

Bertie County Board of Commissioners



December 5, 2016
4:00pm

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

BERTIE COUNTY BOARD OF COMMISSIONERS
December 5, 2016
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.

4:00-4:05 Administration of Oaths of Office by Vasti F. James, Clerk of Superior Court

- Ronald "Ron" Wesson, Commissioner, District I
- John Trent, Commissioner, District IV

4:05-4:15 Welcome and Call to Order by Chairman Trent

4:15-4:25 Opening Invocation and Pledge of Allegiance by Commissioner White

4:25-4:30 Election of Chairman presided by County Manager Sauer

4:35 -4:45 Election of Vice-Chairman

4:55 – 5:00 5-minute Recess

5:00 – 5:05 Comments from the Commissioners

5:05 – 5:15 Public Comments

(A)

***** APPOINTMENTS *****

5:15 – 5:30 Presentation of Trillium Health Resources Annual Report by Northern Regional Director, Bland Baker

5:30 – 5:45 Presentation of School System fiscal plan and corrective action by Tarsha Dudley, Chairman of the Bertie County Board of Education

Board Appointments (B)

1. Mid-East Commission

Consent Agenda (C)

1. Approve Minutes for Regular Meeting 11-7-16
2. Approve Minutes for Closed Session 11-7-16
3. Approve Minutes for Emergency Session 11-21-16
4. Approve Minutes for Work Session 11-7 and 11-21-16
5. Approve Bonds held for Bertie County officials
6. Approve Register of Deeds Fees Report – November 2016
7. Tax Department Release Journal – October 2016
8. Budget Amendment #17-05

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

Discussion Agenda (D)

1. Resident Correspondence letter – substantially damaged homes and their compliance with the Flood Damage Prevention Ordinance, and National Flood Insurance program requirements for elevating structures – G.T. Pittman, Chief Codes Enforcement Officer
2. Review of Tax Appeals:
 - a) Southern Band Tuscarora Indian Tribe by Marilyn Mejorado
 - b) Kelford Owner, LLC. - FYI only, formal appeal will be presented at a later meeting
3. Discuss proposed cancelation of December 19, 2016 meeting due to Christmas holiday
4. Pending Items/Updates

Commissioners' Reports (E)

County Manager's Reports (F)

County Attorney's Reports (G)

Public Comments Continued

Closed Session

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

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

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

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

Adjourn



Bertie County

Board of Commissioners

2016 BOARD REORGANIZATION AND ELECTION OF OFFICERS

At this time, County Manager Sauer will oversee the election of the 2016 Chairman. The Board will also vote to elect a 2016 Vice Chairman. This process is being completed in accordance with **NCGS § 153A-39**.

The full statute is listed below:

NCGS § 153A-39

Selection of chairman and vice-chairman; powers and duties. [During] its first regular meeting in December of each odd-numbered year, the board of commissioners shall choose one of its members as chairman for the ensuing year, unless the chairman is elected as such by the people or otherwise designated by law.

The board shall also at that time choose a vice-chairman to act in the absence or disability of the chairman. If the chairman and the vice-chairman are both absent from a meeting of the board, the members present may choose a temporary chairman.

The chairman is the presiding officer of the board of commissioners. Unless excused by rule of the board, the presiding officer has the duty to vote on any question before the board.

Once a new Chairman and Vice Chairman have been appointed, we will have a brief recess so that the Board members may switch chairs, and so that name plates can be reorganized.



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: December 5, 2016

AGENDA ITEM: A-1

DEPARTMENT: Governing Body

SUBJECT: Presentation of Trillium Health Resources Annual Report by Northern Regional Director, Bland Baker

COUNTY MANAGER RECOMMENDATION OR COMMENTS: FYI only.

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

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---

TRILLIUM HEALTH RESOURCES ANNUAL REPORT

BLAND BAKER, BA

NORTHERN REGIONAL DIRECTOR

DECEMBER 5, 2016

Transforming Lives



TRILLIUM UPDATE

Trillium Health Resources marked its one year anniversary on July 1, 2016 following the consolidation of East Carolina Behavioral Health and Coastal Care.

Trillium is investing in innovation to meet the needs of individuals we serve and remains focused on delivering the right services, in the right amount, at the right time.

Who we are

- 24 counties, stretching from Virginia to SC
 - Largest LME/MCO in terms of number of counties and geography
- Total population of 1,260,828; approximately 185K Medicaid eligible
- 13% of State's total population, 13% of Medicaid enrollees
- 11,451.3 square miles, roughly the size of Maryland, or bigger than 8 states!
- Widely varying population density
 - Wilmington and Greenville are 8th and 10th largest cities, respectively
 - Most of catchment area very rural - includes NC's 2 lowest populated counties, Hyde and Tyrrell

Annual Gaps and Needs Process

- **Data reviewed:**
 - Demographic and health information data
 - National prevalence data for MH/DD/SA issues
 - Survey participants and stakeholders
 - Complaints and grievances, Registry of Unmet Needs
 - Geo-mapping data
- **Process:**
 - Online surveys
 - On-site work with CFACs and Board
 - Compile and analyze data
 - Develop strategies to address gaps and needs
 - Present action plan to Board for adoption

Current Statistics For 2015

- Served approximately 50,000 people
 - 81% with mental health needs
 - 21% with substance use disorders
 - 11% with intellectual and developmental disabilities
- Total Cost = \$315,846,104
- Over 400 Providers

Strategies Already Implemented

- **Access to services, removing prior authorization requirements and increasing use of technology**
 - Outpatient visits for 24 visits
 - All substance abuse services including Opioid treatment
 - Peer Support services
 - Wellness Recovery Action Planning (WRAP) classes in all counties
 - myStrength - online wellness and recovery
 - Tele-psychiatry
- **Rate Increases:**
 - Psychiatrists and Psychologists
 - Assertive Community Treatment Team
 - Facility Based Crisis
 - Mobile Crisis
 - Multi-Systemic Therapy

Trillium's Reinvestment Plan

Recovery-Oriented Systems of Care

1. Healing Transitions

200 Bed Facility for individuals who struggle with addiction

2. Oxford House

20 sober-living homes

3. CHAT Assessment Tool

Screening Tool for Adolescents

Reinvestment Plan Con't

- **Support and Inclusion for People with I/DD**
 - 1. Summer Camps/After School/Respite Program**

Summer camps, after school programs, and respite for children with I/DD.

Location for parents of children with I/DD to have support groups

8-10 locations throughout 24 county catchment area
 - 2. Accessible playgrounds**

30 Playgrounds funded across catchment area

Reinvestment Plan Con't

Evidence-Based Services and Supports

1. Child First/Child-Parent Psychotherapy

Interventions for children 0 - 6 who have experienced trauma leading to mental health issues

2. DirectCourse Workforce Development

Training of non-licensed healthcare providers to reduce staff turnover and improve patient care

Reinvestments con't

Evidence-Based Services and Supports

3. Compassion Reaction/Rachel's Challenge

Rolled out last year in 130 middle and high schools. This fall will be offering to all 170 elementary schools.

4. Wellness Recovery Action Planning

Classes that help adults with mental illness learn to manage symptoms, achieve recovery and live independently

5. Mental Health First Aid Training

There are 2 classes - Adolescent and Adult that are offered to community stakeholders

Reinvestments (con't)

Using Technology to Improve Lives

1. Smart Home Demonstration Site

Pitt County Community college building a fully equipped Smart Home

2. Access Point Kiosks

Mental Health and Substance Use screening tool beginning in rural counties

3. Choose Independence Grants

Durable medical equipment, home modifications

How we can help each other?

- **CIT**
 - Offering law enforcement to take Crisis Intervention Training
 - This is a free training throughout area
 - Available as a week-long course or one day per week for smaller forces
- **Jail Diversion activities**
 - Share data so we can better respond
- **Community Collaboratives**
 - Inviting various community stakeholders to address local county issues
- **Respond to Gaps and Needs Surveys**
 - Make sure we know what your constituents think is needed

How we can help each other (con't)

- Working on a response to the NCACC Mental Health Engagement Task Force
 1. Strengthen Relationships between LME/MCO and Board of Commissioners
 2. Focus on Access to Services
 3. Focus on Prevention
 4. Study and learn about behavioral health needs

Service Array in Bertie County

- 1. Outpatient Therapy Child/Adult
- 2. Medication Management Psychiatric Services
- 3. Psychosocial Rehab
- 4. Multisystemic Therapy
- 5. Child Parent Psychotherapy/Child First
- 6. Mobile Crisis
- 7. Innovations
- 8. Hospital/Emergency Room

Consumers served in Bertie County

- Total Consumers served - 814
- Mental Health - 705
- Substance Use - 130
- I/DD - 73

QUESTIONS?

Transforming Lives





Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: December 5, 2016

AGENDA ITEM: A-2

DEPARTMENT: Governing Body

SUBJECT: Presentation of School System fiscal plan and correction action by Tarsha Dudley, Chairman of the Bertie County Board of Education

COUNTY MANAGER RECOMMENDATION OR COMMENTS: FYI only.

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

ATTACHMENTS: No

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: December 5, 2016

AGENDA ITEM: B-1

DEPARTMENT: Governing Body

SUBJECT: Mid-East Commission

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Recommend approval.

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

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---

Mid-East Commission

Immediate Vacancies: 1

Position Vacancy:

Board	Term	Name	Began	End
Mid-East Commission	2 years	Lewis Hoggard, III.	11/14/2014	12/1/2016

Special requirements: N/A

Notes: If Mr. Hoggard is reappointed, there will be no vacancies on this board.

Attendance of Current Members: N/A

Applications Received:

1 – Lewis Hoggard, III.

Current Members (unexpired):

1. Ronald Wesson, Commissioner Representative

This document will expire on

6/30/17



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

Name: Lewis C. Hoggard III

Home Phone Number: _____ Mobile: 252-724-1665

Home Fax Number: _____

Email Address: lchoggard7059@roanokechowan.edu

Home Address: 401 Ghent Street Windsor NC 27983

Mailing Address: _____

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

How long have you been a full-time resident of Bertie County? 47 years

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

County Commissioner District: 1

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

Occupation: NCWorks Career Center Manager/HRD Coordinator Employer: Roanoke Chowan Community College

Business Address: 109 Community College Rd Ahoskie NC 27910

Business Phone Number: 252-862-1257 Business Fax: 252-862-1270

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

- | | |
|--|----------|
| 1. <u>Region Q Workforce Development</u> | 3. _____ |
| <u>Board</u> | 4. _____ |
| 2. _____ | |

Qualification for specific category: _____

Name of any Bertie County Board/Commission/Committee on which you presently serve: Tri County Airport Authority, Mid-East Commission CTPA, Lawrence Memorial Library

If reapplying for a position you presently hold, how long have you served? 2 years

Based on your qualifications and experiences, briefly describe why your services on this Authority/Board/Commission/Committee would be beneficial to the County: Served Three Terms (12) as Bertie County Commissioner. Understand County Finances. I do believe time serving the people of Bertie County as a commissioner has afforded me the opportunity to learn a most valuable experience in learning how county government and various committees and board function

Do you have any delinquent Bertie County taxes? Yes No

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

CODE OF ETHICS

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

Date: 5/15/15 Applicant's Signature: Lewis C. Haggard

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: 5/15/15

Received By: Sarah S. Tinkham
25



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: December 5, 2016

AGENDA ITEM: C-1

DEPARTMENT: Governing Body

SUBJECT: Approve Minutes for Regular Meeting 11-7-16

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Recommend approval.

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

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---

Windsor, North Carolina
November 7, 2016
Regular Meeting

The Bertie County Board of Commissioners met for their regularly scheduled meeting inside the Commissioners Room located 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
County Attorney Lloyd Smith
Finance Officer William Roberson
Emergency Services Director Mitch Cooper
EMS Division Chief Crystal Freeman
Tax Administrator Jodie Rhea
Planning Director Traci White
Cooperative Extension Director Billy Barrow

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

CALL TO ORDER

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

INVOCATION/PLEDGE OF ALLEGIANCE

Commissioner Wesson led the Invocation and Pledge of Allegiance.

PUBLIC COMMENTS

Bill Carrell, Colerain Commissioner, thanked Mitch Cooper for his work during the aftermath of Hurricane Matthew.

There were no other public comments during this session.

APPOINTMENTS

Matthew Connolly of the U.S. Fish and Wildlife Service will update the Board on the proposed expansion of the Roanoke River Wildlife Refuge

Matthew Connolly of the U.S. Fish and Wildlife Service gave a brief PowerPoint presentation regarding the proposed expansion of the Roanoke River Wildlife Refuge.

Mr. Connolly stated that this idea was in the conceptual phases right now, and that NC Fish and Wildlife is soliciting input and ideas from local officials.

More information would be available in the coming months during the schedule Public Scoping meetings slated for January 2017.

Presentation by Jeremy McCargo of the NC Wildlife Resources Commission

Jeremy McCargo of NC Wildlife Resources gave a brief presentation on the current state of herring populations on the Eastern seaboard. He stated that populations had still not recovered significantly to warrant an open season.

Update request regarding storm shelter generators by Commissioner Bill Harrell of Colerain

Town of Colerain Commissioner, Bill Harrell, requested an update about the potential for generators at Colerain Elementary School during natural disasters. He stated that it is dangerous for town citizens to hook up generators during flooding events.

He asked the Board to consider purchasing generators for the shelter, and that he would be happy to be of assistance with labor, or any other needs that the County may have to accomplish this.

Emergency Services Director, Mitch Cooper, also responded to the concern. Mr. Cooper stated that he had discovered that the emergency shelter and Colerain Elementary School does not meet American Red Cross's standards for transfer switches.

Mr. Harrell offered Mr. Cooper his assistance in working on a proposal that would work for all involved to bring generators to Colerain Elementary during natural disasters.

BOARD APPOINTMENTS

Advertisement -- Current and Upcoming Board Vacancies

The Board reviewed the latest board vacancy advertisement. The advertisement will run in the Bertie-Ledger Advance and the Roanoke-Chowan News Herald in the coming days.

CONSENT AGENDA

Upon review by Chairman Trent, Vice Chairman Bazemore made a **MOTION** to approve the Consent Agenda items below. Commissioner White **SECONDED** the motion. The **MOTION PASSED** unanimously.

The Consent Agenda was approved as follows:

1. **Minutes** – Regular Session 10-24-16
2. **Fees Report** – Register of Deeds – October 2016
3. **Facility Use Agreement** – “Raising Bertie” Public Showing Event at Bertie High School Auditorium
4. **Agreement – Revised** – Regional Back-Up PSAP
5. **Release Journal** – Tax – September 2016
6. **Agreement** – General Purpose FY2016-2017 – Council on Aging
7. **Budget Amendment** - #17-03

DISCUSSION AGENDA

Review of Tax Appeals:

- a) Coastal Medical Transport by Tim Bazemore, Jr.

The Board granted Mr. Bazemore an extension of eight (8) weeks to consult with his new CPA in order to find a resolution regarding his appeal.

- b) Southern Band Tuscarora Indian Tribe by Marilyn Mejorado

Ms. Marilyn Mejorado presented her appeal to the Board regarding the federal status of the Southern Band Tuscarora Indian Tribe. Ms. Mejorado advocated that the Tribe is exempt from all taxes including Bertie County property tax.

Tax Administrator, Jodie Rhea, stated that upon further inspection, he did not find evidence that the Southern Band Tuscarora Indian Tribe was exempt from paying property tax.

Ms. Mejorado referenced a decision made in Robeson County to exempt a Tuscarora affiliated tribe.

County Attorney Smith agreed with Mr. Rhea's conclusion, but that checking into the decision made by Robeson County could be a "worthy inquiry" that could help provide a resolution to this matter.

- c) Kelford Owner, LLC. - FYI only, formal appeal will be presented at a later meeting

Mr. Rhea reported that an appeal from Kelford Owner, LLC. was coming and would be presented at a later date.

Hurricane Matthew Grant – Staffing Request

County Manager Sauer informed the Board that Jennie Bowen of the Mid-East Commission was in the process of applying for a grant that could bring 26 grant funded positions to Bertie County. The areas of focus are the Department of Social Services as well as the Maintenance Department. The County will also be looking for workers to assist in cleaning up debris and roadside ditches.

NC Coastal Land Trust correspondence

Commissioner Wesson provided a brief update on this matter, and stated that the Letter of Support was received for the Ball Gray Property.

Structural Evaluation – resident near new BHS (1 of 3) received

County Manager Sauer reported that he had received letters from Matthew Bond, Maintenance Director for the Bertie County School System, where residents have reported cracking in their ceilings, walls, and other damage to their homes on Highway 13 near the new Bertie High School.

Mr. Sauer stated that he would be in contact with the contractor, WIMCO, to discuss these matters.

Blue Jay Park Trail – Grant Update

Mr. Sauer reported that he had received a visit from a Kate B. Reynolds representative who had very positive feedback regarding the grant for walking trail in the Blue Jay community. He stated that a copy of the grant application was sent to Kate B. Reynolds for their review in hope that it would fit in with the organization's healthy lifestyle grant programs.

Update on recreation master plan and site visit to Currituck County YMCA

The Board instructed County staff to seek additional dates for a Currituck County YMCA site visit to accommodate those who are unable to attend on November 17th.

COMMISSIONER'S REPORTS

Commissioner Wesson reported that the Bertie-Hertford Disaster Relief Fund approved to disperse \$10,900 to Bertie County. Mr. Wesson suggested that the funds be split in half and given to the two faith based organizations – the United Methodist Men and the Baptist Men. The Board concurred.

Commissioner White reminded the Board that the Perrytown Herring Supper was scheduled for Friday, November 18th. He also requested that the County send a sympathy card to former Register of Deeds Director, Belinda White, for the passing of her mother.

Commissioner Lee stated her concerns for County property and equipment not being properly being cared for, and stated that she wanted to see the County take better care of its material investments.

Vice Chairman Bazemore stated she would share legislative goal updates at the Board's upcoming work session on Monday, November 21.

COUNTY MANAGER'S REPORTS

The County Manager gave no reports at this time.

COUNTY ATTORNEY'S REPORTS

County Attorney Lloyd Smith requested a brief Closed Session.

PUBLIC COMMENTS

There were no public comments during this session.

CLOSED SESSION

Commissioner Lee made a **MOTION** to go into 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, and N.C.G.S. § 143-318.11(a)(6) 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. Vice Chairman Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously.

OPEN SESSION

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

Commissioner White made a **MOTION** to increase the salary of the Building Codes Inspector to \$41,500 effective November 1, 2016 with the contingency that all Level 2 certifications in each trade are completed within two (2) years. It was noted that this increase was being made to retain the current Building Codes Inspector and to become more competitive with a similar, vacant position in Hertford County. Commissioner Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

RECESS

Chairman Trent recessed the meeting until Monday, November 21st at 10:00 AM in this location.

John Trent, Chairman

Sarah S. Tinkham, Clerk to the Board



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: December 5, 2016

AGENDA ITEM: C-2

DEPARTMENT: Governing Body

SUBJECT: Approve Minutes for Closed Session 11-7-16

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Recommend approval.

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

ATTACHMENTS: See envelope.

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: December 5, 2016

AGENDA ITEM: C-3

DEPARTMENT: Governing Body

SUBJECT: Approve Minutes for Emergency Session 11-21-16

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Recommend approval.

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

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---

**Windsor, North Carolina
November 21, 2016
EMERGENCY MEETING**

The Bertie County Board of Commissioners met for an emergency meeting inside the Commissioners Room located 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

Leslie Beachboard of the Bertie-Ledge advance and Gene Motley of the Roanoke-Chowan News Herald were present from the media.

Chairman Trent opened the meeting and deferred to County Manager Sauer to discuss the Board of Education’s recent audits.

BOARD OF EDUCATION FINANCES

County Manager Sauer discussed the audits dated June 30, 2012 and June 30, 2015.

It was noted that these audits are typically not received until sometime later, and that the 2015 audit was just received in July 2016.

Upon review by County staff, and County auditor, Jeff Best, County Manager Sauer reported various discrepancies in the accuracy of both audits.

The Board discussed the audits, as well as whether or not the Board of Education has responded to any of these discoveries.

County Manager Sauer stated that the Board of Education is still conducting its audit for 2015-2016, and that they have not yet had an opportunity to review the County's findings.

There was also some discussion about how much awareness the Board of Education really has about the School System's financial situation.

Concerns were also raised about the auditor that was hired to complete the audit ending June 30, 2015 as that particular auditor is only known for completing public-sector audits, and not the audits of a large school system.

Additionally, the Board discussed the repetitive violations being made in each audit that are prohibited under North Carolina General Statutes.

At this time, the budget shortfall looks to be greater than the originally stated figure of \$500,000. Upon County review, the shortfall appears to be approximately \$1.1 million.

The Board also discussed next steps and whether or not the County could call upon the bond holder for the former Finance Officer of the school system.

Later, the Board discussed the possibility of having the State come in to take over the situation, as well as about the lack of response so far from the North Carolina Department of Public Instruction.

Finally, the Board expressed their deep concern for the students of Bertie County Schools and stated that they expected this situation to have a huge impact on the students especially if the State were to come in and take over.

The Board described these findings as "frightening" and were advised by the Assistant County Attorney that the Board of Commissioners faces no obligations to fund the shortfall, and that there are statutes that support that stance.

John Trent, Chairman

Sarah S. Tinkham, Clerk to the Board



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: December 5, 2016

AGENDA ITEM: C-4

DEPARTMENT: Governing Body

SUBJECT: Approve Minutes for Work Session 11-7 and 11-21-16

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Recommend approval.

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

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---

Windsor, North Carolina
November 7, 2016
Work Session

The Bertie County Board of Commissioners met for their regularly scheduled meeting inside the Commissioners Room located 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
 Emergency Services Director Mitch Cooper
 Cooperative Extension Director Billy Barrow

No members of the media were present.

CALL TO ORDER

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

INVOCATION/PLEDGE OF ALLEGIANCE

Commissioner Wesson led the Invocation and Pledge of Allegiance.

WORK SESSION

Discuss various facility clean-up/restoration issues from effects of two recent flooding events with George Saad of Care Master Clean a) Lawrence Memorial Library, b) Cooperative Extension Building, c) EMS Station 1

Betty Massey of the Albemarle Regional Library was present to discuss the current state of Lawrence Memorial Library in Windsor, as well as to discuss the Library's long term goals for a new facility.

Ms. Massey stated that Lawrence Memorial Library sustained major damage during both Tropical Storm Julia and Hurricane Matthew.

Mike Millis of Care Master was also present to confirm that besides the anchored shelving used for book storage, the floor sustained significant damage which would require tearing out of the existing floor and the sub flooring underneath. He reported that the building has significantly dried out according to his company's standards, but that the facility was still in need of a good, final cleaning.

Ms. Massey asked if the Board could assist Lawrence Memorial Library in finding a temporary location for continuity of services such as computer use, a limited selection of books, and checking out of periodicals. She inquired if the Board knew of any vacant buildings or even empty classrooms that were not currently being utilized here in Windsor or the surrounding area.

She stated that it is the goal and priority of the Library to continue service as soon as possible, but also shared that her Board of Trustees was also interested in a new, permanent home for Lawrence Memorial, ideally outside of the flood plain.

At this time, she introduced some of her Board of Trustees including Marion Lee, Irene Walker, Librarian Nancy Hughes, and Finance Officer/Treasurer Larry Joyner.

The Board briefly discussed ideas of permanent locations including a classroom at Bertie's MCC Campus, the old cafeteria at the Board of Education's Central Services Complex, and an underutilized classroom at Heritage Collegiate Leadership Academy.

The suggestion was also made by representatives from the Library System to "join up" with another County or State office in need of new office space which could increase the chances of additional grant funding.

At this time, County Manager Sauer introduced Bertie County Cooperative Extension Director, Mr. William "Billy" Barrow.

Mr. Barrow thanked the Board for its quick action in securing he and his staff a new, temporary office space in the old Sheriff's Office Building.

He stated that his staff is looking forward to the next steps and noted that he would also be interested in a joint office effort.

It was also reported that the Cooperative Extension Building also received significant flooring damage, and the work to replace the sub flooring was needed before staff could resume working inside.

Also, County Manager Sauer reported that plans for a temporary EMS Station 1 were still in motion for the old 300 Building at the Bertie Early College campus.

Lastly, County Manager Sauer asked for Planning Director, Traci White, to provide a draft of a proposed substantial damage evaluation letter that would be used to notify citizens of their status for insurance and FEMA funding purposes.

The Board concurred and there was a consensus that the letter was approved for use when the evaluations were completed.

Ms. White also briefly touched on the potential of a “buy out” program for Bertie residents. She mentioned that citizens who choose to move forward with elevating their homes are typically ineligible from a buy-out, but it is at FEMA’s discretion.

Overtime Pay – Bertie County DSS Staff – Emergency Food Stamps due to Hurricane Matthew; review of initial response and recovery costs

Finance Officer, William Roberson, provided a financial review of the bills he had received so far due to flood damage to County property. He also discussed the emergency food stamp program that was administered at Bertie DSS which resulted in staff working during unscheduled, “off” hours.

There was a brief discussion about how to approach the over time or compensatory time factor for those employees, and whether or not funding was available to cover the employee wages.

The Board concurred that they would wait to see what funding would be dispersed from the State or FEMA before making a decision on the County level.

Chairman Trent continued to encourage all DSS staff to maintain their records of hours worked and miles driven during the disaster response.

Vice Chairman Bazemore made a **MOTION** to approve the budget amendment presented by Finance Officer William Roberson in the amount of \$225,000 for Tropical Storm Julia and \$25,000 for Hurricane Matthew from appropriated fund balance. Commissioner Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

Charters of Freedom Update – Commissioner Tammy Lee

Commissioner Lee provided a brief update on the Charters of Freedom monument initiative. She stated that locations have been discussed, and the one that is most desirable is a bench area at the main courthouse entrance.

Work Session Date

The Board set a date for a work session at 10:00 AM on Monday, November 21st at this location with the Board's regular meeting to begin as scheduled afterwards at 7:00 PM.

Veteran's Day 2016 – Resolution

Commissioner Lee made a **MOTION** to approve the Veteran's Day 2016 resolution. Vice Chairman Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously.

The resolution reads as follows:

A PROCLAMATION HONORING VETERANS DAY 2016

WHEREAS, it has been custom to commemorate November 11th, the anniversary of the end of World War I, by paying tribute to the heroes who wore our Nation's uniforms and fought for our freedom; and

WHEREAS, each time we have come under attack, these men and women have risen to defend our Country; and

WHEREAS, on June 4, 1928 Congress passed a resolution calling for the observance of November 11th as Veterans Day and later approved on May 13, 1938 that the eleventh day of November should be a legal holiday to honor our Nation's Veterans; and

WHEREAS, the contributions and sacrifices of the men and women who served in the Armed Forces have been vital in maintaining our freedom and way of life; and

WHEREAS, tens of millions of Americans have served in the Armed Forces of the United States during the past century; and

WHEREAS, thousands of Americans have given their lives while serving in the Armed Forces to protect our freedom; and

WHEREAS, Bertie County is home to approximately 2,300 Veterans; and

WHEREAS, our Veterans are brave and selfless individuals who, when called to duty, willingly put themselves in harm's way to defend the lives and liberties of others; and

WHEREAS, their patriotism and devotion to our County, State and Nation can never fail to inspire us; and

WHEREAS, Bertie County citizens and all those across our nation must strive to ensure that those who have served our Country are honored.

NOW, THEREFORE, BE IT RESOLVED that the Bertie County Board of Commissioners proclaims the 11th day of November as Veterans Day and calls upon all Bertie County citizens to join in this worthy observance by honoring our Veterans who have fought for our freedom and rights.

Adopted this the 7th day of November, 2016 by the Bertie County Board of Commissioners.

Surplus Auction Wrap-Up – November 5, 2016

Assistant County Attorney, Jonathan Huddleston, requested that the Board approve the surplus auction sale prices received on November 5, 2016.

The list of surplus properties reads as follows:

Buyer: Adnize Cherry
Address of property: 103 Elm St., Aulander, NC
High Bid: \$100.00

Buyer: William T. James
Address of property: 2337 NC 45 N, Colerain, NC
High Bid: \$1,500.00

Buyer: William T. James
Address of property: 105 and 107 Oak Rd., Windsor, NC
High Bid: \$400.00

Buyer: Leodegario T. Samarita
Address of property: 754 Governors Rd., Windsor, NC
High Bid: \$400.00

Vice Chairman Bazemore made a **MOTION** to approve the auction sale prices received on November 5, 2016. Commissioner Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

NCACC Update Video – November 2016

The Commissioners reviewed the latest NCACC Update Video.

John Trent, Chairman

Sarah S. Tinkham, Clerk to the Board

THIS PAGE WAS INTENTIONALLY LEFT BLANK.

**Windsor, North Carolina
November 21, 2016
WORK SESSION**

The Bertie County Board of Commissioners reconvened their regularly scheduled meeting from November 7th for a Work Session inside the Commissioners Room located 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
Emergency Services Director Mitch Cooper
Planning Director Traci White
Human Resources & Risk Management Director

No media members were present.

CALL TO ORDER

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

PLANNING SESSION

Joint Session with Bertie County Board of Education – fiscal update

The following individuals were present on behalf of Bertie County Public Schools:

- Interim Superintendent Julius Walker
- Tarsha Dudley, Chair, Board of Education
- Bobby Oceana, Vice Chair
- Barry McGlone, Board of Education
- Emma Johnson, Board of Education
- JoJo Davis, Board of Education
- Interim Finance Officer Joe Holloway
- Assistant Superintendent, Sandra Hardy

Chairman Trent read the followed prepared statement into the official record:

On August 24th, 2016, the Board of Education’s Chairman and Vice-Chairman reported to the Board of Commissioners of a potential budget shortfall of approximately \$500,000 for the current fiscal year which began July 1st, and reported that the school system’s fund balance had dropped to a level of approximately \$85,000.

On September 14th, the Board of Commissioners met in a work session to discuss the school system’s financial situation and agreed to consider a monthly contribution of \$42,000 in a proposed equity partnership plan including joint ownership and operation of the vehicle maintenance garage and bulk fuel station. The complete list of proposed options can be found in the minutes of this meeting.

On September 26th, the Board of Commissioners met in a joint meeting with the Board of Education to present the plan. ***Most importantly, the Board sought to receive a preliminary report for the fiscal year ended June 30, 2016 to include initial findings or concerns regarding the school system’s current cash position.*** All of the questions, concerns and proposals to address the Board of Education’s budget shortfall are detailed in the minutes of that meeting. The joint meeting concluded with the School Board Chairman suggesting that it will take some time to review these proposals before the Board of Education can respond.

On October 6th, the County Manager and County Attorney reported jointly to the Board of Commissioners regarding the severity of the school system’s financial situation, especially in light of the \$500,000 estimated budget shortfall, the significant decrease in the school system’s fund balance to approximately \$85,000 and the statement by the Interim Superintendent that he had been misled and lied to regarding the financial condition of the school system.

The County Attorney reminded the Board that the County Commissioners have the full authority to review all aspects of the school system's fiscal operations. By unanimous vote, the Board of Commissioners accepted the County Manager's recommendation to request an immediate meeting with the school system's auditors and to contact the NC Department of Public Instruction and the NC Local Government Commission in the State Treasurer's Office for assistance.

On November 17th, Bertie County's management staff met with the independent auditor for the school system, who is in the process of reviewing the Board of Education's financial statements for the fiscal year ended June 30, 2016 and we have learned the following:

- The school system's General Fund had a negative fund balance of \$(536,164) as of June 30, 2016.
- The school system's General Fund had a positive fund balance of \$643,139 as of June 30, 2015.
- In other words, the Board of Education's preliminary audit findings for the most recent fiscal year will reflect a loss experience of approximately \$(1,179,303) from the prior year.

The auditor did not release his work papers or the preliminary fund statements, but the figures observed by County management indicated expenditures which exceeded revenue by more than \$600,000 for the School General Fund.

It was also noted that the Board of Education's "State Public School Fund" has a negative balance of \$(466,065).

It was reported that the current deficit is being "managed" by borrowing funds transferred from the "School Nutrition Fund" and it will have to be paid back.

It is also not known if the Board of Education has approved this transfer of funds, or has knowledge of this action.

County Management staff are concerned that unless significant budget reductions occur, the resulting budget deficit in the current year (FY 2016-2017) will be a figure ranging from \$800,000 to \$1,000,000.

The County Attorney was not able to attend this meeting, but has suggested that the Board of Commissioners keep several things in mind as we consider how to proceed.

First, transparency must exist for all discussions regarding these funds which are public tax dollars.

Secondly, there are serious material weaknesses, finding and violations of the general statutes in the most recent audit completed for FY 2014-2015 for the Board of Education which include:

- School management did not reconcile general ledger accounts and fund balances were materially incorrect at year end; school management misstated numerous prior year account balances; monies were spent that had not been appropriated and budget amendments were not adopted; Title I federal grant funds may be materially misstated if the Budget Balance Reconciliation Report is not properly reconciled to the account records; twenty-nine employees did not have proper federal and state payroll withholdings; the “State Public School Fund” may be materially misstated if the Allotment Balance Reconciliation Report is not properly reconciled to the account records.
- Examining audits from the most recent four years, indicates there is a pattern of significant deficiencies and violations of state law dating to the FY 2011-2012 school audit report, which noted fifteen (15) violations of the NC School Budget and Fiscal Control Act.

Third, the Board of Commissioners must prepare a plan of action to report, correct, and prevent these violations from occurring in the future.

The County Attorney has provided legal references regarding divesting the Board of Education of its financial powers by action at the State level; and the liability for the school finance officer and the sureties on any official bond for sums illegally committed or disbursed in violation of the school budget act. There have also been discussions regarding seeking damages against the audit firm which prepared the financial statements for the fiscal year ended June 30, 2015.

Chairman Trent called for comments from other members of the Board of Commissioners, and also deferred to County Manager Sauer to review the discrepancies found in the Board of Education’s two most recently submitted audits.

Once the County Manager reviewed some of the largest discrepancies, the Chairman stated that there should be collaboration between the Board of Commissioners and Board of Education to solicit the State’s involvement in the matter.

Tarsha Dudley, Chair of the Board of Education, stated that the Finance Officer in question has been removed from their post. She also stated that the State has been contacted to assist in working through these matters as she also expressed concerns in how the matter made it past both State officials and the School Finance Officer in the Board of Education’s audit.

Additionally, Chairman Trent strongly encouraged the Board of Education to work collaboratively with the Board of Commissioners to find resolve in these matters via a written statement of the cuts, consolidation, and changes that will be made to prevent this sort of shortfall in the future.

County Manager Sauer inquired if the now former Finance Officer was still “on the payroll” at the Board of Education. Chairman Dudley confirmed that they were still on the payroll, and that she would discuss the details of that decision in private with the County Manager.

Additionally, Chairman Dudley stated that a plan was currently in play to reorganize the Board of Education’s spending habits until a permanent solution could be found, but that funding would still be needed in the amount of \$500,000 until the State can come in to complete a forensic audit.

Chairman Dudley requested assistance on behalf of the Board of Education if the County would be willing to disperse these funds.

Chairman Trent, on behalf of the Board of Commissioners, quoted the following North Carolina General Statute 115C-429 (d) which states that “nothing in this Article shall be construed to place a duty on the board of commissioners to fund a deficit incurred by a local school administrative unit through failure of the unit to comply with the provisions of this Article or rules and regulations issued pursuant hereto, or to provide moneys lost through misapplication of moneys by a bonded officer, employee, or agent of the local school administrative unit when the amount of the fidelity bond required by the board of education was manifestly insufficient.”

Chairman Trent stated that the Commissioners are in a “Catch 22” regarding this funding, and that even though the Board does want to see the school system recover from this shortfall, they are not entirely sure if dispersing additional tax dollars will correct the spending problem.

Vice Chairman Bazemore clarified that the Board of Commissioners do “hold high” the students of this County, “but we also understand that the Board of Education holds responsibility for this situation.”

Commissioner Wesson stated a personal concern regarding the Board of Education’s disregard of their own auditor’s comments about misappropriation of funds on the management level.

There was then some confusion between both Boards about whether or not the County had received all of the Board of Education’s recent audits.

County Manager Sauer confirmed that the most recent audits received were in July 2016 for FY2014-2015 and sometime prior FY2011-2012 was received.

The Board of Commissioners stated the when audits are received from the Board of Education, they are usually a number of years behind from the current fiscal year.

The Commissioners all concurred that anytime the Board of Education submitted their budget requests for a new fiscal year, the Commissioners operated under “good faith” of the school system when the former Finance Officer told them that those audits were not yet available.

The Board of Education was concerned by these statements, and assured the Commissioners that this would never happen again. They also stated that they were unaware the Commissioners had not been given all latest audits by the previous Finance Officer.

Chairman Dudley stated that she would have a date submitted to the Commissioners for the State audit within the week. This letter would also lay out a plan of action to correct the current issues as well as to prevent them from occurring again in the future. The letter can be expected following the Thanksgiving Holiday.

County Finance Officer, William Roberson, raised that question that “if the County provides a monthly allocation of \$250,000 in local funds, why is the school board spending at a rate of \$290,000 per month rather than cutting expenses to stay within its budget?”

Interim Finance Officer, Joe Holloway, mentioned that there are local vendors as well as electric bills, and other mandatory bills, that are due between now and when the State auditor could come in to assist.

Again, the Board reaffirmed their position about whether or not State statutes permitted the County to step in before the State has provided their review of the situation.

The Board of Education inquired if Assistant County Attorney, Jonathan Huddleston, could provide his expertise regarding any legal repercussions of funding the shortfall.

Assistant County Attorney Huddleston stated that he was not yet able to provide guidance to the Commissioners of what can or cannot be done in the situation, but that he could have an analysis in an upcoming meeting.

Both Boards agreed that it was very important to work together during this entire process.

The Board of Education mentioned that they would submit a letter to the Board of Commissioners about their proposed plan of action by the Commissioner’s meeting on Monday, December 5th.

The Board took a brief recess.

NCACC Legislative Goals update – Vice Chairman Bazemore

The County Manager stated that several Commissioners were signed up to attend the 2017 NCACC Legislative Conference in January.

Vice Chairman Bazemore discussed the various goals that would be on the table for the conference, and asked if the Board had any particular issues that they would like her to address.

Charters of Freedom monument project update – Commissioner Tammy Lee

Commissioner Lee updated the Board about the Charters of Freedom monuments.

A Letter of Intent was submitted to the County for their approval.

The Letter of Intent was read as follows:

Foundation Forward, Inc.
134 South Sterling Street
Morganton, NC 28655



November 21, 2016

Bertie County, North Carolina
Mr. Scott Sauer, County Manager

Re: Bertie County Charters of Freedom

Letter of Intent

Whereby a presentation was made by Foundation Forward, Inc. to the County Commissioners of Bertie County on September 21, 2015, and the Board took the matter under consideration and voted to accept the Bertie County Charters of Freedom gift from Foundation Forward on October 26, 2015.

By this letter, Foundation Forward, Inc. affirms its intent to gift to Bertie County, North Carolina a brick and/or cast stone Charters of Freedom Monument as displayed in The National Archives in Washington, D.C. to the citizens of Bertie County, North Carolina.

This three-part monument will consist of The Declaration of Independence, four pages of The United States Constitution, and The Bill of Rights, to be placed on the grounds of the Historic Courthouse in Windsor, North Carolina. This setting was selected by the county for its central location in the county, high visibility and foot traffic, and easy access by school children and citizens.

All funds for this project will be kept in a bank account in Bertie County, North Carolina under the account named "Foundation Forward, Inc. – Bertie County Charters of Freedom." Foundation Forward will make account information and updated amounts available to the County Manager upon request. Vance and Mary Jo Patterson have made the initial deposit into the account at Southern Bank in the amount of \$1,000 and deposits will be made to cover the costs of constructing a brick and/or cast stone monument that will be a gift to Bertie County, North Carolina.

Once the site is chosen, prints are approved, and building permits granted, the construction will begin when the county decides on the date, but no sooner than six weeks to eight weeks - allowing time for fabrication and other custom materials. *Targeted completion date is dependent upon availability and fabrication of materials.*

Foundation Forward, Inc.

By: _____ Date: _____

Title: _____

~~Bertie County, North Carolina~~

By: _____ Date: 11/21/16

Title: Chairman

Vice Chairman Bazemore made a **MOTION** to accept the Letter of Intent as presented. Commissioner Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

Retiree Health Insurance – review premiums and policy coverage alternatives with Mr. Steve Worgan, Worksite Resources, Inc. for January 1, 2017

County Manager Sauer reviewed a brief hand out that was included in their Work Session folders. He noted that all of the retiree health insurance policies were funded on separate policies as the State Health Plan did not accept retirees on their plan.

The Board also briefly discussed next steps regarding retirement for current employees. There was a consensus that the Board needed to primarily focus on this topic in the new year.

Human Resources and Risk Management Director, Carolyn Fornes, also joined in on the following discussions.

Steve Worgan of Worksites Resources briefly reviewed the current premiums and policy coverage alternatives being offered by Blue Cross and Blue Shield, and possibly COBRA provisions, for retirees.

Mr. Worgan also noted the significant price increase in most of the retiree plans due to the Affordable Care Act.

The new plan year begins January 1, 2017.

Blue Advantage, Silver 3500, future 365 retirees utilize COBRA provisions for 18 months

Commissioner Lee made a **MOTION** to go with the Blue Advantage, Silver 3500 plan for retirees as of January 1, 2017, as well as for future retirees to utilize 18 months of COBRA coverage before enrolling in the Silver 3500 plan with ample explanation to the employee beforehand saving approximately \$1,000 per month in local dollars per retiree for 18 months. Following the “COBRA period” the retiree will be converted to a regular individual plan during the pre-65 coverage period. Vice Chairman Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously.

Qualified School Construction Bond—Sinking Fund

County Manager Sauer provided an update on the trending for interest rates, and reminded the Board of its earlier directive to instruct its financial advisors (Davenport and Kensington) to “lock in” the interest rate for the long term sinking fund, once the rate went above 2.0 percent.

Chairman Trent reminded the Board that the cap is 3.10 percent and that the County will be penalized if the cap is exceeded.

It was the consensus of the Board to instruct the financial advisors to prepare to lock-in once the rate is above 2.0 percent.

Travel Policy

County Manager Sauer directed the Board’s attention to the copy of the County’s revised Travel Policy which was adopted in October 2015, indicating that this item was on the work session agenda for September 14th, but time prevented this item from being presented.

Specifically, Mr. Sauer reminded the Board that the travel policy covers employees and county commissioners.

County Manager Sauer also reminded the Board that the County’s auditor, Jeff Best, has been focused on reviewing travel expenses and charges incurred using the County’s credit card.

Mr. Sauer reminded the Board that itemized receipts are required before reimbursement can be processed by the finance office.

He also noted the list of ineligible expenses for travel reimbursement such as alcoholic beverages and hotel room service.

Tall Glass of Water—farm lease

County Manager Sauer reviewed the lease arrangement for the prior owner and the farm lease with Mr. Mike Bass.

Mr. Bass has indicated his interest in farming the property until it can be developed, and noted that several areas need to be repaired due to the washout from recent heavy rains.

Following much discussion, Commissioner White made a **MOTION** to approve a one year lease for \$75 per acre with the understanding that Mr. Bass would repair the washed-out areas on the farm path, and that the issue of seeking competitive bidding for all county property would be revisited next year. Commissioner Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously

Assistant County Attorney's review of recent legal projects

Mr. Jonathan Huddleston reviewed several proposed ordinances currently under consideration by the governing body in recent months.

The Public Safety Access requirements for Private Roads has been drafted and returned to the Board with comments from Lloyd Smith regarding various aspects of its enforceability.

Mr. Huddleston indicated that the proposed ordinance restricting dangerous weapons in County buildings is near completion and should be ready for the first public hearing in January.

Likewise, the ordinance prohibiting smoking on County property within seventy-five feet of a building's entrance, and in County vehicles is near completion.

He also reported that there has been significant time invested on the request for proposals for debris removal, and on the ambulance procurement process.

Housing Initiative

Commissioner Wesson inquired about the status of the joint project with the Town of Windsor to establish housing units for local government, school teachers and state employees as discussed at a previous work session.

County Manager Sauer reported that several projects have been delayed and set aside due to the two floods and the recovery process, especially in light of the facilities impacted for County programs such as the EMS Station One, Lawrence Memorial Library and the Cooperative Extension building.

Commemorative Plaques

Vice Chairman Bazemore suggested that with the completion of recent renovations for the Courthouse and the Sheriff's Office and Communications Center, that the County re-dedicate the Courthouse and dedicate the Sheriff's new law enforcement center.

Vice Chairman made a **MOTION** for County staff to prepare these plaques. Commissioner Lee **SECONDED** the motion. The motion passed unanimously.

Hurricane Matthew Update

Finance Officer William Roberson reviewed insurance claims and proposed “proof of loss” statements for facilities impacted by flood damage, and indicated that all of the information to date, is very preliminary.

Republic Services – review of convenience center operations with Josephine Aiken and Rob Purvis

Josephine Aiken and Rob Purvis were present from Republic Services to address citizen concerns that Commissioners have received about the local convenience sites.

Some complaints that have been reported include the inability of being able to drop off certain materials as well as compactors and containers being too full to take more trash, tree limbs during storm clean up, etc.

Site attendants are directed to call the Republic Services main office to report issues with full containers, and dispatchers send in Republic Services drivers to refresh the containers. This is also the case during some weekends to meet the demand especially after the recent flooding events. Convenience sites and their containers are not emptied on a rotational basis.

The Board thanked Republic Services for addressing the pot hole and roadside waste concerns at various sites in a timely manner as well.

Hurricane Matthew Recovery Update:

- a) Review of initial substantial damage estimates based on latest FEMA onsite inspections – Planning Director, Traci White

Planning Director, Traci White, briefly reviewed the spreadsheet created using FEMA’s official software detailing County homes that have been classified as substantially damaged.

She also reiterated that citizens must be in the flood hazard area on FEMA’s maps in order to be deemed substantially damaged. Citizens who suffer from flash flooding issues outside of the flood hazard areas are not eligible for this distinction per the National Flood Insurance Program regulations.

The Board also asked various questions regarding eligibility and possible next steps for residents including the possibility for temporary housing for those who have condemned homes or homes that were substantially damaged.

Lastly, the Board requested that Chief Code Enforcement Officer, G.T. Pittman, write a statement of what FEMA requires citizens to do if they planned to temporarily stay in their substantially damaged homes in preparation for a possible buy out.

- b) Review of debris removal bids and public assistance application for County facilities and other costs– Emergency Services Director, Mitch Cooper

Emergency Services Director, Mitch Cooper, reported that Republic Services was the only company to bid on the debris removal contract. FEMA allowed Mr. Cooper to re-open the bids to be sure there are no other qualified vendors in and around the County that could receive the contract.

Mr. Cooper stated that he has heard from a couple of additional vendors that may be submitting bids.

Additionally, he discussed the public assistance application for County facilities and other costs involved in the storm cleanup process at County buildings. He discussed the possibility of the County having temporary buildings, or building new with an estimated 25% reimbursement amount from the State.

The Board also inquired how soon funding could be received from FEMA to cover expenses for the former EMS Station 1 building.

ADJOURN

Chairman Trent adjourned the meeting at 2:00 PM.

John Trent, Chairman

Sarah S. Tinkham, Clerk to the Board



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: December 5, 2016

AGENDA ITEM: C-5

DEPARTMENT: Governing Body

SUBJECT: Approve Bonds held for Bertie County officials

COUNTY MANAGER RECOMMENDATION OR COMMENTS: See Request for Action.

SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S): See Request for Action.

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---

REQUEST FOR BOARD ACTION

Bertie County

Board of Commissioners

MEETING DATE: Monday, December 5, 2016

SUBJECT: Review of Public Officials' Bond

SUMMARY OF REQUEST:

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

Under §58-72-20:

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

The following are the current bond amounts:

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

*The bond for Sheriff Holley is valid through 2018 per Board approval in December 2014.

BOARD ACTION REQUESTED:

It is requested that the Board approve the bonds.

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

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

**Cooper Insurance Agency
Invoice**

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

Date: 11/18/2014

PO Box 39 103 S Kings St.
Windsor NC 27983

Account #

Account Rep:

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

Please detach and return top portion with payment.

Cooper Insurance Agency

252-794-4036

Insured name:
John B Holley

Date:
11/18/2014

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

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

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

COUNTY OF BERTIE

P.O. BOX 530
WINDSOR, NC 27983

112515

166418
VOUCHER

INVOICE DATE INVOICE NUMBER

INVOICE DESCRIPTION

NET INVOICE AMOUNT PO NO.

1/20/15 2016-ROD

BOND RENEWAL

221.00 2307

Handwritten scribbles

0342 CNA SURETY DIRECT BILL

221.00

166418

SOUTHERN BANK AND TRUST

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

CHECK NO.

166418

166418

68-258
531

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

VENDOR	CHECK DATE	CHECK AMOUNT
10342	11/24/2015	\$221.00

PAY

*****221 DOLLARS AND NO CENTS

TO THE
ORDER OF

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

MO 63195-7312

Signature

NON-NEGOTIABLE

⑈166418⑈ ⑆053102586⑆5331708879⑈

NOTICE OF PREMIUM DUE



Phone: 1-888-866-2666
Fax: 1-605-335-0357
Email: uwservices@cnasurety.com

Company#: 0601
Bond/Policy#: 24857715
Billing Date: 09/30/2016
Due Date: 12/06/2016

BERTIE COUNTY TAX COLLECTOR
PO BOX 527
WINDSOR, NC 27983

Premium: \$450.00

Amount Due: \$450.00

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

Company#: 0601
Bond/Policy#: 24857715
Effective Date: 12/06/2016 Anniversary Date: 12/06/2017
Bond amount: \$50,000.00
Name: BERTIE COUNTY TAX COLLECTOR
Description: NC P.E. POSITION SCHEDULE (1)

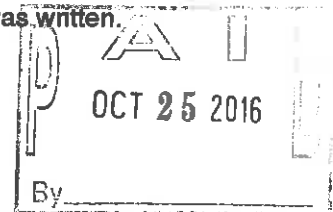
Written By: WESTERN SURETY COMPANY

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

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

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

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



YOU CAN PAY ONLINE BY VISITING ONLINEPAY.CNASURETY.COM

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

COUNTY OF BERTIE

P.O. BOX 530
WINDSOR, NC 27983

101216

171718
VOUCHER

INVOICE DATE · INVOICE NUMBER

INVOICE DESCRIPTION

NET INVOICE AMOUNT

PO NO.

0/12/16 FY16-17BOND- SURETY BOND-FY 2016-2017

175.00 1748

Handwritten scribbles

10342 CNA SURETY DIRECT BILL

175.00

171718

SOUTHERN BANK AND TRUST

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

CHECK NO.
171718

171718

98-258
531

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

VENDOR	CHECK DATE	CHECK AMOUNT
10342	10/12/2016	\$175.00

PAY
*****175 DOLLARS AND NO CENTS

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

MO 63195-7312

Signature

NON-NEGOTIABLE

⑆171718⑆ ⑆053102586⑆5331708879⑆

COUNTY OF BERTIE

P.O. BOX 530
WINDSOR, NC 27983

111016

172148
VOUCHER

INVOICE DATE INVOICE NUMBER

INVOICE DESCRIPTION

NET INVOICE AMOUNT

PO NO.

/08/16 FY16-17-ROD BOND RENEWAL

221.00 2109

0342 CNA SURETY DIRECT BILL

221.00

172148

SOUTHERN BANK AND TRUST

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

CHECK NO.

172148

172148

88-258
531

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

VENDOR	CHECK DATE	CHECK AMOUNT
10342	11/10/2016	\$221.00

PAY

*****221 DOLLARS AND NO CENTS

TO THE
ORDER OF

CNA SURETY DIRECT BILL
P O BOX 957312
ST. LOUIS

MO 63195-7312

NON-NEGOTIABLE

⑈ 172148 ⑆ ⑆ 053102586 ⑆ 5331708879 ⑆



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: December 5, 2016

AGENDA ITEM: C-6

DEPARTMENT: Governing Body

SUBJECT: Approve Register of Deeds Fees Report – November 2016

COUNTY MANAGER RECOMMENDATION OR COMMENTS:

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

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---



Bertie County Register of Deeds

Annie F. Wilson
Register of Deeds

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

NORTH CAROLINA
BERTIE COUNTY

TO: THE BOARD OF COUNTY COMMISSIONERS:

Agreeable to and in compliance with Chapter 590 of the Public Local Laws of North Carolina, Sessions 1913, I beg leave to submit the following statement of all fees, commissions, etc. of any kind collected by me as Register of Deeds for the month of NOVEMBER 2016 and for an itemized statement thereof, I respectfully refer you to the following books in my office.

AMOUNT SUBJECT TO GS 161-50.2

10-0030-4344-01	REAL ESTATE REGISTRATION-----	\$3,403.20
10-0030-4344-03	VITAL STATISTICS-----	\$771.00
10-0050-4839-02	MISCELLANEOUS(NOTARY OATHS/PHOTO COPIES, ETC)-----	\$310.50
10-0030-4344-04	NO. MARRIAGE LICENSE----- <u>5 @ \$60.00</u> -----	\$300.00
		<u>\$4,784.70</u>
10-0018-4240-01	N. C. STATE EXCISE STAMP TAX-----	\$3,040.00
10-0030-4344-10	STATE TREASURER FEE----- <u>109 @ \$6.20</u> -----	\$675.80
	STATE VITAL RECORDS----- <u>3 @ \$14.00</u> -----	\$42.00
		<u>\$8,542.50</u>
10-0000-1251-00	A/R IN/OUT(REFUND)-----	<u>\$26.00</u>
		<u>\$8,568.50</u>

Annie F. Wilson
REGISTER OF DEEDS - BERTIE COUNTY
By: *Shamedia L. Williams, Asst.*

FOR INFORMATIONAL PURPOSES

D/T /MORTGAGES-----	<u>21 @ \$6.20=</u>	<u>\$130.20</u>
ADDITIONAL PAGES-----	<u>@ \$0.40=</u>	
DEEDS & OTHER INSTRUMENTS-----	<u>96 @ \$1.94=</u>	<u>\$186.24</u>



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: December 5, 2016

AGENDA ITEM: C-7

DEPARTMENT: Governing Body

SUBJECT: Tax Department Release Journal – November 2016

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Recommend approval.

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

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---



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

November 10, 2016

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 "Tax Release Journal" (Ledger) manually maintained in the tax office, both relative to Tax Releases which are now ready for your approval.

The releases herein are for the month of **October** 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*16*305	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
2016	10/27/2016	Rawls, Robert 16A5898007531	G01	\$154.40	\$0.00	\$0.00		\$154.40
		M/H mover to Hertford Co. in 2015						
								\$154.40

Account Number	Taxbill Number	Tax Code	Transaction Amount	Levy Amount	Penalty Amount	Add Chgs	Interest Amount	Discnt Amount	Trm Check Number	Trans Descriptn
16A5598007531	20427	601	154.40-	154.40-	0.00	0.00	0.00	0.00		
RAMLS, ROBERT S										
Tax Code Totals			154.40-	154.40-	0.00	0.00	0.00	0.00		
601*16- BRT TAX			154.40-	154.40-	0.00	0.00	0.00	0.00		
Total for Group			154.40	154.40	0.00	0.00	0.00	0.00		
RLS*16*305										
***** Totals by Tax Cycle *****										
Cycle			Current	Delinquent						
A			0.00	154.40-						



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: December 5, 2016

AGENDA ITEM: C-8

DEPARTMENT: Governing Body

SUBJECT: Budget Amendment #17-05

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Recommend approval.

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

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---

BUDGET AMENDMENT

# 17-05					
	INCREASE			INCREASE	
10-0025-4586-05	\$	3,625		10-5860-5399-10	\$ 4,833
10-0090-4991-99	\$	1,208			
TO SETUP BUDGET FOR SR CENTER GENERAL PURPOSE MONEY (SIGNED NOV. 7, 2016)					
	INCREASE			INCREASE	
10-0025-4431-23	\$	24,500		10-4310-5499-97	\$ 24,500
TO SETUP BUDGET FOR NCDPS GRANT - SHERIFF EQUIPMENT					
	INCREASE			INCREASE	
10-0090-4991-99	\$	20,500	COURTHOUSE	10-4190-5351-06	\$ 8,700
			SHERIFF	10-4310-5351-07	\$ 11,800
ALLOCATE FUND BALANCE FOR ADD. NEEDS AT COURTHOUSE AND SHERIFFS OFFICE					
APPROVED ___ / ___ /2016					

BUDGET AMENDMENT

BUDGET AMENDMENT				
		# 17-05		
		INCREASE		
10-0025-4586-05	\$	3,625	10-5860-5399-10	\$
10-0090-4991-99	\$	1,208		4,833
TO SETUP BUDGET FOR SR CENTER GENERAL PURPOSE MONEY (SIGNED NOV. 7, 2016)				

STATE APPROPRIATION FOR SENIOR CENTERS THROUGH
THE 2016 SESSION OF THE
NC GENERAL ASSEMBLY

SENIOR CENTER GENERAL PURPOSE FUNDING

FY 2016-2017 APPLICATION PACKET

NAME/ADDRESS AREA AGENCY ON AGING

Name/Address of Provider and County

The Mid-East Commission Area Agency reserves the right to request additional information, references, to accept or reject any or all proposals to waive technicalities, to accept proposals in whole or in part, and to award a contract(s) which, in the opinion of the grantee, best serves the older adults.

SENIOR CENTER GENERAL PURPOSE FUNDING

Introduction and Instructions

The Mid-East Commission Area Agency is pleased to announce the availability of funds for use by senior centers to support and develop programming and general operations or to construct, renovate, or maintain senior center facilities. \$1,265,316 in general purpose funding was allocated for senior centers for the current fiscal year. This funding is allocated to the Area Agencies on Aging for distribution to the centers within the region which provide full time programs or will utilize the funding to develop full time programs. Across the state 162 senior centers or developing senior centers will be funded.

The Division of Aging and Adult Services has worked hard to enhance and expand the statewide certification process for senior centers with standards that encourage centers across the state to strive for levels of 'merit' or 'excellence'. An intent of the certification process has been to increase base funding for those who have successfully completed the process. This ensures that funding is being well spent on readily identifiable programs and services and provides an incentive for centers that make investments to meet certification requirements. Therefore in order to provide an incentive to work toward certification, and to reward those who achieve it, the Division has decided to fund senior centers equally, based upon their certification status. Centers of Merit will receive two shares of the funding of non-certified centers and Centers of Excellence will receive three times the funding of non-certified centers. The objectives for this year are to:

- Allocate funding equally to every center, based upon certification status;
- Require documentation and accountability for the use of funding, and;
- Provide incentives for centers to improve themselves through certification.

Again this year it has been decided to divide the annual appropriation into *shares* based on the total number of senior centers as determined by the Area Agencies on Aging plus extra shares for each senior center which

meets certification status. Uncertified, identified centers will receive one share.

For FY 2016-2017, total funding available to the counties in Region Q will amount to \$53,166. Effective period: July 1, 2016-June 30, 2017.

Your center is eligible to receive:

FY 16-17	Senior Center General Purpose Funding	\$__\$3,625__
	Local Match (25%)	\$__\$1,208__
	TOTAL	\$__\$4,833__

It is the responsibility of the applicant to certify the availability of the local match. The funds require a 25% local match. The funds must be spent first before reimbursed and before June 30, 2017. Therefore, projected June expenditures must be reported with May services reported in June otherwise the unutilized portion of your allocation will revert to the state.

Application submissions should include:

- (1) A completed description of proposed activities (add additional pages as needed).
- (2) Certification of the availability of local match.
- (3) A budget for senior center general purpose activities.

APPLICATION FOR SENIOR CENTER GENERAL PURPOSE FUNDING

Applicant Information

Date: 10/31/2016

Project Name: Bertie County Council on Aging Senior Center

Name of Project Director: Venita C. Thompson

Telephone Number: 252-794-5315 FAX: 252-794-5351

E-Mail: venita.thompson@bertie.nc.gov

Name and Address of Applicant: Bertie County Council on Aging Senior Center, 103 W. School Street, Windsor, NC 27983

Type of Agency Applying: Private-Non-Profit _____
Public X _____

Location of Project: Bertie County
(county)

ASSURANCES

Bertie County Council on Aging Senior Center (hereinafter referred to as "Subgrantee")
HEREBY AGREES THAT it will comply with all Federal statutes relating to
nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act
of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or
national origin; (b) Title IX of the Education Amendments of 1972, as amended (20
U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex;
and (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which
prohibits discrimination on the basis of handicaps.



Signature and Title of Authorized Official
[e.g., Director, Board Chairman]

11-7-16

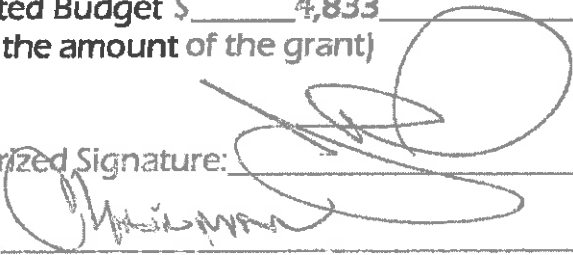
Date

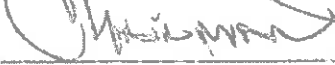
**CERTIFICATION OF THE AVAILABILITY OF REQUIRED NON-FEDERAL
MATCH FOR SENIOR CENTER GENERAL PURPOSE FUNDING**

It is understood that the following required 25 percent non-federal match will be used to match Senior Center General Purpose funds in FY 16-17 and will not be used to match any other federal or state funds during the contract period.

The provider shall expend the award in keeping with the attached project description indicating how funding will be utilized. Funding will not be disbursed until this application is received and approved by the Area Agency on Aging. The contractor shall make a final report indicating how funding was utilized in a format provided by the Area Agency on Aging.

FY 16-17		Example only:
Budget Request	\$ <u>3,625</u>	non certified center: \$4,069
Required 25% Match	\$ <u>1,208</u>	divided by .75=\$5,425 [Total projected budget]
Total FY 16-17		\$5,425 minus \$4,069=
Projected Budget	\$ <u>4,833</u>	\$1,356 [local match]
(up to the amount of the grant)		

Authorized Signature: 

Title: 

Date: 11-7-16

SENIOR CENTER GENERAL PURPOSE PROJECT DESCRIPTION

1. Senior Center to receive funding: Bertie County Council on Aging
Senior Center

2. Amount of funding: \$4,833

3. Area served by Senior Center: Bertie County

4. Describe how the funding will be spent:

Volunteer Appreciation	\$1,000
COA Incentive Items	\$ 700
Older Americans Month Activities	\$ 600
Senior Citizens' Prom	\$ 900
Refinishing Gym Floor	\$1,000
Senior Citizens' Christmas Luncheon	\$ 633

STATE APPROPRIATIONS FOR SENIOR CENTER BUDGET INFORMATION
STATE FISCAL YEAR 2016-17

Organization Name: Bertie County Council on Aging

Senior Center Name: Bertie County Council on Aging Senior Center

Address: 103 W. School Street, Windsor, NC 27983

Period Covered: 07/01/2016 – 06/30/2017 Date Prepared: 10/31/2016

<u>OBJECTS OF EXPENDITURE</u>	<u>AMOUNT</u>
Salary and Fringe Benefits	\$ _____
Supplies/Other Operating Costs	\$ <u>3,833</u>
Equipment	\$ _____
Capital Outlay (Real Estate, Construction, Renovation)	\$ <u>1,000</u>
Other _____	\$ _____
TOTAL BUDGET (Including local match) (Up to grant amount, only)	\$ <u>4,833</u>

Each organization that receives, uses or expends any state funds shall use or expend the funds only for the purposes for which they were appropriated by the General Assembly or collected by the State. State funds include federal funds that flow through the state. If the contractor is a governmental entity, such entity is subject to the provisions of the requirements of OMB Circular A-133 and the NC Single Audit Implementations Act of 1987. If the Contractor is a non-governmental entity, such entity is subject to the provisions of G.S. 143-6.2. Additionally, any non-governmental entity except a for-profit corporation is subject to the provisions of OMB Circular A-133.

AUTHORIZED SIGNATURE: _____
 TITLE: Director DATE: 11-7-16

BUDGET AMENDMENT

	# 17-05		
	INCREASE		INCREASE
10-0025-4431-23	\$ 24,500	10-4310-5499-97	\$ 24,500
TO SETUP BUDGET FOR NCDPS GRANT - SHERIFF EQUIPMENT			



North Carolina Department of Public Safety

Governor's Crime Commission

Pat McCrory, Governor
Frank L Perry, Secretary

Christopher E. Swecker, Chair
L. David Huffman, Executive Director

November 7, 2016

Kenneth Perry, Project Director
County of Bertie
Post Office Box 530
Windsor, North Carolina 27983-0530

SUBJECT: Project Name: 2016 – Bertie County Sheriff's Office-Local Law Enforcement
 Project Number: PROJ011968
 Implementing Agency: Bertie County Sheriff's Department

Dear Mr. Perry:

Congratulations on receipt of your recent grant award from the Governor's Crime Commission. Attached you will find the Governor's Crime Commission's grant award checklist, your grant award document; and special conditions documents.

This grant award does not become effective until it has been signed by the **Authorizing Official** and **Project Director** listed above and is returned to the Governor's Crime Commission. The signed grant award must be returned **within thirty days** of the date the award is mailed. You will be authorized to make expenditures under the grant or receive reimbursement once we have received the original signed grant award. Extensions beyond this thirty day period can only be authorized, in writing, by the Governor's Crime Commission.

This grant award is subject to all administrative and financial requirements, including the timely submission of all financial and programmatic reports, resolution of any audit or site-visit findings, and match requirements. Should you not adhere to these requirements, you will be in violation of the terms of this agreement and the award will be subject to termination for cause or other administrative action as appropriate. To assist you, attached is a checklist of what you need to do in order for your Grants Management Specialist to receive your file. Any incomplete items will cause a delay in this process.

As always, please contact our office if you have any questions or need additional assistance.
Best wishes to you for successful program outcomes!

Cordially,

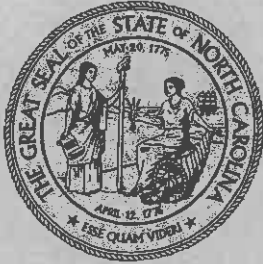
L. David Huffman
Executive Director

MAILING ADDRESS:
4234 Mail Service Center
Raleigh, NC 27699-4234
www.ncgccd.org
www.ncdps.gov



OFFICE LOCATION:
1201 Front St.
Raleigh, NC 27609
Telephone: (919) 733-4564
Fax: (919) 733-4625

An Equal Opportunity Employer



STATE OF NORTH CAROLINA
 DEPARTMENT OF PUBLIC SAFETY
 GOVERNOR'S CRIME COMMISSION
 1201 Front Street, Suite 200
 Raleigh, NC 27609
 Telephone: (919) 733-4564 Fax: (919) 733-4625
 http://www.ncgcd.org

GRANT AWARD

Applicant: County of Bertie
Project Name: 2016 - Bertie County Sheriff's Office - Local Law Enforcement Block Grant
Authorizing Official: Scott Sauer, County Manager
Implementing Agency: Bertie County Sheriff's Department
Address: P.O. Box 530
 Windsor, North Carolina 27983-0530
Project Director: Kenneth Perry, Corporal
Project Number: PROJ011968
Vendor Number: 56600276
Account Manager: Keyon Ashe

Grant Period: 10/01/2016 - 09/30/2017

Budgets

Period	Personnel	Contractual	Travel	Supplies	Equipment	Total
Year 1	\$0.00	\$0.00	\$0.00	\$0.00	\$24,500.00	\$24,500.00
Grant Budget Total						\$24,500.00

Source	Federal Grant #	CFDA #	% Funding	Federal Award
2015::Byrne Justice Assistance Grants	2015-DJ-BX-1076	16.738	100%	\$24,500.00

In accordance with the laws and regulations of the United States and the State Of North Carolina, and on the basis of the grantee's application, the Department of Public Safety hereby awards to the foregoing grantee an award in the amount above.

This grant is subject to the conditions listed in the approved grant application as well as all applicable rules, regulations and conditions, as may be described by the Department of Public Safety. Special conditions are attached to this award.

This grant shall become effective, as of the start date of the grant period listed, once this original grant award has been properly executed on behalf of the grantee and returned to the Governor's Crime Commission, attention of the Grants Management Director. The grant award must be returned within 30 days of the date the award is mailed from the Governor's Crime Commission. No alterations of any kind may be made on this grant award.

Authorizing Official

Scott Sauer 12/3/16
 Signature of Authorizing Official Date

Scott Sauer, County Manager
 Name and Title of Authorizing Official

Governor's Crime Commission

L. David Huffman 11-8-2016
 Signature of Director Date

L. David Huffman, Executive Director
 Name and Title of Director

Project Director

Kent H Perry 11-28-16
 Signature of Project Director Date

Kenneth Perry, Corporal
 Name and Title of Project Director

This award is subject to the attached conditions, which must be signed by both the authorizing official and the project director, and returned along with this Grant Award. No alterations of any kind may be made on this grant award.

BUDGET AMENDMENT

# 17-05				
	INCREASE			INCREASE
10-0090-4991-99	\$ 20,500	COURTHOUSE	10-4190-5351-06	\$ 8,700
		SHERIFF	10-4310-5351-07	\$ 11,800
ALLOCATE FUND BALANCE FOR ADD. NEEDS AT COURTHOUSE AND SHERIFFS OFFICE				

BERTIE COUNTY REPAIR/ UPGRADE REGISTER OF DEEDS, 911 CENTER & SHERIFF DEPT.
--

(1) REGISTER OF DEEDS* Danny Jernigan

▪ Install a 14' cabinets with the desk top and shelves above on opposite walls.

▪ Install 8'6" long and 24" wide countertop.

	Materials	\$1,400.00
--	-----------	------------

	Labor	\$1,900.00
--	-------	------------

	Total	\$3,300.00
--	--------------	-------------------

(2) REGISTER OF DEEDS* Danny Jernigan

▪ Build and install a desk in Register of Deeds Clerk Office 25' X 32" inch wide X 44" tall.

	Materials	\$2,200.00
--	-----------	------------

	Labor	\$3,200.00
--	-------	------------

	Total	\$5,400.00
--	--------------	-------------------

(3) 911 CENTER* ComfortMaster Mechanical Associates, Inc

▪ (HVAC UNIT) Install a 2.5 ton 14 seer (Mitsubishi) Heatpump Unit Wall Hung Cassette.(Indoor Unit)

	\$5,000.00
--	------------

	Total	\$5,000.00
--	--------------	-------------------

(4) SHERIFF DEPT. (Left Half of Building)* ComfortMaster Mechanical Associates, Inc

▪ (HVAC UNIT) Replace 5 ton and 2.5 ton existing HVAC unit because of leaky A/C Coils.

	\$6,800.00
--	------------

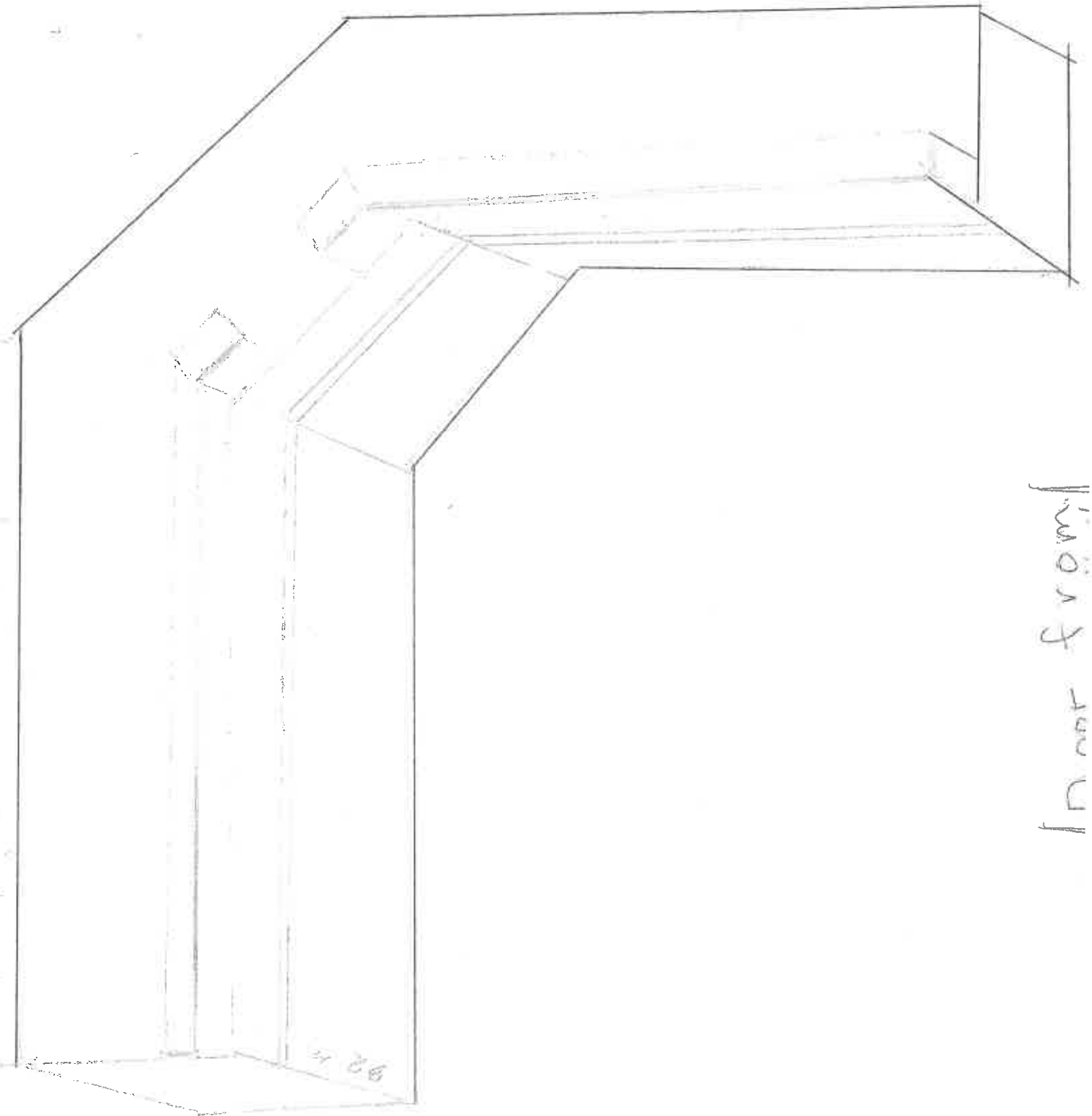
▪ Install (1) 5 ton unit. Connect duct work from the (2) units to one unit. It will accommodate outside area of the (911, Uniform Room, Evident Room, Five Offices and Front Lobby.)

NOTE: (The 911 center will be on a separate unit will enable them to adjust their temperature separate from the rest of the building.)

	Total	\$6,800.00
--	--------------	-------------------

	Total Repair & Upgrade	\$20,500.00
--	-----------------------------------	--------------------

Ms. Anne W.
Door from
Office

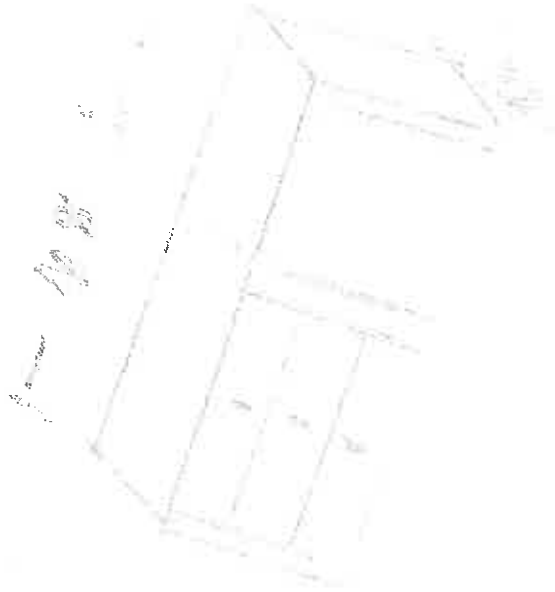
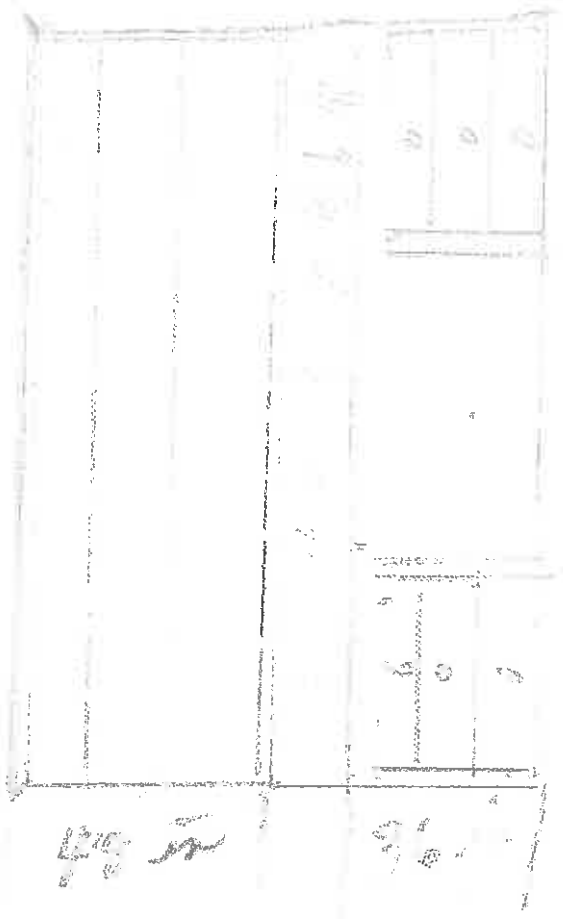


1 vault door

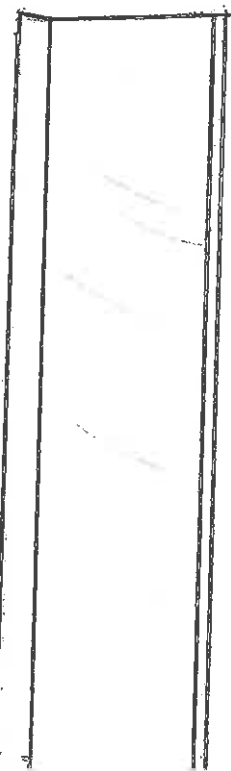
front view

Room outside of Mrs. Wilson office

3/1/1911



8 ft = 6 in



BERTIE COUNTY REPAIR/ UPGRADE REGISTER OF DEEDS, 911 CENTER & SHERIFF DEPT.
--

(1) REGISTER OF DEEDS* Danny Jernigan

▪ Install a 14' cabinets with the desk top and shelves above on opposite walls.

▪ Install 8'6" long and 24" wide countertop.

Materials	\$1,400.00
-----------	------------

Labor	\$1,900.00
-------	------------

Total	\$3,300.00
--------------	-------------------

(2) REGISTER OF DEEDS* Danny Jernigan

▪ Build and install a desk in Register of Deeds Clerk Office 25' X 32" inch wide X 44" tall.

Materials	\$2,200.00
-----------	------------

Labor	\$3,200.00
-------	------------

Total	\$5,400.00
--------------	-------------------

(3) 911 CENTER* ComfortMaster Mechanical Associates, Inc

▪ (HVAC UNIT) Install a 2.5 ton 14 seer (Mitsubishi) Heatpump Unit Wall Hung Cassette.(Indoor Unit)

	\$5,000.00
--	------------

Total	\$5,000.00
--------------	-------------------

(4) SHERIFF DEPT. (Left Half of Building)* ComfortMaster Mechanical Associates, Inc

▪ (HVAC UNIT) Replace 5 ton and 2.5 ton existing HVAC unit because of leaky A/C Coils.

	\$6,800.00
--	------------

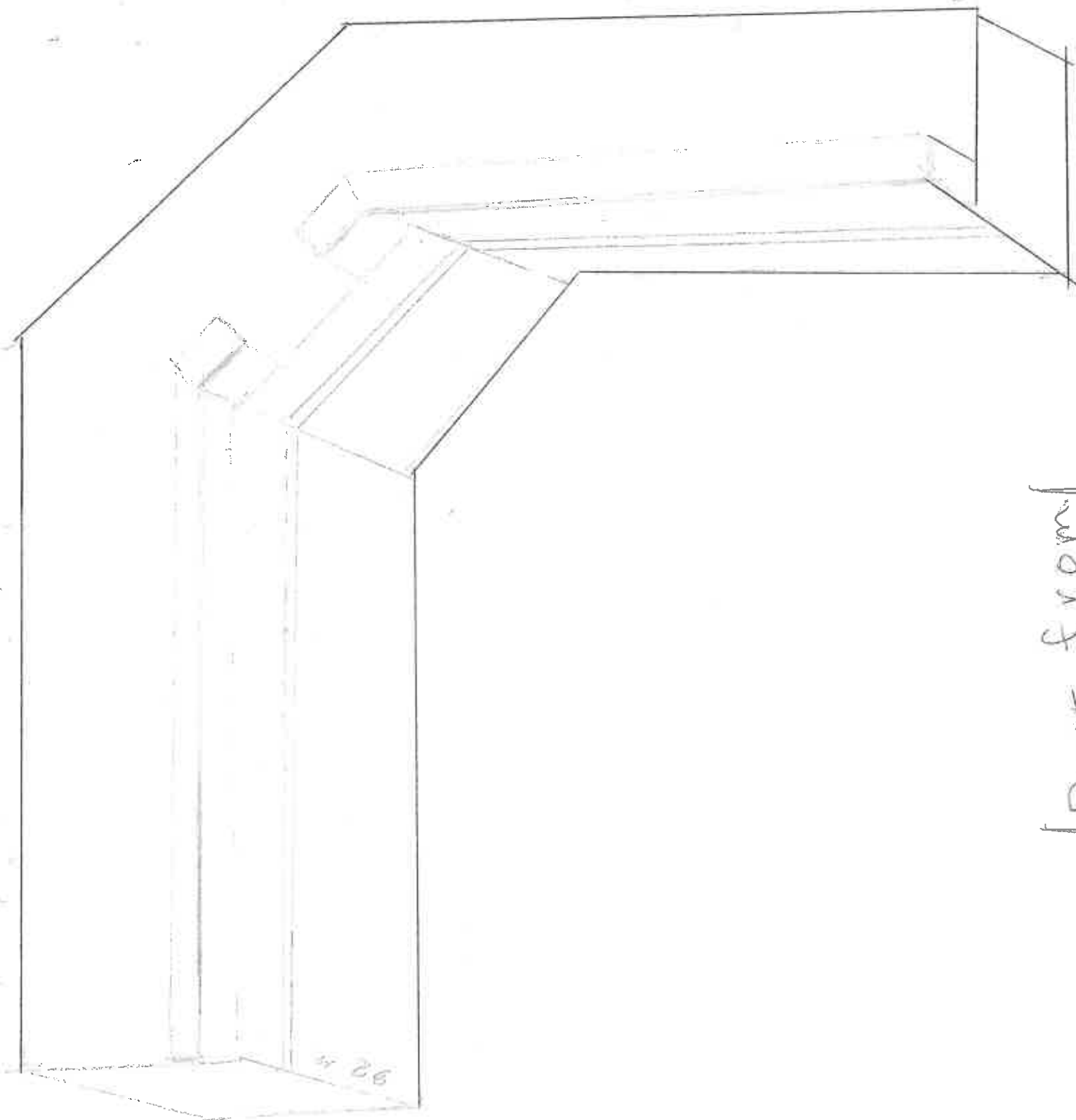
▪ Install (1) 5 ton unit. Connect duct work from the (2) units to one unit. It will accommodate outside area of the (911, Uniform Room, Evident Room, Five Offices and Front Lobby.)

NOTE: (The 911 center will be on a separate unit will enable them to adjust their temperature separate from the rest of the building.)

Total	\$6,800.00
--------------	-------------------

77 Total Repair & Upgrade	\$20,500.00
--------------------------------------	--------------------

Door from
Mrs. Ann. E. D.
Office

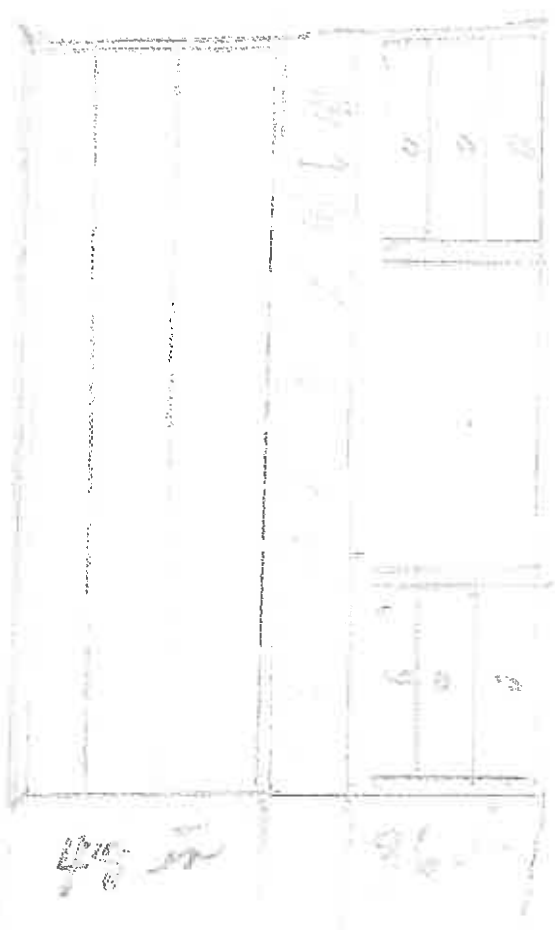


In not from U

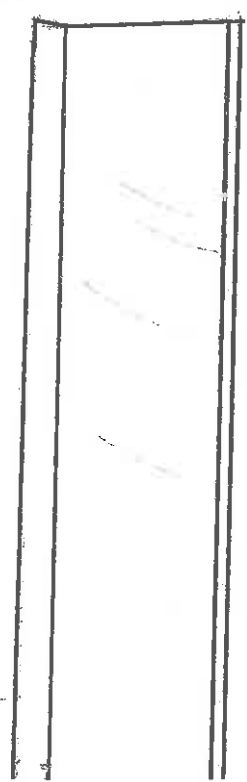
1 vault roof

Room outside of Mrs. Wilson office

W.F. Wilson



W.F. Wilson





Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: December 5, 2016

AGENDA ITEM: D-1

DEPARTMENT: Governing Body

SUBJECT: Resident Correspondence letter – substantially damaged homes and their compliance with the Flood Damage Prevention Ordinance, and National Flood Insurance program requirements for elevating structures – G.T. Pittman, Chief Codes Enforcement Officer

COUNTY MANAGER RECOMMENDATION OR COMMENTS: FYI only.

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

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---



BERTIE COUNTY
PLANNING & INSPECTIONS
PO BOX 530 106 DUNDEE STREET
WINDSOR, NC 27983

PHONE (252)794-5336

www.co.bertie.nc.us

Fax (252)794-5361

November 23, 2016

John Trent, Chairman
Bertie County Board of Commissioners
PO Box 530
106 Dundee ST
Windsor, NC 27983

Dear Chairman Trent:

This letter is in response to the eligibility of residents to move back into flooded homes that are considered substantially damaged prior to coming into compliance with the Flood Damage Prevention Ordinance and National Flood Insurance Program requirements for elevating structures. As long as the homes are repaired to a safe state that meets the minimum building codes of North Carolina, there is no problem with them moving back in with the condition that the structure will be elevated at a later date, once the property owner has determined what programs they are eligible for to receive assistance with elevating or relocating. At a minimum, the home will have to be dry and free of mold, have replaced insulation, safe electrical, plumbing, operational water and sewage disposal, and mechanical (HVAC) systems that are in compliance. Licensed contractors will be required for any electrical, plumbing and mechanical work as well.

Please feel free to call me at (252)794-6135 if you have any questions.

Sincerely,

G.T. Pittman, Codes Enforcement Officer
Bertie County Planning & Inspections

CC: Scott Sauer, Bertie County Manager
Allen Castelloe, Windsor Town Administrator
Traci White, Director, Bertie County Planning & Inspections



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: December 5, 2016

AGENDA ITEM: D-2

DEPARTMENT: Governing Body

SUBJECT: Review of Tax Appeals:

- a) Southern Band Tuscarora Indian Tribe by Marilyn Mejorado
- b) Kelford Owner, LLC. - FYI only, formal appeal will be presented at a later meeting

COUNTY MANAGER RECOMMENDATION OR COMMENTS: FYI only.

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

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---

WILLIAMS MULLEN

Charles B. Neely, Jr.
Direct Dial: 919.981.4007
cneely@williamsmullen.com

November 11, 2016

Jodie Rhea
Bertie County Tax Administrator
106 Dundee Street
P.O. Box 527
Windsor, NC 27983

Re: Kelford Owner LLC
Denial of 2016 Application for Property Tax Exemption

Dear Mr. Rhea:

We represent Kelford Owner LLC a limited liability company which owns a solar farm in Bertie County. Our client timely submitted Form AV-10, Application for Property Tax Exemption or Exclusion, to the county requesting a partial property tax exclusion for tax year 2016 for its solar energy electric system under N.C.G.S 105-275(45). The county denied the application on November 4, 2016 on the grounds that the property did not qualify for the partial exclusion.

On behalf of our client, pursuant to N.C.G.S. 105-282.1(b), we hereby appeal the county's denial of the Application for Property Tax Exemption or Exclusion and request a hearing before the Board of Commissioners. The exclusion for a solar energy electric system applies to all "equipment used directly and exclusively for the conversion of solar energy to electricity." Under North Carolina law, the exclusion applies to such equipment during the construction phase, and our client's equipment was therefore entitled to the exemption for 2016.

We understand that you acted on advice of staff of the Local Government Division and understand your reasoning. Unless we can reach agreement with DOR staff, our goal is to have this matter, along with a number of other appeals, resolved by the PTC so we can have a uniform application of the law.

If you have any questions, please let us know. Please advise us when the hearing before the Board will be scheduled. Although our client may decide to appear in person, if it does not, we would appreciate it if you would ask the Commissioners to rule on our appeal without the necessity for a personal appearance.

We appreciate your courtesy.

Sincerely,



Charles B. Neely, Jr.

32320724_1



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: December 5, 2016

AGENDA ITEM: D-3

DEPARTMENT: Governing Body

SUBJECT: Discuss proposed cancelation of December 19, 2016 meeting due to Christmas holiday

COUNTY MANAGER RECOMMENDATION OR COMMENTS: FYI only.

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

ATTACHMENTS: No

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: December 5, 2016

AGENDA ITEM: D-4

DEPARTMENT: Governing Body

SUBJECT: Pending Items/Updates

COUNTY MANAGER RECOMMENDATION OR COMMENTS: FYI only.

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

ATTACHMENTS: No

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---