

Windsor, North Carolina
March 20, 2017
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
Assistant County Attorney Jonathan Huddleston
Finance Officer William Roberson
Economic Development Director Steve Biggs
Sheriff John Holley
Chief Deputy Kenneth Perry
Deputy Jonathan Price

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. He also thanked the Town of Roxobel for hosting tonight's meeting.

INVOCATION/PLEDGE OF ALLEGIANCE

Commissioner Lee led the Invocation and Pledge of Allegiance.

PUBLIC COMMENTS

Bailey Parker, Mayor of the Town of Kelford, was present to thank Barry Anderson, County Nuisance and Abatement Officer, for his assistance in helping to get the Town of Kelford cleaned up of junk vehicles, and other items in yards of Bertie citizens. He also expressed his concerns for the amount of trash, and large household items being dumped in and around the Lewiston-Woodville areas. He reported that he had recently seen washing machines discarded on sides of the road, as well as old trailers sitting in the yards to rust and be covered by weeds while a replacement trailer is purchased for the same family. He requested clarification as to why some citizens are being held accountable to clean up their properties while others are not being held accountable.

Norman Cherry of Piney Woods Road echoed the same concerns as Mr. Parker, and added that after contacting Mr. Anderson for help with a matter in his neighborhood, Mr. Cherry was told that due to the location of the home, Mr. Anderson did not have the authority to issue a violation.

The Board asked that the County Manager follow up with this matter as soon as possible.

Monica Lassiter of Governors Road also presented similar concerns, and asked that the Board be consistent in how it handles the junkyard ordinances in each circumstance. She also thanked the Board for its recent work, and commended them for all of the good things they are currently doing for the County.

Lisa Briley of the Roxobel Revitalization Committee announced that Roxobel's first annual Ag Day was coming up on April 1st. The event will be held from 11:30 AM to 6:00 PM and will begin with a parade and fun run. It will end with the Roxobel Fire Department's Annual BBQ Chicken Dinner. Ms. Briley encouraged all Commissioners to come out and participate at the event is scheduled to feature of 15 vendors and the Bertie High School band.

Alvin Simmons, Mayor of Roxobel, thanked the Board for visiting, and the Sheriff's Office for their efforts in securing a satellite office in this location. A sign was also discussed for the building, and Chairman Trent mentioned that a sign company in the area was interested in donating a sign with a value of up to \$200.00.

APPOINTMENTS

Economic Development Report by Steve Biggs, Economic Development Director

Economic Development Director, Steve Biggs, thanked Bakers' Southern Traditions Peanuts for the tour, and reported that 8 new positions have been filled with full benefits. The positions were a part of a \$100,000 grant received by the local Roxobel business.

Mr. Biggs also updated the Board about a meeting that was held with AVOCA and Nutriati. Nutriati is looking to expand with AVOCA at their current facility in Merry Hill. AVOCA is behind the project, and Mr. Biggs noted that he would be in ongoing conversations with the Tobacco Trust to get Nutriati in line for the next grant cycle.

On another note, Mr. Biggs reported that he had been in conversations with a developer who was looking to possibly place a Family Dollar Store in the Roxobel community. There is no word yet on the location, or when a final decision would be made on the matter. He also discussed the possibility of a Family Dollar being placed in the Town of Powellsville, but at this time, the developer was no longer interested as it is so close to a Wal-Mart store.

On February 23rd, Mr. Biggs met with Representative Howard Hunter and other area Representatives about finding a business for the prison shell building in Windsor, and was currently in discussions with a Kenneth Lassiter to secure a business in that facility. Also, he discussed the needed replacement terminal at the Tri-County Airport in Rich Square, NC.

Mr. Biggs also discussed the efforts being made on a re-entry counsel for released inmates so that employment and transportation needs can be met to make these individuals productive citizens of the County.

Additionally, Mr. Biggs announced that Abrams was looking to receive a building re-use permit to place a location in the Town of Windsor.

The Board commended Mr. Biggs for his efforts, and thanked him for his report.

Update regarding new Sheriff's Office substation in old Southern Bank building in Roxobel

Sheriff John Holley thanked the Town of Roxobel for their cooperation to bring the satellite office here to the old Southern Bank Building. He also stated that he was in discussion with the Towns of Aulander, Colerain, and Powellsville to do the same thing in those areas.

Chief Deputy, Kenneth "Kenny" Perry, echoed the same sentiments, and thanked Scott Pearce and Joe Wilkes of the Bertie IT Center for getting the satellite office up and running with a computer and Wi-Fi capability. He also introduced a new deputy, Jonathan Price.

The Board thanked the Sheriff's Office and the Town of Roxobel for letting the County use this space for tonight's meeting.

Update and presentation of proposed Memorandum of Understanding with Holland Consulting

Chris Hilbert of Holland Consulting was present to request that the Board approve the Memorandum of Understanding that was also just approved by the Town of Windsor. Holland Consulting is requesting the approval so that 78 applications for mitigations can be submitted by March 31st.

Commissioner Wesson made a **MOTION** to approve the Memorandum of Understanding with Holland Consulting. Vice Chairman Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously.

Presentation by Dave Peterson, Central Regional Director for Trillium Health Resources

Dave Peterson, Central Regional Director for Trillium Health Resources, was present on behalf of Bland Baker to request the Board's support in a resolution to restore funding, or stop the additional cuts to funding, to Trillium Health Resources annual state allotment.

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

Commissioner Wesson also briefly discussed his concerns with the lack of mental health funding being set aside for Bertie County residents. He stated that he understood Trillium's need to focus on opioid addiction efforts, but stated that are still very limited options for

mental health services for Bertie residents. He stated that he would like to see Trillium place additional funding in this area to better serve Eastern North Carolina.

BOARD APPOINTMENTS

There were no Board Appointments.

CONSENT AGENDA

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

The Consent Agenda was approved as follows:

1. **Minutes** – Regular Session 3-6-17, Work Session 3-13-17, Closed Session 3-6-17
2. **Release Journal** – February 2017
4. **Budget Amendments** – below

BUDGET AMENDMENT

# 17-07				
DECREASE			DECREASE	
12-0025-4531-03	\$ 65,101	DSS	12-5380-5399-57	\$ 65,101
TO DECREASE BUDGET TO MATCH ACTUAL DAY CARE FUNDS RECEIVED				
INCREASE			INCREASE	
10-0011-4111-35	\$ 2,400		10-4140-5399-01	\$ 2,400
INCREASE BUD FOR CONTRACT SERVICES - AUDITS TO PAY COUNTY TAX SERVICE (CTS)				
INCREASE			INCREASE	
10-0025-4431-23	\$ 24,500		10-4310-5499-97	\$ 24,500
SETUP BUDGET FOR 2016 BLOCK GRANT FROM NCDPS				
APPROVED / /2017				

BUDGET AMENDMENT				
		# 17-07		
	DECREASE			DECREASE
12-0025-4531-03	\$	65,101	DSS	12-5380-5399-57 \$ 65,101
TO DECREASE BUDGET TO MATCH ACTUAL DAY CARE FUNDS RECEIVED				

William Roberson

From: Melissa Surgeon
Sent: Friday, February 24, 2017 1:40 PM
To: William Roberson
Subject: Day Care Allocation

Hi William,

The State reallocated Day Care funds throughout the counties. Some counties picked up additional funding where others lost funding. Bertie County lost funds through the reallocation so instead of the \$671,889 initially listed on the general ledger at the beginning of the fiscal year, it should now read \$606,788.

-65,101.00

Thanks,

Melissa Surgeon
Administrative Officer
melissa.surgeon@bertie.nc.gov
Bertie County DSS
PO Box 627
Windsor, NC 27983
Telephone: (252) 794-5320, Ext. 6274
Fax: (252) 794-5344

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BUDGET AMENDMENT				
		# 17-07		
	INCREASE			INCREASE
10-0011-4111-35	\$	2,400	10-4140-5399-01	\$ 2,400
INCREASE BUD FOR CONTRACT SERVICES - AUDITS TO PAY COUNTY TAX SERVICE (CTS)				

William Roberson

From: Jodi Rhea
Sent: Thursday, March 02, 2017 11:39 AM
To: William Roberson
Subject: CTS Invoice

I've got audit invoice from County Tax services for \$2,400.00 | need added to do the PO.

Thanks,

Jodie Rhea
Tax Administrator
Bertie County
252-794-6152
Jodi.rhea@bertie.nc.gov

BUDGET AMENDMENT

# 17-07				
INCREASE			INCREASE	
10-0025-4431-23	\$	24,500	10-4310-5499-97	\$ 24,500
SETUP BUDGET FOR 2016 BLOCK GRANT FROM NCDPS				

Grant Enterprise Management System

Home	My Projects	My Profile	Event Registration
Project Management			
Project Overview			
Project Attachments			
Expense Reimbursement			
Budget Adjustment			
Non Budgetary Adjustment			
Notice of Implementation			
Project Progress Reports			
PMT Reports			

Project Overview

Project Reimbursements Summary

Action	Period Dates	Paid Date	Reimbursement Requested	Match Requested	Reimbursement Approved	Match Approved	Status
Review Edit Cancel	01/01/2017 - 03/31/2017		\$0.00	\$0.00	\$0.00	\$0.00	New

[Create New Reimbursement Request](#)

Project Budget Summary

Type	Description	Budget Amount	Requested Amount	Funds Paid	Match Recorded	Funds Remaining	Match Remaining	Total Remaining
EQUIPMENT	uniform pants 40.00 x 2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EQUIPMENT	uniform shirts 40.00 x 2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EQUIPMENT	footwear	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EQUIPMENT	web gear	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EQUIPMENT	holsters	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EQUIPMENT	rifles	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EQUIPMENT	patrol car lights	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
OTHER EXPENSES	Surplus	\$24,500.00	\$0.00	\$0.00	\$0.00	\$24,500.00	\$0.00	\$24,500.00

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PROJECT ORDINANCE

# PROJ 17-02						
INCREASE					INCREASE	
33-0025-4301-06	\$	72,262		33-4946-5396-01	\$	72,262
CARRY OVER FROM PREVIOUS PROJECT - DO NOT POST AGAIN						
33-0070-3981-65	\$	125,458		33-4946-5396-29	\$	330
				33-4946-5396-12	\$	29,400
				33-4946-5396-01	\$	95,728
	\$	197,720			\$	197,720
60-7110-5980-69	\$	125,458		60-0090-4991-99	\$	125,458
TO SETUP BUDGET FOR KELFORD UPGRADES - RURAL CENTER GRANT						
INCREASE					INCREASE	
44-0025-4301-03	\$	88,800		44-8404-5396-12	\$	91,908
44-0070-3981-65	\$	4,440		44-8404-5396-19	\$	1,332
	\$	93,240			\$	93,240
60-7110-5980-70	\$	4,440		60-0090-4991-99	\$	4,440
TO SETUP BUDGET FOR ASSET INVENTORY AND ASSESSMENT - WD IV (RESOLUTION ADOPTED ON 11/07/16.)						
APPROVED / /2016						

PROJECT ORDINANCE			
# PROJ 17-02			
INCREASE		INCREASE	
33-0025-4301-06	\$ 72,262	33-4946-5396-01	\$ 72,262
CARRY OVER FROM PREVIOUS PROJECT - DO NOT POST AGAIN			
33-0070-3981-65	\$ 125,458	33-4946-5396-29	\$ 330
		33-4946-5396-12	\$ 29,400
		33-4946-5396-01	\$ 95,728
	\$ 197,720		\$ 197,720
60-7110-5980-69	\$ 125,458	60-0090-4991-99	\$ 125,458
TO SETUP BUDGET FOR KELFORD UPGRADES - RURAL CENTER GRANT			

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

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

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

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

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

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

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

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

The following amounts are appropriated for the project:

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

*Construction	130,720
Motors	29,506
Water Services	7,500
<hr/>	
Total Project Cost	\$197,720

29,400 ENG. FEES
 330 PERMITS / FEES
 160,490
 7,500
 167,990 CONSTRUCTION

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

Adopted this day 21st day of September, 2015.


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


 Sarah S. Tinkham, Clerk to the Board

PROJECT ORDINANCE				
# PROJ 17-02				
INCREASE			INCREASE	
44-0025-4301-03	\$	88,800	44-8404-5396-12	\$ 91,908
44-0070-3981-65	\$	4,440	44-8404-5396-19	\$ 1,332
	\$	93,240		\$ 93,240
60-7110-5980-70	\$	4,440	60-0090-4991-99	\$ 4,440
TO SETUP BUDGET FOR ASSET INVENTORY AND ASSESSMENT - WD IV				
(RESOLUTION ADOPTED ON 11/07/16.)				

Project Schedule
Bertie County, North Carolina
Water System Asset Inventory and Assessment Grant
Water District IV
Project No. H-AIA-D-16-0036
 August 30, 2016

Project Tasks	Project Budget	October 2016	November 2016	December 2016	January 2017	February 2017	March 2017	April 2017	May 2017	June 2017	July 2017	August 2017	September 2017	October 2017
Meeting With Bertie County Public Utility Staff	\$1,000.00													
Prepare List of Assets & Attributes to Survey	\$1,250.00													
Development of Assessment Criteria	\$1,750.00													
Perform Asset Inventory/Assessment (GPS Survey)	\$70,908.00													
Download/Reduce Field Collect Data	\$4,000.00													
Shapefile / Database Delivery to Utility Staff	\$1,000.00													
Prioritize Assessed Assets for Replacement/Rehabilitation	\$5,000.00													
Budget Development for Inclusion into CIP	\$4,500.00													
County Review and Comment on Budget Recommendations	\$2,500.00													
Total Project Budget (Excluding 1.50% Grant Fee)	\$91,908.00													

Project Budget = \$88,800.00 (Total Grant) + \$4,400.00 (5% Local Match) - \$1,332.00 (Grant Fee = 1.5% of \$88,800.00 Grant Award) = \$91,908.00

Project Scope: The project scope for this project will include the asset inventory and assessment of all fire hydrants, valves, meters, booster pumping stations and storage tanks within the Bertie County Water District IV water distribution system.

DISCUSSION AGENDA

Legislative Items:

Bertie-Martin Regional Jail proposal to expand Jail Commission by two (2) seats, proposed by Commissioner Trent and Commissioner Bond of Martin County

After a brief discussion, Commissioner Wesson made a **MOTION** to approve this resolution. Commissioner White **SECONDED** the motion. The **MOTION PASSED** unanimously.

House Bill 353 – add Salmon Creek Natural Area to the State Park System

At this time, County Manager Sauer briefly summarized these items as they had previously been discussed in the Board's 2:00 PM Work Session today back in Windsor.

Item D-1b is House Bill 353 as proposed by Representative Howard Hunter. The bill would add the Salmon Creek Natural Area to the NC State Park System.

Mr. Sauer mentioned that this bill could have a positive impact of the County's piece of waterfront property directly adjacent to the Salmon Creek Natural Area, and that the State may be inclined to combine the County's waterfront property to make one very large NC State Park.

This item was purely informational, and no action is needed at this time.

House Bill 378 - garnishment of wages for unpaid ambulance fees as proposed by Rep. Howard Hunter

Item D-1c is House Bill 378 as proposed again by Representative Howard Hunter. The bill, if passed, would add Bertie and Gates Counties to the list of counties that could garnish wages to fulfill unpaid ambulance fees. Mr. Sauer reported that so far, the bill is moving right along in the House.

This item was purely informational, and no action is needed at this time.

School System Finances

The County Manager and Board also briefly summarized the joint meet that was held today with the Board of Education.

Citizens shared their concerns, and commended the Board for their forthright response to address the situation at hand. One citizen, Monica Lassiter, also mentioned that the Board of Education should host a public hearing so that the citizens are aware of their current financial situation, and so that citizens can get the answers as to why and how the problems occurred.

COMMISSIONER'S REPORTS

Commissioner White asked that if any citizens had pictures of the volunteers who participated in the original founding of the Rescue Square to please send them to the County. A banquet is being planned for any and all original founding members, and a history book is being gathered to feature photos and other items.

Chairman Trent reported that the County is still working diligently with geologist and hydrologists to address the flooding in the Windsor area. Also, he reiterated that the County was just made aware that they are being considered for a \$289,000 grant to construct a new EMS Station 1 on County Farm road in Windsor.

Commissioner Lee stated that the Charters of Freedom monument was close to being started, and that concrete was the only hold up. She also asked for suggestions from the community about what she and the other Commissioners should write in their letters that will be placed in a time capsule as a part of the monument. The letters from the Commissioners will not be opened until the 300th Anniversary of the Charters of Freedom in 2087.

Commissioner Wesson thanked the Town of Roxobel for hosting tonight's meeting, and stated that the best turn outs are usually in the community meetings where the Commissioners go on the road. He also thanked each citizen for attended the resiliency meeting on March 9th in Windsor.

Vice Chairman Bazemore thanked Steve Biggs for his diligence in securing new businesses in Bertie County, as well as for the potential of a Family Dollar in Roxobel.

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 section.

ADJOURN

Chairman Trent **ADJOURNED** the meeting at 8:40 PM.

John Trent, Chairman

Sarah S. Tinkham, Clerk to the Board