained on behalf of Water District IV; and

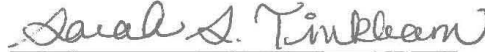
- 2) The County of Bertie will continue to operate the Town's system on a temporary basis until such time as the Engineering Plan has been developed with a cost estimate to make the required infrastructure improvements; and
- 3) The County of Bertie does not intend to increase the burden of debt on the citizens of Water District IV such that customers experience a negative impact on rates; and
- 4) Until such time as financing has been arranged with the State of North Carolina, project cost and customer rates have been determined to be acceptable by the Bertie County Board of Commissioners, the Water Department will continue to operate and maintain Roxobel's water distribution system; and
- 5) The Town of Roxobel agrees it will indemnify and hold Bertie County harmless of all losses, claims, judgments or penalties resulting from the current low pressure and the interruption of service, quality of water and lack of available supply during the temporary emergency conditions until such time as the required improvements are made; and
- 6) The Town of Roxobel agrees that should current studies performed by Bertie County determine that it is not feasible for Bertie County to continue with supplying water on an interim basis, it will release Bertie County from this Agreement without recourse or action.
- 7) At the appropriate time, determined by the County of Bertie after all of the above stated conditions are satisfied, the Town of Roxobel will execute all documents necessary for the transfer of water system assets to Water District IV. It is further understood that this is a voluntary merger, requested by the Town of Roxobel and other than mutual covenants contained herein, there will be no consideration paid to the Town by the County.

In witness whereof the duly authorized representative of the governing boards of Bertie County and Town of Roxobel set their hands this 8th day of September, 2015.


 Gary T. Johnson, Mayor
 Town of Roxobel


 Ronald D. Wesson, Chairman
 Bertie County Board of Commissioners

Attest:

 Evelyn H. Humeilhouse
 Town of Roxobel

Attest:

 Sarah S. Tinkham, Clerk to the Board

Discuss Request for Qualifications draft – Employee Classification and Compensation Study

County Manager Sauer presented a draft of a Request for Qualifications for an Employee Classification and Compensation Study consultant.

Approval was needed from the Board in order to begin the process of contacting and meeting with consultants at any upcoming information meeting.

Commissioner Bazemore made a **MOTION** to release the RFQ to prospective consultants and begin the process of securing a consultant for an Employee Classification and Compensation Study. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

County Manager’s Performance Evaluation

Chairman Wesson added this item to the agenda in order for the Board discuss County Manager Sauer’s performance evaluation for this year.

The Board requested that the County Manager email a blank copy of the performance evaluation, as well as the evaluation that was completed by the previous board in 2014.

The Board will be prepared to give this performance evaluation at its next meeting on Monday, September 21, 2015.

COMMISSIONERS’ REPORTS

Commissioner Trent updated the Board on the Weeping Mary Road boat ramp. He reported that it was still on schedule to be completed at the end of this month, or very early October. He also informed all of those present that a massive renovation project on the exterior of the courthouse was currently underway, and that work would continue for the next few months. Additionally, he assured those present that the workers who are employed for this project are all Bertie County citizens.

Chairman Wesson thanked this Board as well as the prior board for their dedication to this project in budgeting for these renovations in the last two budget years.

Commissioner Bazemore updated all of those present about the latest voter regulations and potential primary dates for 2016.

Vice Chairman Lee informed the Board that grant money was still available for the County and the school system to receive free, “No Smoking” related signs.

The Board requested that Vice Chairman Lee get in touch with a representative from that group so that they may learn more about the initiative.

Commissioner White commended Barry Anderson on his coordination of the Fall Litter Sweep for Bertie County as there are numerous problems all over the County regarding litter on the roadways, in ditches, etc.

Chairman Wesson informed the Board of a grant being offered by the USDA and plans to apply for the grant with additional letters of support to receive \$100,000 in additional funding for a weekend & breakfast program at area schools.

COUNTY MANAGER'S REPORTS

The County Manger gave no remarks, but reminded the Board of a needed Closed Session at the end of the meeting.

ASSISTANT COUNTY ATTORNEY'S REPORTS

The County Attorney gave no remarks at this time but did alert the Board to one change that had to be made to EMS CADET agreement between the Board of Education and the County. The change was made after the Board received their agenda packets via email.

The corrected copy was presented to the Chairman for his signature.

PUBLIC COMMENTS CONTINUED

Only Board members and County staff were present, so there were no additional public comments.

CLOSED SESSION

Commissioner Bazemore made a **MOTION** to go into Closed Session pursuant to N.C.G.S. § 143-318.11(a)(5) pursuant to N.C.G.S. § 143-318.11(a)(5) to establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

The Board shifts into Closed Session.

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

Chairman Wesson reported that the recently proposed date for the joint meeting of the Commissioners and the Bertie County Planning Board did not end up working out for his schedule after all, and alternative dates were discussed with the Planning Director.

ADJOURN

Chairman Wesson adjourned the meeting at 6:15pm.

Ronald D. Wesson, Chairman

Sarah S. Tinkham, Clerk to the Board



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: September 21, 2015

AGENDA ITEM: C-2

DEPARTMENT: N/A

SUBJECT: Minutes for Closed Session minutes for 9-8-15

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Recommend approval.

SUMMARY OF NEEDED ACTION(S):

It is requested that the Board approve the minutes for the Closed Session held on 9-8-15.

If changes have not yet been received by the County Attorney, it is requested that these minutes be fully approved once those changes are provided.

ATTACHMENTS: See envelope.

LEGAL REVIEW PENDING: No

ITEM HISTORY: N/A



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: September 21, 2015

AGENDA ITEM: C-3

DEPARTMENT: Tax

SUBJECT: Accept Tax Department Release Journal – August 2015

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Recommend approval.

SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S):

It is requested that the Board approve this item as presented.

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: No

ITEM HISTORY: N/A



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

September 03, 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 **AUGUST** 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*243	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
2015	8/5/2015	Tyler, Michael 14A5950753563	G01	\$314.24				\$314.24
		Elderly Exemption left off in error	C02	\$284.32				\$284.32
	8/6/2015	Brown, Kenneth 15A16995.80	G01	\$91.14		\$9.12		\$100.26
		Incorrect personal property classification						
	8/6/2015	Chamblee, James 15A6900955683	G01	\$26.86	\$0.00			\$26.86
		Foreclosure						
	8/6/2015	James, Alice 15A6729690293	G01	\$66.21				\$66.21
		Foreclosure						
	8/6/2015	D L Peterson Trust 15A177201.50	G01	\$0.03		\$0.00		\$0.03
		Correction to value						\$0.00
	8/7/2015	Dilday Stewart 15A3988.40	G01	\$61.32				\$61.32
		Correction to mobile home size						
	8/13/2015	James, Joseph 15A5883299398	G01	\$378.00				\$378.00
		Disabled Veteran exemption left off in erro						\$0.00
	8/13/2015	Martin, Robert 15A17571.10	G01	\$56.90				\$56.90
		Listed in Carteret County						\$0.00
								\$0.00
	8/13/2015	Gillam Farming 15A5881419828	G01	\$404.87				\$404.87
		D/W double listed w/#30452						\$0.00
								\$0.00
	8/13/2015	Knowles, Brian 15A30168.80	G01	\$1.29				\$1.29
		Incorrect depreciation - personl property						\$0.00
								\$0.00
	8/15/2015	Moore, Juanita 15A6930264994	G01	\$207.35				\$207.35
		Receiving exemption in error						\$0.00
								\$0.00

	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
	8/31/2015	Matthews, Robert 15A5950478315	G01	\$233.91				\$233.91
		Elderly Exemption left off in error	C02	\$211.63				\$211.63
								<u>\$2,347.16</u>

RLS*15*243	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
2014	8/3/2015	AT&T Mobility 14A27321.10.1	G01	\$306.53				\$306.53
		Incorrect discovery penalty						\$0.00
	8/6/2015	Johnson, Thomas 14A31660.40	G01	\$2.52		\$0.00		\$2.52
		Listed in error						
	8/6/2015	Slade, James 14A27513.80	G01	\$65.86	\$0.00	6.59		\$72.45
		Double listed w/#29782						
	8/6/2015	Speight, Sharon 14A26432.70	G01	\$46.28		4.63		\$50.91
		Double listed w/#3209						
	8/6/2015	Chamblee, James 14A6900955683	G01	\$26.86		\$2.50		\$29.36
		Foreclosure						\$0.00
	8/6/2015	James, Alice 14A6729690293	G01	\$66.21	\$2.50			\$68.71
		Foreclsosure						
								<u>\$530.48</u>

RLS*15*243	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
2013	8/6/2015	Slade, James 13A27513.80	G01	\$70.39		\$7.04		\$77.43
		Double Listed w/#29782						
	8/6/2015	Speight, Sharon 13A26432.70	G01	\$49.56		\$4.96		\$54.52
		Double Listed w/#3209						
	8/6/2015	Chamblee, James 13A6900955683	G01	\$26.86		2.5		\$29.36
		Foreclosure						
	8/6/2015	James, Alice 13A6729690293	G01	\$66.21		2.5		\$68.71
		Foreclsoure						
								<u>\$230.02</u>

RLS*15*243	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
2012	8/6/2015	Slade, James 12A27513.80	G01	\$68.64		\$6.86		\$75.50
		Double Listed w/#29782						
	8/6/2015	Speight, Sharon 12A26432.70	G01	\$48.28		\$4.83		\$53.11
		Double Listed w/#3209						
	8/6/2015	Chamblee, James 12A6900955683	G01	\$24.94	\$2.50			\$27.44
		Foreclosure						
	8/6/2015	James, Alice 12A6729690293	G01	\$61.48	\$2.50			\$63.98
		Foreclsoure						
								<u>\$220.03</u>

RLS*15*243	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
2011	8/6/2015	Slade, James 11A27513.80	G01	\$73.63	\$0.00	7.36		\$80.99
		Double listed w/#29782						
	8/6/2015	Speight, Sharon 11A26432.70	G01	\$51.71		5.17		\$56.88
		Double listed w/#3209						
	8/6/2015	Chamblee, James 11A6900955683	G01	\$24.94		\$2.50		\$27.44
		Foreclosure						\$0.00
	8/6/2015	James, Alice 11A6729690293	G01	\$129.32	\$2.50			\$131.82
		Foreclsosure						
								<u>\$297.13</u>

RLS*15*243	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
2010	8/6/2015	Slade, James 10A27513.80	G01	\$84.47	\$0.00	8.45		\$92.92
		Double listed w/#29782						
	8/6/2015	Speight, Sharon 10A26432.70	G01	\$59.51		5.95		\$65.46
		Double listed w/#3209						
	8/6/2015	Chamblee, James 10A6900955683	G01	\$24.94		\$4.00		\$28.94
		Foreclosure						\$0.00
	8/6/2015	James, Alice 10A6729690293	G01	\$129.32	\$4.00			\$133.32
		Foreclsosure						
								<u>\$320.64</u>

RLS*15*243	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
2009	8/6/2015	Slade, James 09A27513.80	G01	\$84.47	\$0.00	8.45		\$92.92
		Double listed w/#29782						
	8/6/2015	Speight, Sharon 09A26432.70	G01	\$59.51		5.95		\$65.46
		Double listed w/#3209						
	8/6/2015	Chamblee, James 09A6900955683	G01	\$24.94	\$4.00			\$28.94
		Foreclosure						\$0.00
	8/6/2015	James, Alice 09A6729690293	G01	\$129.32	\$4.00			\$133.32
		Foreclsosure						
								\$320.64

RLS*15*243	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
2008	8/6/2015	Slade, James 08A27513.80	G01	\$90.40	\$0.00	9.04		\$99.44
		Double listed w/#29782						
	8/6/2015	Speight, Sharon 08A26432.70	G01	\$63.73		6.37		\$70.10
		Double listed w/#3209						
	8/6/2015	Chamblee, James 08A6900955683	G01	\$24.94	\$4.00			\$28.94
		Foreclosure						\$0.00
	8/6/2015	James, Alice 08A6729690293	G01	\$129.32	\$4.00			\$133.32
		Foreclsosure						
								<u>\$331.80</u>

RLS*15*243	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
2007	8/6/2015	Slade, James 07A27513.80	G01	\$97.34	\$0.00	9.73		\$107.07
		Double listed w/#29782						
	8/6/2015	Speight, Sharon 07A26432.70	G01	\$68.48		6.85		\$75.33
		Double listed w/#3209						
	8/6/2015	Chamblee, James 07A6900955683	G01	\$24.94	\$4.00			\$28.94
		Foreclosure						\$0.00
	8/6/2015	James, Alice 07A6729690293	G01	\$129.32	\$4.00			\$133.32
		Foreclsosure						
								<u>\$344.66</u>

RLS*15*243	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
2006	8/6/2015	Speight, Sharon 06A26432.70	G01	\$73.09		7.31		\$80.40
		Double listed w/#3209						
	8/6/2015	James, Alice 06A6729690293	G01	\$129.28	\$4.00			\$133.28
		Foreclsosure						
								<u>\$213.68</u>

RLS*15*243	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
2005	8/6/2015	Speight, Sharon 05A26432.70	G01	\$77.69		7.77		\$85.46
		Double listed w/#3209						
	8/6/2015	James, Alice 05A6729690293	G01	\$129.28	\$4.00			\$133.28
		Foreclsosure	FLF	\$2,575.72				\$2,575.72
								<u>\$2,794.46</u>

RLS*15*243	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
2004	8/6/2015	Speight, Sharon 04A26432.70	G01	\$82.60		8.26		\$90.86
		Double listed w/#3209						
	8/6/2015	James, Alice 04A6729690293	G01	\$129.28	\$4.00			\$133.28
		Foreclsosure	FLF	\$498.12				\$498.12
								<u>\$722.26</u>

RLS*15*243	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
2003	8/6/2015	Speight, Sharon 03A26432.70	G01	\$100.75		10.08		\$110.83
		Double listed w/#3209						
	8/6/2015	James, Alice 03A6729690293	G01	\$128.09	\$4.00			\$132.09
		Foreclsosure						\$0.00
								<u>\$242.92</u>

Group Number RL*15*243

Abatement

Effective Date 08/03/15

Seq Nbr	Date	Account Number	Taxbill Number	Tax Code	Transaction Amount	Levy Amount	Penalty Amount	Addl Chgs	Interest Amount	Discont Amount	Txn Cde	Check Number	Trans Rev Description
1	08/03/15	27321	14A27321.10.1	G01	306.53-	306.53-	0.00		0.00				
***			A T AND T MOBILITY LLC		306.53-	306.53-	0.00	0.00	0.00	0.00	R	PG26	
2	08/05/15	13222	15A5950753563	G01 COC	314.24-	314.24-	0.00		0.00				
***			TYLER, MICHAEL L		314.24-	314.24-	0.00		0.00				
3	08/06/15	16995	15A16995.80	G01	528.56-	528.56-	0.00	0.00	0.00	0.00	R	PG94	
***			BOWEN, KENNETH WAYNE		100.26-	91.14-	9.12	0.00	0.00	0.00	R	PG94	
4	08/06/15	31660	14A31660.40	G01	2.52-	2.52-	0.00		0.00				
***			JOHNSON, THOMAS RAY		2.52-	2.52-	0.00	0.00	0.00	0.00	R	PG26	
5	08/06/15	27513	14A27513.80	G01	72.45-	65.86-	6.59		0.00				
***			SLADE, JAMES A, JR		72.45-	65.86-	6.59	0.00	0.00	0.00	R	PG26	
6	08/06/15	27513	13A27513.80.1	G01	77.43-	70.39-	7.04		0.00				
***			SLADE, JAMES A, JR		77.43-	70.39-	7.04	0.00	0.00	0.00	R	PG8	
7	08/06/15	27513	12A27513.80	G01	75.50-	68.64-	6.86		0.00				
***			SLADE, JAMES A, JR		75.50-	68.64-	6.86	0.00	0.00	0.00	R	PG268	
8	08/06/15	27513	11A27513.80	G01	80.99-	73.63-	7.36		0.00				
***			SLADE, JAMES A, JR		80.99-	73.63-	7.36	0.00	0.00	0.00	R	PG247	
9	08/06/15	27513	10A27513.80	G01	92.92-	84.47-	8.45		0.00				
***			SLADE, JAMES A, JR		92.92-	84.47-	8.45	0.00	0.00	0.00	R	PG206	
10	08/06/15	27513	09A27513.80	G01	92.92-	84.47-	8.45		0.00				
***			SLADE, JAMES A, JR		92.92-	84.47-	8.45	0.00	0.00	0.00	R	PG172	
11	08/06/15	27513	08A27513.80	G01	99.44-	90.40-	9.04		0.00				
***			SLADE, JAMES A, JR		99.44-	90.40-	9.04	0.00	0.00	0.00	R	PG18	
12	08/06/15	27513	07A27513.80	G01	107.07-	97.34-	9.73		0.00				
***			SLADE, JAMES A, JR		107.07-	97.34-	9.73	0.00	0.00	0.00	R	PG121	
13	08/06/15	26432	03A26432.70	G01	110.83-	100.75-	10.08		0.00				

Group Number: RL5*15*243

Abatement

Effective Date 08/03/15

Seq Nbr	Date	Account Number	Trans(11) Number	Tax Code	Transaction Amount	Lawy Amount	Parity Amount	Adm Chgs	Interest Amount	Prsct Amount	TRM Cde	Check Number	Trans Rev Descriptn
14	08/06/15	26432	04A26432.70	G01	90.86-	82.60-	8.26	0.00	0.00	0.00	R	PG22	
15	08/06/15	26432	05A26432.70	G01	85.46-	77.69-	7.77	0.00	0.00	0.00	R	PG78	
16	08/06/15	26432	06A26432.70	G01	80.40-	73.09-	7.31	0.00	0.00	0.00	R	PG65	
17	08/06/15	26432	07A26432.70	G01	75.33-	68.48-	6.85	0.00	0.00	0.00	R	PG77	
18	08/06/15	26432	08A26432.70	G01	70.10-	63.73-	6.37	0.00	0.00	0.00	R	PG121	
19	08/06/15	26432	09A26432.70	G01	65.46-	59.51-	5.95	0.00	0.00	0.00	R	PG19	
20	08/06/15	26432	10A26432.70	G01	60.46-	55.51-	5.95	0.00	0.00	0.00	R	PG172	
21	08/06/15	26432	11A26432.70	G01	56.88-	51.71-	5.17	0.00	0.00	0.00	R	PG206	
22	08/06/15	26432	12A26432.70	G01	53.11-	48.28-	4.83	0.00	0.00	0.00	R	PG247	
23	08/06/15	26432	13A26432.70	G01	50.91-	46.28-	4.63	0.00	0.00	0.00	R	PG268	
24	08/06/15	26432	14A26432.70	G01	50.91-	46.28-	4.63	0.00	0.00	0.00	R	PG26	
25	08/06/15	2548	15A6900955683	G01	26.86-	26.86-	0.00	0.00	0.00	0.00	R	PG8	
26	08/06/15	2548	14A6900955683	G01	26.86-	26.86-	0.00	0.00	0.00	0.00	R	PG94	

Group Number: RLS*15*243

Abatement

Effective Date 08/03/15

Seq Nbr	DATE	ACCOUNT Number	TXID(1) Number	TAX Code	TRANSACTION Amount	LEVY Amount	PROPERTY Amount	ADDITIONAL Chgs	INTEREST Amount	DISCNT Amount	Txn Cde	CHECK Number	TRANS Rev Description
				AD	2.50-	2.50✓	0.00		0.00				
***		CHAMBLEE, JAMES, HEIRS			29.36-	29.36✓	0.00	0.00	0.00	0.00	R	PG26	
27	08/06/15	2548	13A6900955683	G01 AU	26.86- 2.50-	26.86✓ 2.50✓	0.00 0.00		0.00 0.00				
***		CHAMBLEE, JAMES, HEIRS			29.36-	29.36✓	0.00	0.00	0.00	0.00	R	PG8	
28	08/06/15	2548	12A6900955683	G01 AD	24.94- 2.50-	24.94✓ 2.50✓	0.00 0.00		0.00 0.00				
***		CHAMBLEE, JAMES, HEIRS			27.44-	27.44✓	0.00	0.00	0.00	0.00	R	PG268	
29	08/06/15	2548	11A6900955683	G01 AD	24.94- 2.50-	24.94✓ 2.50✓	0.00 0.00		0.00 0.00				
***		CHAMBLEE, JAMES, HEIRS			27.44-	27.44✓	0.00	0.00	0.00	0.00	R	PG247	
30	08/06/15	2548	10A6900955683	G01 AD	24.94- 4.00-	24.94✓ 4.00✓	0.00 0.00		0.00 0.00				
***		CHAMBLEE, JAMES, HEIRS			28.94-	28.94✓	0.00	0.00	0.00	0.00	R	PG207	
31	08/06/15	2548	09A6900955683	G01 AU	24.94- 4.00-	24.94✓ 4.00✓	0.00 0.00		0.00 0.00				
***		CHAMBLEE, JAMES, HEIRS			28.94-	28.94✓	0.00	0.00	0.00	0.00	R	PG172	
32	08/06/15	2548	08A6900955683	G01 AD	24.94- 4.00-	24.94✓ 4.00✓	0.00 0.00		0.00 0.00				
***		CHAMBLEE, JAMES, HEIRS			28.94-	28.94✓	0.00	0.00	0.00	0.00	R	PG19	
33	08/06/15	2548	07A6900955683	G01 AD	24.94- 4.00-	24.94✓ 4.00✓	0.00 0.00		0.00 0.00				
***		CHAMBLEE, JAMES, HEIRS			28.94-	28.94✓	0.00	0.00	0.00	0.00	R	PG121	
34	08/06/15	6807	12A6729690293	G01 AD	61.48- 2.50-	61.48✓ 2.50✓	0.00 0.00		0.00 0.00				
***		JAMES, ALICE H, HEIRS			63.98-	63.98-	0.00	0.00	0.00	0.00	R	PG268	
35	08/06/15	6807	11A6729690293	G01 AU	129.32- 2.50-	129.32✓ 2.50✓	0.00 0.00		0.00 0.00				
***		JAMES, ALICE H, HEIRS			131.82-	131.82-	0.00	0.00	0.00	0.00	R	PG247	
36	08/06/15	6807	10A6729690293	G01 AD	129.32- 4.00-	129.32✓ 4.00✓	0.00 0.00		0.00 0.00				

Group Number RLE*15*243

Abatement

Effective Date 08/03/15

Seq Nbr	Date	Account Number	Tax Bill Number	Tax Code	Transaction Amount	Levy Amount	Penalty Amount	Add Chgs	Interest Amount	Discnt Amount	Trn Cde	Cheq Number	Trans Descrptn
37	08/06/15	6807	09A6729690293	G01 AD	133.32- 4.00-	133.32- 4.00-	0.00 0.00	0.00	0.00	0.00	R	PG207	
38	08/06/15	6807	08A6729690293	G01 AD	133.32- 4.00-	133.32- 4.00-	0.00 0.00	0.00	0.00	0.00	R	PG172	
39	08/06/15	6807	07A6729690293	G01 AD	133.32- 4.00-	133.32- 4.00-	0.00 0.00	0.00	0.00	0.00	R	PG19	
40	08/06/15	6807	06A6729691282	G01 AD	133.32- 4.00-	133.32- 4.00-	0.00 0.00	0.00	0.00	0.00	R	PG121	
41	08/06/15	6807	05A6729690193	G01 AD FLF	133.28- 4.00- 2575.72-	133.28- 4.00- 2575.72-	0.00 0.00 0.00	0.00 4.00-	0.00	0.00	R	PG207	
42	08/06/15	6807	04A6729690193	G01 AD FLF	2709.00- 129.28- 4.00- 498.12-	2709.00- 129.28- 4.00- 498.12-	0.00 0.00 0.00 0.00	4.00-	0.00	0.00	R	PG65	
43	08/06/15	6807	03A6729690193	G01 AD	631.40- 128.09- 4.00-	631.40- 128.09- 4.00-	0.00 0.00 0.00	0.00 4.00-	0.00	0.00	R	PG78	
44	08/06/15	6807	13A6729690293	G01 AD	132.09- 66.21- 2.50-	132.09- 66.21- 2.50-	0.00 0.00 0.00	4.00-	0.00	0.00	R	PG22	
45	08/06/15	6807	14A6729690293	G01 AD	68.71- 66.21- 2.50-	68.71- 66.21- 2.50-	0.00 0.00 0.00	0.00	0.00	0.00	R	PG8	
46	08/06/15	6807	15A6729690293	G01	68.71- 66.21-	68.71- 66.21-	0.00 0.00	0.00	0.00	0.00	R	PG26	

Seq Nbr	Date	Account Number	Taxp's Number	Tax Code	Transaction Amount	Levy Amount	Penalty Amount	Subj Chgs	Abatement Amount	Discount Amount	Trn Cds	Check Number	Trans Rev Description
47	08/06/15	17201	JAMES, ALICE H; HEIRS 15A17201.50	G01	66.21- 0.03-	66.21- 0.03-	0.00 0.00	0.00	0.00	0.00	R	PG94	
48	08/07/15	3988	D L PETERSON TRUST 15A3988.40	G01	61.32- 61.32-	61.32- 61.32-	0.00 0.00	0.00	0.00	0.00	R	PG94	
49	08/13/15	6824	DILDAY, STEWART A 15A5883299398	G01	378.00- 378.00-	378.00- 378.00-	0.00 0.00	0.00	0.00	0.00	R	PG94	
50	08/13/15	17571	JAMES, JOSEPH 15A17571.10	G01	56.90- 56.90-	56.90- 56.90-	0.00 0.00	0.00	0.00	0.00	R	PG94	
51	08/13/15	4942	MARTIN, ROBERT MILAS, JR 15A5881419828	G01	404.87- 404.87-	404.87- 404.87-	0.00 0.00	0.00	0.00	0.00	R	PG94	
52	08/14/15	30168	GILLAM OUTLAW FARMS INC 15A30168.80	G01	1.29- 1.29-	1.29- 1.29-	0.00 0.00	0.00	0.00	0.00	R	PG94	
53	08/18/15	9031	KNOWLES, BRIAN THOMAS 15A6930264994	G01	207.35- 207.35-	207.35- 207.35-	0.00 0.00	0.00	0.00	0.00	R	PG94	
54	09/01/15	8367	MOORE, JUANITA 15A5950478315	G01 C02	233.91- 211.63-	133.91- 211.63-	0.00 0.00	0.00	0.00	0.00	R	PG94	
			MATTHEWS, ROBERT W 445.54-		445.54-	445.54-	0.00	0.00	0.00	0.00	R	PG95	



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: September 21, 2015

AGENDA ITEM: C-4

DEPARTMENT: N/A

SUBJECT: Approve 2015-2016 County Cooperative Agreement with the NC Forest Service, which coincides with FY2015-2016 approved funding

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Recommend approval.

SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S):

It is requested that the Board approve this item as presented.

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: No

ITEM HISTORY: N/A

North Carolina Department of Agriculture & Consumer Services
N.C. Forest Service



Steven W. Troxler
Commissioner



Scott Bissette
Assistant Commissioner

100 Years of Protecting, Managing & Promoting North Carolina's Forests

N. C. Forest Service
861 Berea Church Road
Elizabeth City, NC 27909

August 6, 2015

Mr. Scott T. Sauer
Bertie County Manager
P O Box 530
106 Dundee Street
Windsor, NC 27983

Dear Mr. Sauer:

Enclosed you will find three copies of the 2015-2016 County Cooperative Agreement with The North Carolina Forest Service. Please sign all three copies and return them in the enclosed self-addressed stamped envelope. We will forward them to the NCDA&CS Chief Deputy Commissioner, David Smith. After he has signed them, a copy will be mailed to you for your records.

Thank you for your cooperation.

Sincerely,

Michael Petrucio
District Forester

MP/tl

Enclosures

STATE OF NORTH CAROLINA

Department of

Agriculture and Consumer Services

\$ 261,112.00

Total Cooperative Appropriation

State \$ 156,667.00 60%

County \$ 104,445.00 40%

AGREEMENT FOR THE PROTECTION, DEVELOPMENT AND IMPROVEMENT
OF FOREST LAND IN **BERTIE COUNTY**, NORTH CAROLINA

THIS AGREEMENT, made under authority of "An act to authorize Counties to cooperate with State in Forest Protection, Reforestation and promotion of Forest Management," (Section 106-59 of the general Statutes of North Carolina - 1943), and also under authority of another Section of the General Statutes, namely Section 106-54, by the North Carolina Department of Agriculture and Consumer Services (hereinafter Called the Department), party of the first part, and the Board of Commissioners of **BERTIE COUNTY** in the State of North Carolina (hereinafter called the Board), party of the second part, witnesseth:

That WHEREAS the said Board, recognizing the need for active forest protection, development, reforestation, management and improvement in **BERTIE COUNTY**, has accepted the offer of the Department for cooperation in accomplishing this object:

Now THEREFORE, in consideration of the mutual covenants hereinafter set forth, the said parties contract and agree to maintain a legally appointed and equipped Forest Ranger organization in said county at the joint cost of the State and County, insofar as the joint funds will permit, as follows:

Part I. **THE DEPARTMENT AGREES:**

1. To select, employ and appoint, after consultation with the Board, a County Forester or County Forest Ranger for the purposes of controlling forest fires in said County; for detecting and extinguishing fires that break out; for investigating the origin of forest, woodland and field fires; for enforcing State forest fire laws; for taking such preventative measures, educational and otherwise, as shall seem necessary to prevent forest fires; for developing and improving the forests through reforestation promotion and practice of Forest Management practices; and for protection from insects and diseases.

2. To furnish to each Forester or Forest Ranger so employed a badge of office, stationery and report forms, instructional posters for use in the County, leaflets for distributing to landowners and others; to purchase necessary equipment, communication systems, and other Forestry improvements deemed necessary insofar as the joint funds will permit.

3. To pay the Forester or Forest Ranger for all official services rendered, at a fair rate of pay. Rates of pay are to be established by the Department in accord with existing State salary schedules.

4. To direct supervise, instruct, and inspect, through its agents, the work and conduct of the Forester or Forest Ranger, to discipline and, when necessary, discharge such Forester or Forest Ranger.

5. To submit to the Board of Commissioners monthly (or at other mutually satisfactory intervals) an itemized statement of all monies to be paid by the County and those paid by the Department for proper conduct of the work within said County.

6. To make available annually from State, Federal, and other funds allotted to it, the sum of **One hundred fifty-six thousand, six hundred sixty-seven dollars (156,667.00)**, as its share of an annual budget of **\$261,112.00** for carrying the work in said County.

Part II. THE BOARD AGREES:

1. To pay to the Department **40%** of the total cost of the Forester or Forest Ranger salaries and expenses and of other proper expenditures made in connection with the over-all Forestry program in said County, upon receipt and consequent approval of the periodic statements submitted by the Department.

2. To appropriate annually the sum of **One hundred four thousand, four hundred forty-five dollars (\$104,445.00)** which sum shall be available for expenditure under the terms of this Agreement, and shall represent the County's share of the annual budget.

Part III. IT IS EXPRESSLY AGREED AND UNDERSTOOD BY BOTH PARTIES:

1. That this Agreement becomes effective **July 1, 2015**.

2. That the annual appropriations as set forth above may be revised by mutual agreement between the Department and the Board, based on the amount of annual appropriation desirable for the proper conduct of the Forestry work, such revision to become effective at the beginning of a given Fiscal Year. Any unused balance of County funds remaining at the end of a Fiscal Year shall revert to said County unless otherwise mutually agreed upon by both parties.

3. That the Board reimburse the Department as provided in Part II, Item 1, by forwarding a county voucher drawn in favor of the Department for the amount of the County's share of expenditures as set forth in the Department's periodic statement to the Board. That such payments be made by the Board within thirty days following receipt of the Department's billing.

4. That title to all improvements and equipment purchased and/or constructed in connection with this agreement will rest with the Department; such materials or their equivalent will remain in the County as long as this agreement is in effect, or as long as they are needed by the Department for the proper conduct of the work therein.

5. That the Forester or Forest Ranger periodically or at the request of the Board, shall present to the Board statements of the work being done within the County, so that said Board may be fully informed at the times regarding the Forestry finances and activities within the County.

IN WITNESS WHEREOF, the said parties do hereunto affix their names and seals upon the date herein below specified.

For the Board of County Commissioners of **BERTIE COUNTY**.

Date _____ Chairman

For the County

Provisions for the payment of the monies to fall due under this Agreement have been made by appropriation duly made or by bonds or notes duly authorized, as required by the "County Fiscal Control Act."

Date _____ County Finance Officer

For the North Carolina Department of Agriculture and Consumer Services

Date _____ Signature

N. David Smith, Chief Deputy Commissioner Title



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: September 21, 2015

AGENDA ITEM: C-5

DEPARTMENT: Water

SUBJECT: Final approval of applicant resolution for execution of project documents by Chairman and County Manager for State Revolving Loan for Countywide SCADA system improvements previously approved on July 20, 2015

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Recommend approval

SUMMARY OF NEEDED ACTION(S):

It is requested that the Board approve this item as presented.

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: N/A

RESOLUTION BY GOVERNING BODY OF APPLICANT

WHEREAS, The Federal Clean Water Act Amendments of 1987 and the North Carolina the Water Infrastructure Act of 2005 (NCGS 159G) have authorized the making of loans and grants to aid eligible units of government in financing the cost of construction of (state whether a wastewater treatment works, wastewater collection system, stream restoration, stormwater treatment, drinking water treatment works, and/or drinking water distribution system or other "green" project), and

WHEREAS, The Bertie County Water System has need for and intends to reduce its water loss as part of the Water Loss Reduction Plan, a new Supervisory Control and Data Acquisition System(SCADA) to monitor all pumping and storage of the County Water Distribution System. The project will consist of replacing all existing analog telemetry equipment with new digital equipment that will communicate to the Water Departments central computer. All data will be archived in real time and provide managerial reports. Elevated storage tanks will also have altitude valves to prevent tank overflow, all wells and booster pumping station will have digital flow meters that will communicate with the SDADA system.

WHEREAS, The Bertie County Water System intends to request state (loan or grant) assistance for the project,

NOW THEREFORE BE IT RESOLVED, BY THE (GOVERNING BODY) OF THE (UNIT OF GOVERNMENT):

That Bertie County Water System, the **Applicant**, will arrange financing for all remaining costs of the project, if approved for a State (loan or grant) award.

That the **Applicant** will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

That the governing body of the **Applicant** agrees to include in the loan agreement a provision authorizing the State Treasurer, upon failure of the (unit of government) to make scheduled repayment of the loan, to withhold from the (unit of government) any State funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan.

That the **Applicant** will provide for efficient operation and maintenance of the project on completion of construction thereof.

That Scott Sauer, Bertie County Manager, the **Authorized Official**, and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a (loan or grant) to aid in the construction of the project described above.

That the **Authorized Official**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the

project and to Federal and State grants and loans pertaining thereto. Adopted this the
(date adopted) at (place), North Carolina.

Scott T. Sauer

Bertie County Manager

CERTIFICATION BY RECORDING OFFICER

The undersigned duly qualified and acting (title of officer) of the (unit of government) does hereby certify: That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a legally convened meeting of the (name of governing body of applicant) duly held on the _____ day of _____, 20____; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this - _____ day of _____, 20____.

Sarah S. Tinkham

Clerk to the Board/E.A. to the County Manager



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: September 21, 2015

AGENDA ITEM: D-1

DEPARTMENT: Water

SUBJECT: 2009 NC Rural Center Grant Amendment for Water District IV system improvements and consider approval of proposed Capital Project Ordinance, contingent upon NCDENR authorization to amend the grant agreement

COUNTY MANAGER RECOMMENDATION OR COMMENTS: See Summary below.

SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S):

The Kelford water system was initially merged with the County's Water District IV in the 2007-2008 timeframe and the 2009 NC Rural Economic Development Center's grant was integral to this effort to address low water pressures and replacement of undersized water lines.

In the past 12 months, the County has evaluated the area of Water District IV which serves Kelford, which is a very rural section of northern Bertie County. This hydraulic study evaluated the need for improvements to Kelford's water system (constructed in early 1960s) and its connections with the nearby communities of Lewiston-Woodville and Roxobel.

It is proposed to utilize the remaining Rural Center grant funds with a focus on meter replacement for Kelford customers, and to construct a six inch water line connecting the Town of Kelford with the Town of Roxobel along NC 308 or Governor's Road. This proposed project would allow the County to utilize the Rural Center grant funds in a separate project, and the work will be completed by June 30, 2016. This approach will require a local match of approximately \$125,458 appropriated from cash reserves in Water District IV

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: See Summary above.

Bertie County
Project Ordinance - Water District IV
2009 NC Rural Center Grant Amendment
September 2015

BE IT ORDAINED by the Governing Board of the County of Bertie, North Carolina that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section I. The Governing Board of the County of Bertie, sitting as the Board of Commissioners for Water District IV unanimously accepted and approved the NC Rural Economic Development Center grant for Kelford waterline upgrades in January 2009.

Section II. Bertie County Water District IV proposes to utilize the remaining 2009 grant funds to continue to make improvements to serve Kelford area customers. Additionally, Bertie County Water District IV appropriated fund balance reserves will be provided to extend a six inch water line connecting the Towns of Kelford and Roxobel.

Section III. These improvements are consistent with the capital improvement plan for Bertie County's regional water system consisting of Water Districts I, II, III, and IV; and

BE IT RESOLVED, that the Chairman and County Manager are directed to execute the amended grant agreement and all permit applications associated with this project.

The following revenue is anticipated to be available to complete this project:

Water District IV (local)	\$125,458
Appropriated fund balance	
NC Rural Economic Development	\$72,262
<hr/>	
Total Project Funding	\$197,720

The following amounts are appropriated for the project:

*Construction, Engineering Fees, and Easement Acquisition fees for 8,170 feet of six inch water line will total \$130,720. The following costs will also be included for a final total of \$197,720.

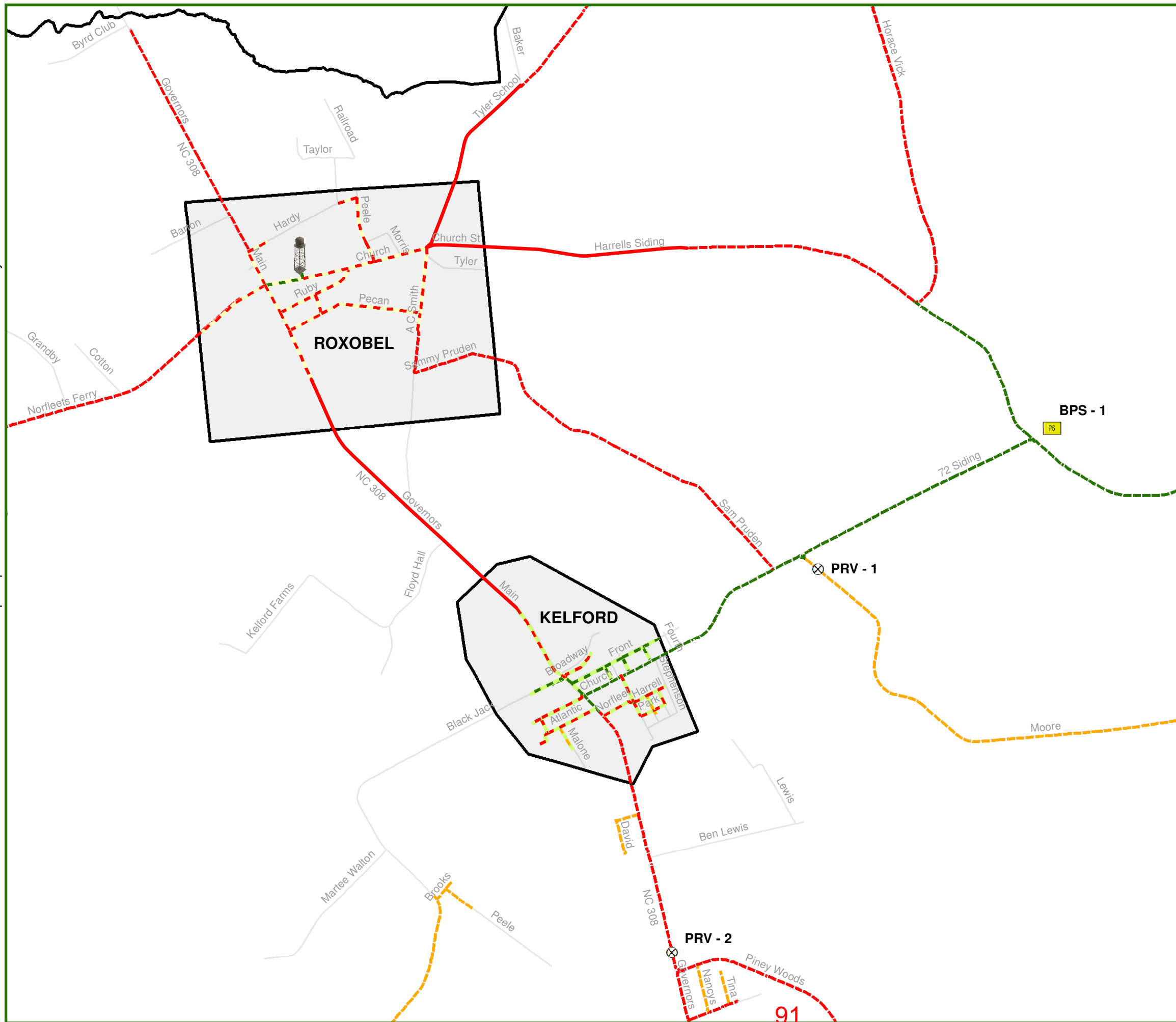
*Construction	130,720
Meters	59,500
Water Services	7,500
<hr/>	
Total Project Cost	\$197,720

Copies of this capital project ordinance shall be furnished to the Clerk to the Governing Body, and to the County Manager and to the Finance Officer for direction in carrying out this project.

Adopted this day **21st** day of **September**, 2015.

Ronald D. Wesson, Chairman
Board of Commissioners for Water District IV

Sarah S. Tinkham, Clerk to the Board



Water System Model Update

Bertie County, North Carolina

Roxobel Improvements

Legend

Existing Kelford Water Mains

- Diameter**
- 4-inch
 - 6-inch
 - 8-inch

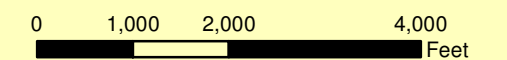
Existing County Water Mains

- Diameter**
- 4-inch
 - 6-inch
 - 8-inch

Existing Roxobel Water Mains

- LAYER**
- 6-inch
 - 8-inch

- Proposed Booster Pump Station
- Proposed Pressure Reducing Valves



Prepared By:

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



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: September 21, 2015

AGENDA ITEM: D-2

DEPARTMENT: Human Resources

SUBJECT: Review first draft of updated Travel Reimbursement Policy

COUNTY MANAGER RECOMMENDATION OR COMMENTS: ---

SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S):

It is requested that the Board review this item and consider it for approval at a later date.

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: No

ITEM HISTORY: N/A

BERTIE COUNTY GOVERNMENT



TRAVEL POLICY

Revised September 2015

It is the intent of this policy to provide Bertie County Departments and agencies a comprehensive reference for uniform interpretation of payment or reimbursement for travel expenses pertaining to official travel and subsistence.



Bertie County Government Travel Policy

Section 1: Purpose

The intent of this policy to make uniform provision for reimbursement of necessary expenses of County employees or officials of the County who are required to travel within or out of the County boundaries in the performance of their duties and in the interest of County affairs.

Section 2: Policy Administration

The respective Department Heads are responsible for the administration of the provisions of this policy. Department Heads are authorized to approve or disapprove of travel reimbursements for the employees under their supervision except where otherwise stated.

Section 3: Employee and Board Member Responsibility

An employee, board member, county commissioner, or county official traveling on official County business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Excess costs, circuitous routes, luxury accommodations, and services unnecessary or unjustified in the performance of official business are not acceptable under this policy.

Employees and board members will be responsible for unauthorized costs and any additional expenses incurred for personal preference or convenience. Employees and board members are expected to be in attendance at all meetings in which they are traveling. Willful violations of this policy may result in dismissal from County employment or other disciplinary action.

Section 4: Definitions and General Policies

A. Travel

Bertie County recognizes that employees, board members, department heads, commissioners, and county officials are required to travel both within and without of the State of North Carolina for the purpose of representing the County at meetings and professional associations, as well as for training to enhance their skills regarding the performance of their various positions within the County

Government. Specific protocols will be outlined for in-state and out-of-state travel in Section 6 of this policy.

B. Employee's Duty Station

Duty station is defined as the job location at which the employee has been assigned.

For an employee in travel status, the duty station should be the point when traveling begins the majority of the time, usually their office setting or building.

The designation of an employee's home as the duty station should be used if the mileage will be less, and there is no reason for the employee to begin traveling from the office.

C. Registration Fees

The County allows reasonable registration fees for employees, department heads, board members, commissioners, and county officials to be paid for each occurrence. They may be paid by the employee and then be reimbursed, or be paid directly by the County. The County requires itemized receipts for reimbursement.

Efforts should be made to secure scholarships from any professional organizations to cover registration fees for representatives of the County when at all possible.

D. Requesting Party

The person completing the required travel (county employee, department head, county commissioner, board member, or county official) and who will also submit reimbursement that is appropriately itemized and documented for eligible travel costs incurred while conducting County business.

E. Meal Reimbursement & Rates

Expenses for meals within and without of lodging venues are expected to be reasonable. Itemized receipts are required before reimbursement can be dispersed by the Finance Office.

Reimbursement for the cost of meals in connection with County business shall be paid at the following rates: breakfast \$10.00, lunch \$12.00, and dinner \$22.00 including tip/gratuity. Gratuity is allowable at 15%.

Detailed, itemized receipts showing all items purchased must be turned in for reimbursement.

Reimbursement for partial day travel may be made as follows: breakfast may be reimbursed if duty station is departed prior to 7:00AM. Lunch may be reimbursed if duty station is departed prior to 10:00AM and returned to after 2:00PM. Dinner may be reimbursed if duty station is returned to after 8:00PM.

Reimbursement will be made according to each meal as listed above, but only for the amount of the receipt plus gratuity.

Meal items and other expenses that are NOT reimbursable are listed in Section 9 of this policy.

F. Mileage Allowance

The amount authorized to be paid on a per-mile basis for travel by privately owned vehicles will be determined and/or revised each fiscal year according to the IRS rate.

If you are unsure about the current mileage reimbursement rate, contact the Finance Office.

Mileage will be paid from beginning at the office or home, whichever is closest to the destination.

Authorized travel modes are outlined in Section 5 on the next page.

G. Travel Sheet

A travel sheet is a form a County employee, “the traveler,” will use upon completion of a specific trip, or trips, within a given time period prescribed by the Department Head.

This form lists all mileage, private or public transportation, lodging, meals, registration fees (if not paid in advance), and other eligible travel expenses for reimbursement. **ALL** receipts are required to be fully itemized and attached to the travel sheet before being submitted to the Department Head for approval.

ALL reimbursement requests shall be filed for approval and payment within 30 days after the travel period ends for which the reimbursement is being requested. Travel period is defined as the calendar month during which the travel occurred.

All travel sheets must be approved by the Department Head before being presented to the Finance Office for reimbursement, and the Department Head’s signature must be secured.

PLEASE NOTE: If employees are requesting reimbursement for meal expenses, a copy of the agenda/program received at the conference or event should also be attached showing any meals provided by the host/professional organization.

Section 5: Authorized Travel Modes

A. County-owned vehicle

This method of transportation is to be used whenever a county vehicle is available. The Department Head may authorize reimbursement to the employee for exact operation expenses in circumstances where direct credit charges cannot be paid directly by the County (i.e. gas or fuel expenses).

B. Privately owned vehicle

When a County vehicle is unavailable for use, this mode of transportation may be used if specifically authorized by the appropriate Department Head. Reimbursement for operational expense shall be limited to the mileage allowance listed in Section 4-F.

C. Transportation by Common Carrier

Reimbursement for air, rail, or bus fare is limited to business or coach fare, substantiated by an itemized receipt.

PLEASE NOTE: Every effort should be made to obtain the lowest travel fares as much as possible.

D. Rental Vehicles

Reimbursement for rental vehicles will not be authorized without prior approval by the Finance Officer or the County Manager.

If approved, the rented vehicle should be secured at the lowest practical rate, and returned to the respective vendor as promptly as possible.

Section 6: Travel Destination(s)

A. Inside the County (Local Travel)

County employees, county officials, board members, and commissioners, who are required within the normal nature of their duties to travel regularly within the County and who are authorized to do so by the Department Head, are eligible for reimbursement of transportation expense.

B. Outside of the County (Out of Area Travel, excluding Out of State Travel)

Approved travel expenses outside of the County for county purposes or purposes in the best interest of the County, such as training, conference, professional meetings, etc., may be reimbursed to the limited already set forth in this policy for:

1. Transportation cost
2. Lodging
3. Meals
4. Registration Costs (if not paid in advance)
5. Necessary miscellaneous expenses (parking fees, tolls, etc.)
PLEASE NOTE: Reasonable efforts must be made to secure affordable parking options (self-parking) before using a parking service (valet parking).

C. Out-of-State Travel

Out-of-state travel begins when the County employee, county official, board member, or commissioner leaves the State of North Carolina and remains in effect until the individual returns to the State of North Carolina.

PLEASE NOTE: Out-of-state travel requests by employees, board members, county officials, commissioners, and Department Heads must be approved in advance by the County Manager or the Assistant County Manager (if applicable).

All efforts must be made in securing reasonable, cost effective travel arrangements when traveling out-of-state as practiced with all other travel outlined in this policy.

D. Travel with Others

When two or more employees are traveling to the same destination, maximum use shall be made of special group travel discounts and joint use of the transportation including taxi cabs, County-owned, or privately owned vehicles. Travel with representatives of other government units is encouraged whenever possible.

E. Other Travel Costs

Reasonable parking fees, tolls, taxi charges, and expenses of a similar nature, when appropriate during travel, are reimbursable upon submission of appropriate documentation of the same.

The Finance Officer or the County Manager shall approve or disapprove of all other expense reimbursements not clearly defined in this policy or those which have been questioned.

F. Commuting

No reimbursement shall be made for use of a personal vehicle in commuting from an individual's home to his/her duty station (office).

G. Timeline of Travel

In the event that a conference or program begins before 10:00am, an employee, county official, commissioner, board member, or an otherwise deemed county representative may proceed to their destination the night prior to the start of the event.

This option should only be used if the conference location is 2 or more hours away from the individual's home or duty station.

For example, a conference's first session is slated to begin at 9:00am. The event location is in Raleigh, NC. An employee may preemptively travel to Raleigh the night before in order to be fully ready to participate in conference events the next day.

Supportive documentation, such as a copy of the event agenda/program, must be submitted with a completed, Department Head approved travel sheet if reimbursement claims are sought for fulfillment.

Section 7: Lodging

Lodging will be reimbursed at an amount not to exceed \$125 per night, plus applicable taxes. Prior approval from the County Manager or Assistant County Manager (if applicable) must be received for rates exceeding \$125 per night.

PLEASE NOTE: All reasonable efforts must be made in a timely fashion to secure a lower group rate within a conference/training hotel room block (if available) or a local/State government rate when booking lodging reservations. Employees should also familiarize themselves with all cancellation policies, and make every effort to avoid cancellation fees being charged to their department or to the County.

Reimbursement of lodging expenses incurred in counties contiguous to Bertie County will not be authorized without prior approval by the Finance Officer or the County Manager.

If more than one employee occupies the same hotel room, the total lodging expense should be reported on only one employee's travel sheet.

When another person, who is not an employee, occupies the same hotel room with an employee, county official, board member, or Department Head on an authorized trip, the employee must pay the difference between the single and double room occupancy rates (if applicable).

Itemized hotel folios/bills should be attached to travel reimbursement sheets, or turned into the designated individual when the County credit card is used to pre-pay any employee room reservations.

Section 8: County Credit Card

Employees and officials authorized to use a County credit card may elect to use them instead of seeking reimbursement; however, meals and lodging are still subject to the rates listed in Section 4-E, and Section 7.

Itemized receipts for all credit card expenditures must be submitted to the designated individual tasked with compiling the County credit statement each month which will then be submitted to the Finance Office for approval.

Section 9: Ineligible Expenses for Travel Reimbursement

A. The following items are considered ineligible for travel reimbursement:

1. Miscellaneous expenses not supported by itemized receipts
2. Meals prepaid as part of a registration fee
3. Meals purchased despite a prepaid meal being available within a registration fee
4. Commute to and from work place (see Section 6-F)
5. Gift shop purchases such as snacks, beverages, toiletries, gifts, souvenirs, or other personal items
6. Additional subsistence outside of the 3 allotted meals per day (see Section 4-E)
7. Items purchased to be used as door prizes or raffle items
8. Non-employee expenses (spouse, or family members)
9. Alcoholic beverages
10. Entertainment expenses (hotel movie rentals, elective events or activities such as shopping, sporting events, social events not included in registration fees, etc.)
11. Room Service
12. Traffic fines/citations

This list is not all-inclusive. The Finance Officer or County Manager shall approve or disapprove of all other expense reimbursements not clearly defined in this policy or those which may require interpretation for further consideration.

B. Telephone Calls

Employees, board members, county officials, commissioners, and department heads are not allowed to charge long distance phone calls to the County for calls of a personal nature, except as stated below.

All long distance calls that are to be paid by the County are those made pursuant to the employee conducting official County business.

An employee traveling to a location outside the local calling area is allowed one (1) “safe arrival” call upon arriving at the destination.

Additionally, employees may be properly reimbursed for emergency calls approved by the Department Head. An example of such is a call made when an employee calls home to inform someone that the travel period has been extended beyond original plans due to unforeseen reasons.

Section 10: Extraordinary Travel or Cost

In instances of travel not covered by this policy, or where the actual necessary costs exceed the maximum reimbursement allowed and the travel is in the best interest of the County, the County Manager or the Assistant County Manager (if applicable) may approve reimbursement of actual cost beyond the maximums stated herein.

However, the terms of reimbursement must be determined before the travel occurs or before the cost is incurred. The County Manager or the Assistant County Manager (if applicable) shall approve or disapprove all other expense reimbursements not clearly defined in this policy or those which have been questioned.

Section 11: Travel Expenses not Addressed by this Policy

Any expenses falling outside the realm of this policy must be approved by the County Manager or Assistant County Manager (if applicable).

Section 12: Travel Advances

For “Out of the Area Travel” and “Out of State Travel (Sections 6-B and 6-C),” County employees, county officials, Department Heads, and commissioners may receive advances for travel expenses to avoid personal inconvenience or hardships. Using the approved travel advance form, the individual must submit a request in writing in advance to the respective Department Head estimating the travel cost.

The Department Head will then review the request and forward approval travel allowance advance forms to the Finance Office for payment.

Travel advance checks will not be issued for estimated expenses less than \$100.00.

Each employee traveling must obtain his/her own travel advance to facilitate easier reconciliation of travel advances and trip sheets, except in cases where more than one employee occupies the same hotel room. In that case, the entire lodging cost will be advanced to one employee.

Travel advances will be issued through the accounts payable process, so plan ahead to meet the accounts payable cutoff deadline.

Immediately upon completion of the travel, the employee will present an approved travel sheet to the Finance Department and return any money advanced in excess of the actual approved expenses within five (5) working days to the Finance Department. Any amount advanced and subject to return to the County, not promptly refunded, may be deducted from pay due the employee.

Section 13: Travel Procedure

- A. The travel sheet and supporting itemized receipts will be submitted to the Department Head for approval. Department Heads should review travel sheets to determine that they are mathematically correct, and that requested reimbursements agree to submitted receipts, when required, and are within the limits set forth by this policy. After approval by the Department Head is received, the form should then be forwarded to the Finance Office.

- B. The Finance Department will determine that the travel sheet and receipts have been properly approve, and that they are mathematically correct, and that requested reimbursements agree to the submitted itemized receipts, when required, and are within the limits set forth by this policy.

If an error in the reimbursement is found, the requesting party will be informed and the error will be corrected before payment is made.

- C. Trip Cancellation

When an employee cancels an approved trip and the County has already paid airfare, registration, and other related fees or issued a travel advance, a memo must be sent to the Finance Office explaining the cancellation.

Section 14: The Governing Body

Commissioners (members of the Governing Body) will receive reimbursement once a travel sheet has been submitted and reviewed by the Finance Officer and approved by the County Manager. Commissioners may be reimbursed for expenses incurred in the course of conducting official business on behalf of Bertie County.

ALL travel sheets should be submitted with itemized, detailed receipts.

Section 15: Accurate Information

A requesting party that knowingly submits a falsified reimbursement form may be subject to disciplinary action and criminal prosecution. An authorized party who approves a falsified form that they know to be false will be subject to disciplinary action or criminal prosecution. N.C.G.S. §159-181 (a) states that an officer or employee of a local

government or public authority who submits a written claim of approves a claim for funds that he/she knows to be false is guilty of a misdemeanor.

This policy was adopted on the ____ day of _____, 2015.



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: September 21, 2015

AGENDA ITEM: D-3

DEPARTMENT: N/A

SUBJECT: Pending Work Session Items:

- QSCB school debt sinking fund requirements
- Actuarial costs for post-retirement health insurance
- Responses for job classification & compensation RFQ are due September 23rd
- Cooperative Extension funding formula for staff is still pending
- Sheriff Holley is seeking adjustment for hourly part-time pay, increasing to \$15 per hour
- Playground grant project update

COUNTY MANAGER RECOMMENDATION: N/A

SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S):

FYI; no action needed unless the Board is ready to discuss a date for a work session.

ATTACHMENTS: No

LEGAL REVIEW PENDING: No

ITEM HISTORY: