

**Windsor, North Carolina  
November 6, 2017  
REGULAR MEETING**

The Bertie County Board of Commissioners met for their regular meeting today inside the Commissioners Room, 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  
County Attorney Lloyd Smith  
Economic Development Director Steve Biggs  
Finance Officer William Roberson  
Water Superintendent Ricky Spivey  
Sheriff John Holley  
Maintenance Superintendent Anthony Rascoe

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

**CALL TO ORDER**

Chairman Trent called the meeting to order.

**INVOCATION/PLEDGE OF ALLEGIANCE**

Vice Chairman Bazemore asked that Reverend Leola Mitchell to lead the Invocation before leading the Pledge of Allegiance.

## **PUBLIC COMMENTS**

There were no public comments during this session.

## **APPOINTMENTS**

### **Public Hearing #1 – CDBG Broadband grant -- Roanoke Electric Cooperative**

Kevin Richards of the Mid-East Commission was present to facilitate the second of two required public hearings for the CDBG Broadband grant. The County plans to submit the grant within the week.

Mr. Richards read the following into the record:

#### From Public Hearing Notice:

The purpose of the public hearing is to explain the CDBG-Broadband grant and allow citizens of the County an opportunity to express their views concerning community development needs and priorities. The grant will allow for a partnership between Bertie County and Roanoke Electric Membership Corporation that will facilitate greater access to the Internet in portions of Bertie County. The project will include the purchase and installation of three approximately 130-foot monopoles, purchase of equipment to expand the broadband network and grant administration. The total cost of the project is \$250,000.00 and is 100% financed with CDBG funds.

#### Additional:

With this CDBG grant funding, REC will build a Wireless Backhaul Ring as part of its smart grid network, which extends through, or touches, 5 of the Low-to-Moderate Income (LMI) census block groups in Bertie County. The Ring will connect to the current REC fiber backbone which extends into a portion of Bertie County. REC will oversee the replacement of 3 existing wooden REC utility poles along the path of the Ring, and will install wireless backhaul equipment, and last-mile equipment, on the 3 new poles and on the targeted Bertie County water tower. With the Wireless Backhaul Ring in place, and the first set of residential customers able to be served from the equipment funded through the grant, REC will then be able to continue to develop and build within this area of Bertie County to reach more and more residents as the network grows.

Marshall Cherry of Roanoke Electric Cooperative was also present to answer questions and to discuss briefly the initiative with the many citizens in attendance.

Chairman Trent then officially opened the public comment section of the public hearing.

The public had no questions, but Chairman Trent requested that Mr. Cherry clarify if homeowners, as well as renters, were eligible to connect to the fiberoptic service.

Mr. Cherry confirmed that homeowners, renters, business owners, and others are eligible to receive the service.

As there were no comments from the public, Chairman Trent closed the public comment section of the public hearing.

### **Library Update by Bertie County Branch Manager, Nancy Hughes**

Branch Manager, Nancy Hughes, was present to provide a brief update to the Board. She discussed the grand re-opening date of the newly named Bertie County Public Library. The date of the event is scheduled for Monday, November 27 from 4:00-8:00 PM at the new, temporary location in the Food Lion Shopping Center.

She reported that normal library operational hours would resume the following day, Tuesday, November 28<sup>th</sup>. Additionally, the sign reflecting the new name had been ordered, and that the last bit of shelving and books would be stocked this week.

Any un-needed shelving and library books and other materials will be donated to the Roxobel Library in West Bertie.

Chairman Trent also noted to the public that the County was currently under contract for a 2.9-acre property on Camden Street that will house the joint home for both the Library and Bertie County Cooperative Extension.

## **Update on CADA Hurricane Matthew workers and proposal from NCWorks Career Center by Ms. Ja'Queta Pugh-Stevenson**

Ja'Queta Pugh-Stevenson and Veronica Clark, both Career Advisors with NC Works Career Center, were present with their supervisor, Olivia Taylor, Windsor NC Works Career Center Director, to discuss the possibility of assisting the County in hiring several individuals from CADA Disaster Recovery Education Program (DREP).

The individuals have been employed through a grant provided by the Mid-East Commission on a temporary basis, and the County has expressed interest in hiring the individuals in either the NC Works Career Center work experience program or through the on-the-job training (OJT) program.

Both programs could provide a portion of the salary for the hired individuals that the County would like to permanently hire.

It was mentioned that two particular DREP participants proved to be great assets to both the Maintenance and Cooperative Extension Departments.

The NC Works Career Center staff thanked the County as well as the various County staff they had been working with over the last year including Water Superintendent Spivey and Maintenance Superintendent Anthony Rascoe.

Ms. Stevenson also encouraged that County to send them any individuals they could who were in need of educational opportunities, work experience, or on the job training as the Center in Windsor equipped to assist those with those needs, and others.

Norman Cherry, President of the Bertie-Martin MCC Campus, commended CADA as well as the NC Works Career Center for always assisting in the training of interested candidates who may not have the means to take college courses on their own.

## **Presentation by Carl Lee, Chair of the Northeast Human Development Center**

Carl Lee, Chair of the Northeast Human Development Center, presented the intentions of his Board to reopen the old John B. Bond High School location in Lewiston-Woodville. The reason for the reopening would be to provide a space for recreation, community events, daycare services, summer camps, and other services to the citizens of West Bertie.

The site closed 4 years ago due to lack of funding.

In summary, Mr. Lee was requesting any sort of assistance with the remodeling of the building which was quoted at \$124,600.

The Board agreed that this was a worthwhile effort to explore grant opportunities, and highly encouraged Mr. Lee to network with Kevin Richards of the Mid-East Commission tonight.

Chairman Trent mentioned that Mr. Richards could assist Mr. Lee and his board in possible grants or loans to reuse this particular building for the stated purposes.

County Manager Sauer also suggested that the Board consider adding an assessment to be completed by ECU for possible inclusion into the proposed Bertie County Recreation Comprehensive Plan that is still in draft form.

Mr. Sauer also encouraged Mr. Lee, his board, recreation consultants, and the Board of Commissioners to even visit a similar center in Williamston.

Chairman Trent made a **MOTION** for the recreation consultant and pertinent members visit the Williamston site, as well as to include an assessment of the John B. Bond High School in the comprehensive recreation plan. Vice Chairman Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously.

### **Poverty Initiative update and proposed schedule by Patricia Ferguson**

Patricia Ferguson, newly appointment Chair of the Bertie County Poverty Commission, was present to request that the Board approve three proposed actions which include: a Bertie County Poverty Commissioner launch date of January 8, 2018, a Poverty Commission meeting schedule, and several Board member recommendations.

Vice Chairman Bazemore made a **MOTION** to approve all three proposed actions pending that Ms. Ferguson have each recommended Board member submit the required Committee application to the Clerk to the Board so each member can be Board approved at an upcoming meeting. Commissioner Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

### **BOARD APPOINTMENTS**

#### **Workforce Development Board**

The Board was briefed on the latest resignation of the Bertie County representative on the Region Q Workforce Development Board.

County Manager Sauer solicited for any new recommendations to replace that member, and there was a short discussion about the eligibility of this particular position.

## CONSENT AGENDA

Upon review by Chairman Trent, Commissioner Wesson made a **MOTION** to approve the Consent Agenda in its entirety. Vice Chairman Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously.

The Consent Agenda was approved as follows:

1. **Minutes** – Regular Session 10-16-17, Work Session 10-17-17 and 10-30-17
2. **Fees Report** – Register of Deeds, October 2017
3. **Budget Amendments** – #18-04 (see below for detailed information)
4. **DWSRF Loan (#WIF-1897)** – amended offer & acceptance documents for federal DWSRF Loan; Town of Roxobel/BCWDIV system merger in the amount of \$1,937, 608.
5. **Transfer of assets** – approval of all documents presented for the water system for Town of Roxobel and Town of Lewiston-Woodville consolidations
6. **Work Authorization #3** – Holland Consulting Planers, Hurricane Matthew Disaster Recovery and Flood Mitigation Project, HCP#5634
7. **Water District III system improvements** – South Windsor change order for Herring-Rivenbark in the amount of \$23,446.25 and an amendment to the engineering agreement with Green Engineering for related construction inspections in the amount of \$24, 640.
8. **CDBG Broadband grant** – approval of application submission and execution of all documents as prepared by the County Attorney by the Mid-East Commission and Roanoke-Electric Cooperative

Commissioner Wesson also noted for the Board's information the amount of excise taxes recorded due to the Register of Deed's work on behalf of the State Association, which could have been received anywhere in the State of North Carolina.

Budget Amendment #18-04 reads as follows:

# BUDGET AMENDMENT

# 18-04

|                 |    |          |  |                 |           |
|-----------------|----|----------|--|-----------------|-----------|
|                 |    | INCREASE |  |                 | INCREASE  |
| 10-6250-5399-00 | \$ | 4,000    |  | 10-0090-4991-99 | \$ 11,000 |
| 10-6250-5499-90 | \$ | 7,000    |  |                 |           |

SETUP BUDGET FOR STORM PREPARATION (NEW LINE ITEM)

|                 |    |          |  |                 |          |
|-----------------|----|----------|--|-----------------|----------|
|                 |    | INCREASE |  |                 | INCREASE |
| 10-4350-5399-00 | \$ | 8,000    |  | 10-0090-4991-99 | \$ 8,000 |

INCREASE BUDGET TO COVER PROFESSIONAL SERVICES - WA #3  
HOLLAND CONSULTING PLANNERS, INC.

|                 |    |          |           |                 |           |
|-----------------|----|----------|-----------|-----------------|-----------|
|                 |    | INCREASE |           |                 | INCREASE  |
| 10-4380-5126-00 | \$ | 13,750   | AC-PT     | 10-0090-4991-99 | \$ 23,750 |
| 10-4380-5399-00 | \$ | 10,000   | CONT SERV |                 |           |

INCREASE ANIMAL CONTROL SALARIES-PART TIME TO COVER NEW P/T EMPLOYEE  
INCREASE CONTRACT SERVICES TO COVER VET BILLS

APPROVED \_\_\_/\_\_\_/2017

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| BUDGET AMENDMENT                                   |          |         |                           |
|--|----------|---------|---------------------------|
|  |          | # 18-04 |                           |
|  | INCREASE |         | INCREASE                  |
| 10-6250-5399-00                                    | \$       | 4,000   | 10-5860-5399-10 \$ 11,000 |
| 10-6250-5499-90                                    | \$       | 7,000   |                           |
| SETUP BUDGET FOR STORM PREPARATION (NEW LINE ITEM) |          |         |                           |
|  |          |         |                           |
|  |          |         |                           |
|  |          |         |                           |
| APPROVED   | /        | /2017   |                           |

COUNTY OF BERTIE

P.O. BOX 530  
WINDSOR, NC 27983

101017

177759

| INVOICE DATE | INVOICE NUMBER | INVOICE DESCRIPTION       | NET INVOICE AMOUNT | PO NO. | VOUCHER |
|--------------|----------------|---------------------------|--------------------|--------|---------|
| /05/17       | SEPT17-INSP    | COMPUTER REPAIR           | 11.99              | 1196   |         |
| /05/17       | SEP2017-COOP   | ESMM EQPTSUPPLIES         | 74.37              | 1140   |         |
| /05/17       | SEPT2017-COO   | EFNEP SUPPLIES            | 101.02             | 1139   |         |
| /05/17       | SEPT17-COOP    | STERILITE SMALL FILE CLI  | 170.47             | 826    |         |
| /05/17       | SEP17-IT       | MOBOTIX D12 IP Camera     | 269.99             | 1197   |         |
| /05/17       | AIRFARE-OCT1   | NEAFCS-AIRFARE            | 438.10             | 836    |         |
| /05/17       | SEP17-COMAN    | CONFERENCE REGISTRATIONS  | 595.00             | 893    |         |
| /05/17       | SEPT2017-COM   | COUNTY CC STATEMENT - 8/2 | 2,754.79           | 1598   |         |
| /05/17       | SEP17-DSS      | ADOPTION CONFERENCE       | 2,797.40           | 1158   |         |

*Agri Supply  
(Hurricane Irma)  
STORM PREP*

*2055.84  
+ tax 143.91  
2199.75*

332 SOUTHERN BANK

7,213.13

177759

SOUTHERN BANK AND TRUST

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

CHECK NO.

177759

177759

88-258  
531

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

| VENDOR | CHECK DATE | CHECK AMOUNT |
|--------|------------|--------------|
| 1332   | 10/10/2017 | \$7,213.13   |

PAY

\*\*\*\*\*7,213 DOLLARS AND 13 CENTS

TO THE  
ORDER OF

SOUTHERN BANK  
PO BOX 630001  
CHARLOTTE

NC 28263-3001

⑈ 177759 ⑈ ⑆053102586⑆5331708879⑈

**LOCAL GOVERNMENT PURCHASE ORDER**

**BERTIE COUNTY**  
 BERTIE COUNTY MANAGERS OFFICE  
 PO BOX 530  
 106 DUNDEE STREET  
 WINDSOR, NC 27983

**PURCHASE ORDER #** 00001598-00 **FY** 2018  
**Page Number:** 2

Instructions to Vendor:  
 1. Purchase Order Number Must Appear on Invoice.  
 2. Submit Invoice in Duplicate for Each Purchase Order.

**INVALID UNLESS THERE IS A SIGNATURE AND PURCHASE ORDER NUMBER**

**PAYMENT WILL BE MADE FROM ORIGINAL INVOICE ONLY**

**TOTAL INVOICE AMOUNT INCLUDING SHIPPING COSTS MUST NOT EXCEED PURCHASE ORDER TOTAL BY MORE THAN 10% WITHOUT WRITTEN APPROVAL FROM FINANCE OFFICER PRIOR TO SHIPPING.**

**VENDOR**  
 SOUTHERN BANK  
 PO BOX 630001  
 CHARLOTTE, NC 28263-3001

**SHIP TO**  
 BERTIE COUNTY MANAGERS OFFICE  
 PO BOX 530  
 106 DUNDEE STREET  
 WINDSOR, NC 27983

Requisition  
 00001675

| DATE ORDERED | VENDOR NUMBER | DATE REQUIRED | FREIGHT METHOD/TERMS | DEPARTMENT/LOCATION |
|--------------|---------------|---------------|----------------------|---------------------|
| 10/04/17     | 001332        |               |                      | ADMINISTRATION      |

| LN  | DESCRIPTION/PART NO.   | UNIT  | QTY          | COST EA      | EXT PRICE         |
|-----|--|-------|--------------|--------------|-------------------|
| 006 | PURCHASE FINANCE CHARGE<br>10 -4110-5499-00  | 62.59 | 1.00<br>EACH | 76.00000     | 76.00 ✓           |
|     | TRAVEL PROTECTION FEE -- DSS BOARD<br>MEMBER TRIP TO WASHINGTON, D.C.<br>ADOPTION CONFERENCE<br>12 -5380-5399-73 | 76.00 |              |              |                   |
|     |  |       |              | PO Total     | 2603.35           |
|     |  |       |              | TAX          | 2,727.26          |
|     |  |       |              |              | 43.74             |
|     |  |       |              |              | 108.70            |
|     |  |       |              | <b>TOTAL</b> | <b>\$2,754.79</b> |

*Non-tax 435.96*

This Instrument Has Been Preaudited In The Manner Required  
 by The Local Government Budget and Fiscal Control Act.

FINANCE OFFICER'S COPY

*WKR*  
 AUTHORIZED SIGNATURE

**LOCAL GOVERNMENT PURCHASE ORDER**

**BERTIE COUNTY**  
 BERTIE COUNTY MANAGERS OFFICE  
 PO BOX 530  
 106 DUNDEE STREET  
 WINDSOR, NC 27983

**PURCHASE ORDER #** 00001598-00 **FY** 2018  
**Page Number:** 1

**Instructions to Vendor:**  
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**TOTAL INVOICE AMOUNT INCLUDING SHIPPING COSTS MUST NOT EXCEED PURCHASE ORDER TOTAL BY MORE THAN 10% WITHOUT WRITTEN APPROVAL FROM FINANCE OFFICER PRIOR TO SHIPPING.**

**VENDOR**  
 SOUTHERN BARK  
 PO BOX 630001  
 CHARLOTTE, NC 28263-3001

**SHIP TO**  
 BERTIE COUNTY MANAGERS OFFICE  
 PO BOX 530  
 106 DUNDEE STREET  
 WINDSOR, NC 27983

Requisition  
 00001675

| DATE ORDERED | VENDOR NUMBER  | DATE REQUIRED | FREIGHT METHOD/TERMS | DEPARTMENT/LOCATION |            |                     |
|--------------|--|---------------|----------------------|---------------------|------------|---------------------|
| 10/04/17     | 001332   |               |                      | ADMINISTRATION      |            |                     |
| LN           | DESCRIPTION/PART NO.   | UNIT          | QTY                  | COST EA             | EXT. PRICE |                     |
| 001          | ORIGINAL   |               | 1.00<br>EACH         | 111.55000           | 138.55     | <del>111.55</del> ✓ |
|              | HERITAGE HOUSE RESTAURANT. -- LUNCH WITH CM SAUER, NC STATE/ECU STAFF FOR DR. STAN RIGGS WATER FEASIBILITY PROJECT |               |                      |                     |            |                     |
|              | 10 -4110-5499-00   | 111.55        |                      |                     |            |                     |
| 002          | BACKGROUND/DRIVING RECORD CHECK - NET & EMS - ERNEST STROUD, SAMANTHA SMITHWICK, HALEY WILLIAMS, JAMI MENDEZ       |               | 1.00<br>EACH         | 119.60000           | 119.60     | ✓                   |
|              | 10 -4335-5260-00   | 33.95         |                      |                     |            |                     |
|              | 10 -4340-5260-00   | 85.65         |                      |                     |            |                     |
| 003          | MARRIOTT DURHAM CHARGE -- 1 NIGHT STAY   |               | 1.00<br>EACH         | 157.77000           | 157.77     | ✓                   |
|              | 10 -4110-5310-00   | 157.77        |                      |                     |            |                     |
| 004          | AGRI SUPPLY - GAS TANKS (FA) - HURRICANE IRMA - EMERGENCY MANAGEMENT & SHERIFF                                     |               | 1.00<br>EACH         | 2199.75000          | 2055.84    | <del>2,199.75</del> |
|              | 10 -0000-1251-00 10-6250-5499-90   | 2,199.75      |                      |                     |            |                     |
| 005          |  |               | 1.00<br>EACH         | 62.59000            | 62.59      |                     |

This Instrument Has Been Preaudited In The Manner Required by The Local Government Budget and Fiscal Control Act.

*WSP*  
 AUTHORIZED SIGNATURE

FINANCE OFFICER'S COPY



Agri Supply of Greenville  
 4500 Martin Luther King Jr. Hwy  
 P.O. Box 6025  
 Greenville, NC 27834  
 (252) 752-3999

DOCUMENT: E62903/2      JOB NO: 000  
 CUST NO.: \*2  
 SHIP TO: SAUER/SCOTT ^

|              |             |              |
|--------------|-------------|--------------|
| ORDER NUMBER | VERSION     | PAGE NO      |
| E62903/2     | 0           | 1            |
| CLERK        | SALESPERSON | DATE / TIME  |
| 02KGB        |             | 9/7/17 10:59 |
| PO NUMBER    | REFERENCE   |              |

**LOADING TICKET**

BILL TO: \*\*\*\* CASH \*\*\*\*

|                     |       |            |
|---------------------|-------|------------|
| SHIP VIA            | ROUTE | ROUTE STOP |
| DATE EXPECTED       | DAY   | TERMS      |
| CASH/CHECK/BANKCARD |       |            |

| LN# | ITEM  | UM | DESCRIPTION                      | ORDERED | B/O | SHIPPED                    |
|-----|-------|----|----------------------------------|---------|-----|----------------------------|
| 1   | 86463 | EA | 100 GAL CREW CAB FUEL TRANSFER   | 4       |     | 4 <input type="checkbox"/> |
| 2   | 86586 | EA | ECONOMY FUEL TRANSFER PUMP KIT   | 4       |     | 4 <input type="checkbox"/> |
| 3   | 39189 | EA | 10 MICRON FUEL FILTER WITH TOP   | 4       |     | 4 <input type="checkbox"/> |
| 4   | 23757 | EA | 3/4 X 3 " GALVANIZED PIPE NIPPLE | 4       |     | 4 <input type="checkbox"/> |

**ASC is not responsible for securing loads or trailers. It is customer's sole responsibility to assure their load is tied down and/or that the trailer and tow vehicle are safe for operation.**

|             |               |
|-------------|---------------|
| Paid By:    | Loaded By:    |
|             |               |
| X           |               |
| RECEIVED BY | DATE RECEIVED |

1332

THANK YOU FOR SHOPPING AT  
Agri Supply Greenville (GRE)  
4500 Martin Luther King Jr. Hwy  
P.O. Box 6025  
Greenville, NC 27834  
(252) 752-3999

09/07/17 10:59AM 02KGB 1202 SALE

|                               |   |    |         |    |
|-------------------------------|---|----|---------|----|
| 86463                         | 4 | EA | 359.99  | EA |
| 100 GAL CREW CAB FUEL TRANSFE |   |    | 1439.96 |    |
| 86586                         | 4 | EA | 124.99  | EA |
| ECONOMY FUEL TRANSFER PUMP KI |   |    | 499.96  |    |
| 39189                         | 4 | EA | 26.99   | EA |
| 10 MICRON FUEL FILTER WITH TO |   |    | 107.96  |    |
| 23757                         | 4 | EA | 1.99    | EA |
| 3/4 X 3 " GALVANIZED PIPE NIP |   |    | 7.96    |    |

|              |         |          |            |
|--------------|---------|----------|------------|
| SUB-TOTAL:\$ | 2055.84 | TAX:\$   | 143.91     |
|              |         | TOTAL:\$ | 2199.75    |
|              |         | BC AMT:  | \$ 2199.75 |

BK CARD#: XXXXXXXXXXXX2126  
MID: 191201873889  
AUTH: 03557G AMT: \$ 2199.75  
Host reference #:462903 Bat#  
Chip Read  
CARD TYPE:VISA EXPR: XXXX  
ATD : A0000000031010  
TVR : 8080008000  
IAD : 06010A03600400  
TSI : 6800  
ARC : 00  
MODE : Issuer  
CVM :  
Name : VISA CREDIT  
TxnID/ValCode: 398753

Bank card USD\$ 2199.75



==>> JRNL#E62903/2 <<==  
CUST NO:\*2

THANK YOU SCOTT ^ SAUER  
FOR YOUR PATRONAGE

*Kenny H P*

Name : X  
I agree to pay above total amount  
according to card issuer agreement  
(merchant agreement if credit voucher)  
Acct: CASH CUSTOMER

Customer Copy

**THIS IS NOT AN INVOICE**  
**AGREEMENT AND ACKNOWLEDGMENT OF TRANSFER**

RESTRICTED PROPERTY  
 18 MONTHS OR MORE

North Carolina Department of Administration  
 FEDERAL SURPLUS PROPERTY AGENCY  
 1311 Mail Service Center  
 Raleigh, NC 27699-1311

ACKNOWLEDGMENT NO. : 17092003  
 PAGE : 1  
 DATE : 09/01/2017

County Of Bertie  
 Mitch Cooper  
 P O Box 530  
 106 Dundee Street  
 Windsor, NC 27983  
 008-0300 B-L 1

  
 AUTHORIZED REPRESENTATIVE FOR STATE

| ITEM NO   | N. C. SERIAL NO | TOTAL ACQ COST | DESCRIPTION  | QUANTITY | UNIT OF MEASURE | SERVICE CHG TOTAL |
|-----------|-----------------|----------------|--|----------|-----------------|-------------------|
| 1         | 37-7-0182-37-7  | 104626.00      | TRUCK, CARGO<br>MFG: STEWART AND STEVENSON<br>SN: AT1755BACD MOD: M-1078<br>YR: 95<br>CANNIBALIZATION NOT APPROVED | 1        | EA              | 4500.00           |
| TOTAL DUE |                 |                |  |          |                 | 4500.00           |

Being the duly authorized representative of the above donee, I accept the property listed hereon and commit the donee to comply with the terms and conditions attached to this document.

Buyer: MITCH COOPER / EMERGENCY MGMNT.

  
 AUTHORIZED REPRESENTATIVE FOR THE DONEE

E-MAIL \_\_\_\_\_

09/01/2017  
 DATE



**THIS IS NOT AN INVOICE**  
**AGREEMENT AND ACKNOWLEDGMENT OF TRANSFER**

RESTRICTED PROPERTY  
 12 MONTHS

North Carolina Department of Administration  
 FEDERAL SURPLUS PROPERTY AGENCY  
 1311 Mail Service Center  
 Raleigh, NC 27699-1311

ACKNOWLEDGMENT NO. : 17092004  
 PAGE : 1  
 DATE : 09/01/2017

County Of Bertie  
 Mitch Cooper  
 P O Box 530  
 106 Dundee Street  
 Windsor, NC 27983  
 008-0300 B-L 1

  
 \_\_\_\_\_  
 AUTHORIZED REPRESENTATIVE FOR STATE

| ITEM NO | N. C. SERIAL NO | TOTAL ACQ COST | DESCRIPTION  | QUANTITY | UNIT OF MEASURE | SERVICE CHG TOTAL |
|---------|-----------------|----------------|--|----------|-----------------|-------------------|
| 1       | 4300            | 1541.99        | AMMO CAN (1 EA)<br>TIE DOWN CHAIN (2 EA)<br>EXTERNSION CORDS (4 EA)<br>FAST ROPE<br>PARA CORD (2 EA) | 10       | EA              | 196.00            |
| 2       | 4300            | 686.01         | E TOOLS (5 EA)<br>LG. FLASHLIGHTS (5 EA)<br>LARGE TIE DOWN CHAINS (2 EA)                             | 12       | EA              | 55.00             |
| 3       | 6500            | 1464.00        | STOKES BASKETS (3 EA)  | 3        | EA              | 120.00            |

Being the duly authorized representative of the above donee, I accept the property listed hereon and commit the donee to comply with the terms and conditions attached to this document.

TOTAL DUE 371.00

Buyer: MITCH COOPER / EMERGENCY MGMNT.

  
 \_\_\_\_\_  
 AUTHORIZED REPRESENTATIVE FOR THE DONEE

E-MAIL \_\_\_\_\_

09/01/2017

DATE



## CERTIFICATIONS AND AGREEMENTS

### (a) THE DONEE CERTIFIES THAT:

(1) It is a public agency, or a nonprofit educational or public health institution or organization, exempt from taxation under Section 501 of the Internal Revenue Code of 1954; within the meaning of Section 203(j) of the Federal Property and Administrative Services Act of 1949, as amended, and the regulations of the Administrator of General Services.

(2) If a public agency, the property is needed and will be used by the recipient for carrying out or promoting for the residents of a given political area one or more public purposes, or, if a nonprofit tax-exempt institution or organization, the property is needed for and will be used by the recipient for educational or public health purposes, and including research for such purpose. The property is not being acquired for any other use or purpose, or for sale or other distribution; or for permanent use outside the State, except with prior approval of the State agency.

(3) Funds are available to pay all costs and charges incident to donation.

(4) This transaction shall be subject to the nondiscrimination regulations governing the donation of surplus property issued under Title VI of the Civil Rights Act of 1964, Title VI Section 606 of the Federal Property and Administrative Services Act of 1949, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, Title IX of the Education Amendments of 1972, as amended, and Section 303 of the Age Discrimination Act of 1975.

### (b) THE DONEE AGREES TO THE FOLLOWING FEDERAL CONDITIONS:

(1) All items of property shall be placed in use for the purpose(s) for which acquired within one year of receipt and shall be continued in use for such purpose(s) for one year from the date the property was placed in use. In the event the property is not so placed in use, or continued in use, the donee shall immediately notify the State agency, and at the donee's expense, return such property to the State agency, or otherwise make the property available for transfer or other disposal by the State agency, provided the property is still usable as determined by the State agency.

(2) Such special handling or use limitations as are imposed by General Services Administration (GSA) on any item(s) of property listed hereon.

(3) In the event the property is not so used or handled as required by (b)(1) and (2), title and right to the possession of such property shall at the option of GSA revert to the United States of America and upon demand the donee shall release such property to such person as GSA or its designee shall direct.

### (c) THE DONEE AGREES TO THE FOLLOWING CONDITIONS IMPOSED BY THE STATE AGENCY, APPLICABLE TO ITEMS WITH A UNIT ACQUISITION COST OF \$5,000 OR MORE AND PASSENGER MOTOR VEHICLES, REGARDLESS OF ACQUISITION COST, EXCEPT VESSELS 50 FEET OR MORE IN LENGTH AND AIRCRAFT:

(1) The property shall be used only for the purpose(s) for which acquired and for no other purpose(s).

(2) There shall be a period of restriction which will expire after such property has been used for the purpose(s) for which acquired for a period of 18 months from the date the property is placed in use, except for such items of major equipment, listed hereon, on which the State agency designated a further period of restriction.

(3) In the event the property is not so used as required by (c)(1) and (2) and Federal restrictions (b)(1) and (2) have expired then title and right to the possession of such property shall at the option of the State agency revert to the State of North Carolina and the donee shall release such property to such person as the State agency shall direct.

### (d) THE DONEE AGREES TO THE FOLLOWING TERMS, RESERVATIONS AND RESTRICTIONS

(1) From the date it receives the property listed hereon and through the period(s) of time the conditions imposed by (b) and (c) above remain in effect, the donee shall not sell, trade, lease, lend, bail, cannibalize, encumber, or otherwise dispose of such property, or remove it permanently, for use outside the State, without the prior approval of GSA under (b) or the State agency under (c). The proceeds from any sale, trade, lease, loan, bailment, encumbrance or other disposal of the property, when such action is authorized by GSA or by the State agency, shall be remitted promptly by the donee to GSA or the State agency, as the case may be.

(2) In the event any of the property listed hereon is sold, traded, leased, loaned, bailed, cannibalized, encumbered, or otherwise disposed of by the donee from the date it receives the property through the period(s) of time the conditions imposed by (b) and (c) remain in effect, without the prior approval of GSA or the State agency, the donee, at the option of GSA or the State agency shall pay GSA or the State agency, as the case may be, the proceeds of the disposal or the fair market value or the fair rental value of the property at the time of such disposal, as determined by GSA or the State agency.

(3) If at any time, from the date it receives the property through the period(s) of time the conditions imposed by (b) and (c) remain in effect, any of the property listed hereon is no longer suitable, usable, or further needed by the donee for the purpose(s) for which acquired, the donee shall promptly notify the State agency, and shall, as directed by the State agency, return the property to the State agency, release the property to another donee or another State agency, a department or agency of the United States, sell or otherwise dispose of the property. The proceeds from any sale shall be remitted promptly by the donee to the State agency.

(4) The donee shall make reports to the State agency on the use, condition, and location of the property listed hereon, and on other pertinent matters as may be required from time to time by the State agency.

(5) At the option of the State agency, the donee may abrogate the conditions set forth in (c) and the terms, reservations and restrictions pertinent thereto in (d) by payment of an amount as determined by the State agency.

### (e) THE DONEE AGREES TO THE FOLLOWING CONDITIONS, APPLICABLE TO ALL ITEMS OF PROPERTY LISTED HEREON:

(1) The property acquired by the donee is on an "as is", "where is" basis, without warranty of any kind.

(2) Where a donee carries insurance against damages to or loss of property due to fire or other hazards and where loss of or damage to donated property with unexpired terms, conditions, reservations or restrictions, occurs, the State agency will be entitled to reimbursement from the donee out of the insurance proceeds, of an amount equal to the unamortized portion of the fair value of the damaged or destroyed donated items.

### (f) TERMS AND CONDITIONS APPLICABLE TO THE DONATION OF AIRCRAFT AND VESSELS (50 FEET OR MORE IN LENGTH) HAVING AN ACQUISITION COST OF \$5,000 OR MORE, REGARDLESS OF THE PURPOSE FOR WHICH ACQUIRED:

The donation shall be subject to the terms, conditions, reservations and restrictions set forth in the Conditional Transfer Document executed by the authorized donee representative.

**1950 GARNER ROAD  
RALEIGH, NC 27610  
(919)733-3885  
[www.doa.nc.gov/fsp/](http://www.doa.nc.gov/fsp/)**

## **DO YOU KNOW**

### **What you agreed to when you signed your distribution document?**

**You agreed to use the surplus property only in the official program, that you represent,**

**And**

**You agreed to use certain items for eighteen (18) months or longer,**

**And**

**You agreed that you would not sell the property, loan it, trade it, or tear it down for parts unless we give you permission before you do it,**

**And**

**You agreed to pay the U.S. Government if you did not use the property according to your agreement,**

**And**

**It is against the law to discriminate in Federal Financial Assistance Programs because of race, color, national origin, sex, age, or physical or mental disability.**

## **Summary**

- 1. Surplus property must be used in an authorized program**
- 2. Personal use or non-use of surplus property is not allowed**
- 3. Permission must be obtained before selling, trading, or cannibalizing surplus property**
- 4. You may not discriminate against any individual or organization due to race, color, national origin, sex, age, or physical or mental disability**
- 5. Read the back of your distribution document, understand your obligations**

COUNTY OF BERTIE

P.O. BOX 530  
WINDSOR, NC 27983

090717

177341  
VOUCHER

INVOICE DATE INVOICE NUMBER

INVOICE DESCRIPTION

NET INVOICE AMOUNT PO NO.

07/07/17 SEP17-HURRPR CLEAN DITCHES

1,500.00 1071

780 BOYD COPELAND

1,500.00

177341

SOUTHERN BANK AND TRUST

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

CHECK NO.

177341

177341

06-258  
531

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

| VENDOR | CHECK DATE | CHECK AMOUNT |
|--------|------------|--------------|
| 2780   | 09/08/2017 | \$1,500.00   |

PAY

\*\*\*\*\*1,500 DOLLARS AND NO CENTS

TO THE  
ORDER OF

BOYD COPELAND  
PO BOX 237  
WINDSOR

NC 27983

NON-NEGOTIABLE

⑈ 177341 ⑆ ⑆053102586⑆5331708879⑈

**LOCAL GOVERNMENT PURCHASE ORDER  
BERTIE COUNTY**

BERTIE CO PUBLIC BUILDINGS  
PO BOX 530  
106 DUNDEE STREET  
WINDSOR, NC

27983

**PURCHASE ORDER #** 00001071-00 FY 2018  
Page Number: 1

Instructions to Vendor:  
1. Purchase Order Number Must Appear on Invoice.  
2. Submit Invoice in Duplicate for Each Purchase Order.

**INVALID UNLESS THERE IS A SIGNATURE AND PURCHASE ORDER NUMBER**

**PAYMENT WILL BE MADE FROM ORIGINAL INVOICE ONLY**

**TOTAL INVOICE AMOUNT INCLUDING SHIPPING COSTS MUST NOT EXCEED PURCHASE ORDER TOTAL BY MORE THAN 10% WITHOUT WRITTEN APPROVAL FROM FINANCE OFFICER PRIOR TO SHIPPING.**

**VENDOR**  
BOYD COPELAND  
PO BOX 237  
WINDSOR, NC 27983

**SHIP TO**  
BERTIE CO PUBLIC BUILDINGS  
PO BOX 530  
106 DUNDEE STREET  
WINDSOR, NC  
27983

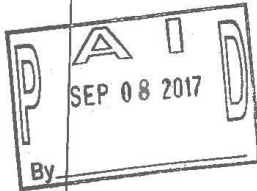
Requisition  
00001191


| DATE ORDERED | VENDOR NUMBER | DATE REQUIRED | FREIGHT METHOD/TERMS | DEPARTMENT/LOCATION |
|--------------|---------------|---------------|----------------------|---------------------|
| 09/06/17     | 002780        |               |                      | PUBLIC BUILDINGS    |

| LN  | DESCRIPTION/PART NO.   | UNIT | QTY  | COST EA.   | EXT PRICE |
|-----|--|------|------|------------|-----------|
| 001 | ORIGINAL   |      | 1.00 | 1500.00000 | 1,500.00  |
|     | CLEAN DITCHES AT SHERIFF DEPT AND AROUND EMS PROPERTY LINE TO PREVENT FLOODING |      | EACH |            |           |
|     | 10 -4100-5399-00   |      |      |            | 1,500.00  |
|     | <i>6250</i>  |      |      |            |           |
|     | P0 Total   |      |      |            | 1,500.00  |





This Instrument Has Been Preaudited In The Manner Required  
by The Local Government Budget and Fiscal Control Act.

*WGR*  
AUTHORIZED SIGNATURE

FINANCE OFFICER'S COPY



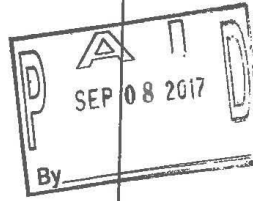
P.O. Box 237  
Windsor, NC 27983  
252-794-5259

## Invoice

| Date     | Invoice # |
|----------|-----------|
| 9/7/2017 | 4234      |

|   |
|---|
| <b>Bill To</b>  |
| Bertie County Maintenance Dept.<br>106 Dundee Street<br>Windsor, NC 27983 |

|                         |   | Project       |          |          |            |
|-------------------------|---|---------------|----------|----------|------------|
|                         |   | Miscellaneous |          |          |            |
| Item                    | Description   | Qty           | Rate     | Serviced | Amount     |
| Miscellaneous           | Excavator to clean out ditches on County Farm Road to alleviate flooding for Sheriff's Department and County Maintenance Building | 1             | 1,500.00 | 9/7/2017 | 1,500.00   |
| <b>Invoice Total</b>    |   |               |          |          | \$1,500.00 |
| <b>Payments/Credits</b> |   |               |          |          | \$0.00     |
| <b>Balance Due</b>      |   |               |          |          | \$1,500.00 |



NOTE: Thank you for allowing Boyd Copeland Contracting, Inc. to provide these services to you. Your satisfaction with our services is our main goal for your continued business support. If in the event you have questions regarding this invoice or anything relating to our services performed, please telephone us at your earliest convenience.

TERMS: PAYMENT IS DUE UPON RECEIPT. PAST DUE ACCOUNTS SHALL BE CHARGED AT THE RATE OF 1.5% PER MONTH.

MAKE REMITTANCE PAYABLE TO:  
MAIL REMITTANCE TO:

BOYD COPELAND CONTRACTING, INC.  
P.O. BOX 237 - WINDSOR, NC 27983



COUNTY OF BERTIE

P.O. BOX 530  
WINDSOR, NC 27983

090717

111342

INVOICE DATE INVOICE NUMBER

INVOICE DESCRIPTION

NET INVOICE AMOUNT

PO NO.

VOUCHER

/07/17 9/7/17-HURRR TREES REMOVAL

2,500.00 1075

5744 CHRIS DIXON LAND CLEARING, INC.

2,500.00

177342

SOUTHERN BANK AND TRUST

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

CHECK NO.

177342

177342

08-258  
531

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

| VENDOR | CHECK DATE | CHECK AMOUNT |
|--------|------------|--------------|
| 15744  | 09/08/2017 | \$2,500.00   |

PAY

\*\*\*\*\*2,500 DOLLARS AND NO CENTS

TO THE  
ORDER OF

CHRIS DIXON LAND CLEARING, INC.  
3528 HUDSON'S CORSSROADS RD.  
GREENVILLE NC 27858

  
NON-NEGOTIABLE

⑆ 17734 2⑆ ⑆053102586⑆5331708879⑆

**LOCAL GOVERNMENT PURCHASE ORDER**  
**BERTIE COUNTY**

BERTIE CO PUBLIC BUILDINGS  
 PO BOX 530  
 106 DUNDEE STREET  
 WINDSOR, NC

27983

**PURCHASE ORDER #** 00001075-00 FY 2018  
 Page Number: 1

Instructions to Vendor:  
 1. Purchase Order Number Must Appear on Invoice.  
 2. Submit Invoice in Duplicate for Each Purchase Order.

**INVALID UNLESS THERE IS A SIGNATURE AND PURCHASE ORDER NUMBER**

**PAYMENT WILL BE MADE FROM ORIGINAL INVOICE ONLY**

**TOTAL INVOICE AMOUNT INCLUDING SHIPPING COSTS MUST NOT EXCEED PURCHASE ORDER TOTAL BY MORE THAN 10% WITHOUT WRITTEN APPROVAL FROM FINANCE OFFICER PRIOR TO SHIPPING.**

**VENDOR**  
 CHRIS DIXON LAND CLEARING, INC.  
 3528 HUDSON'S CORSSROADS RD.  
 GREENVILLE, NC 27858

**SHIP TO**  
 BERTIE CO PUBLIC BUILDINGS  
 PO BOX 530  
 106 DUNDEE STREET  
 WINDSOR, NC  
 27983

Requisition  
 00001190

| DATE ORDERED | VENDOR NUMBER  | DATE REQUIRED | FREIGHT METHOD/TERMS | DEPARTMENT/LOCATION |            |
|--------------|--|---------------|----------------------|---------------------|------------|
| 09/06/17     | 015744   |               |                      | PUBLIC BUILDINGS    |            |
| LN           | DESCRIPTION/PART NO.   | UNIT          | QTY                  | COST EA             | EXT. PRICE |
| 001          | ORIGINAL   |               | 1.00                 | 2500.00000          | 2,500.00   |
|              | REMOVE TREES FROM DITCH AROUND PROPERTY LINE AND DISPOSE OF ALL DEBRIS |               | EACH                 |                     |            |
|              | 10 -4180-5399-00   |               |                      |                     | 2,500.00   |
|              | <i>WSD</i>   |               |                      |                     |            |
|              |  |               |                      | PO Total            | 2,500.00   |

*[Handwritten signature]*

*[Stamp: SEP 08 2017]*  
 By *[Handwritten signature]*

This Instrument Has Been Preaudited In The Manner Required by The Local Government Budget and Fiscal Control Act.

*WGR*  
 AUTHORIZED SIGNATURE

FINANCE OFFICER'S COPY





## BUDGET AMENDMENT

# 18-04

| INCREASE   |          | INCREASE        |          |
|--|----------|-----------------|----------|
| 10-0090-4991-99  | \$ 8,000 | 10-4350-5399-00 | \$ 8,000 |
| INCREASE BUDGET TO COVER PROFESSIONAL SERVICES - WA #3 |          |                 |          |
| HOLLAND CONSULTING PLANNERS, INC.                      |          |                 |          |

**Work Authorization #3 (October 2, 2017 through December 29, 2017)**  
Contract for Consultant Services  
Holland Consulting Planners, Inc. and Bertie County  
Hurricane Matthew Disaster Recovery and Flood Mitigation Project, HCP #5634

Background

WHEREAS, Bertie County (the County) was severely impacted by Hurricane Matthew in October 2016, and requires management, planning, and housing inspection services to assist the County staff with applications for available state and federal funding for disaster recovery and flood mitigation assistance, and with the management of funded projects.

General Conditions

During completion of the work defined in this Work Authorization, Bertie County (the County) and Holland Consulting Planners (the Consultant), agree to abide by all of the terms and conditions outlined in the Contract for Consultant Services for administration of Bertie County Hurricane Matthew Disaster Recovery and Flood Mitigation .

Tasks Approved By This Work Authorization

- Meet with governing body as requested.
- Coordinate project activities with local staff (including financial management).
- Coordinate project activities with designated state agencies.
- Prepare applications for Hurricane Matthew Disaster Recovery and Flood Mitigation funds.
- Manage citizen participation and outreach activities required to develop working inventories of households requiring disaster recovery/flood mitigation assistance.

Fee

For completion of the work items described above, the County agrees to pay the Consultant a not-to-exceed fee of \$8,000. Payment terms, including terms for payment of additional services, shall be in accordance with the Contract for Consultant Services dated January 13, 2017. Hourly rates for the Consultant's personnel are agreed to as follows:

| Staff Position                           | Hourly Rate |
|--|-------------|
| <b>Holland Consulting Planners, Inc.</b> |             |
| T. Dale Holland, AICP, Principal         | \$160.00    |
| J. Reed Whitesell, AICP, Project Manager | \$130.00    |
| Chris Hilbert, Program Administrator     | \$90.00     |
| Landin Holland, GIS Technician           | \$75.00     |
| Gary Miller, Housing Inspector           | \$75.00     |
| Administrative Services                  | \$60.00     |

Time Schedule

The tasks approved by this Work Authorization shall be completed by December 29, 2017, following execution of this authorization.

The County and the Consultant hereby agree to the full performance of the covenants contained herein.

IN WITNESS HEREOF, they have executed this authorization, this day and year first above written.

HOLLAND CONSULTING PLANNERS, INC.

BERTIE COUNTY, NC



T. Dale Holland, President

Scott Sauer, County Manager



Witness

Clerk to the Board

This authorization has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

Finance Officer

Date

(SEAL)

| BUDGET AMENDMENT   |          |         |           |                           |
|--|----------|---------|-----------|---------------------------|
|  |          | # 18-04 |           |                           |
|  | INCREASE |         |           | INCREASE                  |
| 10-4380-5126-00  | \$       | 13,750  | AC-PT     | 10-0090-4991-99 \$ 23,750 |
| 10-4380-5399-00  | \$       | 10,000  | CONT SERV |                           |
| INCREASE ANIMAL CONTROL SALARIES-PART TIME TO COVER NEW P/T EMPLOYEE |          |         |           |                           |
| INCREASE CONTRACT SERVICES TO COVER VET BILLS                        |          |         |           |                           |

# BUDGET AMENDMENT

# 18-04

|                 |    |          |  |                 |           |
|-----------------|----|----------|--|-----------------|-----------|
|                 |    | INCREASE |  |                 | INCREASE  |
| 10-6250-5399-00 | \$ | 4,000    |  | 10-0090-4991-99 | \$ 11,000 |
| 10-6250-5499-90 | \$ | 7,000    |  |                 |           |

SETUP BUDGET FOR STORM PREPARATION (NEW LINE ITEM)

|                 |    |          |  |                 |          |
|-----------------|----|----------|--|-----------------|----------|
|                 |    | INCREASE |  |                 | INCREASE |
| 10-4350-5399-00 | \$ | 8,000    |  | 10-0090-4991-99 | \$ 8,000 |

INCREASE BUDGET TO COVER PROFESSIONAL SERVICES - WA #3  
HOLLAND CONSULTING PLANNERS, INC.

|                 |    |          |           |                 |           |
|-----------------|----|----------|-----------|-----------------|-----------|
|                 |    | INCREASE |           |                 | INCREASE  |
| 10-4380-5126-00 | \$ | 13,750   | AC-PT     | 10-0090-4991-99 | \$ 23,750 |
| 10-4380-5399-00 | \$ | 10,000   | CONT SERV |                 |           |

INCREASE ANIMAL CONTROL SALARIES-PART TIME TO COVER NEW P/T EMPLOYEE  
INCREASE CONTRACT SERVICES TO COVER VET BILLS

APPROVED \_\_\_/\_\_\_/2017

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## **DISCUSSION AGENDA**

### **EMS Station One – tabulation for construction bids received as of November 1st which are under review to insure compliance with project specifications**

County Manager Sauer briefly reviewed the bids that had been received from three different vendors.

On November 1st at 5:00 p.m., the County opened bids from three contractors for this project:

- \$424,682 REVELLE
- \$394,950 KEE
- \$386,430.53 SWIMME

There is quite a bit of staff review that will be required to clearly evaluate each bid proposal relative to the design specs, and may entail an individual conference with each contractor to ensure that the County receives the best value for this facility. We will be prepared to present a review of the bid tabulation on Monday, but the final recommendation may take a couple of weeks.

### **Blue Jay Recreation Park – plan update and review of latest cost estimates**

The Board was briefly updated on the latest improvements being made to the Blue Jay Recreation Park including the newly poured pavement for a 8 ft. wide, mile long walking trail. The funding for the walking trail was provided by a grant received from the Kate B. Reynolds Foundation.

More improvements are planned for the very near future including an indoor recreation complex building, and the Board presented a photo depiction of the site before moving on with tonight's agenda.

Blue Jay Recreation Park

- Walking trail (paved 2,028 feet) with lighting
- Concession and restroom building
- Picnic shelter
- New parking lot and fencing (installed)
- Indoor recreation facility—still under plan development

|  |           |
|--|-----------|
| County appropriations over two fiscal years: | \$146,050 |
| KBR Charitable Trust Grant funding           | 150,000   |
| Senator Smith-Ingram budget appropriation    | 80,000    |
| Total  | \$376,050 |

|                  |              |  |
|------------------|--------------|--|
| \$ 28,777        | FY 2016-2017 | Prior year expenditures for driveway pipes, parking lot grading & gravel, fencing and tree removal service |
| \$ 70,273        | FY 2016-2017 | Carryover of unexpended funds to new FY 2017-2018  |
| \$ <u>47,000</u> | FY 2017-2018 | Approved Budget  |
| \$146,050        |              | Total local funds—County appropriations  |
| <u>(28,777)</u>  |              | less prior year expenditures noted above   |
| \$117,273        |              | Current year local funds remaining as of July 1, 2017  |
| \$150,000        |              | Kate B. Reynolds Charitable Trust Grant  |
| \$ <u>80,000</u> |              | NCDCR Grant—Senator Smith-Ingram   |
| \$347,273        |              | Total Project remaining funds—all sources  |

**Courthouse security renovations – review and consider proposed renovations for public entrance screening area and inmate security measures for vehicle transport**

County Manager Sauer shared visual drawings of the proposed courthouse security renovations which will include a fully enclosed, tunnel style entrance into the Courthouse building which would house various metal detectors and other security elements.

Other security measures are also planned for further into the building as well.

Per the request of Judge Brenda Branch, Mr. Sauer referred to the Board’s agenda packet to a bid from Juris Link which provided the most effective bid and services to the County for a video arraignment system that could allow for inmates to remain at their jail or prison facility for their required court appearances.

Commissioner Wesson made a **MOTION** to accept the proposed contract from Juris Link as requested by Judge Branch. Commissioner White **SECONDED** the motion. The **MOTION PASSED** unanimously.

More specific items being approved are detailed below:

- Five (5) deputy positions approved for funding as of April 1, 2018
- \$96,000 Renovations for security hardware & equipment at single entry point
- \$48,000 Audio visual connectivity with BCI & BMRJ for remote 1<sup>st</sup> appearances
- \$104,000 Surveillance cameras & monitoring equipment
- \$24,000 Restrooms remodeling

---

\$ 272,000 Capital Costs in FY 2017-2018 (not including sally port and inmate security corridor)



**County Manager’s request for contract extension of employment agreement which expires  
June 30, 2018**

The Board commended County Manager Sauer for his diligence and commitment to the County over the last year since Tropical Storm Julia and Hurricane Matthew, and discussed the following: a 10% pay raise for Mr. Sauer effective immediately, an extension of his employment contract for an additional two years beginning July 1, 2018, and a “pay out” of 381 annual leave hours and to allow annual leave hours be converted to sick leave hours consistent with current policy.

In regards to the 10% pay raise effective immediately, Commissioner Lee made a **MOTION** to approve the proposed raise effective immediately. Commissioner Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

To the second motion of the 2-year extension of Mr. Sauer’s employment contract effective July 1, 2018, Chairman Trent made a **MOTION** to approve the extension as noted. Commissioner Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

Regarding the last request for the “pay out” of 381 annual leave hours, Commissioner Wesson clarified that this payout is a one-time exception to the maximum allowable cap of 80 hours, and to allow annual leave hours be converted to sick leave hours consistent with current policy.

Commissioner Wesson made a **MOTION** to approve this request. Vice Chairman Bazemore and Commissioner Lee both **SECONDED** this motion. The **MOTION PASSED** unanimously.

**COUNTY MANAGER’S REPORTS**

The County Manager gave no remarks at this time.

**COUNTY ATTORNEY’S REPORTS**

The County Attorney gave no remarks at this time.

## **PUBLIC COMMENTS**

There were no public comments during this session.

## **COMMISSIONERS REPORTS**

### **Vice Chairman Bazemore**

Vice Chairman Bazemore discussed the various events she has recently attended including the October 17<sup>th</sup> Martin Community College Board of Trustees meeting, the October 21<sup>st</sup> Town Hall meeting, and the October 26<sup>th</sup> Cashie Baptist Church seminar entitled, "Why America Should Stand with Israel." She mentioned that all events were well attended.

Lastly, Ms. Bazemore discussed that 90 people had visited the new mental health kiosk at the Bertie County Health Department for suicide, depression, and other resources which she was happy to hear as the last year has been very hard on some residents due to damages left behind by Tropical Storm Julia and Hurricane Matthew.

### **Chairman Trent**

Chairman Trent gave no remarks at this time.

### **Commissioner Lee**

Commissioner Lee briefly discussed the latest efforts to recruit qualified individuals at the State prison and at Bertie-Martin Regional Jail, and that the issue of safety and additional help being needed in those two locations was “near and dear to her heart.”

Additionally, she discussed her latest meeting with the Albermarle Regional Health Services Board which highlighted the number of citizens being treated for sexually transmitted diseases in the County. Mrs. Lee reported that the numbers show a decrease in confirmed cases of STDS like chlamydia, but that more education and outreach efforts were in the works.

### **Commissioner White**

Commissioner White announced that on Saturday, December 2<sup>nd</sup>, the Town of Colerain would be hosting its annual Christmas Parade, and that on Saturday, December 9<sup>th</sup>, the Town of Aulander would be hosting its annual Christmas Parade, and Christmas tree lighting.

### **Commissioner Wesson**

Chairman Wesson briefly discussed the poverty initiative mentioned earlier at tonight’s meeting by Patricia Ferguson, and that generational poverty is a cornerstone initiative for the NCACC this year.

### **ADJOURN**

Chairman Trent **ADJOURNED** the meeting at 5:25 PM.

---

John Trent, Chairman

---

Sarah S. Tinkham, Clerk to the Board