

**Windsor, North Carolina  
February 19, 2016  
Special Meeting**

The Bertie County Board of Commissioners met for special meeting at 9:00am 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  
Assistant County Attorney Jonathan Huddleston  
Finance Officer William Roberson  
Sheriff John Holley  
Maintenance Director Anthony Rascoe  
Water Superintendent Ricky Spivey  
Utility Customer Service Manager Connie Coburn

Leslie Beachboard of the Bertie Ledger-Advance was present from the media.

**CALL TO ORDER**

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

**INVOCATION/PLEDGE OF ALLEGIANCE**

Commissioner White led the Invocation and Pledge of Allegiance.

## DISCUSSION

### **Distribution of Year In Review/Directory handout**

County Manager, Scott Sauer, presented the proposed final copy of the Bertie County 2015 Year in Review, and the 2016 Bertie County Directory. This item was presented in the traditional 8.5x11 size in the Board's agenda packet, and the Board also received a larger 11x17 version.

The County Manager stated that the County was exploring an option to have this item mass mailed by a private company to every tax payer in the County, in addition to a cover letter explaining the item itself.

The County is also exploring the option of having this newsletter and directory distributed to the entire circulations of both the Roanoke-Chowan News Herald and the Bertie Ledger-Advance in their an upcoming edition.

In addition, Mr. Sauer alerted the Board to an item that was scheduled to be considered on the February 15, 2016 regular meeting, but due to inclement weather, the meeting was canceled.

The item would allow the County Attorney's Office the negotiating authority to handle the NC Department of Revenue on the subordination of the State's tax liens in two County tax foreclosure cases.

It was recommended that the Board approve this item under the following conditions: the County attorney will have the negotiating authority of up to \$2,000 on a fee that will have to be paid to the NC Department of Revenue for it to subordinate its tax liens in the Roy Stocks tax foreclosure case and in the Gregory Manufacturing tax foreclosure case.

Commissioner Wesson made a **MOTION** to approve the County Attorney's negotiating authority. Commissioner White **SECONDED** the motion. The **MOTION PASSED** unanimously.

### **Review and discuss proposed correspondence to the Board of Education regarding the joint use of the new bus garage (see attachment)**

The Board reviewed a proposed letter that was written in response to a recent decision by the Board of Education regarding the former school bus garage.

After a brief discussion, Commissioner Lee made a **MOTION** to approve the proposed letter as presented. Vice Chairman Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously.

### **Clerk of Court – office furniture and equipment**

County Manager Sauer informed the Board of a time sensitive matter regarding the Clerk of Court and her furniture needs at the Courthouse.

A handout was distributed to the Board showing the items and pricing information totaling approximately \$300.00 that were all available for purchase per the NC State University surplus property auction.

The County Manager requested that the Board approve this item along with the next two agenda items as they are all located on the same page in their electronic and hard copy agenda packets.

### **Sheriff's Office – relocation and renovation**

County Manager Sauer briefly reviewed the current relocation and renovation updates on the upcoming move to the new Sheriff's Office on County Farm Road.

### **Administration and Courthouse – proposal for remainder of current fiscal year**

In addition, the Board briefly discussed the needed improvements to the County Administration building and the interior of the Courthouse.

The Board agreed that the top priority is the cleaning of the Administration building attic as well as the replacement of the HVAC system.

Next, the Board would like to explore the option of cleaning and steaming the Administration building exterior, before then deciding on whether or not to paint the exterior as well to better match the newly polished Courthouse.

The Board agreed to take the exterior improvements to the Administration building in stages, and County Manager Sauer stated that it may be in the Board's best interest to stagger these projects along in addition to the interior of the County Courthouse.

Commissioner Lee expressed her concerns regarding the current interior of the Courthouse and stated that she hopes the inside will eventually match the upgraded look of the exterior.

Commissioner Wesson expressed his interest in also having the interior of the Administration freshened up with painting and other cosmetic upgrades.

As requested earlier in the meeting, Chairman Trent entertained a motion for the Board to approve the needed funding for the Clerk of Court, Sheriff, and Maintenance Director to proceed forward with these outlined projects.

Vice Chairman Bazemore made a **MOTION** to approve the requests as presented. Commissioner White **SECONDED** the motion. The **MOTION PASSED** unanimously.

The following items and amounts were approved:

**Scott Sauer**

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<b>Subject:</b>	Project authorization and request for budget approval
\$ 4,500	Clerk of Court—furnishings and office equipment primarily from NCSU State Surplus Warehouse
45,000	Sheriff's Office—auxiliary generator, transfer switch and installation
9,000	Sheriff's Office—labor for painting and preparation—interior offices
3,200	Sheriff's Office—paint
10,000	Sheriff's Office—Door replacement (7) for security purposes with commercial metal frames
3,000	Sheriff's Office—Magnetic Locks
6,500	Sheriff's Office—Carpet (430 yards) and Linoleum (144 yards)
5,500	Sheriff's Office—labor for flooring material removal and installation of carpet and linoleum
8,000	Sheriff's Office—installation of bullet proof glass, protective metal barrier, and casings/moldings
32,000	Sheriff's Office—technology allowance for exterior door video coverage only
40,000	Administration building—HVAC ventilation replacement
54,000	Administration building—Exterior painting
58,000	Courthouse—first floor painting and molding replacement
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\$278,700	Combined total for all projects
4,500	Clerk of Court—furnishings
122,200	Sheriff's Office auxiliary generator, renovations, security enhancements and interior finishes
94,000	Administration Building—HVAC and exterior painting
58,000	Courthouse—first floor painting and molding replacement
\$278,700	Appropriated Fund Balance—based on excess landfill host fees projected at approximately \$300,000 above budget.

**Farm Lane CDBG Water Line Project – accept change order request**

Per McDavid & Associates, a change order request was needed to specify the “Neptune AMR” type water meters as recommended by Water Superintendent, Ricky Spivey.

Commissioner White made a **MOTION** to accept the change order request in the amount of \$11,826 using available grant funds. Commissioner Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

**Review NC Drinking Water State Revolving Fund projects for Water Districts II and IV, and consider approval of the related engineering assessments and capital project ordinances. Recommend approval for both capital project ordinances and engineering agreements – pending legal review**

County Manager Sauer briefly reviewed this item and stated that the project bidding is slated to begin in February 2018. He stated that currently this project was still in the engineering stages, and that the County would need to meet the State’s timetable so that the project can continue to move forward.

Commissioner White made a **MOTION** to approve both capital project ordinances and engineering agreements pending legal review. Vice Chairman Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously.

The capital project ordinance for Water District II is below:

**Bertie County**  
**Project Ordinance - Water District II**  
**NC Drinking Water SRF Project No.: WIF-1912**

**February 19, 2016**

**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 II unanimously accepted and approved the “Letter of Intent to Fund” presented by the NC Drinking Water State Revolving Fund on February 19, 2016.
- Section II. The project description includes the telemetry system upgrade for Water District II and the implementation of the water system’s loss reduction plan, in addition to other system improvements.
- 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 documents for NC Drinking Water State Revolving Fund financing and NC Local Government Commission application materials associated with this project, including interim financing during construction;

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

Water District II (local) Appropriated fund balance	\$ 26,787
NC DWSRF Loan	\$1,339,350
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Total Project Funding	\$1,366,137

The following amounts are appropriated for the project:

Construction	\$ 859,000
Engineering Fees	379,500
Legal Fees (local)	6,100
Easement Acquisitions	5,000
Administration	1,500
Advertisement & Permits	2,500
Closing Costs	26,787
Project Contingency	85,900
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Total Project Cost	\$1,366,137

The County Manager and Finance Officer are directed to include a detailed analysis of past and future costs and revenues on this project annually.

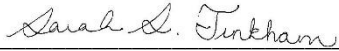
Copies of this capital project ordinance shall be furnished to the Clerk to the Governing Body, and to the County Manager and to the Finance Officer for direction in carrying out this project.

Adopted this day 19th day of **February**, 2016.



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John Trent, Chairman



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Sarah S. Tinkham, Clerk to the Board

The capital project ordinance for Water District IV is below:

**Bertie County  
Project Ordinance - Water District IV  
NC Drinking Water SRF Project No.: WIF-1897  
Roxobel Merger/Consolidation**

**February 19, 2016**

**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 "Letter of Intent to Fund" presented by the NC Drinking Water State Revolving Fund on February 19, 2016.

Section II. The project description includes the consolidation and merger of Water District IV and the Town of Roxobel's water system, in addition to other system improvements.

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 documents for NC Drinking Water State Revolving Fund financing and NC Local Government Commission application materials associated with this project, including interim financing during construction;

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

Water District IV (local) Appropriated fund balance	\$ 33,571
NC DWSRF Loan	\$1,178,550
NC DWSRF Principal Forgiveness	\$ 500,000
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Total Project Funding	\$1,712,121



The following amounts are appropriated for the project:

Construction	\$1,168,200
Engineering Fees	388,500
Legal Fees (local)	3,000
Advertisement & Permits	2,030
Interest	33,571
Project Contingency	116,820
<b>Total Project Cost</b>	<b>\$1,712,121</b>

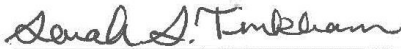
The County Manager and Finance Officer are directed to include a detailed analysis of past and future costs and revenues on this project annually.

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 19th day of February, 2016.



John Trent, Chairman  
Board of Commissioners for Water District IV

  
Sarah S. Tinkham, Clerk to the Board

Lastly, Finance Officer, William Roberson distributed a budget amendment for the record in which the Board approved earlier in the meeting.

The Budget Amendment reads as follows:

BUDGET AMENDMENT					
# 16-10					
INCREASE			INCREASE		
10-4160-5499-00	\$	4,500	COC Furn.	10-0090-4991-99	\$ 278,700
10-4310-5351-07	\$	45,200	SH Move		
10-4310-5510-00	\$	77,000	SH Gen/Surv		
10-4190-5351-06	\$	58,000	CH Repairs		
10-4190-5351-00	\$	54,000	ADMIN Bldg		
10-4190-5580-00	\$	40,000	ADM HVAC		
INCREASE FUND BALANCE APPROPRIATED FOR VARIOUS REPAIR PROJECTS					
APPROVED 2/19/2016					

## **COMMISSIONER REPORTS**

Commissioner Lee reported that she had been in contact with Mayor Drew in Aulander regarding the progress of the new Family Dollar. She stated that progress had been slightly delayed due to weather, but that the store was now slated to open in mid-March.

Commissioner Wesson reported that the Kate B. Reynolds Charitable Trust, a 501(c)(3) organization dedicated to improving the lives of needy citizens in North Carolina, was now authorized to offer funding to eligible non-profit organizations in Bertie County. The Foundation requires all of its member counties to solicit community involvement via community based meetings so that citizens are able to recommend organizations in their areas that they feel would most benefit from additional grant funding. Commissioner Wesson stated that he was excited to begin this process as it would be a great help to the many deserving non-profits in the County.

Chairman Trent announced the Casey Owens would be taking over as Chief Executive Officer for the YMCA in April, and that he was excited to see what changes he could make to benefit Eastern Carolina.

Vice Chairman Bazemore reported that volunteers were welcome to serve on a planning committee for the first annual Bertie County Fun Day. No date has been set as the event is still in the preliminary planning stages.

## **ADJOURN**

Chairman Trent adjourned the meeting at 9:30AM.

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John Trent, Chairman

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Sarah S. Tinkham, Clerk to the Board