

Bertie County Board of Commissioners



January 3, 2017
1:00pm

	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

January 3, 2017

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.

- 1:00** Hurricane Matthew Recovery Efforts and Long Range Planning
- 2:00** EMS and Non-Emergency Transport Revenue Collections Update
- 3:00** EMS – Ambulance bid tabulation

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- 4:00-4:05** Call to Order and Welcome by Chairman Trent
 - 4:05-4:15** Invocation and Pledge of Allegiance by Commissioner Lee
 - 4:15-4:25** Public Comments (3 minute time limit per speaker)

(A)

***** APPOINTMENTS *****

- 4:25 – 4:35** (1) Enrollment update by Bobbi Holley of Better Beginnings for Bertie’s Children
- 4:35 – 4:45** (2) Presentation by Deborah Tayloe, Marketing Advisor, from the Roanoke-Chowan News Herald – 2017 Crossroads Magazine

Board Appointments (B)

- 1. FYI – Workforce Development Board

Consent Agenda (C)

- 1. Approve Minutes for Regular Meeting 12-5-16
- 2. Approve Minutes for Closed Session 12-5-16
- 3. Resolution honoring the service of Granville “GT” Pittman, Chief Code Enforcement Administrator
- 4. Approval of worksite agreement with CADA of NC, Inc., for disaster relief employment project through Region Q Workforce Development Board
- 5. Approve Register of Deeds Fees Report – December 2016
- 6. Tax Department Release Journal – November 2016

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

Discussion Agenda (D)

- 1. Discuss compensatory time policy clarification amendment as requested at the Board’s meeting on Monday, December 5, 2016
- 2. Water District III Change Order No. 2, to secure remaining USDA Rural Development Grant funds to include Woodard Road Booster Pump Station, Well House #2 standby generator, and water line size increase in the amount of \$448,570
- 3. Amendment to Martin County Regional PSAP back-up facility interlocal agreement, adding Pasquotank County
- 4. Roanoke-Chowan Community College is requesting permission to offer expanded educational services and training opportunities in Bertie County, and is seeking a letter of support
- 5. NCACC Legislative Goals Conference – January 12-13, 2017 – Voting Delegate
- 6. 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

ITEM ABSTRACT

MEETING DATE: January 3, 2017

AGENDA ITEM: Work Session – Item #1

DEPARTMENTS: Emergency Management and Governing Body

SUBJECT: Hurricane Matthew Recovery Efforts and Long Range Planning

COUNTY MANAGER RECOMMENDATION OR COMMENTS:

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

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---

- 1) **Discussions regarding relocation of County facilities**—Beginning with the Board’s work session on November 7, 2016 where representatives from both the Albemarle Regional Library (on behalf of Lawrence Memorial Public Library staff) and Cooperative Extension, there have been discussions regarding site alternatives. For **Cooperative Extension**, moving the existing building from Queen Street to higher ground has been reviewed and rough estimates range from \$50,000 to \$100,000 depending on location.

For the **Lawrence Memorial Library**, there is concern from branch staff that after five floods in 19 years a permanent relocation is most desirable. As the Board will recall from the discussions on November 7th, one project opportunity is the new construction and co-location of the Library and Cooperative Extension at the DSS complex where the County owns fifteen (15) acres of land. A copy of the site map is attached which was distributed at the work session.

Foremost of concern is the lack of public library services locally, the re-deployment of staff to other regional facilities and the continued expenditure of utilities for a vacant facility to prevent further moisture related damage.

EMS Base Station One in the eyes of FEMA has been very complicated. FEMA federal regulations first require a review of facility data including ownership, and as a Town building, the County was initially rejected for mitigation funds to replace the facility. In our initial meetings with FEMA staff, we were presented with many friendly faces willing to be “intergovernmental liaisons” with local officials, but no one from the federal government was in a position to answer questions. Furthermore, there seemed to be no appreciation for the economic challenges of a financially poor, rural county working to ensure Paramedic services continued without interruption and at the lowest possible cost.

The County has met with FEMA on multiple occasions, and the federal staff seem to rotate on a weekly basis, as we have documented the events leading up to where the Bertie County Board of Education initially approved a 45 day temporary lease for the EMS Station One to be located in a vacant classroom building on the campus of the Bertie Early College campus.

The County explained its initial response and within 48 hours of Tropical Storm Julia’s arrival, staff and equipment were relocated to the 300 Building and temporary quarters established to support staff on a 24-hour basis. The facility had electricity, restrooms and air conditioning immediately available. County staff worked with CenturyLink to establish secure internet to process electronic medical records and daily trip reports.

Emergency Services Director Mitch Cooper has provided a review of our immediate challenges with the temporary quarters and the need to improve the driveway access and parking area for emergency vehicles (ambulances) and staff vehicles.

The temporary facilities at the Bertie Early College (former Southwestern middle school campus) are less than ideal. In addition to the renovations required to add shower facilities for decontamination, the recent heavy rains have brought several roof leaks to our attention that are more serious than initially noted.

Further challenging for our discussions with FEMA staff, is the federal regulatory emphasis on temporary solutions, and the restrictions for using federal funds to lease modular units for staff

or tents for parking equipment. Given the amount of temporary allowable funds from FEMA, we have been negotiating and advocating for a more permanent suitable solution for the EMS Base Station.

Also, recovery efforts have included extensive meetings for Finance Officer William Roberson with the NC Office of Emergency Management and FEMA staff as we prepare documentation delineating the local expenditures recently summarized for the Board of Commissioners, totaling \$250,000 initially. We are working to separate the damages incurred on September 21st with tropical storm Julia and the impact of Hurricane Matthew from October 8th and its aftermath.

Due to the turnover in federal staff representing FEMA, and the complexities of two storm events, documentation for expenses such as comp time for DSS staff at emergency shelters is very difficult and cumbersome. Hence, management's ability to document the costs and seek federal or state reimbursement, is likely months away.

Last week, Bertie County received its fourth "FEMA assigned representative" and we are beginning to make progress in the federal government's understanding of our unique local situation with damages compressed into two major flood events, one of which is State declared (Julia) and Matthew, which is a federally declared disaster for reimbursement purposes. Our current FEMA representative has extensive storm recovery experience, understands the difficulty of documenting expenses incurred in multiple events and has identified reimbursement measures to provide permanent solutions for the loss of this critical emergency services facility.

In other words, under the leadership of Chairman Trent (who has committed countless hours to these meetings), we are appealing to FEMA for temporary recovery funds that can be re-directed toward a permanent relocation of this facility, and it appears that we may be successful.

As a result of a meeting on December 13th, FEMA has tasked the County with preparing a cost analysis examining three alternatives:

- Continued use of the school site with repairs, adaptation and renovation
- Leasing of modular facility units for a period not to exceed 18 months
- New construction on an existing County owned site—no decisions have been made, and management has yet to finalize its recommendation, which will be forthcoming at the next Board meeting on January 3rd. Existing county-owned properties which may be considered are the radio tower site on Highway 13 or one of several tracts on County Farm Road.

FEMA will review these alternatives on January 4th, 2017.

- 2) **Kate B. Reynolds Charitable Trust** has awarded the County a grant of \$51,450 to assist with the EMS Base Station recovery efforts and transition from a temporary "make shift" facility to a permanent location. Discussions are ongoing regarding the use of funds for initial expenses at the Early College Campus, and the possibility of "re-purposing" a portion of these funds toward a new permanent facility. And most importantly, in a conference call yesterday, the County was

encouraged to prepare for a capital construction grant application due in early February which may provide up to \$150,000 toward the construction of a new EMS Base Station or other project as determined by the Board. Excerpts from the grant application include:

The immediate priorities are as follows:

\$11,000 To add gravel for parking and the driveway access that has deep ruts.

\$20,000 Bathrooms and showers for staff in the adjoining gymnasium building, plus installation of a washer & dryer.

\$18,000 Rent for three months (price established by the Board of Education)

\$49,000 Total grant request

In terms of the operational adequacy for an EMS Base Station, this location remains very challenging. All of our ambulances are parked outside, and with the winter months ahead and cold temperatures it is very difficult to maintain the medical equipment and drug supplies when exposed to the cold weather. Typically, all ambulances are kept in climate controlled garages.

- 3) **Mitigation Efforts and Long Term Planning**—In addition to the recovery efforts seeking reimbursement for the County’s emergency response and facility infrastructure replacement, the Town of Windsor and the County have received offers of technical support from East Carolina University and NCSU. This initiative is coming together due to encouragement from the Governor’s Office and persistent calls from Mayor Hoggard and Chairman Trent. Their emphasis will likely include an examination of the causation for the increasing nature of the repetitive flooding, and development of strategies available to both jurisdictions. Also, there will be a review of plans to relocate key infrastructure (the Town’s Public Works warehouse) or the commercial district to higher ground within the city limits. Cooperative Extension Director Billy Barrow has offered to assist with the logistics for a couple of meetings on January 10th and 11th with details to be reviewed at the next Board meeting.

Also attached for the Board’s review is correspondence prepared by **Holland Planning Consultants (HPC)** for the Town of Windsor, and details some of the key elements under discussion. Mr. Dale Holland, President of HPC will make a brief presentation at the Board’s next meeting, and underscore the importance of the County’s efforts to be forthright and aggressive in its preparation of reports and grant applications which will compete for recovery and mitigation funds among 49 disaster declared counties. Presenting a united and cohesive plan for both Bertie County and the Town of Windsor will likely yield significant results among the reviewing agencies. Mr. Holland’s firm has extensive experience dating back to Hurricane Floyd in 1999.

- 4) **Storm Debris Removal**—As the Board will recall, the initial bidding resulted in a single response and despite the County’s efforts to seek a waiver for the requirement, FEMA regulations specified that the County re-bid the storm debris removal procurement. The County’s request

for proposals was prepared by Mitch Cooper and reviewed by Jonathan Huddleston for statutory compliance. On the second bidding cycle, two proposals were received and certified by FEMA as “responsible bidders” and the low bid is awarded to Tim Phelps, a local contractor. Debris removal and clean-up should be scheduled in early January. Advertising for this project was coordinated through the State of North Carolina’s HUB program for historically underutilized businesses and contacts with several vendors who have provided storm debris removal services in prior years.

- 5) **Disaster Relief Employment project**—January 3rd's agenda contains a worksite agreement with CADA for temporary staff positions to assist in Maintenance, Emergency Management, Soil & Water Conservation and DSS with hourly rates ranging from \$8.00 to \$11.50 an hour, with funding available through the Region Q Workforce Development Board.

Outlined below are the dates and hours of office closings and administrative paid time off:

Tropical Storm Julia

Wed., September 21, 2016 – Early Closure – 12 Noon
Hours Off: 5

Thurs., September 22, 2016 – Office Closed – All Day
Hours Off: 7.50

Fri., September 23, 2016 – Office Closed – All Day
Hours Off: 7.50

Sun., September 25, 2016 – Office Closed – WEEKEND
*Emergency Meeting – Board of Commissioners

Mon., September 26, 2016 – **RESUMED REGULAR HOURS**
*Joint Meeting – Board of Education

TOTAL HOURS OFF: 20

Hurricane Matthew

Thurs., October 6, 2016 – REGULAR HOURS

*Regular Meeting – Board of Commissioners (rescheduled from Mon., 10/3)

Fri., October 7, 2016 – Early Closure – 1:00 PM

Hours Off: 4

Mon., October 10, 2016 – Closed – All Day

Hours Off: 7.50

Tues., October 11, 2016 – **RESUMED REGULAR HOURS**

Fri., October 21, 2016 – REGULAR HOURS

*Gov. McCrory approved Emergency SNAP benefits

TOTAL HOURS OFF: 11.5

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In the wake of Hurricane Matthew, Bertie County was one of the hardest hit areas in eastern North Carolina. Our citizens suffered many losses with 90+ homes and 50+ businesses affected by this event. Not only was our public affected, but our Government sustained damage to critical infrastructure from this storm including the loss of the County seats only public library, Cooperative Extension Office, and the primary emergency services base for Emergency Management and Emergency Medical Services.

As a result, the Cooperative Extension office relocated to the old Sheriff's Office at 104 Dundee St. Additionally, the Lawrence Memorial Public Library and our Emergency Services facility are also being considered for relocation into temporary structures until a permanent structure can be secured. The decision about a temporary library structure still in the earliest stages.

As for the EMS structure, FEMA has asked the County to secure possible solutions for either a temporary or permanent solution of the building that lost during the storm. These structures must meet the needs of the current facility but cannot exceed those needs. Below is four possibilities of temp structures and one permanent structure.

Option 1: Refurbish 300 building at Early College

- Lease \$6000.00/Month = 12month/\$72,000.00
- Roof repair - \$70,000.00 +
- Electrical Upgrades - \$10,000.00 +
- Plumbing and Fixtures - \$20,000.00+
- Carpentry/Etc. – 10,000.00 +
- Sand/Gravel – \$10,000.00+
- Temp Cover for 5 ambulance (Mahaffey) - \$137,245.00
 - Total: \$329,245.00

Option 2: Build permanent structure on County Farm Rd

- Building \$119,300.00
- Up fit \$ 80,700.00
 - Total: \$200,000.00

Option 3: Temp facility lease from mod space

- Two temp structures to meet current needs \$ Not submitted
- Temp Cover for 5 ambulance (Mahaffey) - \$137,245.00
 - Total: \$257,245.00

Option 4: Temp facility purchase

- Four temp structures to meet current needs \$ 399,092.00
- Temp Cover for 5 ambulance (Mahaffey) - \$137,245.00
 - Total: \$537,337.00



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WORLD PANEL
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REDHILL
ASSOCIATES

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PB9

POA
PG777

HERNIE
COUNTY

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HERNIE
COUNTY

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BROOK AV 6801773535
SEED
COILING

COUNTY FARM RD

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CASHIE GOLF &
CLUB

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HERNIE
COUNTY

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HINDSOR LLC
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778/727
6812300233
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6812300339
6812208460
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96E/148
6812300623
6812300720
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DUNLOW DRIVE

CONNER AVE

BERTIE COUNTY
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PITTMAN WILLIAM G. JR.
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JASPER BAZEMORE AVE

BERTIE COUNTY

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PC B PG 493

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BERTIE COUNTY

PIERCE JOHN L. JR.
P/257
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TUNBUS LLC
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EASTERN NC
ASSEMBLY OF
GOD CAMP INC
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TOWN OF WINDSOR

Windsor, North Carolina 27983

128 South King Street
Post Office Box 508
(252) 794-3121
(252) 794-2331
(252) 794-5909 (fax)
www.windsornc.com

MAYOR

James F. Hoggard

COMMISSIONERS

Bobby N. Brown
Cathy E. Wilson
Lawrence Carter, Jr.
Jonathan S. Powell, III
David O. Overton

TOWN ADMINISTRATOR

L. Allen Castelloe

December 8, 2016

Hurricane Matthew Recovery Committee

Anne Faircloth, NC Disaster Relief Fund Committee Chairperson

Vanessa Harrison, Planning & Building Sustainable Communities Committee Chairperson

Steve Wordsworth, Economic Development Strategic Plan Committee Chairperson

20301 Mail Service Center

Raleigh, North Carolina 27699-0301

RE: Town of Windsor, NC Hurricane Matthew Flood Recovery

Dear Chairpersons:

The Town of Windsor, North Carolina, is the county seat of Bertie County, which is one of the most economically depressed counties in the State of North Carolina. The town is located in the heart of Bertie County, with an active downtown business district and Historic District. Windsor has a population of approximately 3,000 people and is the largest town in Bertie County.

The Town of Windsor suffered massive flooding after Hurricane Matthew in October, 2016. The Cashie River crested at 16.83 feet, considerably higher than the river's major flood stage of 8.0 feet. A large section of downtown Windsor flooded, including parts of its Historic District, as well as numerous residential neighborhoods within the town limits on both sides of the Cashie River. There was additional flooding to the north of Windsor in the Town's extraterritorial jurisdiction (ETJ) along U.S. Highway 13. Unfortunately, this type of major flooding is nothing new in Windsor. In fact, about two weeks prior to Hurricane Matthew, the remnants of Tropical Storm Julia left the town flooded with a river crest of 14.94 feet. Hurricane Matthew hit as damage assessments and cleanup related to TS Julia were only just underway. Additionally, in 2010, Tropical Storm Nicole flooded the town with a river crest of 15.69 feet. Of course, this recent flooding is all in addition to substantial damage from Hurricane Floyd in 1999, which brought a river crest of 18.52 feet.

As you can see, major flooding has been frequent in Windsor in recent years. Many of the structures that were damaged following Hurricane Matthew also sustained damage in all three of the previous recent tropical events outlined above. The Town has already initiated planning efforts for flood mitigation and sustainable re-development, but needs help to implement its plan. The town has already mitigated about 45 properties through retrofitting/buyout programs after Hurricane Floyd and Tropical Storm Nicole, but there are many properties left literally in the flood's wake. Over 100 properties within

the town limits, and an estimated 25 within its ETJ, flooded following Hurricane Matthew. Outlined below is a brief summary of the town's immediate mitigation and recovery plan related to Hurricane Matthew:

Residential

The Town expects to submit a Hurricane Matthew HMGP acquisition program application to acquire approximately forty-five (45) repetitively-damaged homes within its town limits and ETJ. State Acquisition and Relocation Fund (SARF) "gap funding" to help those who wish to rebuild outside the floodplain would be instrumental in implementing this project. This funding has been previously provided by the state (up to \$50,000 per residence after Hurricane Floyd and \$25,000 after Hurricane Isabel), with much success, including in Windsor after Floyd.

If HMGP elevation funding is available, there are about seven (7) structures in or adjacent to Windsor's Historic District that would also be included in a separate HMGP elevation application.

Public Buildings

There are five (5) public buildings the Town will be including in its HMGP acquisition application that have suffered substantial repetitive flooding (all 4 storms listed above). These include important buildings like the Bertie County Library, the County Cooperative Extension Building, the Town's Utilities Building, and the United States Post Office.

Commercial Buildings

There are approximately twenty-five (25) commercial structures the Town will be including in its HMGP acquisition application, including one actually located in the floodway. Many of the businesses in these buildings have suffered massive losses, including some that have gone out of business entirely, causing an actual loss of jobs that may never be recovered.

Redevelopment Efforts

Due to the substantial commercial/public building losses as a result of the massive recent repetitive flooding, the Town will need assistance in redevelopment. While significant portions of the downtown will remain following the acquisition effort outlined above, redevelopment outside of the floodplain is necessary to sustain economic growth in the town during and following the mitigation effort. Acquisition funds to acquire parcels suitable for commercial redevelopment as well as low interest commercial loans for businesses will be necessary. The Town of Windsor is willing to commit some match funding toward this enterprise. The Town may also be eligible for proposed Hurricane Matthew CDBG funding because of its Tier 1 economic status. The Town has kept its infrastructure in good repair and would like to utilize existing parcels within its core business district (outside of the floodplain) for redevelopment.

In initial reports, it was indicated that part of the Committee's role was to "rebuild communities in a way that doesn't leave them exposed to repeated flooding." As indicated above, the Town of Windsor is not interested in pursuing non-sustainable redevelopment in areas prone to repetitive flooding. We are ready and willing to work within the framework of your stated mitigation and recovery priorities, and we require your assistance and funding to be able to do so.

Hurricane Matthew Recovery Committee
December 8, 2016
Page 3

Please contact our Town Administrator, Allen Castelloe, at (252) 794-3121 with any questions you may have about Windsor's needs.

Sincerely,

James F. Hoggard
Mayor, Town of Windsor

Cc: Pat McCrory, Governor of North Carolina
Roy Cooper, Governor-Elect of North Carolina
Richard Burr, United States Senator
Thom Tillis, United States Senator
G.K. Butterfield, United States Representative
Howard Hunter III, North Carolina Representative
Erica Smith-Ingram, North Carolina Senator
John Trent, Chairman, Bertie County Board of Commissioners

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December 27, 2016

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

Re: Letter of Interest – Hurricane Matthew Disaster Recovery
and Hazard Mitigation/General Planning Services

Dear Mr. Sauer:

Holland Consulting Planners, Inc., greatly appreciates the opportunity to present Bertie County with this letter of interest in providing you with planning services specifically related to Hurricane Matthew recovery. Our firm is also uniquely qualified to provide the county with on-demand hazard mitigation/general planning services.

As promised during our meeting with you last Wednesday afternoon, I have attached a firm profile and a detailed summary of our specific experience in hazard mitigation planning and the management of flood mitigation and flood recovery projects. Please share this letter and attached information with the Board of Commissioners. We will attend the board's work session at 1:00 PM on January 3rd, and are prepared to review our firm's qualifications to assist you with Hurricane Matthew recovery, and to answer any questions the board may have with respect to our experience in land use, hazard mitigation, and recreational planning. We will also be prepared to discuss any issues they may have related to contractual agreements and cost estimates for the provision of these services.

We have worked very closely with the Town of Windsor since the firm was founded in 1987, and I have worked personally with the town since 1980. The other two key members of our proposed management team have worked continuously on flood recovery and mitigation projects in eastern North Carolina since Hurricane Fran in 1996, including management of several projects for the Town of Windsor. We have also managed the town's CDBG and related low-income housing programs from 1987 to date, and are very well-qualified to manage any HUD-funded disaster assistance programs for the county if that type of assistance is made available due to the Hurricane Matthew disaster declaration. We have a very close working relationship with Green Engineering, the firm currently assisting you with county-wide water improvements. This relationship should prove invaluable if the county wishes to pursue funding for public infrastructure projects related to disaster recovery or flood mitigation.

HCP is already actively assisting the Town of Windsor with citizen outreach and data collection that is required to obtain Hurricane Matthew disaster recovery and flood mitigation funding. Some of the fruits of that effort have been shared with the county, and we will be happy to discuss possible interlocal agreements between the town and county with you and representatives of the town at your convenience.

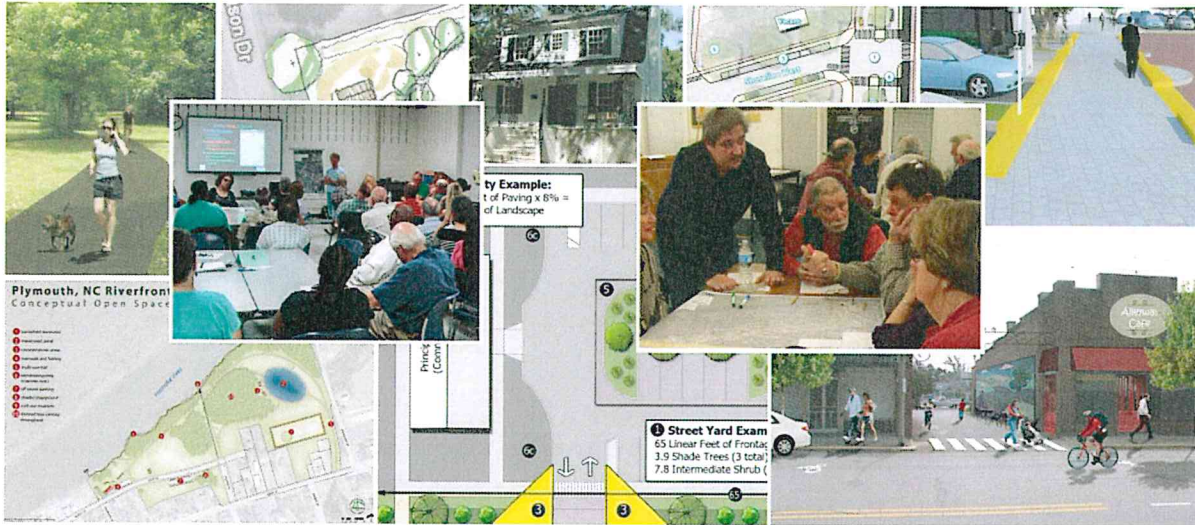
In addition, our firm contractually provides Windsor with open-ended general planning services. If the county decides to enter into a similar agreement with us to assist with obtaining funding for Hurricane Matthew, we suggest that we perform those services under the authority of periodic (3-6 month) work authorizations that would identify specific tasks to be performed for a not-to-exceed fee. The use of these work authorizations gives both parties the opportunity to plan ahead, fiscally and productively, and keeps both parties concentrated on short-term tasks at hand.

Please call me directly if you have any questions before next Tuesday. We sincerely look forward to meeting with you and the board next week.

Sincerely,

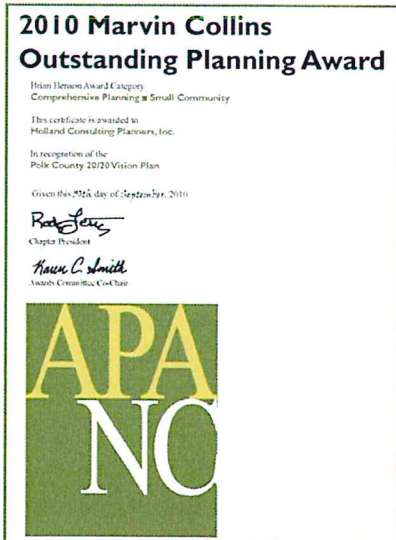
A handwritten signature in black ink, appearing to read "T. Dale Holland", with a long, sweeping flourish extending to the right.

T. Dale Holland, President



Holland Consulting Planners, Inc., (HCP) was established in 1987 to provide quality comprehensive planning and grant management consultant services. T. Dale Holland, AICP, is the firm’s owner and president. While a wide range of planning capabilities are provided, our principal focus is on land use planning and regulation, urban design, and community development. We strongly believe in providing exceptional service to our client base. We have particular interest in enriching the urban fabric in communities across the state of North Carolina.

The firm maintains offices in **Wilmington** and **Washington, NC**. The majority of our staff is located in our Wilmington office, our firm’s headquarters. Our staff consists of experienced professionals who are members of the American Institute of Certified Planners, in addition to other organizations associated with the built environment.



The firm has prepared over 100 land use and comprehensive plans, and over twenty-five (25) zoning/unified development and subdivision ordinances. Other planning experience includes Geographic Information System (GIS) development and management; and preparation of hazard mitigation plans, sign regulations, recreation plans, urban design guidelines, and comprehensive housing strategies.

The firm has been actively involved in North Carolina’s Disaster Recovery Program, including the management of several Hurricane Fran HMGP elevation/acquisition projects, and numerous Hurricane Floyd acquisition/rehabilitation projects. HCP successfully managed the largest residential elevation/retrofitting program ever funded by FEMA (Beaufort County, NC 1997 through 2002).

The following provides a summary of the capabilities of Holland Consulting Planners, Inc.

Planning

Code and Ordinance Preparation
Comprehensive and Growth Management Plans
Hazard Mitigation Plans
Emergency Response Plans
Economic Development Plans
Bicycle and Pedestrian Plans
Corridor Plans
Downtown Plans
Transportation and Parking Plans
Open Space Plans
Shoreline Access Plans
Public Involvement Plans and Charrettes

Community Development

Environmental Review Records
HUD CDBG Administration
Analysis of Impediments to Fair Housing Choice
Consolidated Plans and Annual Action Plans
CDBG Program Planning and Applications
Housing Rehabilitation Administration
HMGP Elevation and Acquisition
Housing Needs Assessment

Urban Design

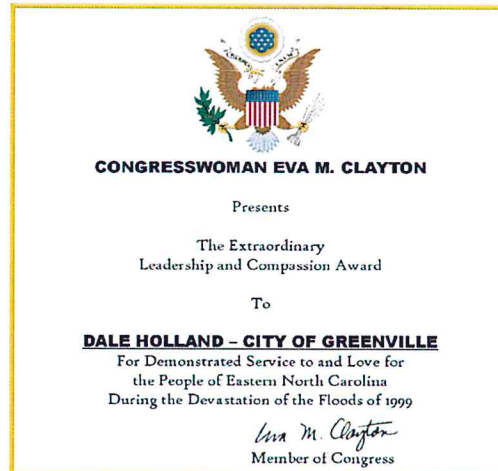
Community Design Plans
Placemaking Strategies
Parks and Open Space Conceptual Design
Streetscape Design
Site Planning
Computer Visualization (existing and proposed)
Design Review
Site Evaluation and Selection

Administrative & Management Services

Zoning and Planning Administration
Planning and Design
Project Management
Program Development
Grant Administration
Graphics, Mapping, and Auxiliary GIS
Business Retention, Expansion, and Recruitment
Communication, Community, and Public Relations
Workload Overflow

Holland Consulting Planners, Inc.
3329 Wrightsville Avenue, Suite F
Wilmington, North Carolina 28403
Phone: 910/392-0060 • Fax: 910/392-2839
Website: www.hcpplanning.com
E-mail: wilmington@hcpplanning.com

Peterson Building, 310 West Main Street
Washington, North Carolina 27889
Phone: 252/946-0877 • Fax: 252/946-7912
E-mail: washington@hcpplanning.com





Since 1997, following Hurricane Fran, **Holland Consulting Planners, Inc.**, (HCP) has been at the forefront of North Carolina's hazard mitigation planning and disaster recovery effort, assisting numerous clients in eastern North Carolina with preparation of all hazard mitigation plans, supervision of buyout and retrofitting projects, and management of recovery programs including housing replacement and rehabilitation. HCP has more hands-on flood mitigation and recovery management expertise than any professional consulting firm in North Carolina.

The firm has managed approximately 40 HMGP/HMA elevation and acquisition projects and Crisis Housing Assistance projects (Hurricanes Fran/Bonnie/Floyd/Isabel) and annual Hazard Mitigation Assistance programs. These projects have included preparation of all program assistance policies, contract documents, professional services contracts, homeowner preconstruction and contract administration forms; and complete program management, including comprehensive acquisition and relocation management, elevation and retrofitting or rehab/replacement contract administration, supervision of resident inspection services, and coordination of appraisal, legal, surveying, engineering, and asbestos inspection services. Many of these projects included management of additional funds provided by North Carolina and HUD for utility and floor framing retrofitting and rehabilitation of low-income units.

On an annual basis, HCP provides supervision of the Flood Mitigation Assistance (FMA) acquisition/elevation application process for Beaufort County, Craven County, Hyde County, Pender County, and the Towns of Carolina Beach, Wrightsville Beach, and Windsor (approximately 75 units funded 2008-2016).

Recent experience includes the following:

1987-2004: Preparation of Post-Disaster Recovery and Evacuation Plans and Storm Hazard Mitigation Policies, including mapping of flood-prone areas and high wind zones, for over 35 units of government in eastern North Carolina as part of Land Use Plans required by North Carolina Coastal Area Management Act (CAMA) regulations.

September 1996 – June 1997: Following Hurricane Fran, assisted North Carolina Division of Emergency Management and several eastern North Carolina communities with preparation of "Urgent Need" HMGP Elevation Applications for submittal to FEMA Region IV.

October 1997 – December 2003: Administration of five HMGP elevation and acquisition projects (Hurricane Fran/Bonnie) outlined below, including preparation of all program assistance policies, contract documents, professional services contracts, homeowner preconstruction and contract administration forms; and complete program management, including elevation and retrofitting contract administration, supervision of resident inspection services, and coordination of legal, surveying, engineering, and asbestos inspection services. Projects included management of additional funds provided by North Carolina and HUD for utility and floor framing retrofitting and rehabilitation of low-income units.

1. Beaufort County, NC (Hurricane Fran) – 75 elevated units – completed in December 2001.

2. Beaufort County, NC (Hurricane Bonnie) – 25 elevated units – completed in December 2002.
3. Belhaven, NC (Hurricane Fran) – 255 elevated units – completed in February 2003.
4. Craven County, NC (Hurricane Fran) – 7 elevated units – completed in December 2000.
5. Washington, NC (Hurricane Fran) – 40 elevated units/21 acquired units – completed in March 2001.

January 1998 – present: Participation in development of NC planning standards for preparation of Hazard Mitigation Plans by local units of government; preparation of Hazard Mitigation Plans for over thirty (30) local units of government, including one of two pilot Regional HMPs within the State of North Carolina. Subsequent preparation of five additional Regional HMPs.

December 2000 – June 2004: Administration of HMGP/HFPA Acquisition Projects and/or NC Crisis Housing Assistance Projects for sixteen local units of government in eastern North Carolina following Hurricane Floyd (September 1999). HCP has managed the acquisition of over 700 flood-damaged structures with HMGP/HFPA funds, including management of related homeowner and tenant relocation programs. In Greenville, the firm assisted the city staff with the acquisition of over 400 parcels. Additionally, HCP managed the elevation/repair or replacement of an additional 500 residential units through the Crisis Housing Assistance program.

June 2005 – March 2008: Administration of five HMGP elevation and acquisition projects (Hurricane Isabel) outlined below, including preparation of all program assistance policies, contract documents, professional services contracts, homeowner preconstruction and contract administration forms; and complete program management, including elevation and retrofitting contract administration, supervision of resident inspection services, and coordination of legal, surveying, engineering, and asbestos inspection services.

1. Beaufort County, NC – 14 elevated units – completed in June 2006.
2. Belhaven, NC – 15 elevated units – completed in June 2006.
3. Edenton, NC – 1 elevated unit; 3 acquisition units – completed in June 2006.
4. Hertford County, NC – 3 acquisition units – completed in December 2007.
5. Hyde County, NC – 4 acquisition units; 26 elevation units – completed in October 2006.

August 2005 – December 2007: Management of CDBG Supplemental Assistance Programs for replacement/rehabilitation of homes damaged by Hurricane Isabel in Hyde County, Beaufort County, and Belhaven, NC.

January 2006 – December 2010: Management of state-funded Crisis Housing Assistance programs in Pender County and Columbus County, NC, for 2004 tropical storm recovery.

January 2008 – Present: Management of annual FMA elevation application/management processes for Beaufort County, Craven County, the Town of Carolina Beach, Pender County, Hyde County, Oak Island, and Wrightsville Beach.



HAZARD MITIGATION PLANNING & PROJECT MANAGEMENT EXPERIENCE

July 2013 – Present: Management of Hurricane Irene HMGP acquisition/elevation projects for Beaufort County, Craven County, Hyde County, and Pamlico County (65 units).

March 2015 – Present: Management of FY13 FMA projects for the Town of Carolina Beach, and Beaufort and Craven Counties (20 units), and FY14 FMA projects for the Town of Carolina Beach, and Beaufort, Craven, and Pender Counties (30 units).



Bald Head Island, North Carolina

2010 Hazard Mitigation Plan Update

Beaufort, North Carolina

2003 Hazard Mitigation Plan

Beaufort County, North Carolina

Hurricane Fran HMGP/SARF Elevation Program
FY99 NCHFA SFR-Disaster Program
2001 Hazard Mitigation Plan
2003 Hazard Mitigation Plan Update
FY05 CDBG Supplemental Assistance Program
FY08 Repetitive Flood Claim Elevation Project
Hurricane Isabel HMGP Elevation Program
Hurricane Bonnie HMGP Elevation Program
Hurricane Floyd HMGP/SARF Acquisition
and Relocation Project
Hurricane Floyd Repair and Replacement Program
FY10 Severe Repetitive Loss Elevation Project
2010 Multi-Jurisdictional Hazard Mitigation Plan
Hurricane Irene HMGP Elevation Program
FY13 Flood Mitigation Assistance Program
FY14 Flood Mitigation Assistance Program

Belhaven, North Carolina

Hurricane Fran FEMA HMGP/SARF Project
2001 Hazard Mitigation Plan
Hurricane Floyd Repair and Replacement Program

Bladenboro, North Carolina

FY99 NCHFA SFR-Disaster Program
2002 Hazard Mitigation Plan
FY04 NCHFA Urgent Repair Program

Bladen County, North Carolina

2004 Hazard Mitigation Plan
2010 Multi-Jurisdictional Hazard Mitigation Plan

Brunswick County, North Carolina

FY99 NCHFA SFR-Disaster Project
Hurricane Floyd Repair and Replacement Program

Caldwell County, North Carolina

2003 Hazard Mitigation Plan
2010 Multi-Jurisdictional Hazard Mitigation Plan

Carolina Beach, North Carolina

2010 Severe Repetitive Loss Elevation Project
FY13 Flood Mitigation Assistance Program
FY14 Flood Mitigation Assistance Program

Carteret County, North Carolina

2010 Multi-Jurisdictional Hazard Mitigation Plan

Chowan County, North Carolina

Hurricane Isabel HMGP Elevation/Acquisition Project

Columbus County, North Carolina

FY05 Crisis Housing Assistance Repair and
Replacement Program

Craven County, North Carolina

Hurricane Fran HMGP/SARF Elevation Project
1999 Hazard Mitigation Plan
FY99 NCHFA SFR-Disaster Program
Hurricane Floyd HMGP/SARF Acquisition and
Relocation Project
Hurricane Floyd Repair and Replacement Program
2003 Emergency Operations Plan Update
2003 Hazard Mitigation Plan Update
FY08 Repetitive Flood Claim Program
FY10 Repetitive Flood Claim Program
2010 Multi-Jurisdictional Hazard Mitigation Plan
FY13 Flood Mitigation Assistance Program
FY14 Flood Mitigation Assistance Program

Craven County Schools

2005 Emergency Response Plan

Eastern Regional Advisory Committee

2007 ERAC Medical Response Plan
2008 ERAC Medical Response Plan Update

Franklin County, North Carolina

1999 Land Use/Hazard Mitigation Plan
2003 Hazard Mitigation Plan Update

Granville County, North Carolina

2003 Hazard Mitigation Plan

Greene County, North Carolina

2010 Multi-Jurisdictional Hazard Mitigation Plan



HAZARD MITIGATION AND DISASTER RECOVERY EXPERIENCE LISTING

Greenville, North Carolina

Hurricane Floyd HMGP/SARF Acquisition and Relocation Project

Greer, South Carolina

2010 Hazard Mitigation Plan

Halifax County, North Carolina

2003 Hazard Mitigation Plan
2010 Multi-Jurisdictional Hazard Mitigation Plan

Hertford County, North Carolina

Hurricane Floyd SARF/STRA Relocation Program
Hurricane Isabel HMGP Elevation/Acquisition Program
2003 Hazard Mitigation Plan
2010 Multi-Jurisdictional Hazard Mitigation Plan

Hyde County, North Carolina

FY05 CDBG Supplemental Assistance Program
Hurricane Isabel HMGP Acquisition & Elevation Project
FY11 PDM Elevation Program
Hurricane Irene HMGP Elevation Project

Louisburg, North Carolina

2003 Hazard Mitigation Plan

Moore County, North Carolina

2010 Multi-Jurisdictional Hazard Mitigation Plan

Onslow County, North Carolina

2001 All Natural Hazard Mitigation Plan

Pamlico County, North Carolina

Hurricane Irene HMGP Elevation Program

Pembroke, North Carolina

2002 Hazard Mitigation Plan
2010 Hazard Mitigation Plan Update

Pender County, North Carolina

FY05 Crisis Housing Assistance Repair and Replacement Program
2010 Multi-Jurisdictional Hazard Mitigation Plan
FY14 Flood Mitigation Assistance Program

Pine Knoll Shores, North Carolina

2004 Hazard Mitigation Plan

Roanoke Rapids, North Carolina

Hurricane Floyd Crisis Housing Assistance and HMGP Buyout Programs
2002 Local Hazard Mitigation Plan

Robeson County, North Carolina

2010 Multi-Jurisdictional Hazard Mitigation Plan
2016 Multi-Jurisdictional Hazard Mitigation Plan

Rocky Mount, North Carolina

Housing Inspection Services and Technical Assistance for Hurricane Floyd Repair & Replacement Program

Sunset Beach, North Carolina

2010 Hazard Mitigation Plan Update

Tyrrell County, North Carolina

2004 Hazard Mitigation Plan

Washington, North Carolina

Hurricane Fran HMGP/SARF Elevation Program
1999 NCHFA SFR-Disaster Recovery Project
1999 Hazard Mitigation Plan
Hurricane Floyd HMGP/SARF Acquisition and Relocation Project
Hurricane Floyd Repair and Replacement Program

Whiteville, North Carolina

2001 Hazard Mitigation Plan

Williamston, North Carolina

2003 Hazard Mitigation Plan

Windsor, North Carolina

Hurricane Floyd HMGP/SARF Acquisition and Relocation Project
Hurricane Floyd Repair and Replacement Program
Tropical Storm Nicole HMGP Acquisition Program

Wrightsville Beach, North Carolina

2002 Hazard Mitigation Plan
2004 Hazard Mitigation Plan Update
2010 Hazard Mitigation Plan Update



Regional Hazard Mitigation Plans (HMP)

2010 MTW Regional HMP (Martin, Tyrrell, and Washington Counties)

2015 Bladen/Columbus Regional HMP (Bladen and Columbus Counties)

2015 Neuse River Basin Regional HMP (Greene, Jones, Lenoir, Pitt, and Wayne Counties)

2015 Pamlico Sound Regional HMP (Beaufort, Carteret, Craven, Hyde, and Pamlico Counties)

2015 Sampson/Duplin Regional HMP (Duplin and Sampson Counties)

2015 Southeastern NC Regional HMP (Brunswick, New Hanover, and Pender Counties)

2016 Northeastern NC Regional HMP Update (Bertie, Hyde, Martin, Tyrrell, and Washington Counties)

2016 Halifax/Northampton Regional HMP (Halifax and Northampton Counties)

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Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: January 3, 2017

AGENDA ITEM: Work Session – Item #2

DEPARTMENT: Emergency Services

SUBJECT: EMS and Non-Emergency Transport Revenue Collections Update

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 Commissioners Presentation

January 3rd, 2017

Submitted to:
Bertie County Emergency Medical Services
Windsor, NC

Submitted by:
Dave Pickren, National Sales Director
Colleton Software Inc. /Tarheel Medical Billing
237 Oakland Drive
Walterboro, SC 29844

Bertie County Non Emergency Call Volume



NONEMERGENT	NONEMERGENT	NONEMERGENT	NONEMERGENT	NONEMERGENT	NONEMERGENT	NONEMERGENT	NONEMERGENT	NONEMERGENT	NONEMERGENT	NONEMERGENT	NONEMERGENT	NONEMERGENT	NONEMERGENT	NONEMERGENT	NONEMERGENT	NONEMERGENT	NONEMERGENT	NONEMERGENT	NONEMERGENT	NONEMERGENT	NONEMERGENT	NONEMERGENT	NONEMERGENT	NONEMERGENT	NONEMERGENT	NONEMERGENT	NONEMERGENT	NONEMERGENT
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- Call Volume increased from 32 in November 2014 to 328 in November 2016.
- Averaged over 300 call per month this Fiscal Year.
- Other private companies have closed down while Bertie NET has continued to grow.
- Further growth opportunities are available in the immediate area.
- Profitable organization based on today's revenue model.

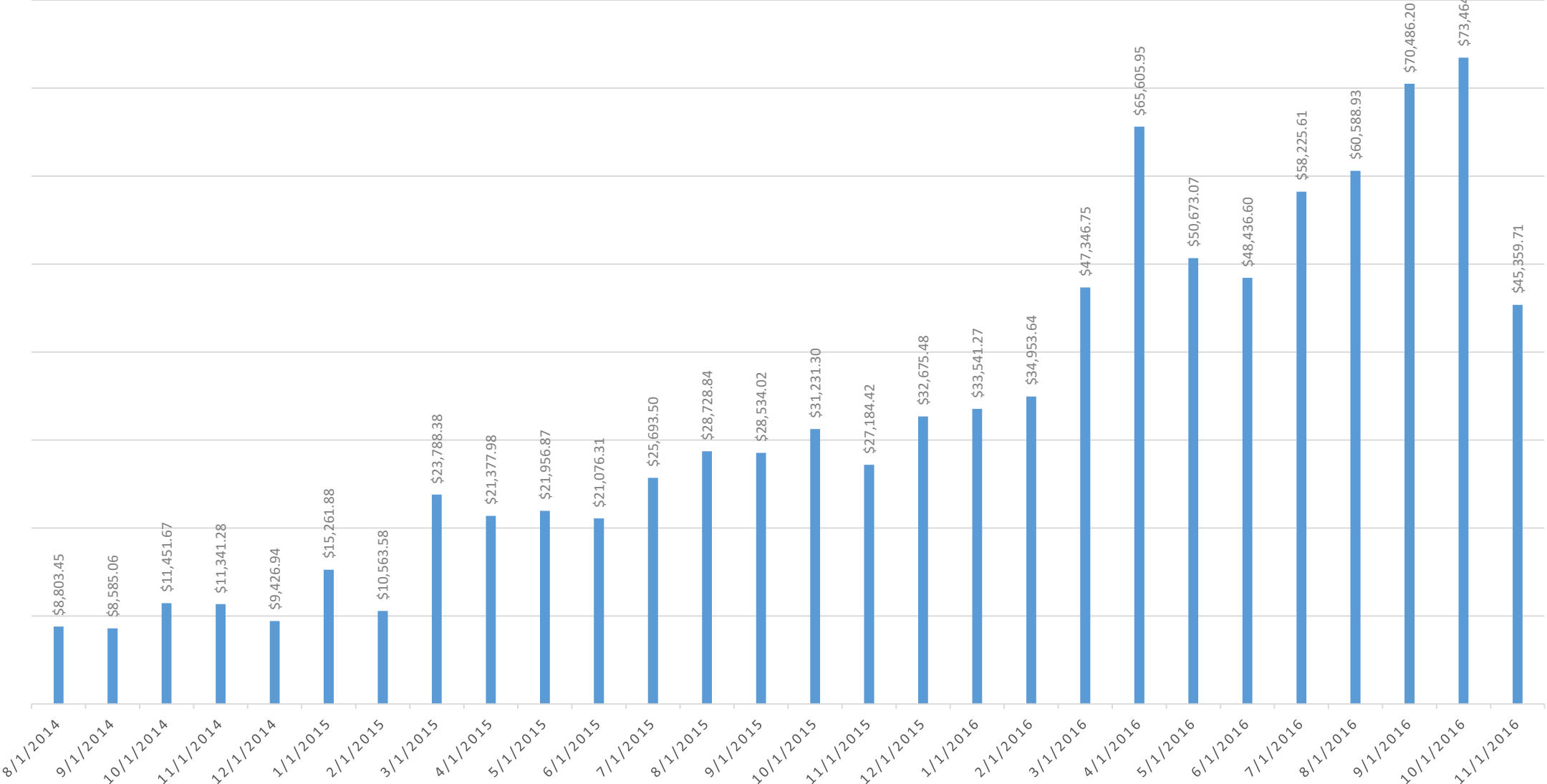


Month		Calls	Payments
8/1/2014	NonEmergent	25	\$8,803.45
9/1/2014	NonEmergent	37	\$8,585.06
10/1/2014	NonEmergent	36	\$11,451.67
11/1/2014	NonEmergent	35	\$11,341.28
12/1/2014	NonEmergent	38	\$9,426.94
1/1/2015	NonEmergent	40	\$15,261.88
2/1/2015	NonEmergent	46	\$10,563.58
3/1/2015	NonEmergent	81	\$23,788.38
4/1/2015	NonEmergent	74	\$21,377.98
5/1/2015	NonEmergent	82	\$21,956.87
6/1/2015	NonEmergent	99	\$21,076.31
7/1/2015	NonEmergent	131	\$25,693.50
8/1/2015	NonEmergent	117	\$28,728.84
9/1/2015	NonEmergent	121	\$28,534.02
10/1/2015	NonEmergent	125	\$31,231.30
11/1/2015	NonEmergent	107	\$27,184.42
12/1/2015	NonEmergent	129	\$32,675.48
1/1/2016	NonEmergent	142	\$33,541.27
2/1/2016	NonEmergent	150	\$34,953.64
3/1/2016	NonEmergent	200	\$47,346.75
4/1/2016	NonEmergent	236	\$65,605.95
5/1/2016	NonEmergent	193	\$50,673.07
6/1/2016	NonEmergent	174	\$48,436.60
7/1/2016	NonEmergent	225	\$58,225.61
8/1/2016	NonEmergent	283	\$60,588.93
9/1/2016	NonEmergent	297	\$70,486.20
10/1/2016	NonEmergent	316	\$73,464.17
11/1/2016	NonEmergent	328	\$45,359.71
12/1/2016	NonEmergent	76	\$0.00

Based on Dates of Service
Non Emergent Only

1. Amounts will increase as more calls are paid.
2. Profitable months in 2016
3. Trending upwards as we entered Fiscal 2017
4. October represents a high revenue of \$73K collected thus far on calls run in 2016.

NON EMERGENT PAYMENTS FOR BERTIE NET



Non Emergent P and L - Fiscal 2017 - Based on Dates of Service

	Cost	Collected to Date	Profit
7/1/2016	\$52,000.00	\$58,225.61	\$6,225.61
8/1/2016	\$52,000.00	\$60,588.93	\$8,588.93
9/1/2016	\$52,000.00	\$70,486.20	\$18,486.20
10/1/2016	\$52,000.00	\$73,464.17	\$21,464.17
11/1/2016	\$52,000.00	\$45,359.71	(\$6,640.29)
12/1/2016			\$0.00
	\$260,000.00	\$308,124.62	\$48,124.62
Another \$30K to \$40K to be collected for the first 5 months of the fiscal year			
Another \$70K to be collected from December.			

<u>Money collected by Date of Transaction</u>			
	911	NET	Overall
July	\$54,733.80	\$45,262.39	\$99,996.19
August	\$51,246.69	\$54,566.25	\$105,812.94
September	\$63,301.99	\$61,061.87	\$124,363.86
October	\$55,920.99	\$50,187.17	\$106,108.16
November	\$96,937.35	\$108,540.15	\$205,477.50
December ***	\$53,664.82	\$81,530.40	\$135,195.22
January			
February			
March			
April			
May			
June			
	\$376,716.64	\$401,148.23	\$777,864.87

Based on Date money was received into the bank

1. October effected by hurricane
2. Date money was received regardless of when the call was run
3. Strong trend upward.
4. On pace for between \$1.6 to \$1.9 million in Fiscal 2017

Call Breakdown for Bertie County NET

Call Deposition	Pct.
PAID	83.26%
PENDING	9.54%
DENIED / NO PAYER	3.42%
NO BILLS	3.78%

Call Breakdown for Bertie County 911

Call Deposition	Pct.
PAID	63.65%
PENDING	13.22%
DENIED / NO PAYER	20.44%
NO BILLS	3.69%

Bertie County EMS MARCH 1st to NOVEMBER 30th, 2016								
Primary Payer Class	Run Count	Net Charges	Net Payments	Net Adjustments	Net Balance	Percentage Paid	Percentage CA	TOTAL
COMMERCIAL	609	\$173,217.47	(\$64,632.76)	(\$41,138.96)	\$68,139.02	-37.31%	-23.74%	-61.05%
FACILITY	63	\$17,705.20	(\$600.00)	(\$5.20)	\$17,100.00	-3.38%	-0.02%	-3.40%
MEDICAID	888	\$246,758.60	(\$44,803.50)	(\$190,943.69)	\$11,011.41	-18.15%	-77.38%	-95.53%
MEDICARE	2,960	\$702,495.10	(\$379,188.78)	(\$258,267.90)	\$65,038.42	-53.97%	-36.76%	-90.73%
SELF PAY	668	\$227,742.10	(\$6,020.77)	(\$17,561.00)	\$204,160.33	-2.64%	-7.71%	-10%
Tricare	3	\$1,558.80	(\$351.72)	(\$199.94)	\$1,007.14	-22.56%	-12.82%	-35.38%
Unassigned	51	\$15,122.60	\$0.00	\$0.00	\$15,122.60	0%	0%	0%
	5,242	\$1,384,599.87	(\$495,597.53)	(\$508,116.69)	\$381,578.92			

Bertie.NET County EMS								
Primary Payer Class	Run Count	Net Charges	Net Payments	Net Adjustments	Net Balance	Per Paid	Per CA	TOTAL
COMMERCIAL	994	\$245,724.00	(\$147,067.81)	(\$45,552.46)	\$54,233.60	-59.85%	-18.53%	-78.38%
FACILITY	39	\$8,611.80	(\$1,438.47)	(\$330.77)	\$7,165.20	-16.70%	-3.84%	-20.54%
MEDICAID	631	\$210,787.60	(\$40,329.87)	(\$138,351.17)	\$32,106.56	-19.13%	-65.63%	-84.76%
MEDICARE	3,742	\$527,975.80	(\$248,759.68)	(\$136,009.20)	\$144,690.52	-47.11%	-25.76%	-72.87%
Nursing Home	2	\$889.70	\$0.00	\$0.00	\$889.70	0%	0%	0%
SELF PAY	190	\$48,650.20	(\$3,355.95)	(\$1,032.20)	\$44,262.05	-6.89%	-2.12%	-9.01%
Tricare	1	\$1,467.60	\$0.00	\$0.00	\$1,467.60	0%	0%	0%
Unassigned	5	\$3,406.60	(\$1,240.90)	\$0.00	\$2,165.70	-36.42%	0%	
	5,604	\$1,047,513.30	(\$442,192.68)	(\$321,275.80)	\$286,980.93			



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: January 3, 2017

AGENDA ITEM: Work Session – Item #3

DEPARTMENT: Emergency Services & Governing Body

SUBJECT: EMS – Ambulance Bid Tabulation

COUNTY MANAGER RECOMMENDATION OR COMMENTS:

First Class Emergency Vehicles (Monroe, NC) \$124,795 – Did not meet specifications

Select Custom Apparatus (Falkland, NC) \$138,549 – Recommend award

Southern Specialty Vehicles (Henderson, NC) \$152,392 – Did not meeting specifications

SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S): Recommend approval of contract award for 4 units @ \$138,549 each

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY:

August 22, 2016 – Board voted to move forward with a signed resolution to hold interest rates at 2.75% for both USDA Rural Development loans in the amounts of \$788,000 and \$610,000 for needed ambulance vehicles and equipment.

Ambulance bids

Earlier this fiscal year, Bertie County began a discussion about working towards replacing old ambulances in the 911 fleet that are becoming cost prohibitive. We have been using ambulance vehicles that were purchased during the First Med bankruptcy, and used units purchased from various dealers. These units have gotten us through our initial startup, but are becoming more and more costly for the County to repair. We are also experiencing frequent breakdowns with these vehicles and are in desperate need of more reliable 911 ambulances. With the funds approved by the USDA, the County has a loan amount of \$788,000.00 to use to purchase four new ambulances equipped with new heart monitors, stretchers, and radios. While an ambulance has much more equipment than listed below, these are the critical costly items which are most needed:

QTY	EQ	COST	TOTAL
4	E-450	\$ 133,000.00	\$ 532,000.00
6	MONITORS	\$ 32,000.00	\$ 192,000.00
4	STRETCHERS	\$ 10,000.00	\$ 40,000.00
4	RADIOS	\$ 6,000.00	\$ 24,000.00
			\$ 788,000.00

Using the equipment list above, Bertie County was able to design and spec equipment to better serve our citizens, employees, and unique response area. Bertie County is classified as a “wilderness area” based on land mass and population. These vehicles see extreme wear and tear due to unforeseen conditions during the time of a 911 emergency. The vehicles have specifications to provide not only the highest level of safety. These “work horses” must be able to provide comfort and durability for the staff to provide urgent and appropriate care for Bertie County Emergency Service calls.

Additionally, the monitors quoted below have been chosen based on their user-friendly operations for in-the-field use, and are the adaptable to our staff while conducting productive emergency calls. The quotes received for the monitors are below:

QTY	EQ	COST	TOTAL
4	E-450	\$ 138,549.00	\$ 554,192.00
6	MONITORS	\$ 28,954.49	\$ 173,726.91
4	STRETCHERS	\$ 8,750.00	\$ 35,000.00
4	RADIOS	\$ 6,000.00	\$ 24,000.00
			\$ 786,918.91

As you can see above, the bids have come within the budget needed to complete the USDA loan. Purchasing these units and equipment would allow us to continue the necessary steps to provide our citizens state of the art treatment and transport. This would also provide our Emergency Medical Services employees with the safest and most effective equipment to administer the highest level of care during high stress situations.

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**Windsor, North Carolina
August 22, 2016
Regular Meeting**

ABRIDGED

The Bertie County Board of Commissioners convened for its regular meeting at 7:00PM inside the Aulander Community Building located at 116 S. Commerce 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
Tax Administrator Jodie Rhea
Emergency Services Director Mitch Cooper
EMS Division Chief Crystal Freeman
Network Administrator Joe Wilkes
Sheriff John Holley
Deputy Tonya Todd
Deputy LaShonda Bond
Deputy Parrish Weston
Deputy Danielle Colon
Deputy Richard Oliver

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

Public Hearing – USDA Rural Development loan application to purchase ambulance vehicles and needed equipment

Chairman Trent opened the public hearing to provide citizens the opportunity to voice their comments or concerns regarding the County's intent to submit a loan application with the USDA to purchase ambulance vehicles and needed equipment.

After opening the floor to public comments, there were no public comments made on this endeavor.

Commissioner Lee read a letter from Bill and Dell Clough which described their support of the EMS program.

[Letter omitted for brevity]

County Manager Sauer requested that the Board make a motion to allow the County Manager and Emergency Services Director to move forward with the loan application as drafted in order to obligate amounts for two different loans. The loans have a fixed interest rate of 2.75% and would cover the purchase of ambulance vehicles and needed equipment.

The Board commended Ms. Miller for her diligence with this project and encouraged her to seek out any other grant or loan opportunities for other areas of County interest.

Ms. Miller explained that the Board has the full authority to either accept or decline one or both of these loans as the Board deems appropriate. She confirmed that she will work with the County to ensure that the County will have adequate time and information to make these decisions.

After a short discussion, Commissioner Wesson made a **MOTION** to move forward with the needed resolution to hold interest rates at 2.75% for both loans in the amounts of \$788,000 and \$610,000 for needed ambulance vehicles and equipment. Commissioner Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

The resolution reads as follows:

Resolution No: _____

BE IT RESOLVED

That the Commissioners of the County of Bertie authorizes the Chairman and Clerk to the Board to pursue USDA Loan assistance from the USDA - Rural Development for the purchase of ambulances and equipment. The proposed loan amount is **\$788,000 for the first loan and \$610,000 for the second loan** and is reflected on Forms RD 1942-47, "Loan Resolution". In that regard, the Chairman and Clerk to the Board are hereby authorized to initiate / sign any required paperwork with regard to obtaining the loans in the amount of \$788,000 and \$610,000. This authorization includes acceptance of the Letter of Conditions when prepared by USDA.

That the Commissioners of the **County of Bertie** will adopt Form RD 442-7 - Operating Budget, when prepared to reflect repayment of the loan:

That the Chairman and Clerk to the Board be authorized to execute all forms necessary to obtain the two loans from Rural Development, including, but not limited to the following forms:

- | | |
|---------------------|---|
| Form RD 1942-47-1 | Loan Resolution |
| Form RD 1942-46 | Letter of Intent to Meet Conditions |
| Form RD 442-7 | Operating Budget |
| Form RD 400-1 | Equal Opportunity Agreement |
| Form RD 400-4 | Assurance Agreement |
| Form RD 1940-1 | Request for Obligation of Funds |
| Form RD 1910-11 | Applicant Certification Federal Collection Policies |
| Form AD-1047 | Certification Regarding Debarment Primary Covered Transactions |
| Form AD-1048 | Certification Regarding Debarment Lower Tier Covered Transactions |
| 1940-Q, Exhibit A-1 | Certification for Contracts, Grants and Loans |
| RD Form 3570-3 | Grant Agreement |
| Unnumbered Form | Certificate of Compliance |

That if the interest rate charged by Rural Development should change between this date and the date of actual approval, the Chairman and Clerk to the Board be authorized to execute new forms reflecting the current interest rate and revised payments as required by Rural Development.

That the County Commissioners elect to have the interest charged by Rural Development to be the lower of the rate in effect at either the time of loan approval or loan closing.

This resolution is to become a part of the official minutes of the County Commissioners' meeting held on August 22nd, 2016.

MOTION MADE BY: Wesson and
SECONDED BY: Lee THAT THE RESOLUTION
BE APPROVED.

MOTION PASSED 5 FOR AND 0 AGAINST.

TO BE MADE A PART OF THE MINUTES DATED August 22nd, 2016

BY: _____

Attest: John Trent, Chairman
8/22/16
(Date)

BY: Sarah Tinkman
Sarah Tinkman, Clerk to the Board

Lastly, Emergency Services Director, Mitch Cooper, was asked to update the Board about the current call volumes for Non-Emergency Transport (NET).

He stated that official numbers could be provided to the Board at an upcoming work session, but that typically, the County NET Division receives 10 calls a day, on average. That number spikes to 20 calls on average on Saturdays.

Mr. Cooper also announced that he had just hired 4 new part-time employees in the NET Division, and that he expects these calls to continue to grow.

Commissioner Bazemore asked if the County was having to turn down NET calls due to scheduling conflicts. Mr. Cooper replied by stating that the majority of calls that are turned down tend to be overnight calls.

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FIRST CLASS	SELECT	SSV
Ford, E450, 158" WB, 170" Module, #3170F		
SCOPE, PURPOSE AND CLASSIFICATION		
Ford, 2016, E-450 6.8L, Gasoline,Cutaway,170" Module,#3170F 2016-3		
Hoses, Heater, No Max, to Rear, STD		
Heat/AC, F3, Combo, w/Coolbar, Ducted		
Wheel Covers,Phoenix #NF9,Installed,E-Series, Std Model Only		
Type 3 Ford - 170" Module - #3170F - 620.032		
Mirrors, F3/F7, Velvac 2020, HV/Remote/Lt, Blk, Med Arm		
Type 3 - 170" Module - Standard Model Series		
Type 3 - 170" Module General Body Construction Spec		
Type 3 - 170" Module Vehicle Body Structure Spec		
INTERIOR CABINETS -Duralite Construction, Wood		
10 Inch Extended Cab, 13" seat travel		
Headroom, 72 in. Type 3 - 170" module, #3170C/F		
Coating, Scorpion X02, Per Compt, (1), Std		
Coating, Scorpion, Rear Bumper Supports		
Compt, Battery, Diamond Plate Finish, Ford E-Series		
Compartments, Std, Floor 3" Drop Down from Door Opening		
Compartments, Sweepout		
Duraseam Doors, with Hidden Jambs		
A, Compt, Split, HoseLine, 170" Module, 72"		
B1, Compt, Std, 170" Module, 72" HR, #3170C/F		
B2, Compt, Std, 170" Module, 72" H.R, T3		
D, Compt, 3/4, 170" Module, 72" H.R, #3170C/F		
E, Compt, Std, 170" Module, #3170C/F		
F, Compt, Std, Full Height, 170" Module, 72" H.R		
Housing, Fuel Fill, Cast		
Divider, Vertical, B2, 3/16" Thick, Recessed Adj Track,Std Model only		
Shelf, Adjustable,(1), RF Cabt Custom		
Shelf, Fixed, Compt E, for Electrical storage, w/ Divider		
Windows,Upper,CS & Rear/Sliders,Std:tint,PAN		
Handles, Patient Entry, Trimark, Chrome "SafePass" ILOS		
Handle, Module Compt, Trimark, Chrome, ILOS		
ELECTRIC DOOR LOCK PACKAGE OPTIONS		
Door Locks,Electric, Trimark, (1)DOOR ENTRY DOOR		
Door Locks,Electric, Trimark, (1)DOOR, Compt Door		
Switch,Momentary Rocker,Activate Elect Door Locks		
Switch, Stealth, Cab Doors		
Circuit, OEM Door Lock to activate Mod Doors(not Dodge)		
Hold Opens,Rr Doors,Cast,Grabber (2), 5.5", Std Model only		
Hold Open, Gas Strut, Ext Compt, 30lb, Std		
Hold Open, Gas Strut, RF Compt, 30lb, Std		
Hold Open, Gas Strut,Comp Door Only,110 Degree,30lb,ILOS		
Holdopen, Gas Strut, CS Entry Door, 35# Standard.		
Panels, Entry, Durasafe, Stainless Steel, w/ Chevrons, STD		

Panel, B2, Recessed, Diamond Plate, 9.875" Inside
Flare, Fender, Bright Finish, Std Model only
Bumper, Rear, w/ Skids & Flip Up, F3, w/LED DOT lights, Std Model
Running Boards, F3, Standard, w/Gator Grip, Std Model Only
Skidrails, Extruded Rubber w/Refl. Tape, 170-175" Module
Tape, Reflective, White, For Extruded Rubber Skidrails
Stone Guard, Front, Dia Plate, 13.38"
Kickplate, W/Recess, No Light Holes, Durascam
Holder, License Plate, Cast, C30002, STD
Sill Protectors, Stainless, All Compts, Std Model only
Mud Flaps, Rear, W/Logo, Std Model only
PAINT/BELTS:
Paint, OEM White Sikkens Crossover Codes
Roof Star, White Border, Installed, Std Model Only
ELECTRICAL SYSTEM: Circuitboard
Battery Sw, 5min Timer, F3/CM+, Gasoline, Fig 5B
Coax Cable, RG58/U, (1), Additional, Std Model only
Coax Cable, RG58/U, (1) Each, Standard, Terminate: behind pass. seat
Outlet, Cigar Lighter, STD, (2), A/A
Outlet, Dual USB Port, 5VDC, 2.1 Amp output, Standard
Power Source, 12VDC, 20A, Ignition/Shoreline Hot
Power Source, 12 VDC, 15 Amp (+-), Std Model only
Power Source, 12 VDC, 30 Amp (+-), Std Model only
Camera, (2), Backup, Safety Vision, w/Color LCD Monitor
Refrigerator, Norcold, 12VDC/110VAC
Super Auto Eject, 20 amp, ILOS, White, Std Model Only
110 VAC OUTLETS
Outlet, 110 VAC, Duplex, (2), STD
Outlet, 110 VAC, (1), quad
Inverter/Charger, Vanner 20-1050CUL-DC
Console, A/A, Wood, Angled
Console, ECC, F2, F3, F7, 2008
Alarm, Low Voltage, Audio/Visual
Voltmeter, OEM, In Dash
Sequencer, Kussmaul, Load Manager, w/In Gear Override
Speakers, (2), Whelen, SA-315, In Grille area, F3/F7
Siren, Whelen, WS-295-SLSA1, Standard
Siren, Whelen, Howler installed, Ford E-Series, IATS
Switch, Siren/Horn Thru Horn Ring
Switch, 12VDC, (2), Lighted, (3) Way
Alarm, Back-Up, Auto Reset, Std Model only
VEHICLE EXTERIOR LIGHTING
Cab Headliner Removal Fee, Type 1/3
Light, M9AC, LED, Whelen, Amber, Clear Lens, ILOS, W/Flange
Light, M9C, LED, Whelen, Clear, ILOS, W/Flange
Light, M9K, LED, Whelen, R/A, Clear Lens, ILOS, W/Flange

Light, M9K, LED, Whelen, R/A, Clear Lens, IATS, W/Flange
Light, M9D, LED, Whelen, R/C, Clear Lens, IATS, W/Flange
Light, M7D, LED, Whelen, R/C, Clear Lens, ILOS
Light, M7D, LED, Whelen, R/C, Clear Lens, IATS
Flange, Whelen, For M7 lights (1), Mods
Light, Whelen LINZ6D R/C w/ chrome flange LINZ6FC, ILOS, installed on the grille as grille warning lights.
Corner Cap I.s, Multi-LED, (2) Amber (2) Red w/Flashers, Std Model
Light, Clearance, Amber LED, ILOS
Light, Clearance, Red LED, Std Model only
Light, LED, Whelen, Clear, #M91ZC w/Flange, ILOS, (1)
Light, LED, Whelen, Clear, #M91ZC w/Flange, ILOS, (1)
M7 Clear LED Scene Light Mounted On Angled Ends Of Cool Bar below the warning light.
Scene Lights, C/S, Activated W/C/S Door
Scene Lights, (4), To Activate W/ Reverse Gear.
Flasher, Headlights, Whelen SSEPOS
Light, License Tag, (2), Trucklite #15205 LED, ILOS
Flange, Whelen, (6) Whelen M6 series taillight set
Tailight Pkg. Whelen, M6 LED Stop/Tail/Turn Arrow & Max Intensity Backup
Headliner, Flat, Expanded PVC, with (8) HVAC Ducts
Lights, Dome, LED, Whelen, White Flng. (4) S/S, (3) C/S, ILOS
Light, Dome, LED, Whelen, White Flng. (1) IATS
Light, Stepwell, LED, Whelen #TOCACCCR, 2in, ILOS
Light, Kinequip #621224W, LED, In A/A ILOS
LIGHTS & MISCELLANEOUS
Spotlight, Blue Eye, 400,000 CP, Std Model only
Lighting, Compt, LED Hi-Brite Flex, ILOS
Timer, Momentary Sw, 15 Minute, Constant Hof, Std Model only
Light, in Circuit Board Area, for Electrical Troubleshooting
IV Warmer, Smithworks, Floor model
Suction Pump, Standard
Insulation, Fiberglass, Unfaced
Grabrail, Overhead, 59IN, Handicap Style, Yellow, IATS, over the edge of the squad bench
Grabrail, Overhead, 17", Handicap Style, Yellow, Std Model Only
Handrails, (3), Custom "L" Shape, 1" Yellow, Entry Drs, Std Model
Rack, O2, Ziamatic, Electric, QR-MV, Motor on LH, ILOS
O2 Sys, LF, (2) O2 (1) Vac Port A/A, (1) O2 C/S, Std Model only
Regulator, Oxygen Cylinder, Preset 50PSI, Installed
Regulator/Holder, SSCOR 22000, Std Model only
Cot Mount, Stryker #6377, Dual Position -
IV Hook, Perko, (1), W/Straps, STD
Seatbelt, Assy, (6) Point, (1) EA - Change Notice 8 - Compliant
Dri Deck, Black, All compt. Floors and Shelves
Seat Belt, Across Compt Opening
MODULE INTERIOR
Interior Cabinets - Duralite Construction, Wood
Mica, Gray Pampas #4168-01, High Gloss

Flooring, Wood, Type 3/7/9, Std			
Flooring, Lonplate II, Gunpowder Grey #424TX, Std Model only			
Seat, Attendant, EVS, Child, Gunmetal #1880S, ILOS			
Uph, Smless, Gunmetal, No Bio, No Post & Wheel			
Cabinet, Bulkhead, 10" Ext., 72Hr, Type3			
Lexan Flaps, Hinged Left Side, Fixed Right Side, Std			
Door, Sliding, Bulkhead, STD			
R/F Cabinet			
Lock, Key, KV-71, Installed			
Latch, Southco M1-64-8, 2IN S/S, Non-Locking, (1), ILOS, installed on the right front cabinet lexan doors			
Latch, Southco M1-64-8, 2IN S/S, Non-Locking, (1), IATS, installed on the L1 drug cabinet door			
Squadbench, (2) D Cyl Storage, W/BioWaste, 165"-170" only			
Lid, Squad Bench, 50/60 W/Bio-Waste			
Handle, Trimark, Squad Bench, STD			
Strut, Gas, 60 LB, Installed, ILOS, Mods			
CS Split, 7in Deep, 2 Sect, Gray Lexan Flapglass, 170 Module			
H, Cabinet, Inside/ Outside Access			
I, Cabinet, Inside/ Outside Access			
M, Cabinet, 1/2 height, 1/2 depth			
O, Cabinet, full height, std			
CPR, side seat, Std Model only			
CPR, side seat, flip up lid, Std Model only			
J, Cabinet, 72" H.R.			
K, Cabinet, 72" H.R.			
K2, Cabinet, w/ CPR seat			
L, Cabits, L1 in Angled Area, L2 std, Full F, 72"HR, Std Model only			
BASEWALL DOORS			
Cab H, Gray Lexan Slider			
Cab I, Gray Lexan Slider			
Cab M, Gray Lexan Slider			
Cab O, Gray Lexan Slider			
Telemetry Tray, Poured, Gray, Narrow, 50" Aisle, Type 3			
A/A Tray, No Bio, Poured, Gray, Narrow, 50" Aisle, Type 3			
Cab, A/A, Without BioWaste, 160-170" In			
Cab "J" Gray Lexan Slider			
Cab "K" Gray Lexan Slider			
Cab "K2" Gray Lexan Slider			
Cab "L1" Wood Door			
Cab "L2" Gray Lexan Slider			
SHIP LOOSE ITEMS:			
Bracket, Spare Tire Mounting, Ship Loose			
Spare Tire, OEM only, Ship Loose			
QUALITY ASSURANCE PROVISIONS			
GRAPHICS			
SHOP DISTANCE			
COST PER UNIT			
	261 MILES	50 MILES	108 MILES
	\$124,795.00	138,549.00	\$152,392

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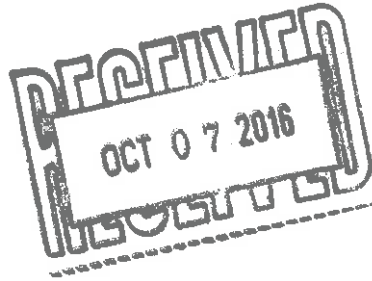
Rural Development

October 4, 2016

State Office
Community Programs
and Program Support

4405 Bland Road,
Suite 260
Raleigh
NC, 27609
Voice 919.873.2030
Fax 919.873.2076

Scott Sauer
Bertie County
PO Box 530
Windsor, NC 27983



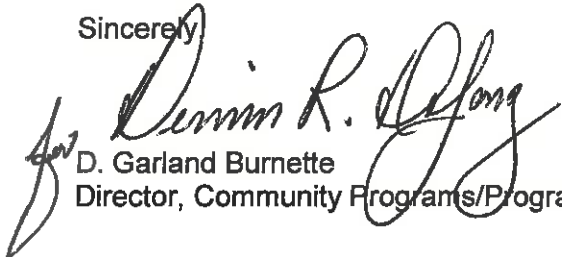
Dear Mr. Sauer

Enclosed is Form RD 1940-1, "Request for Obligation of Funds." This serves as notice that your application for financial assistance from Rural Development has been approved.

We are advised that the funds you requested are reserved in the amount shown in Item 24 at the interest rate indicated in Item 28.

If you have any questions concerning this reservation of funds, please contact the Rural Development Area Specialist at Kinston, North Carolina.

Sincerely,


D. Garland Burnette
Director, Community Programs/Program Support

USDA is an equal opportunity provider and employer.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

REQUEST FOR OBLIGATION OF FUNDS

INSTRUCTIONS-TYPE IN CAPITALIZED ELITE TYPE IN SPACES MARKED () Complete Items 1 through 28 and applicable Items 30 through 34. See FMI.			
1. CASE NUMBER ST CG BORROWER ID 38-008-*****0276		LOAN NUMBER	FISCAL YEAR 16
2. BORROWER NAME Bertie County PO Box 530 Windsor, NC 27983		3. NUMBER NAME FIELDS (1, 2, or 3 from Item 2)	
4. STATE NAME North Carolina		5. COUNTY NAME Bertie	
GENERAL BORROWER/LOAN INFORMATION			
6. RACE/ETHNIC CLASSIFICATION 1 - WHITE 2 - BLACK 3 - ASIAN 4 - HISPANIC 5 - AM	7. TYPE OF APPLICANT 1 - INDIVIDUAL 2 - PARTNERSHIP 3 - CORPORATION 4 - PUBLIC BODY 5 - ASSOC. OF FARMERS 6 - ORG. OF FARMING 7 - NONPROFIT-SECULAR 8 - NONPROFIT-FAITH BASED 9 - INDIAN TRIBE 10 - PUBLIC COLL. OR UNIV. OR 11 - OTHER	8. COLLATERAL CODE 1 - REAL ESTATE SECURED 2 - REAL ESTATE AND CHATTEL 3 - NOTE ONLY OR CHATTEL ONLY 4 - MACHINERY ONLY 5 - LIVESTOCK ONLY 6 - CROPS ONLY 7 - SECURED BY BONDS 8 - R/F ACCT	9. EMPLOYEE RELATIONSHIP CODE 1 - EMPLOYEE 2 - MEMBER OF FAMILY 3 - CLOSE RELATIVE 4 - ASSOC.
10. SEX CODE 1 - MALE 2 - FEMALE	11. MARITAL STATUS 1 - MARRIED 2 - SEPARATED 3 - UNMARRIED (INCLUDES DIVORCED/FORCED)	12. VETERAN CODE 1 - YES 2 - NO	13. CREDIT REPORT 1 - YES 2 - NO
14. DIRECT PAYMENT 2 (See FMI)	15. TYPE OF PAYMENT 2 1 - MONTHLY 2 - ANNUALLY 3 - SEMIANNUALLY 4 - QUARTERLY	16. FEE INSPECTION 2 1 - YES 2 - NO	
17. COMMUNITY SIZE 1 - 0-999 (FOR SP/AND HPO OR.) 2 - OVER 10,000		18. USE OF FUNDS CODE (See FMI)	
COMPLETE FOR OBLIGATION OF FUNDS			
19. TYPE OF ASSISTANCE 075 (See FMI)	20. PURPOSE CODE B	21. SOURCE OF FUNDS 2	22. TYPE OF ACTION 1 1 - OBLIGATION ONLY 2 - OBLIGATION/CHECK REQUEST 3 - CORRECTION OF OBLIGATION
23. TYPE OF SUBMISSION 1 1 - INITIAL 2 - SUBSEQUENT	24. AMOUNT OF LOAN \$788,000.00		25. AMOUNT OF GRANT
26. AMOUNT OF IMMEDIATE ADVANCE	27. DATE OF APPROVAL MO DAY YR	28. INTEREST RATE 2.7500 %	29. REPAYMENT TERMS 15
COMPLETE FOR COMMUNITY PROGRAM AND CERTAIN MULTIPLE-FAMILY HOUSING LOANS			
30. PROFIT TYPE 1 - FULL PROFIT 2 - LIMITED PROFIT 3 - NONPROFIT			
COMPLETE FOR EM LOANS ONLY		COMPLETE FOR CREDIT SALE-ASSUMPTION	
31. DISASTER DESIGNATION NUMBER (See FMI)		32. TYPE OF SALE 1 - CREDIT SALE ONLY 2 - ASSUMPTION ONLY 3 - CREDIT SALE WITH SUBSEQUENT LOAN 4 - ASSUMPTION WITH SUBSEQUENT LOAN	
FINANCE OFFICE USE ONLY		COMPLETE FOR FP LOANS ONLY	
33. OBLIGATION DATE MO DA YR		34. BEGINNING FARMER/RANCHER (See FMI)	

If the decision contained above in this form results in denial, suspension or cancellation of USDA assistance, you may appeal this decision and have a hearing or you may request a review in lieu of a hearing. Please use the forms we have included for this purpose.

Position 2

ORIGINAL - Borrower's Case Folder COPY 1 - Finance Office COPY 2 - Applicant/Lender COPY 3 - State Office

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0570-0062. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

CERTIFICATION APPROVAL

For All Farmers Programs

EM, OL, FO, and SW Loans

This loan is approved subject to the availability of funds. If this loan does not close for any reason within 90 days from the date of approval on this document, the approval official will request updated eligibility information. The undersigned loan applicant agrees that the approval official will have 14 working days to review any updated information prior to submitting this document for obligation of funds. If there have been significant changes that may affect eligibility, a decision as to eligibility and feasibility will be made within 30 days from the time the applicant provides the necessary information.

If this is a loan approval for which a lien and/or title search is necessary, the undersigned applicant agrees that the 15-working-day loan closing requirement may be exceeded for the purposes of the applicant's legal representative completing title work and completing loan closing.

35. COMMENTS AND REQUIREMENTS OF CERTIFYING OFFICIAL

Loan approved subject to meeting all requirements of the processing checklist and the State Office loan closing instructions.

36. I HEREBY CERTIFY that I am unable to obtain sufficient credit elsewhere to finance my actual needs at reasonable rates and terms, taking into consideration prevailing private and cooperative rates and terms in or near my community for loans for similar purposes and periods of time. I agree to use the sum specified herein, subject to and in accordance with regulations applicable to the type of assistance indicated above, and request payment of such sum. I agree to report to USDA any material adverse changes, financial or otherwise, that occur prior to loan closing. I certify that no part of the sum specified herein has been received. I have reviewed the loan approval requirements and comments associated with this loan request and agree to comply with these provisions.

(For FP loans at eligible terms only) If this loan is approved, I elect the interest rate to be charged on my loan to be the lower of the interest rate in effect at the time of loan approval or loan closing. If I check "NO", the interest rate charged on my loan will be the rate specified in Item 28 of this form. YES NO

WARNING: Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals or covers up by any trick, scheme, or device a material fact, or makes any false, fictitious or fraudulent statements or representations, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined under this title or imprisoned not more than five years, or both."

per ATTEST Sarah Tinkman, County Manager Bartie County
Sarah Tinkman, Clerk

Date 9/22/16, 20

[Signature]
John Trent, Chairman
(Signature of Co-Applicant)

37. I HEREBY CERTIFY that all of the committee and administrative determinations and certifications required by regulations prerequisite to providing assistance of the type indicated above have been made and that evidence thereof is in the docket, and that all requirements of pertinent regulations have been complied with. I hereby approve the above-described assistance in the amount set forth above, and by this document, subject to the availability of funds, the Government agrees to advance such amount to the applicant for the purpose of and subject to the availability prescribed by regulations applicable to this type of assistance.

[Signature]
(Signature of Approving Official)

Typed or Printed Name: _____

Date Approved: _____ Title: _____

38. TO THE APPLICANT: As of this date _____, this is notice that your application for financial assistance from the USDA has been approved, as indicated above, subject to the availability of funds and other conditions required by the USDA. If you have any questions contact the appropriate USDA Servicing Office.

REQUEST FOR OBLIGATION OF FUNDS

INSTRUCTIONS-TYPE IN CAPITALIZED ELITE TYPE IN SPACES MARKED () Complete Items 1 through 29 and applicable Items 30 through 34. See FMI.			
1. CASE NUMBER ST CO BORROWER ID 38-008-*****0276		LOAN NUMBER	FISCAL YEAR
2. BORROWER NAME Bertie County		3. NUMBER NAME FIELDS (1, 2, or 3 from Item 1)	
PO Box 530 Windsor, NC 27983		4. STATE NAME North Carolina	
		5. COUNTY NAME Bertie	
GENERAL BORROWER/LOAN INFORMATION			
6. RACE/ETHNIC CLASSIFICATION 1-WHITE 4-HISPANIC 2-BLACK 5-API 3-ASIAN	7. TYPE OF APPLICANT 1-INDIVIDUAL 6-CRS. OF FARMERS 2-PARTNERSHIP 7-NONPROFIT-SECULAR 3-CORPORATION 8-NONPROFIT-FAITH BASED 4-PUBLIC BODY 9-INDIAN TRIBE 5-ASSOC. OF FARMERS 10-PUBLIC COLLEGE/UNIVERSITY 11-OTHER	8. COLLATERAL CODE 1-REAL ESTATE SECURED 4-HARNESS ONLY 2-REAL ESTATE AND CHATTEL 5-INVENTORY ONLY 3-NOTES ONLY OR CHATTEL ONLY 6-SELF ACCT 7-DROPS ONLY 8-BOMBS 9-SELF ACCT	9. EMPLOYEE RELATIONSHIP CODE 1-EMPLOYEE 2-MEMBER OF FAMILY 3-DISTANCE RELATIVE 4-ASSOC.
10. SEX CODE 1-MALE 2-FEMALE 3-FAMILY UNIT 4-ORGAN MALE OWNED 5-ORGAN FEMALE OWNED 6-PUBLIC BODY	11. MARITAL STATUS 1-MARRIED 3-UNMARRIED (EXC LIVES 2-SEPARATED (RECORDED/DIVORCED)	12. VETERAN CODE 1-YEA 2-NO	13. CREDIT REPORT 1-YEA 2-NO
14. DIRECT PAYMENT (See FMI)	15. TYPE OF PAYMENT 1-MONTHLY 3-BI-MONTHLY 2-ANNUALLY 4-QUARTERLY	16. FEE INSPECTION 1-YEA 2-NO	
17. COMMUNITY SIZE 1-10,000 OR LESS 4-OR 5TH AND 2-OVER 10,000 5-100 ONLY	18. USE OF FUNDS CODE (See FMI)		
COMPLETE FOR OBLIGATION OF FUNDS			
19. TYPE OF ASSISTANCE 075 (See FMI)	20. PURPOSE CODE 8	21. SOURCE OF FUNDS 2	22. TYPE OF ACTION 1-OBLIGATION ONLY 2-OBLIGATION/BOOK REQUEST 3-CORRECTION OF OBLIGATION
23. TYPE OF SUBMISSION 1-INITIAL 2-SUBSEQUENT 2	24. AMOUNT OF LOAN \$610,000.00	25. AMOUNT OF GRANT	
26. AMOUNT OF IMMEDIATE ADVANCE	27. DATE OF APPROVAL MO DAY YR	28. INTEREST RATE 2.7500 %	29. REPAYMENT TERMS 15
COMPLETE FOR COMMUNITY PROGRAM AND CERTAIN MULTIPLE-FAMILY HOUSING LOANS			
30. PROFIT TYPE 1-FULLPROFIT 3-NONPROFIT 2-DIATED PROFIT			
COMPLETE FOR FM LOANS ONLY		COMPLETE FOR CREDIT SALE-ASSUMPTION	
31. DISASTER DESIGNATION NUMBER (See FMI)	32. TYPE OF SALE 1-CREDIT SALE ONLY 2-ASSUMPTION ONLY 3-CREDIT SALE WITH SUBSEQUENT LOAN 4-ASSUMPTION WITH SUBSEQUENT LOAN		
FINANCE OFFICE USE ONLY		COMPLETE FOR FP LOANS ONLY	
33. OBLIGATION DATE MO DA YR		34. BEGINNING FARMER/RANCHER (See FMI)	

If the decision contained herein is a denial, reduction or cancellation of USDA assistance, you may appeal this decision and have a hearing or you may request a review in lieu of a hearing. Please use the form we have included for this purpose.

Position 2

ORIGINAL - Borrower's Case Folder COPY 1 - Finance Office COPY 2 - Applicant/Lender COPY 3 - State Office

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0670-0062. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

CERTIFICATION APPROVAL

For All Farmers Programs

EM, OL, FO, and SW Loans

This loan is approved subject to the availability of funds. If this loan does not close for any reason within 90 days from the date of approval on this document, the approval official will request updated eligibility information. The undersigned loan applicant agrees that the approval official will have 14 working days to review any updated information prior to submitting this document for obligation of funds. If there have been significant changes that may affect eligibility, a decision as to eligibility and feasibility will be made within 30 days from the time the applicant provides the necessary information.

If this is a loan approval for which a lien and/or title search is necessary, the undersigned applicant agrees that the 15-working-day loan closing requirement may be exceeded for the purposes of the applicant's legal representative completing title work and completing loan closing.

35. COMMENTS AND REQUIREMENTS OF CERTIFYING OFFICIAL

Loan approved subject to meeting all requirements of the processing checklist and the State Office loan closing instructions.

36. I HEREBY CERTIFY that I am unable to obtain sufficient credit elsewhere to finance my actual needs at reasonable rates and terms, taking into consideration prevailing private and cooperative rates and terms in or near my community for loans for similar purposes and periods of time. I agree to use the sum specified herein, subject to and in accordance with regulations applicable to the type of assistance indicated above, and request payment of such sum. I agree to report to USDA any material adverse changes, financial or otherwise, that occur prior to loan closing. I certify that no part of the sum specified herein has been received. I have reviewed the loan approval requirements and comments associated with this loan request and agree to comply with these provisions.

(For FP loans at eligible terms only) If this loan is approved, I elect the interest rate to be charged on my loan to be the lower of the interest rate in effect at the time of loan approval or loan closing. If I check "NO", the interest rate charged on my loan will be the rate specified in Item 28 of this form. [X] YES [] NO

WARNING: Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals or covers up by any trick, scheme, or device a material fact, or makes any false, fictitious or fraudulent statements or representations, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined under this title or imprisoned not more than five years, or both."

ATTEST: [Signature] County Manager
for Sarah Tinkman, Clerk

Bertie County
[Signature] (Signature of Applicant)
John Trent, Chairman (Signature of Co-Applicant)

Date 9/22/16, 20

37. I HEREBY CERTIFY that all of the committee and administrative determinations and certifications required by regulations prerequisite to providing assistance of the type indicated above have been made and that evidence thereof is in the docket, and that all requirements of pertinent regulations have been complied with. I hereby approve the above-described assistance in the amount set forth above, and by this document, subject to the availability of funds, the Government agrees to advance such amount to the applicant for the purpose of and subject to the availability prescribed by regulations applicable to this type of assistance.

[Signature] (Signature of Approving Official)

Typed or Printed Name: _____

Date Approved: _____ Title: _____

38. TO THE APPLICANT: As of this date _____, this is notice that your application for financial assistance from the USDA has been approved, as indicated above, subject to the availability of funds and other conditions required by the USDA. If you have any questions contact the appropriate USDA Servicing Office.

Bertie County Board of Commissioners



January 3, 2017
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

January 3, 2017

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.

- 1:00** Hurricane Matthew Recovery Efforts and Long Range Planning
- 2:00** EMS and Non-Emergency Transport Revenue Collections Update
- 3:00** EMS – Ambulance bid tabulation

-
- 4:00-4:05** Call to Order and Welcome by Chairman Trent
 - 4:05-4:15** Invocation and Pledge of Allegiance by Commissioner Lee
 - 4:15-4:25** Public Comments (3 minute time limit per speaker)

(A)

***** APPOINTMENTS *****

- 4:25 – 4:35** (1) Enrollment update by Bobbi Holley of Better Beginnings for Bertie’s Children
- 4:35 – 4:45** (2) Presentation by Deborah Tayloe, Marketing Advisor, from the Roanoke-Chowan News Herald – 2017 Crossroads Magazine

Board Appointments (B)

- 1. FYI – Workforce Development Board

Consent Agenda (C)

- 1. Approve Minutes for Regular Meeting 12-5-16
- 2. Approve Minutes for Closed Session 12-5-16
- 3. Resolution honoring the service of Granville “GT” Pittman, Chief Code Enforcement Administrator
- 4. Approval of worksite agreement with CADA of NC, Inc., for disaster relief employment project through Region Q Workforce Development Board
- 5. Approve Register of Deeds Fees Report – December 2016
- 6. Tax Department Release Journal – November 2016

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

Discussion Agenda (D)

- 1. Discuss compensatory time policy clarification amendment as requested at the Board’s meeting on Monday, December 5, 2016
- 2. Water District III Change Order No. 2, to secure remaining USDA Rural Development Grant funds to include Woodard Road Booster Pump Station, Well House #2 standby generator, and water line size increase in the amount of \$448,570
- 3. Amendment to Martin County Regional PSAP back-up facility interlocal agreement, adding Pasquotank County
- 4. Roanoke-Chowan Community College is requesting permission to offer expanded educational services and training opportunities in Bertie County, and is seeking a letter of support
- 5. NCACC Legislative Goals Conference – January 12-13, 2017 – Voting Delegate
- 6. 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

ITEM ABSTRACT

MEETING DATE: January 3, 2017

AGENDA ITEM: A-1

DEPARTMENT: Governing Body

SUBJECT: Enrollment update by Bobbi Holley of Better Beginnings for Bertie's Children

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: January 3, 2017

AGENDA ITEM: A-2

DEPARTMENT: Governing Body

SUBJECT: Presentation by Deborah Tayloe, Marketing Advisor, from the Roanoke-Chowan News Herald – 2017 Crossroads Magazine

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Discussion needed.

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

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---

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Premium Positions include FREE Time Line Ad!

Center Spread – \$2,600 Double Truck – \$2,275 Back Cover – \$2,175
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Name of Business: _____ Phone Number: _____

Authorized By: _____ Signature: _____

Billing Address: _____

City, State, Zip Code

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Crossroads Edition

Pricing & Mechanical Specifications

Full Page: \$1,299
1/2 Page Horizontal: \$775
1/2 Page Vertical: \$775
1/4 Page: \$469
1/8 Page: \$296

Specifications:

Full Page: 9.5 x 11
1/2 Page Horizontal: 9.5 x 5.38
1/2 Page Vertical: 4.75 x 11
1/4 Page: 4.75 x 5.38
1/8 Page: 4.75 x 2.56
Timeline: 2.25 x 3.25



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: January 3, 2017

AGENDA ITEM: B-1

DEPARTMENT: Governing Body

SUBJECT: FYI - Workforce Development Board

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: ---

From: Jennie Bowen [<mailto:jbowen@mideastcom.org>]
Sent: Thursday, December 01, 2016 5:26 PM
To: Scott Sauer
Subject: WDB Appointments

Scott,

William Knight, Jr from Perdue is one of the Bertie County private sector appointments to the Workforce Development Board from the Commissioners. We have heard "through the grapevine" that Mr. Knight is no longer with Perdue. We have continued to attempt to contact him for meetings, with no response. Technically, according to the bylaws, the seat is not considered vacant until the member misses 3 consecutive meetings. He has missed September and November. Our next meeting is January 11th.

I wanted to give you a heads up on this so you can begin to explore a new appointment in January.

Also, John Herring has resigned from the WDB due to a change in position with DPS. He was appointed to the WDB by the Consortium to represent labor (he was appointed as a member of SEANC). Since the Consortium tries to equally distribute their appointed seats among the 5 counties, we are open to any recommendations you may have from Bertie as a replacement.

If you have any questions on either of these, please do not hesitate to contact me. I will be in Raleigh M-W next week, but you can always call my cell (252) 217-5483.

Thanks!

Jennie

Jennie Bowen

Region Q Workforce Development Director
Mid-East Commission
1385 John Small Avenue
Washington, NC 27889
Phone: (252) 974-1815



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: January 3, 2017

AGENDA ITEM: C-1

DEPARTMENT: Governing Body

SUBJECT: Approve Minutes for Regular Meeting 12-5-16

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Recommend approval.

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

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: Completed.

ITEM HISTORY: ---

Windsor, North Carolina
December 5, 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
 County Attorney Lloyd Smith
 Finance Officer William Roberson
 Planning Director Traci White
 Chief Codes Enforcement Officer G.T. Pittman
 Tax Administrator Jodie Rhea
 Emergency Services Director Mitch Cooper
 Network Administrator Joe Wilkes
 EMS Division Chief Crystal Freeman

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

**ADMINISTRATION OF OATHS OF OFFICE BY VASTI F. JAMES,
CLERK OF SUPERIOR COURT**

Clerk of Superior Court, Vasti F. James, administered the Oaths of Office for John Trent and Ronald Wesson.

WELCOME AND CALL TO ORDER BY CHAIRMAN TRENT

Chairman Trent welcomed all and called the meeting to order.

**OPENING INVOCATION AND PLEDGE OF ALLEGIANCE BY
COMMISSIONER WHITE**

Pastor Gary Cordon led the Invocation. Commissioner White led the Pledge of Allegiance.

ELECTION OF CHAIRMAN PRESIDED OVER BY COUNTY MANAGER SAUER

The County Manager reviewed NC General Statute NCGS § 153A-39 and reminded the audience that NC law requires the Board of Commissioners to restructure each December and elect its officers for the upcoming twelve-month period.

After some discussion, Commissioner Lee made a **MOTION** to re-nominate both the current Chair and Vice Chair as the 2017 leaders of the Board.

Before the vote was completed per Parliamentary Procedure, Commissioner Wesson “called for a point of order,” to object to the motion, as well as to remind the Board of its earlier motion made on Monday, December 7, 2015.

Commissioner Wesson objected, by clarifying that a vote was made at the first December meeting in 2015 where the Board voted “to rotate the positions of Chairman and Vice Chairman.” He stated that he remembered this vote as he sought a second term himself, but the Board decided that “it would be fair to give every member of this Board an opportunity to Chair,” and that “we [the Board] voted unanimously for that [a rotation system].”

Commissioner Wesson continued by stating that this is “the rule we find ourselves operating under today, so under that rule, that objection should stand.”

Commissioner Lee replied by stating that “there was no formal vote.”

Commissioner Wesson requested another point of order, “in fact, Commissioner Lee, you insisted that there be a vote, and the record will show that there is a vote, and it was unanimous. We don’t have to guess about this. It’s on the record. There was a vote, and the reason there was a vote is because you were one of the ones who wanted a vote. Am I correct?”

Vice Chairman Bazemore stated that she recalled the vote in question, and that she also remembered Commissioner Wesson seeking reappointment as Chair for a second term in December 2015.

County Manager Sauer asked for feedback from the County Attorney, Lloyd Smith.

County Attorney Smith stated that “it would be appropriate” for County staff to pull the minutes and audio recording from the meeting in question.

Commissioner Wesson suggested polling of the Board.

The Board concurred to take a brief recess for County staff to gather the minutes and recording from the Board’s meeting on December 7, 2015.

Upon the recess, there is still a motion on the floor.

After approximately 15 minutes, County Manager Sauer asked that County Attorney Smith clarify the “mechanics of the official record in the minute books versus the audio tapes,” and “which reflects the official record.”

County Attorney Smith stated that the approved minutes are the official record as they are presumably read and approved by the Board unless something was omitted from the official record.

At this time, the Board reviewed the audio recording.

The live audio tape from the December 7, 2015 meeting, and the official minutes of the Board, demonstrated that there was no discussion or action taken regarding the annual rotation of Board officers, as recalled by Commissioner Wesson.

Regarding the recording, Commissioner Wesson stated that “that doesn’t even show any of the discussion that we all know that we had about rotating.”

Commissioner Lee stated that she believed “that discussion was outside, amongst 1 or 2 [Commissioners] at a time. I do not recall us having that conversation in an open meeting.”

Vice Chairman Bazemore interjected by stating that she did not believe it was “fair for citizens to come here and hear a bunch of rhetoric,” and that “we need to be open and honest.”

Vice Chairman Bazemore continued, “We did say we would rotate, because truly, Ron wanted to do a second year, we all know that, but we agreed to rotate. Had that not happened, and he had served his two, I would agree to everyone else serving two, but it did not, so I think that [if] it was a verbal contract that we all agreed to rotate, let’s rotate. After everyone has served, then we should come back together again to decide what is best for this Board.”

Commissioner Lee responded by stating that “talking [last year] amongst ourselves, one on one, we did say that we thought it would be fair to rotate. When I was approached this year about the Chairmanship, I explained that I thought Chairman Trent’s knowledge of the storm situation, and the school situation, which we are still heavily involved in, that I thought for the good of the County, he should remain as Chairman, and Bazemore as Vice. For the good of the County for this year because we are still so heavily involved in all of the storm stuff...”

Commissioner Wesson interjected for confirmation [to Commissioner Lee’s statement], “didn’t you just say earlier that you had no recollection of that discussion?”

She responded, “not in open meeting.”

Commissioner Lee clarified by stating that “she had no recollection of a vote or this discussion in open meeting.”

Commissioner Lee also reminded the Board about the motion still currently on the floor that was made during the beginning of this discussion.

Vice Chairman Bazemore stated that the motion “was dead.”

Vice Chairman Bazemore continued and stated that every member of the Board has a responsibility to move this County forward, and if Commissioner Trent felt that he would like to continue working with FEMA, then he can still do that as a Commissioner without being the Chairman.

Each Commissioner is able to participate in any County matter whether or not they hold a leadership position.

She finished, “There is no higher or lower person on this Board. We were all elected, and I just want us to be fair.”

County Manager Sauer clarified that a motion is on the floor, a point of order was made, requesting clarification, a review of the minutes had been completed as requested by Commissioner Wesson, and the audio recording was played for all of those present confirming that Commissioner Wesson’s assertion regarding prior action by the Board was incorrect.

At this time, County Manager Sauer called for a second to the motion currently on the floor electing Trent as Chair and Commissioner Bazemore as Vice Chair.

Commissioner White **SECONDED** the motion to elect Commissioner Trent as Chair and Commissioner Bazemore as Vice Chair.

County Manager Sauer called for additional nominations.

Commissioner Wesson made a **MOTION** to nominate Commissioner Bazemore as Chair. Commissioner Bazemore **SECONDED** the motion.

County Manager Sauer stated that he would call for a vote on each motion in the order they were presented during this meeting.

On the matter of electing Commissioner Trent as Chair, and Commissioner Bazemore as Vice Chair for another term, the Board voted 3-2 with Commissioners Trent, Lee, and White voting affirmatively. Commissioners Wesson and Bazemore voted against the motion.

Per Parliamentary Procedure, the additional motion on the floor to nominate Commissioner Bazemore as Chair is now void.

Commissioner Wesson stated that, “we are deceiving the public. This Board is deceiving the public if we sit here and say that we do not have any recollection of that discussion because we all do. We all know that we did discuss this, and agreed that we would rotate. And to sit here and say that you have no recollection of that discussion, and I know that there were comments passed back and in writing between Commissioners even about that. About their recollection, and now we sit here and say ‘oh, I have amnesia.’ *Pause.* Wow. That’s unbelievable, and it

betrays the trust, as far as I'm concerned, in this Board. There's no reason to do this. There's no reason to do this, but so be it."

County Manager Sauer returned control of the meeting over to the elected Chairman, John Trent.

The Board continued with its regularly scheduled meeting agenda.

PUBLIC COMMENTS

Dr. Jimmy T. Tate, new President of Roanoke-Chowan Community College (RCCC), was present to report that enrollment is on the rise currently at the college. Business industry tours are taking place every Thursday where RCCC is networking with local business owners.

Classes are offered during days, nights, and weekends.

He also announced a new ministry program that is being introduced to the curriculum which is one of the first of such programs at a community college in North Carolina.

A new Dean of Continuing Education, Anthony Thomas, has also been hired to the staff to assist in workforce development and educational needs.

Dr. Tate also discussed current and upcoming arts and humanities events, and more will be announced during RCCC's 50th anniversary.

The Bertie CADET program was also re-accredited by the Southern Association of Colleges and Schools.

The Board thanked Dr. Tate for the report, and asked a few follow up questions.

At this time, Pastor Gary Cordon thanked the Board for all it continues to do for the citizens of Bertie County.

Charita Jones-Jackson of Bertie County DSS, came forward to present concerns about the new shared leave policy and how that could affect the compensatory time DSS staff earned during the recent storms.

Chairman Trent deferred to County Manager Sauer to clarify.

Ms. Jackson also inquired about the compensatory, sick, and annual leave time policy at the County level. She asked the reasoning behind using all compensatory time first before using sick and annual leave time.

She stated that she has never been shown this policy in a written form.

Finance Officer, William Roberson, addressed that issue by stating that “it has been an unwritten rule that if you have comp time to try and use it as soon as possible.”

She also reiterated her concern about timesheets being changed to use that compensatory time and no notification is made to the employee about the change before paychecks are dispersed.

There was some additional discussion among the Board, Finance Officer, and County Manager Sauer about this matter.

It was the consensus of the Board that County management should prepare revised language in the County’s Personnel Policy to reflect the matter of when compensatory time is used over sick or annual leave time. This policy will then be reviewed by the Board.

APPOINTMENTS

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

Trillium Health Resources Northern Regional Director, Mr. Bland Baker, presented Trillium’s 2016 Annual Report.

Mr. Baker noted that Vice Chairman Bazemore currently serves on the Trillium Health Resources Board.

The report highlighted the annual gaps and needs process where data involving demographics, national prevalence, complaints, and geo-mapping are all reviewed to draft action plans that are later approved by the Board.

Trillium also continuously strives for inclusion especially for those with developmental disabilities.

Mr. Baker also discussed elements of Trillium’s reinvestment plan including Child First/Child-Parent Psychotherapy, DirectCourse Workforce Development, Compassion Reaction/Rachel’s Challenge, Wellness Recovery Action Planning, and Mental Health First Aid Training.

Additionally, Mr. Baker mentioned ways for counties to get involved which includes Crisis Invention Training which is available for free, as well as jail diversion activities, community collaboratives, and contacting citizens directly to see what services they believe are needed in the area.

Commissioner Wesson mentioned that the County is very interested in having more psychiatric beds available for Bertie citizens.

Mr. Baker reminded the Board to encourage Sheriff's Office staff to contact Trillium Health Resources mobile crisis unit in the event someone is in need of mental health services upon arriving at an emergency call.

**Presentation of School System fiscal plan and corrective action by Tarsha Dudley,
Chairman of the Bertie County Board of Education**

This item was deferred by request of the Superintendent.

BOARD APPOINTMENTS

Mid-East Commission

Commissioner Wesson made a **MOTION** to reappoint Lewis Hoggard, III. to the Mid-East Commission. Commissioner Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

CONSENT AGENDA

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

The Consent Agenda was approved as follows:

1. **Minutes** – Regular Session 11-7-16, Closed Session 11-7-16, Emergency Session 11-21-16, Work Sessions 11-7-16 and 11-21-16
2. **Bonds** – Bertie County officials (Register of Deeds, Finance Officer, Sheriff, Tax Administrator)
3. **Fees Report** – November 2016
4. **Release Journal** – October 2016
5. **Budget Amendment** - #17-05

DISCUSSION AGENDA

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

This item was presented as an FYI item, and no action was needed.

Review of Tax Appeals:

a) Southern Band Tuscarora Indian Tribe by Marilyn Mejorado

Tax Administrator, Jodie Rhea, presented his final recommendation for tax appeal by the Southern Band Tuscarora Indian Tribe. He stated that after further research into the matter that supports his original position, he recommended again that the Board deny the appeal.

Before calling for a motion, Ms. Mejorado stated her disagreement with Mr. Rhea's conclusion, and that this decision would interfere with the sovereignty of the Southern Band Tuscarora Indian Tribe.

Commissioner Wesson stated that until the Southern Band Tuscarora Indian Tribe in Bertie County meets the State standards that the County then has to impose, then the County has no choice but to deny the appeal.

Mr. Rhea mentioned that this appeal can be taken further to the NC Property Tax Commission in Raleigh, but that on the County level, things have to be done per state statute.

Commissioner Wesson made a **MOTION** in favor of Mr. Rhea's recommendation to deny the appeal submitted by Marilyn Mejorado on behalf of the Southern Band Tuscarora Indian Tribe. Commissioner Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

Ms. Mejorado stated that the Board "just violated our sovereignty as a nation."

b) Kelford Owner, LLC.

Tax Administrator, Jodie Rhea, was present to make his final recommendation for the tax appeal submitted Kelford Owner, LLC.

Mr. Rhea recommended their exemption be denied at this time.

Vice Chairman Bazemore made a **MOTION** to deny the appeal from Kelford Owner, LLC. Commissioner Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

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

County Manager Sauer stated that this is strictly optional.

Vice Chairman Bazemore stated that she wanted to be sure the Board of Commissioners made time to meet with the Board of Education.

Commissioner Wesson made a **MOTION** to cancel the December 19, 2016 meeting of the Bertie County Board of Commissioners. Commissioner White **SECONDED** the motion. The **MOTION PASSED** unanimously.

Pending Items/Updates

County Manager Sauer reminded the Board about the Raising Bertie screenings that will take place on Saturday, December 10th.

He also mentioned the Employee Appreciation Luncheon that will be held on Thursday, December 8th.

Additionally, County Manager Sauer announced that an invitation had been received from Café 45 in Colerain for the Commissioners to attend a disaster recovery Appreciation Dinner on Wednesday, December 14th.

County Manager Sauer also reminded the Board about assigning a voting delegate for the Legislative Goals Conference in Raleigh, NC.

COMMISSIONER'S REPORTS

Commissioner Wesson informed the Board of a Christmas gift drive that will take place on December 17th. The drive is specifically requesting bicycles, toys, and books with priority for local flood victims. Dorothy Wilson is a contact for the event. The event is sponsored by the faith based community. A grant in the amount of \$10,910 was also dispersed to the Baptist and Methodist Men Associations. Another \$7,500 grant was also given from Perdue Farms Foundation for the backpack program.

Vice Chairman Bazemore wanted to be sure her feelings were on record about what happened today regarding the restructure, and that she will continue to move forward and work with her fellow Board members. She reiterated the duty of the Chair to keep everyone on the Board informed.

Commissioner Lee reminded the Board of the Aulander Christmas Parade that will take place on Saturday, December 10th.

Commissioner White questioned why the Sheriff's bond was only \$25,000. The County Attorney noted that statutes prohibit the bond exceeding that \$25,000 amount. The statute cited was N.C.G.S. § 162-8.

COUNTY MANAGER'S REPORTS

The County Manager gave no remarks at this time.

COUNTY ATTORNEY'S REPORTS

The County Attorney requested a brief closed session.

PUBLIC COMMENTS

A citizen living near the new Bertie High School reported cracks in various places of her home from the vibrations of the school's construction. The County Attorney was directed to write to the architect and construction company responsible for the construction of the High School to make them aware of this complaint and to forward the documents Ms. Oultaw had presented to the Board.

Mr. James Pugh of Indian Woods stated that all 5 Commissioners should be working together to help people, and that “we should remain together in righteousness.”

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. Vice Chairman Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously.

OPEN SESSION

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

ADJOURN

Chairman Trent adjourned the meeting at 6:30 PM.

John Trent, Chairman

Sarah S. Tinkham, Clerk to the Board



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: January 3, 2017

AGENDA ITEM: C-2

DEPARTMENT: Governing Body

SUBJECT: Approve Minutes for Closed Session 12-5-16

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Recommend approval.

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

ATTACHMENTS: See hand out.

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: January 3, 2017

AGENDA ITEM: C-3

DEPARTMENT: Governing Body

SUBJECT: Resolution honoring the service of Granville "GT" Pittman, Chief Code Enforcement Administrator

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: ---

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

**RESOLUTION HONORING THE SERVICE OF CHIEF CODE ENFORCEMENT
ADMINISTRATOR, GRANVILLE T. (G.T.) PITTMAN, JR.**

THAT, WHEREAS, Granville T. (G.T.) Pittman, Jr., Chief Code Enforcement Administrator, will retire on January 31, 2017, after 20 years of outstanding and meritorious service to Bertie County; and

WHEREAS, Mr. Pittman began his career with the County on January 1, 1997; and

WHEREAS, Mr. Pittman is a Class of 1964 graduate of Bertie High School, as well as received a certification in Fire Prevention from Roanoke-Chowan Community College; and

WHEREAS, as a result of his diligent work and demonstrated dedication to the citizens of Bertie County, he has completed thousands of inspections in his 20-year career with his Level 3 certifications for Electrical, Mechanical, Plumbing, Building, and Fire; and

WHEREAS, Mr. Pittman and his son, Allen Pittman, were the first father and son to reach Level 3 certifications in each respective area; and

WHEREAS, Mr. Pittman's contributions have spanned outside of the Bertie Inspections Office to assist in the storm recovery efforts during Hurricane Floyd (1999), Hurricane Dennis (2005), recent tornados (2011), Tropical Storms Nicole (2010) and Julia (2016), and Hurricane Matthew (2016), as well as provided contract services to neighboring counties when called upon; and

WHEREAS, throughout his many years of service, Mr. Pittman has served the people of this County with dedication, passion, and enthusiasm; and

THEREFORE, BE IT RESOLVED, that we, the Bertie County Board of Commissioners, do hereby extend to G.T. Pittman our sincere and grateful appreciation for his dedicated service to Bertie County, our congratulations on his well-earned retirement, and our best wished to him for continued success, happiness, and good health in the years to come.

Adopted this 5th day of **December**, 2016.

Tammy Lee

Ernestine Bazemore

John Trent

Stewart White

Ronald "Ron" Wesson



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: January 3, 2017

AGENDA ITEM: C-4

DEPARTMENT: Governing Body

SUBJECT: Approval of worksite agreement with CADA of NC, Inc., for disaster relief employment project through Region Q Workforce Development Board

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: ---

WORKSITE AGREEMENT

Disaster Relief Employment Project

This Agreement is made between CADA and BERTIE COUNTY to provide temporary employment to eligible individuals participating in the Disaster Relief Employment Project, authorized and regulated by Section 134 of the Workforce Innovation and Opportunity Act (WIOA). Under this Agreement, participants will be provided temporary jobs that will assist in the clean-up, repair and reconstruction of public and private non-profit property in order to enable the resumption of regular business activities and employment disrupted by the disaster event. Jobs may also provide needed temporary public services (augmenting the capacity of existing public employees wherever needed) and humanitarian assistance caused by the disaster event.

Worksite Agency agrees to:

1. Assure compliance with Equal Opportunity (EO) requirements.
2. Assure that all work is done either on public land (including public easements and public right-of-ways) or involves activities which are being performed by state, federal, and local government employees and is available to the public. Participants assigned to private, non-profit organizations may only perform work that is related to the disaster and is open to the public (such as completing applications for disaster aid, food, water, humanitarian efforts, etc.).
3. Assure that if any eligible participant is asked to work overtime, that it is part of the design of the project and that regular employees of the agency are also required to work overtime.
4. Assist in the completion of a job assignment form for each participant at the worksite.
5. Interview (if desired) the eligible individuals referred by NCWorks Career Center staff, select or reject the ones interviewed and give feedback to the program staff.
6. Assign regular staff to supervise the Disaster Relief Employment Project participants, such supervisors to have knowledge of the tasks assigned, have received a specific orientation to the DREP project (documented), and have the ability to direct the work of others. The ratio of supervisor to participants shall not exceed 1:8.
7. Provide sufficient work, equipment, materials and /or work tools to assure full utilization of a participant's time.
8. Ensure that work will be conducted in a safe and sanitary working environment in compliance with all OSHA regulations.
9. Afford participants the same schedule of breaks and meal periods as given to the regular employees.
10. Assign a rate of pay for each job which is the same rate of pay given entry level employees in the same job at the same site (prevailing wage rate). All activities will be in compliance with current labor laws.

The days and hours worked will be as follows:

Monday - Friday

Monitoring:

It is understood that NCWorks Career Center staff, Region Q Workforce Development Board staff, state or federal monitors may visit and monitor the worksite at any time for compliance.

General Provisions:

Participants not being fully utilized or appropriately supervised may be transferred by program operator staff to other worksites. One or more participants may be removed when problems develop which remain unresolved. Eligible individual workers may not be employed in temporary jobs under this program for more than twelve months, or 2,040 hours and may not receive more than \$24,000 in wages. When participants reach the legal limits of their participation in the Disaster Relief Employment Project (time/hours), the NCWorks Career Center staff will inform the worksite and participant of the projected end date of participation. Any work continuing to be performed after this ending date is the financial responsibility of the worksite.

TERM: This Agreement will take effect on _____ and terminate no later than _____.

(Signature) _____

(Signature) _____

AGENCY: CADA

AGENCY: BERTIE COUNTY

ADDRESS: 120 Sessoms Drive

ADDRESS: King Street

Rich Square, NC 27869

Windsor, NC 27983

Phone: 578.2823

Phone: 794.6112

Signature of Worksite Supervisor (if different from above worksite staff person)

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REGION Q WORKFORCE DEVELOPMENT BOARD

WORKSITE SUPERVISOR'S MANUAL

Disaster Relief Employment Program

WELCOME TO THE REGION Q DISASTER RELIEF EMPLOYMENT PROGRAM:

The Disaster Relief Employment Program is designed to assist workers who have experienced job loss or the inability to work as a result of the disruption to business activities caused by Hurricane Matthew. Priority is given to workers who have been dislocated and continue to be dislocated as a result of the disaster. Dislocated workers and other long-term unemployed individuals may also be served in this project provided they meet the eligibility requirements as set forth in Section 3. (15) of the Workforce Innovation and Opportunity Act, and as further defined by the State of North Carolina's policies regarding participant eligibility for National Emergency Grant Assistance.

The purpose of this Supervisor's Manual is to acquaint you with the requirements of the Disaster Relief Employment Program. Becoming familiar with the contents of this manual and keeping it accessible during the program will help you to be a more effective supervisor.

The Disaster Relief Employment Program is operated by _____, under a Plan developed with the Region Q Workforce Investment Consortium. (Mid-East Commission/ Administrative Entity).

You should read this manual thoroughly during your orientation and become familiar with its contents. If you have any questions, feel free to ask the Career Advisor.



Region Q
Workforce Development Board

ELIGIBLE ACTIVITIES

Jobs under the Disaster Relief Employment Program must be concentrated in those areas experiencing the most severe damage to public facilities and infrastructure. These jobs may be designed to assist in clean-up, repair and reconstruction of public and private non-profit property in order to enable the resumption of regular business activities and employment disrupted by the disaster event. Jobs may also provide needed temporary public services (augmenting the capacity of existing public employees wherever needed) and humanitarian assistance caused by the disaster event.

ORIENTATION

Each participant will receive orientation prior to reporting to the Disaster Relief Employment Program job site. The orientation provided by the NCWorks Career Center staff includes an explanation of the code of conduct, the role of the counselor/Career Advisor, expectations of the worksite supervisor, infractions which will bring about termination and other general program information.

CONTACTS

Beaufort County NCWorks Center
1385 John Small Avenue
Washington, North Carolina 27889
(252) 946-3116

Pitt County NCWorks Center
3101 Bismarck Street
Greenville, North Carolina 27834
(252) 355-9067

Martin County NCWorks Center
407 East Boulevard
Williamston, NC 27982
(252) 792-7816

Bertie County NCWorks Center
128 E. Granville Street
Windsor, North Carolina 27983
(252) 794-5616

Hertford County NCWorks Center
109 Community College Road
Ahoskie, North Carolina 27910
(252) 862-1257

SUPERVISION:

As a worksite supervisor, your contribution is critical to the success of the program. Please do not hesitate to direct questions to your Career Advisor or other NCWorks Career Center staff.

NO PARTICIPANT WILL BE ALLOWED TO BEGIN WORK WITHOUT PRIOR VERIFICATION BY NCWORKS CENTER/ PROGRAM STAFF.

Orientation by the employer is regarded as a compensable activity from the enrollee's point of view and the time should be reported on the first time sheet. The following are important areas that should be covered in a short orientation session once participants report to work:

- welcome participants;
- explain the rules and let them know what is expected of them;
- discuss safety rules and explain the need for safe working habits;
- encourage questions; and
- show participants where rules and regulations are posted

PARTICIPANTS MAY BE TERMINATED OR SUSPENDED FROM THE PROGRAM FOR ANY OF THE FOLLOWING:

- failure to be on time;
 - unexcused absences;
 - failure to do the job;
 - dishonesty;
 - disrespect;
 - falsification of information on timesheets or other forms;
 - endangering the lives of co-workers;
 - stealing or receiving stolen property while on the job;
 - using, selling or receiving any form of narcotics, drugs, or alcoholic beverages on the job;
 - reporting to work under the influence of alcohol or drugs;
 - Immoral behavior during work hours.
- **Note:** Be sure to review work hours and let participants know what you expect with regard to lunch breaks (**must be at least 30 minutes**) and other normal break periods. DREP participants should be given two 15 minute breaks during the day. It is recommended that participants be required to follow the same break schedule as other employees.

Payroll Process

Participants' checks **will be mailed** to their home addresses or direct deposited as set forth in the timesheet/payroll schedule. Disaster Relief Employment Program participants will be paid at the prevailing entry wage rate for their occupation at their assigned work site and only for the hours worked. A normal work week will constitute 40 hours; however, in some instances, overtime work is allowable. Participants will not be paid for holidays or other absences.

PAY CHECKS WILL BE MAILED TO PARTICIPANT'S HOME ADDRESSES OR DIRECT DEPOSITED. THE PARTICIPANT IS RESPONSIBLE FOR NOTIFYING THEIR CAREER ADVISOR WHEN A NEW ADDRESS OR BANK ACCOUNT IS TO BE USED!

TIME SHEETS

The Career Advisor will deliver participant time sheets to the worksite supervisor with the information on the upper portion completed. The time sheet is the official record determining the pay on the participant. It is your responsibility to see that the participants at your worksite correctly report all time worked. Participants must sign the time sheet in ink at the end of each day and at the end of each pay period. Any change on a timesheet must be marked through and Initialed by the participant and supervisor. Messy timesheets will not be paid. **No timesheet with whiteout will be paid.** A sample time sheet has been included in the handbook as page 13. **Do not allow participants to sign out for the day until the end of the day. You are not to pre-sign timesheets.**

Please keep time sheets in a location that is convenient for you and the participants. If you plan to be out of work on the last day of the pay period, please make arrangements so that time sheets can be completed and signed for the Career Advisor to pick up on the designated date. As a precaution, you should designate an alternate to sign participant time sheets and inform the Career Advisor of your selection. Only your signature or that of your alternate will be acceptable on participant time sheets.

Each participant will enter the actual hours worked, but the supervisor must verify hours reported before the form is signed by the supervisor.

PLEASE MAKE SURE THE TIME SHEET IS COMPLETE, SIGNED, AND READY TO BE PICKED UP ON THE SCHEDULED DATE. If the time sheet is completed incorrectly or is not submitted as scheduled, you will not receive your check on time. You will be given a payroll schedule which outlines the beginning and ending dates of pay periods, the date the time sheets will be picked up for processing, and the date checks will be mailed. Keep this pay schedule in a convenient location.

INK MUST BE USED ON ALL SECTIONS OF THE TIMESHEET OR PAYMENT CAN NOT BE MADE.

TRANSFER

A participant will be considered for transfer whenever there is a conflict with the job site supervisor, co-workers, and/or other participants that cannot be resolved. However, every effort will be made to resolve the conflict without necessitating such action.

EVALUATION

Participants must be evaluated at the end of the program. The areas of performance to be reviewed are punctuality, attendance, attitude, personal responsibility, initiative, performance of job duties and ability to work with others.

SAFETY RULES/REGULATIONS:

It is the responsibility of each worksite agency/organization to discuss safety rules and regulations with each participant. It is the responsibility of the agency to ensure OSHA compliance. Each participant must be made aware of the proper safety procedures in case of a fire, injury, or other emergencies

WORKER'S COMPENSATION

If an accident occurs on the job, the DREP Participant is covered by Worker's Compensation Insurance. Contact the person noted on the Participant Emergency Contact Record and get the participant to the doctor, hospital, or clinic as soon as possible. Immediately contact your Career Advisor at the NCWorks Career Center for further instruction. Be sure to record the details of the accident. (What, When, Where, How, etc.)

HATCH ACT/POLITICAL ACTIVITY

Persons in a federally funded grant-aid program are covered under the Hatch Act which participants will sign during orientation.

RELIGIOUS ACTIVITY

No participants in this federally funded program may be involved in religious instruction/activities while on the job.

WORKSITE AGREEMENT

The worksite agreement explains the requirement and limitations for the user agency and the program operator. (see pages 14, 15, 17). DREP Job Assignment Forms (see page 17) list job descriptions for each participant at your worksite.

REGION Q WORKFORCE INVESTMENT CONSORTIUM COMPLAINT PROCEDURES

A. EQUAL OPPORTUNITY/NONDISCRIMINATION COMPLAINTS

Any person who believes that he or she or any specific class of individuals has been or is being 1) excluded from participation in, 2) denied the benefits of, 3) subjected to discrimination under, or 4) denied employment in the administration of or in connection with any WIOA funded activity or program, on the grounds of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and for beneficiaries only, citizenship or participation in the Workforce Innovation and Opportunity Act (WIOA) or other applicable may file a written complaint. The complaint may be filed by the person or a representative.

The complaint may be filed either with the LA or with the Director of the Civil Rights Center (CRC). A complaint filed based on the above grounds must be filed within 180 days of the alleged discrimination, unless extended by the Director of CRC for good cause shown. Each complainant and respondent has the right to be represented by an attorney or other individual of his or her choice.

Complaints filed at the LA Level

Complaints at the contractor level must first exhaust available remedies established in contractor procedures before being subject to LA review. Hearings on any program complaint must be conducted by the contractor and a written decision rendered within 10 days of filing. If a complaint does not receive a decision at the contractor level within 10 days of the filing or receives an unsatisfactory decision, the complainant may request a review of the complaint by the LA. Such request must be filed within 5 days of receipt of the contractor decision or within 5 days of the date a decision should have been received, whichever is earlier.

Any person who elects to file his or her complaint with the LA (Mid-East Commission) must allow the LA 40 days (inclusive of time at the contractor level) to process the complaint and allow 50 days for the Division to receive and review the complaint, if applicable.

1. All complaints must be filed in writing, signed by complainant or authorized representative. The Region Q Compliant Form is to be used that includes the following information:
 - a. The full name, address and telephone/TTY number of the complainant (or specify another means of contact);
 - b. The full name and address of the person or agency against whom the complaint is made;
 - c. A clear, concise statement of the act or acts considered to be a violation;
 - d. In regards to disability, a statement or supporting evidence that the complainant is disabled;
 - e. Other information that will help explain and resolve the complaint.

Complaints filed with the LA after the contractor level review process should be mailed to:

Charlenda Shepard, Equal Opportunity Officer
Mid-East Commission
1385 John Small Avenue, Washington, NC
Washington, North Carolina 27889
1-800-799-9194
252-974-1818 (phone)
252-946-5489 (fax)
Email: cshepard@mideastcom.org
Relay numbers for the hearing impaired: 1-800-735-2962 (TTY) & 1-800-735-8262 (Voice)

2. Hearings on any complaint filed with the LA must be conducted and a decision issued within 25 days of filing.
3. Complaint hearing procedures include the following:
 - a. Reasonable notice to all parties by registered or certified mail;
 - b. A statement of the date, time and place of the hearing;
 - c. A statement of the authority and jurisdiction under which the hearing is to be held;
 - d. A reference to the particular section of the Act, regulations, grant or other agreement under the Act involved;
 - e. Notice to the parties of the specific charges involved;
 - f. The right of both parties to be represented by legal counsel or other individuals of his or her choice;
 - g. The right of each party to present evidence, both written and through witnesses;
 - h. The right of each party to cross examine;
 - i. The right of an impartial decision maker who has not been directly involved in the events from which the complaint arose; and

- j. A written decision made strictly on the recorded evidence must be rendered within the prescribed time frame.
4. Complete records and documentation will be kept in each contested case, including minutes of testimony, data submitted, findings, appeals and final decisions.
5. Decisions will be made not later than 40 days from the filing of the complaint at the first level, i.e. contractor.

Complaints filed at the State Level

6. If a complainant does not receive a decision at the local level within 40 days of the filing of the complaint or receives an unsatisfactory decision, the complainant has the right to request a review of the complaint by the Division. Requests for such review must be submitted to:

William H. Collins, Jr.
Assistant Secretary for Workforce
Division of Workforce Solutions
313 Chapanoke Road, Suite 120
4316 Mail Service Center
Raleigh, NC 27699-4316
Attn: Mose Dorsey

Such requests must be filed within 10 days of receipt of the adverse decision or 10 days from the date on which the complainant should have received a decision, whichever is earlier. The Division will conduct a review of the complaint and issue a decision within 40 days from the date of receiving the review request. The Assistant Secretary for the Division of Workforce Solutions may extend the 10 days if: 1) The subrecipient does not notify the complainant of his or her right to request a review by the Division, or 2) for other good cause shown. Under no circumstances shall the time limit be extended for more than 30 days. However, if an extension is not granted, the complainant may follow the procedures listed in number 6 below. The complainant has the burden of proving to the Division that the time limit should be extended.

Complaints filed at the Federal Level

7. Should the Division provide a decision unsatisfactory to the complainant or fail to provide one, the complainant may file a complaint with the Director of the Civil Rights Center of the U.S. Department of Labor. Such requests must be submitted within 30 days of the Division's decision or 120 days from the date the complaint was initially filed at the local level, whichever is earlier.
8. Complaints filed with the Director, Directorate of Civil Rights must be mailed to:

Director of the Civil Rights Center (CRC)
U.S. Department of Labor
200 Constitution Avenue NW, Room N-4123
Washington, DC 20210

The contractor and the LA will maintain a log of complaints filed. The log will include: 1) the name and address of the complainant, 2) the grounds of the complaint, 3) a description of the complaint, 4) the date the complaint was filed, 5) the disposition and date of disposition of the complaint, 6) other pertinent information. Information that could lead to identification of a particular individual as having filed a complaint shall be kept confidential. Records regarding complaints and actions taken thereunder will be maintained for a period not less than three years from the date of resolution of the complaint and made available to the Director of the Civil Rights Center (CRC) or the State upon request. Information concerning all complaints will be kept confidential.

B. NON-CRIMINAL PROGRAM COMPLAINTS

The following procedures apply to non-criminal complaints about programs and activities from participants, subgrantees, subcontractors and other interested persons. This procedure also applies to complaints arising from actions taken by Mid-East Commission with respect to investigations, audits or monitoring reports. When a grievance stems from an alleged act that also violates a federal statute other than WIOA or other applicable program or a state or local law, the individual or agency may, with respect to the non-WIOA cause of action, institute a civil action or pursue other remedies authorized under other federal, state or local law against the LA or its contractor without first exhausting the remedies under WIOA. Except for complaints alleging fraud or criminal activity, complaints must be made within one year of the alleged occurrence.

All complaints must be filed in writing, signed by complainant or authorized representative. The Region Q Compliant Form is to be used that includes the following information:

- a. The full name, address, and telephone number of the complainant;
 - b. The full name and address of the person against whom the complaint is made, if applicable;
 - c. A clear and concise statement of the acts considered to be a violation;
 - d. The provisions of the Act, regulations, grant or other agreement under the Act believed to have been violated;
 - e. Other information that will help explain and resolve the complaint.
1. Grievances arising at the contractor level must first exhaust review at the contractor level. A hearing must be held and a decision made at this level within 25 days of the filing of the complaint. If the decision is unsatisfactory to the complainant or a decision is not rendered at the contractor level within 25 days, a request for a review of the complaint may then be filed with the LA. The request must be filed with the LA within 5 days of receipt of a decision from the contractor or within 5 days of when a decision should have been rendered. The LA will review the request and issue a decision within 30 days.

Requests for review at the LA level should be submitted to:

Charlanda Shepard, Equal Opportunity Officer
Mid-East Commission
1385 John Small Avenue, Washington, NC
Washington, North Carolina 27889
1-800-799-9194
252-974-1818 (phone)
252-946-5489 (fax)
Email: cshepard@mideastcom.org
Relay numbers for the hearing impaired: 1-800-735-2962 (TTY) & 1-800-735-8262 (Voice)

2. The following provisions will apply to any hearings at the contractor and LA level.
 - a. Reasonable notice to all parties by registered or certified mail;
 - b. A statement of the date, time and place of hearing;
 - c. A statement of the authority and jurisdiction under which the hearing is to be held;
 - d. A reference to the particular section of the Act, regulations, grant or other agreements under the Act involved;
 - e. Notice to the parties of the specific charges involved;
 - f. The right of both parties to be represented by legal counsel;
 - g. The right of each party to present evidence, both written and through witnesses;
 - h. The right of each party to cross examine;
 - i. The right of an impartial decision maker who has not been directly involved in the events from which the complaint arose;
 - j. Complete records and documentation will be kept in each contested case, including minutes of testimony, data submitted, findings, appeals and final decisions.

3. If a complainant receives an unsatisfactory decision or does not receive a decision within 60 days of the filing of the complaint (the 60 days includes review at the contractor level and LA level), the complainant has the right to request a review of the complaint by the Division of Workforce Solutions. Requests for such review should be submitted to:

William H. Collins, Jr.
Assistant Secretary for Workforce
Division of Workforce Solutions
313 Chapanoke Road, Suite 120
4316 Mail Service Center
Raleigh, NC 27699-4316
Attn: Mose Dorsey

Such requests must be filed within 10 days of receipt of the adverse decision or 15 days from the date on which the complainant should have received a decision, whichever is earlier. The Division of Workforce Solutions will conduct a review of the complaint and issue a decision within 30 days from the date of receiving the review request.

With the exception of complaints alleging violations of the labor standards at Section 143 of the Act, the Division of Workforce Solutions' decision is final unless the Secretary exercises the authority for federal-level review in accordance with provisions at 627.601 of the regulations.

4. Should the Division of Workforce Solutions fail to provide a decision as required, the complainant may request from the Secretary a determination as to whether reasonable cause exists to believe the Act or its regulations have been violated. The request for determination must be submitted in writing within 15 days of the date the Division of Workforce Solutions' decision should have been issued.

The complaint must contain the following:

- a. The full name, address and telephone number of the complainant;
- b. The full name and address of the person against whom the complaint is made, if applicable;
- c. A clear and concise statement of the acts considered to be a violation including the date filed with the Division of Workforce Solutions and the date on which the decision should have been issued and an attestation that no decision was issued;
- d. The provisions of the Act, regulations, grant or other agreement under the Act believed to have been violated; and
- e. Other information that will help explain and resolve the complaint such as information concerning remedies and sanctions sought outside the Act.

The Secretary will act within 90 days (120 days for section 143 violations) of receipt of a request and, where appropriate, direct the Division of Workforce Solutions to take further action pursuant to State and local procedures. The Division of Workforce Solutions has 60 days to comply.

5. The LA and its contractors will ensure that employers, including private-for-profit employers of participants under the Act, have a grievance procedure relating to the terms and conditions of employment available to WIOA participants. Employers may operate their own grievance system or may utilize the LA grievance system. Employers will inform participants of the grievance procedures they are to follow when the participant begins employment.

An employer grievance system will provide for, upon request by the complainant, a review of an employer's decision by the LA and the Division of Workforce Solutions, if necessary.

6. Complaints alleging violation of section 143 of the Act will follow the same procedures as other non-criminal program complaints except that they may be submitted to the Secretary by either party to the complaint when the complainant has exhausted the grievance procedures established at the State and local level.

A person alleging a violation of section 143 of the Act, as an alternative to processing the grievance under the procedures herein, may submit the grievance to a binding arbitration procedure, if a collective bargaining agreement covering the parties to the agreement so provides. A person electing to have his/her section 143 labor standards violation processed under binding arbitration

provisions: 1) must choose binding arbitration before and in lieu of initiating a complaint under other grievance procedures established herein, and 2) may not elect binding arbitration for a complaint that previously has been or is subject to any other grievance procedures established under the Act. Binding arbitration decisions under the provisions of section 144(e) of the Act are not reviewable by the Secretary.

Alternative Dispute Resolution:

The complainant may choose to use alternative dispute resolution (ADR) procedures in lieu of the customary investigation process. If the parties do not reach an agreement under ADR at the LA or State level, they may file a complaint with the Director of the Civil Rights Center (CRC) in the event the agreement is breached. In such circumstances the following rules will apply: 1) the non-breaching party may file a complaint with the Director within 30 days of the date on which the non-breaching party learns of the alleged breach. 2) the Director must evaluate the circumstances to determine whether the agreement has been breached. If he or she determines that the agreement has been breached, the complainant may file a complaint with the CRC based on his/her original allegation(s), and the Director will waive the time deadline for filing such a complaint. 3) if the parties do not reach agreement under ADR, the complainant may file a complaint with the Director.



"Equal Opportunity Employer Program.
Audiary aids and services available upon request to individuals with disabilities."

HURRICANE MATTHEW NEG EMPLOYMENT PROGRAM PARTICIPANT TIMESHEET

Last Name _____ First Name _____ Inc. _____ ~~XXX-XX~~ _____
 Social Security Number _____
 Pay Rate Per Hour _____ TO _____ Pay Period _____
 Working: _____

DAY	DATE	IN	OUT	IN	OUT	HOURS WORKED	PARTICIPANT SIGNATURE
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Monday							
Tuesday							

TOTAL HOURS WORKED DURING PAY PERIOD _____

PARTICIPANT CERTIFICATION: I Certify that the above is a true statement of my hours of participation in the Disaster Relief Employment Project for the pay period indicated.

Participant's Signature _____ Date _____

WORKSITE SUPERVISOR: I have reviewed the Participant Time Sheet and certify that the above entries are an accurate representation of the participant's time worked in this pay period.

Worksite Supervisor's Signature _____ Date _____

WIOA STAFF CERTIFICATION: I have reviewed this Time Sheet and certify that the hours worked appear reasonable and the entries have been computed correctly.

WIOA Career Counselor _____ Date _____

WORKSITE AGREEMENT

Disaster Relief Employment Project

This Agreement is made between _____ and _____ to provide temporary employment to eligible individuals participating in the Disaster Relief Employment Project, authorized and regulated by Section 134 of the Workforce Innovation and Opportunity Act (WIOA). Under this Agreement, participants will be provided temporary jobs that will assist in the clean-up, repair and reconstruction of public and private non-profit property in order to enable the resumption of regular business activities and employment disrupted by the disaster event. Jobs may also provide needed temporary public services (augmenting the capacity of existing public employees wherever needed) and humanitarian assistance caused by the disaster event.

Worksite Agency agrees to:

1. Assure compliance with Equal Opportunity (EO) requirements.
2. Assure that all work is done either on public land (including public easements and public right-of-ways) or involves activities which are being performed by state, federal, and local government employees and is available to the public. Participants assigned to private, non-profit organizations may only perform work that is related to the disaster and is open to the public (such as completing applications for disaster aid, food, water, humanitarian efforts, etc.).
3. Assure that if any eligible participant is asked to work overtime, that it is part of the design of the project and that regular employees of the agency are also required to work overtime.
4. Assist in the completion of a job assignment form for each participant at the worksite.
5. Interview (if desired) the eligible individuals referred by NCWorks Career Center staff, select or reject the ones interviewed and give feedback to the program staff.
6. Assign regular staff to supervise the Disaster Relief Employment Project participants, such supervisors to have knowledge of the tasks assigned, have received a specific orientation to the DREP project (documented), and have the ability to direct the work of others. The ratio of supervisor to participants shall not exceed 1:8.
7. Provide sufficient work, equipment, materials and /or work tools to assure full utilization of a participant's time.
8. Ensure that work will be conducted in a safe and sanitary working environment in compliance with all OSHA regulations.
9. Afford participants the same schedule of breaks and meal periods as given to the regular employees.

10. Assign a rate of pay for each job which is the same rate of pay given entry level employees in the same job at the same site (prevailing wage rate). All activities will be in compliance with current labor laws.
11. Account responsibly for the individual participant's time and attendance using timesheets provided and approve only time actually worked on the job. Participants will not be paid for absences or hours not worked.
12. Require DREP program participants to review, complete, and sign their timesheets each day as set forth in program requirements
13. Notify the NCWorks Career Center staff immediately of injuries, accidents and incidents on the job involving program participants.
14. Contact the NCWorks Career Center in a timely manner to discuss any work related problems being experienced concerning program participants.
15. Notify the NCWorks Career Center staff when the work being performed to recover from the disaster is completed. This program will only pay for disaster recovery costs.
16. Allow program staff access to the participants as needed.
17. Complete an evaluation on each participant terminating from the worksite.

NCWorks Career Center (Program Operator) agrees to:

1. Provide worker's compensation coverage for eligible Disaster Relief Employment Program participants.
2. Provide safety and protective gear, as well as small hand tools, when needed.
3. Recruit, screen, and refer eligible individuals.
4. Provide folders for each worksite with pertinent program information.
5. Process all needed program agency paperwork.
6. Pay eligible DREP participants who are assigned to this agency for all work performed under this program related to disaster recovery. Pay will be at the prevailing wage given entry level employees in the same job at the same site.
7. Pick up and process all timesheets.
8. Direct deposit paychecks or mail paychecks to program participants at their home addresses as set forth in the timesheet/payroll schedule.
9. Assist worksite supervisors in handling all work related problems involving program participants.
10. Provide adequate notification to the worksite when program funds are exhausted or the program end date is reached, whichever comes first.
11. Provide orientation to each worksite supervisor prior to the start of the program and provide the supervisor with appropriate written materials necessary to perform his/her duties, including a copy of this agreement, applicable labor laws, and an Employer Manual.

Work Activities:

The following activities will be performed by _____ participants at the worksite, with a job description (job assignment form) being attached and made a part of this agreement.

The days and hours worked will be as follows:

Monitoring:

It is understood that NCWorks Career Center staff, Region Q Workforce Development Board staff, state or federal monitors may visit and monitor the worksite at any time for compliance.

General Provisions:

Participants not being fully utilized or appropriately supervised may be transferred by program operator staff to other worksites. One or more participants may be removed when problems develop which remain unresolved. Eligible individual workers may not be employed in temporary jobs under this program for more than twelve months, or 2,040 hours and may not receive more than \$24,000 in wages. When participants reach the legal limits of their participation in the Disaster Relief Employment Project (time/hours), the NCWorks Career Center staff will inform the worksite and participant of the projected end date of participation. Any work continuing to be performed after this ending date is the financial responsibility of the worksite.

TERM: This Agreement will take effect on _____ and terminate no later than _____.

(Signature)

(Signature)

AGENCY: _____

AGENCY: _____

ADDRESS:

ADDRESS:

Phone: _____

Phone: _____

Signature of Worksite Supervisor (if different from above worksite staff person)

**DISASTER RELIEF EMPLOYMENT PROGRAM
JOB ASSIGNMENT FORM**

Program Agency information:

Name of agency: _____ Phone #: _____

Contact person: _____

General Worksite Agency Information:

Agency Name: _____ Phone #: _____

Contact Person: _____ Job Title: _____

Worksite Assignment Specifics:

Job Title: _____ Hourly Wage: \$ _____

Number of participants @ worksite _____ Phone #: _____

Supervisor: _____ Job Title: _____

NAME: _____

START DATE: _____

WORK HOURS: _____

HOURS PER WEEK: _____

HOURLY PAY RATE: _____

WORKER'S COMPENSATION OR COMPARABLE COVERAGE IS HELD BY THE DREP CONTRACTOR. In case of injury on the job, contact the DREP staff immediately. If necessary in judgment of worksite supervisor, call an ambulance first.

JOB TITLE AND DESCRIPTION: _____

SPECIAL INSTRUCTIONS: _____



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: January 3, 2017

AGENDA ITEM: C-5

DEPARTMENT: Register of Deeds

SUBJECT: Approve Register of Deeds Fees Report – December 2016

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Recommend approval.

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

ATTACHMENTS: See handout.

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: January 3, 2017

AGENDA ITEM: C-6

DEPARTMENT: Tax

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

December 2, 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 **November** 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*315	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
2012	11/10/2016	Pugh, Richard 12A6802534844	G01	\$39.75	\$2.50	\$0.00		\$42.25
		Foreclosure	C08	\$7.29				\$7.29
								<u>\$49.54</u>

RLS*16*315	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
2013	11/10/2016	Pugh, Richard 13A6802534844	G01	\$42.81	\$2.50	\$0.00		\$45.31
		Foreclosure	C08	\$7.39				\$7.39
								<u>\$52.70</u>

RLS*16*315	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
2014	11/10/2016	Pugh, Richard 14A6802534844	G01	\$42.81	\$2.50	\$0.00		\$45.31
		Foreclosure	C08	\$7.39				\$7.39
			FLF	\$175.00				\$175.00
								<u>\$227.70</u>

RLS*16*315	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
2015	11/10/2016	Pugh, Richard 15A6802534844	G01	\$42.81	\$2.50	\$0.00		\$45.31
		Foreclosure	C08	\$7.39				\$7.39
			WSA	\$2,709.77				\$2,709.77
								<u>\$2,762.47</u>

RLS*16*315	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
2016	11/10/2016	Pugh, Richard 16A6802534844	G01	\$42.30	\$0.00	\$0.00		\$42.30
		Foreclosure	C08	\$7.39				\$7.39
			WSA	\$100.00				\$100.00
								<u>\$149.69</u>

Detail Transactions by Group
Abatement

Seq No	Date	Account Number	Taxbill Number	Tax Code	Transaction Amount	Levy Amount	Penalty Amount	Addl Chgs	Interest Amount	Discont Amount	Trn. Check Code	Trans. Rev Description
1	11/10/16	27967	16A6802534844	601 COB WSA	42.30- 7.39- 100.00-	42.30- 7.39- 100.00-	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	R	P6180
2	11/10/16	27967	15A6802534844	601 COB WSA AD	149.69- 42.81- 7.39- 2709.77- 2.50-	49.69- 42.81- 7.39- 2709.77- 2.50-	0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 709.77- 0.00	0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00	R	P6180
3	11/10/16	27967	14A6802534844	601 COB AD FLF	2762.47- 42.81- 7.39- 175.00-	52.70- 42.81- 7.39- 175.00-	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	R	P6999
4	11/10/16	27967	13A6802534844	601 COB AD	227.70- 42.81- 7.39- 2.50-	227.70- 42.81- 7.39- 2.50-	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	R	P628
5	11/10/16	27967	12A6802534844	601 COB AD	52.70- 39.75- 7.29- 2.50-	52.70- 39.75- 7.29- 2.50-	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	R	P699
6	11/10/16	27967	11A6802534844	601 COB AD	49.54- 49.54-	49.54- 49.54-	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	R	P6269

Tax Collections
 12/02/16
 Group Number RLS*16*315
 Account Number
 Taxbill Number
 Detail Transactions by Group
 Abatement
 Tax Code
 Transaction Amount
 Levy Amount
 Penalty Amount
 Addl Chgs
 Interest Amount
 Discnt Amount
 Trn Check Number
 Txns Rev
 Description
 Effective Date 11/10/16

Line	Tax Code	Transaction Amount	Levy Amount	Penalty Amount	Addl Chgs	Interest Amount	Discnt Amount	Trn Check Number	Txns Rev	Description
1	AD*12	2.50	2.50	0.00	0.00	0.00	0.00			
2	AD*13	2.50	2.50	0.00	0.00	0.00	0.00			
3	AD*14	2.50	2.50	0.00	0.00	0.00	0.00			
4	AD*15	2.50	2.50	0.00	0.00	0.00	0.00			
5	COB*12	7.39	7.39	0.00	0.00	0.00	0.00			
6	COB*13	7.39	7.39	0.00	0.00	0.00	0.00			
7	COB*14	7.39	7.39	0.00	0.00	0.00	0.00			
8	COB*15	7.39	7.39	0.00	0.00	0.00	0.00			
9	FL*14	175.00	175.00	0.00	0.00	0.00	0.00			
10	GOI*12	32.81	32.81	0.00	0.00	0.00	0.00			
11	GOI*13	42.91	42.91	0.00	0.00	0.00	0.00			
12	GOI*14	42.91	42.91	0.00	0.00	0.00	0.00			
13	GOI*15	42.91	42.91	0.00	0.00	0.00	0.00			
14	GOI*16	42.91	42.91	0.00	0.00	0.00	0.00			
15	MSA*15	2708.77	0.00	0.00	708.77	0.00	0.00			
16	MSA*16	100.00	0.00	0.00	100.00	0.00	0.00			
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Total for Group RLS*16*315 3242.10- 432.33- 0.00 809.77- 0.00 0.00

***** Totals By Tax Cycle *****
 Cycle A 0.00 3242.10-



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: January 3, 2017

AGENDA ITEM: D-1

DEPARTMENT: Governing Body

SUBJECT: Discuss compensatory time policy clarification amendment as requested at the Board's meeting on Monday, December 5, 2016

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Discussion requested.

SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S): Recommend approval of amendment to the County's personnel policy clarifying the Board's intent as it relates to the administration of compensatory, annual, and sick leave.

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---

Whereas, the Bertie County Personnel Policy's stated purpose sets forth the establishment of a fair and uniform system of personnel management for all employees, in Article I—Section 1;

Whereas, the Bertie County Personnel Policy authorizes each department to establish supplemental rules and regulations applicable only to the personnel of that department, subject to approval of the County Manager and shall not in any way conflict with the provisions of this Policy, set forth in Article I—Section 7;

Whereas, the Bertie County Personnel Policy requires that the administration of its personnel management system will foster, maintain and promote equal employment opportunity including the regular review of its policy and practices as set forth in Article IV—Section 1;

Whereas, the Bertie County Personnel Policy requires that the County will comply with the Fair Labor Standards Act (FLSA) and the County Manager shall determine which jobs are "Non-Exempt" and therefore subject to the Act in Areas such as hour of work and work periods, rates of overtime compensation and other provisions as set forth in Article III—Section 12;

Whereas the Current Policy provides:

- Non-Exempt Employees will be paid at a straight time rate for hours up to the FLSA established limit for their position (usually 40 hours in a seven (7) day period.
- In no event, will vacation, sick leave or holidays be included in the computation of hours worked for FLSA purposes.
- Whenever practicable, departments will schedule time off on an hour-for-hour basis within the applicable work period for non-exempt employees, instead of paying overtime.
- When time off within the work period cannot be granted, overtime worked will be given in the form of compensatory time off or paid in accordance with the FLSA.
- Accumulation of more than eighty (80) hours of compensatory time is discouraged and must have the approval of the County Manager.
- In declared disaster or emergency situations such as a FEMA declared emergency where employees are required to work long and continuous hours, the County Manager may approve compensation at a rate up to double time for those hours worked and/or grant time off with pay for rest and recuperation to ensure safe working conditions.
- Exempt employees will not receive pay for hours worked in excess of their normal work periods. These employees may be granted compensatory leave by their supervisor where the convenience of the department allows and in accordance with procedures established by the County Manager.
- In declared disaster or emergency situations requiring long and continuous hours of work, exempt employees may be compensated at a rate of up to double time for the duration of the emergency period, at the approval of the County Manager.
- The County provides ten days of military leave for members of an Armed Forces Reserve organization or National Guard. Employees who volunteer for additional duty may use vacation or compensatory time. If there is a compensatory balance, it should be used first for non-exempt employees.

Whereas, the County's current payroll policies are consistent with the federal Fair Labor Standards Act and best management practices identified by the UNC School of Government suggesting that employers

may adopt policies that either allow or require employees to use compensatory time before they use accrued paid sick or vacation leave; and

Whereas, the County's current practice of utilizing compensatory time before the use of sick or annual (vacation) leave has been supported by the governing body as a strategy to limit the County's fiscal liability for compensatory time which must be paid to an employee at the time of separation of service, whether because of retirement, termination or voluntary separation as required by law.

Now, Therefore Be It Resolved that:

1. The personnel policy of the Bertie County Board of Commissioners, is hereby amended and confirmed requiring management staff to review individual staff time sheets monthly to ensure that compensatory time utilization precedes the application of paid sick or annual leave.
2. The personnel policy of the Bertie County Board of Commissioners is hereby amended to require that compensatory time must be utilized in all circumstance before the use of sick or annual (vacation) leave for the reasons set forth above.
3. Timesheets which require corrections by County Administration or departmental supervisors shall be copied and returned to the employee in order to prevent errors in the future.

This motion was introduced by Commissioner _____, seconded by Commissioner _____, and adopted by a vote of _____ Commissioners for and _____ Commissioners against.

This the _____ day of January, 2017.





Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: January 3, 2017

AGENDA ITEM: D-2

DEPARTMENT: Governing Body

SUBJECT: Water District III Change Order No. 2, to secure remaining USDA Rural Development Grant funds to include Woodard Road Booster Pump Station, Well House #2 standby generator, and water line size increase in the amount of \$448,570

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Discussion requested.

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

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---

Date of Issuance:	Effective Date:
Owner: Bertie County Water District III	Owner's Contract No.:
Contractor: Herring-Rivenbark, Inc.	Contractor's Project No.:
Engineer: Green Engineering, P.L.L.C.	Engineer's Project No.: 14-017.2
Project: Water System Improvements	Contract Name: Water System Improvements

The Contract is modified as follows upon execution of this Change Order:

Description:

Item No. 1:	Well House #2 Standby Generator Price Adjustment (DEDUCT)	(\$22,601.00)
Item No. 2:	Woodard Road Water Main (6-inch to 8-inch Adjustment – See Attached)	\$91,385.50
Item No. 3:	Woodard Road Booster Pump Station Addition (See Attached)	\$379,785.09
TOTAL CHANGE ORDER No. 2		\$448,569.59

Attachments: [List documents supporting change]

CHANGE IN CONTRACT PRICE

CHANGE IN CONTRACT TIMES

[note changes in Milestones if applicable]

Original Contract Price:

Original Contract Times:

\$ 1,758,245.40

Substantial Completion: May 9, 2017

Ready for Final Payment: June 8, 2017

days or dates

[Increase] [Decrease] from previously approved Change Orders No. One (1) to No. Two (2) :

[Increase] [Decrease] from previously approved Change Orders No. One (1) to No. Two (2) :

\$ 0.00

Substantial Completion: 60

Ready for Final Payment: 60

days

Contract Price prior to this Change Order:

Contract Times prior to this Change Order:

\$ 1,758,245.40

Substantial Completion: July 8, 2017

Ready for Final Payment: August 7, 2017

days or dates

[Increase] [Decrease] of this Change Order:

[Increase] [Decrease] of this Change Order:

\$ 448,569.59

Substantial Completion: July 8, 2017

Ready for Final Payment: August 7, 2017

days or dates

Contract Price incorporating this Change Order:

Contract Times with all approved Change Orders:

\$ 2,206,814.99

Substantial Completion: July 8, 2017

Ready for Final Payment: August 7, 2017

days or dates

RECOMMENDED:

ACCEPTED:

ACCEPTED:

Green Engineering, PLLC

Bertie County Water District III

Herring-Rivenbark, Inc.

By: _____

By: _____

By: _____

Engineer (if required)

Owner (Authorized Signature)

Contractor (Authorized Signature)

Title: Project Engineer

Title: County Manager

Title _____

Date: December 1, 2016

Date _____

Date _____

Approved by Funding Agency (if applicable)

By: _____ Date: _____

Title: _____

EJCDC C-941, Change Order.

Prepared and published 2013 by the Engineers Joint Contract Documents Committee.

Page 1 of 1

**PROJECT COST AND FUNDING ANALYSIS
BERTIE COUNTY WATER IMPROVEMENTS
December 1, 2016**

	<u>ORIGINAL BUDGET</u>	<u>REVISED BUDGET</u>	<u>WITH CHANGE ORDER</u>
<u>PROJECT REVENUE</u>			
USDA Loan	1,717,000.00	1,717,000.00	1,717,000.00
USDA Grant	1,074,000.00	1,074,000.00	1,074,000.00
Local Funds	264,000.00	264,000.00	264,000.00
Sales Tax Reimbursement		<u>125,000.00</u>	<u>125,000.00</u>
TOTAL REVENUE	<u>\$3,055,000.00</u>	<u>\$3,180,000.00</u>	<u>\$3,180,000.00</u>
<u>PROJECT COSTS</u>			
Construction: Water Mains & SCADA		\$1,758,245.40	\$1,735,644.40
Water Meters		231,217.51	231,217.51
Encoder Registers		151,798.50	151,798.50
Woodard Road Water Main		70,590.00	91,385.50
Woodard Road Booster Pump		<u>320,000.00</u>	<u>379,785.09</u>
TOTAL CONSTRUCTION	<u>\$2,351,755.00</u>	<u>\$2,531,851.41</u>	<u>\$2,589,831.00</u>
Engineering Fees	371,400.00	447,400.00	447,400.00
PER	18,500.00		
Environmental Report	12,500.00		
Basic Services	151,500.00		
Inspection Services	136,400.00		
Additional Service	52,500.00		
Amended Engineering	76,000.00		
Legal Fees (Local Attorney)	10,000.00	10,000.00	10,000.00
Bond Counsel	20,000.00	20,000.00	20,000.00
Land & ROW (Easement Acquisition)	5,000.00	5,000.00	5,000.00
Administration	5,000.00	5,000.00	5,000.00
Advertisements & Permits	6,500.00	2,500.00	2,500.00
Interest	50,169.00	50,169.00	50,169.00
Project Contingency	<u>235,176.00</u>	<u>108,079.59</u>	<u>50,100.00</u>
TOTAL PROJECT BUDGET	<u>\$3,055,000.00</u>	<u>\$3,180,000.00</u>	<u>\$3,180,000.00</u>



CHANGE ORDER #2
BERTIE COUNTY WATER DISTRICT III
WATER SYSTEM IMPROVEMENTS
DECEMBER 1, 2016

ITEM No. 2: WOODARD ROAD WATER MAIN - 6" TO 8" ADJUSTMENT

ITEM NO.	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL AMOUNT
PART B - WOODARD ROAD w/6"				
1.	LF 6" Dia. PVC Water Main	26,500.0	8.65	229,225.00
2.	LF 6" Dia. DIP Water Main	220.0	30.00	6,600.00
3.	LF 6" Dia. HDPE Directional Bore	1,200.0	37.00	44,400.00
4.	LF 6" Dia. Ductile Iron (Dry Bore)	100.0	43.00	4,300.00
5.	LF 6" PVC Dry Bore (Conc. / Asp.	80.0	30.00	2,400.00
6.	LF Pipeline Clean-up, Seeding & Testing	26,720.0	0.85	22,712.00
7.	EA 6" Gate Valve w/ Box	22.0	750.00	16,500.00
8.	EA Fire Hydrant	9.0	2,860.00	25,740.00
9.	LBS Compact Fittings	1,700.0	5.00	8,500.00
10.	EA 3/4" Water Meter Replacement Including Replacement of Existing Cast Iron Meter Box Lid w/Polymer Plastic Lid and Installation of Meter/Transmitter (Meter/Transmitter Furnished by Bertie County)	101.0	58.65	5,923.65
11.	EA 3/4" Water Meter Replacement Including Installation of Meter/Transmitter (Meter/Transmitter furnished by Bertie County)	50.0	33.60	1,680.00
12.	TNS Stone Bedding	75.0	10.00	750.00
13.	CY Select Backfill (In & Out)	100.0	15.00	1,500.00
14.	LF Silt Fence	650.0	3.00	1,950.00
15.	EA Silt Wattle Check Dam	60.0	50.00	3,000.00
16.	SY Temporary Ditch Liner	250.0	4.00	1,000.00
17.	TNS CABC Stone	80.0	25.00	2,000.00
18.	TNS Class I Rip Rap	50.0	60.00	3,000.00
19.	EA USDA - Rural Development Project	1.0	350.00	350.00
PART B TOTAL W/ 6" WATER MAIN				\$ 381,530.65

ITEM NO.	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL AMOUNT
PART B - WOODARD ROAD w/8"				
1.	LF 8" Dia. PVC Water Main	26,350.0	9.95	262,182.50
2.	LF 8" Dia. DIP Water Main	160.0	27.00	4,320.00
3.	LF 8" Dia. HDPE Directional Bore	1,200.0	50.00	60,000.00
4.	LF 8" PVC Dry Bore (Conc. / Asp.	80.0	30.00	2,400.00
5.	LF 6" Dia. DIP Water Main	160.0	30.00	4,800.00
6.	LF 4" Dia. Ductile Iron (Dry Bore)	30.0	35.00	1,050.00
7.	LF Pipeline Clean-up, Seeding & Testing	27,980.0	1.50	41,970.00
8.	EA 8" Gate Valve w/ Box	13.0	1,100.00	14,300.00
9.	EA 6" Gate Valve w/ Box	9.0	750.00	6,750.00
10.	EA 4" Gate Valve w/ Box	4.0	600.00	2,400.00
11.	EA Fire Hydrant	9.0	2,860.00	25,740.00
12.	LBS Compact Fittings	2,650.0	5.00	13,250.00
13.	LF 16" Steel Casing (Bored & Jacked)	90.0	140.00	12,600.00
14.	Including Replacement of Existing Cast Iron Meter Box Lid w/Polymer Plastic Lid and Installation of Meter/Transmitter (Meter/Transmitter Furnished by Bertie County)	101.0	58.65	5,923.65
15.	EA 3/4 " Water Meter Replacement Including Installation of Meter/Transmitter (Meter/Transmitter Furnished by Bertie County)	50.0	33.60	1,680.00
16.	TNS Stone Bedding	75.0	10.00	750.00
17.	CY Select Backfill (In & Out)	100.0	15.00	1,500.00
18.	LF Silt Fence	650.0	3.00	1,950.00
19.	EA Silt Wattle Check Dam	60.0	50.00	3,000.00
20.	SY Temporary Ditch Liner	250.0	4.00	1,000.00
21.	TNS CABG Stone	80.0	25.00	2,000.00
22.	TNS Class I Rip Rap	50.0	60.00	3,000.00
23.	EA USDA - Rural Development Project	1.0	350.00	350.00
PART B TOTAL W/ 8" WATER MAIN				\$ 472,916.15
8" WATER MAIN INCREASE FOR WOODARD ROAD				\$ 91,385.50

**CHANGE ORDER #2
BERTIE COUNTY WATER DISTRICT III
WATER SYSTEM IMPROVEMENTS
DECEMBER 1, 2016**

ITEM No. 3: WOODARD ROAD BOOSTER PUMP STATION

<u>ITEM</u>	<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>TOTAL COST</u>
1	1.0	LS Site Work	\$ 38,801.00
2	1.0	LS Utility Piping	\$ 15,732.00
3	1.0	LS Booster Pump Station including Foundation, Smith-Carolina Building, Sidewalk, Grundfos Pumps on Skid, Interior Piping, CL2 Analyzer Sink w/Appurtenances, Floor Drain System, Turbine Meter w/ Strainer, Chemical Feed System and Eye Wash	\$ 135,086.39
4	1.0	LS All Electrical Including Panels; Conduit; Wiring; Generator w/Pad and Transfer Switch; and SCADA	\$ <u>190,165.70</u>
TOTAL CONSTRUCTION			\$ 379,785.09



WATER
WASTEWATER
SURVEYING
PLANNING
PROJECT MANAGEMENT
NC FIRM LICENSE: P-0115
303 GOLDSBORO ST. E.
P.O. BOX 409
WILSON, NC 27893
TEL 252.237.5365
FAX 252.243.7488
office@greeneng.com

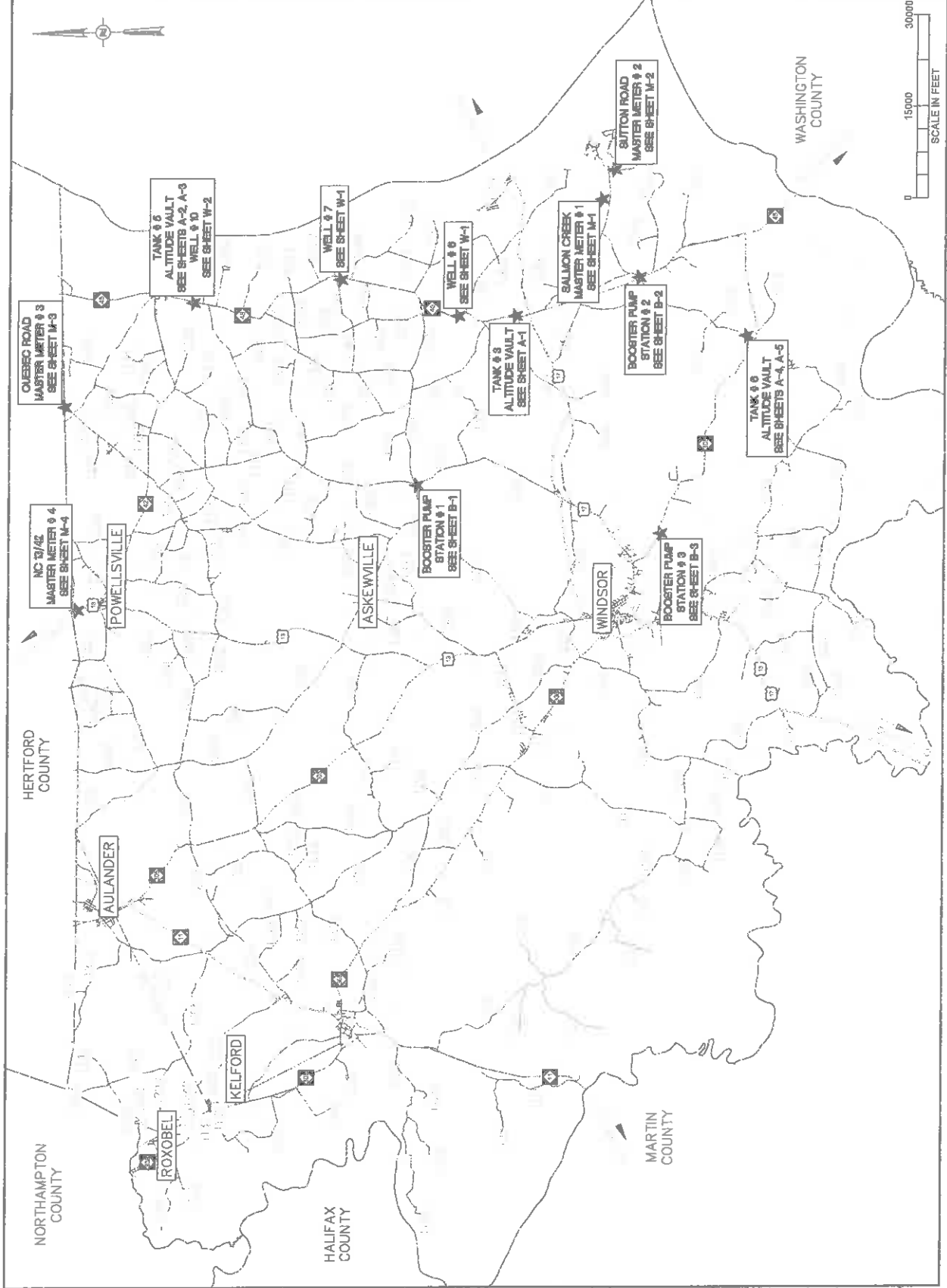
BERTIE COUNTY

WATER LOSS REDUCTION PROJECT

BERTIE COUNTY
NORTH CAROLINA

LOCATION MAP

DATE	JUNE 2016
REVISION	
DATE	
BY	
SCALE: PER W/00000/15007.1	
AS SHOWN ON DRAWING PER 888	
ROBERT	
SHEET: L1	of 1
#	##



Work Session Agenda – July 14, 2016

County Manager Sauer stated that he was currently working on a list of potential agenda items, and wanted to present the bids recently received for upcoming projects in Water District III which were opened June 30, 2016.

Mr. Sauer reported that Herring-Rivenbark provided the lowest bid, and that this company has a vast knowledge of Bertie County roads and water operations as they built most of the current system. He stated that the company also had a great track record for “cleaning up behind themselves” regarding any disturbances to land and property.

The lowest bid also allows for additional project components to be considered, and Mr. Sauer assured that Board that he would bring forth further updates to the plans to accommodate other needed improvements earlier than expected.

County Manager Sauer reminded the Board that a copy of the bid tabulation was distributed to the Board last week in anticipation of today’s meeting.

Commissioner Wesson made a **MOTION** to approve the certified bid tabulation, notice of award for a contract in the amount of \$1,758,245.40 and the tentative authorization to accept the Herring-Rivenbark bid, contingent upon review and concurrence from USDA Rural Development and interim financing approved by the NC Local Government Commission. Commissioner White **SECONDED** the motion. The **MOTION PASSED** unanimously.

Information about all of the bids is below:

BID TABULATION

PROJECT OWNER: Bertie County

PROJECT DESCRIPTION: Water System Improvements Water District III

BID OPENING DATE: Thursday, June 30, 2016 @ 2:00 P.M.

Contractor	License No.	Bid Security	Bid Amount - Parts A-F	Bid Amount - Parts A-F with Alternate
A.C. Schultes	48474			
Hatchell Concrete	34205	✓	2,121,267 ⁰⁰	2,187,117 ⁰⁰
Herring-Rivenbark	3937	✓	1,689,524 ⁰⁰	1,738,245 ⁰⁰
Ralph Hodge Construction	6271	✓	2,126,233 ⁰⁰	2,206,033 ⁰⁰
T.A. Loving Company	325	✓	2,065,712 ⁰⁰	2,129,202 ⁰⁰
Tony Hawley Construction	8826			

<u>PROJECT COSTS</u>	<u>Budget</u>	<u>BID</u>	<u>Difference</u>
Construction: Water Mains & SCADA		\$1,758,245.40	
Water Meters		\$231,217.51	
Encoder Registers		\$151,798.50	
TOTAL CONSTRUCTION	\$2,351,755.00	\$2,141,261.41	\$210,493.59
Engineering Fees	371,400.00	371,400.00	0.00
PER	18,500.00		
Environmental Report	12,500.00		
Basic Services	151,500.00		
Inspection Services	136,400.00		
Additional Service	52,500.00		
Legal Fees (Local Attorney)	10,000.00	10,000.00	0.00
Bond Counsel	20,000.00	20,000.00	0.00
Land & ROW (Easement Acquisition)	5,000.00	5,000.00	0.00
Administration	5,000.00	5,000.00	0.00
Advertisements & Permits	6,500.00	6,500.00	0.00
Interest	50,169.00	50,169.00	0.00
Project Contingency	<u>235,176.00</u>	<u>0.00</u>	<u>235,176.00</u>
TOTAL PROJECT BUDGET	\$3,055,000.00	\$2,609,330.41	\$445,669.59
PROJECT COST TO DATE		\$2,609,330.41	
BALANCE AVAILABLE			\$445,669.59



BID TABULATION

PROJECT OWNER: BERTIE COUNTY WATER DISTRICT III
 PROJECT DESCRIPTION: WATER SYSTEM IMPROVEMENTS
 BID OPENING DATE: JUNE 30, 2016 @ 2:00 P.M.
 ENGINEER: GREEN ENGINEERING, P.L.L.C

PART A - SOUTH WINDSOR AREA

Item	Quantity	Description	Herwin-Rivershark		T.A. Lewis Co.		Hatchell Concrete		Rainy Ridge Const.	
			Unit	Total	Unit	Total	Unit	Total	Unit	Total
			Price	Cost	Price	Cost	Price	Cost	Price	Cost
1	1.0	AC Clearing and Grubbing	18,000.00	18,000.00	10,000.00	10,000.00	7,500.00	7,500.00	5,500.00	5,500.00
2	9,400.0	LF 8" Dia. PVC Water Main	9.95	93,530.00	14.00	131,600.00	15.00	141,000.00	19.25	180,930.00
3	310.0	LF 8" Dia. DIP Water Main	27.00	8,370.00	45.00	13,950.00	31.50	9,765.00	38.50	11,935.00
4	300.0	LF 8" I.D. HDPE Directional Bore	50.00	15,000.00	65.00	19,500.00	66.50	19,950.00	77.00	23,100.00
5	6,240.0	LF 6" Dia. PVC Water Main	7.65	47,736.00	11.50	71,760.00	14.00	87,360.00	17.00	106,080.00
6	175.0	LF 6" Dia. Ductile Iron Pipe	30.00	5,250.00	30.00	5,250.00	23.00	4,025.00	33.00	5,775.00
7	135.0	LF 6" Dia. HDPE Directional Bore	45.00	6,075.00	50.00	6,750.00	63.50	8,572.50	66.00	8,910.00
8	150.0	LF 6" Dia. SDR 13.5 Directional Bore w/3" Dia. SDR 9 CTS Water Main	40.00	6,000.00	50.00	7,500.00	44.15	6,622.50	77.00	11,550.00
9	8,200.0	LF 2" Dia. PVC Water Main	4.85	39,770.00	8.00	65,600.00	3.00	24,600.00	8.80	72,160.00
10	600.0	LF 4" Dia. SDR 13.5 Directional Bore w/2" Dia. SDR 9 CTS Water Main	30.00	18,000.00	30.00	18,000.00	20.60	12,360.00	38.50	23,100.00
11	150.0	LF 8" PVC Dry Bore (Concrete & Asphalt Drwy.)	30.00	4,500.00	50.00	7,500.00	53.50	8,025.00	77.00	11,550.00
12	100.0	LF 6" PVC Dry Bore (Concrete & Asphalt Drwy.)	30.00	3,000.00	50.00	5,000.00	47.00	4,700.00	60.50	6,050.00
13	70.0	LF 2" PVC Dry Bore (Concrete & Asphalt Drwy.)	28.00	1,960.00	25.00	1,750.00	20.00	1,400.00	50.00	3,500.00
14	24,500.0	LF Pipelines Clean-up, Seeding & Testing	0.85	20,825.00	0.75	18,375.00	3.65	89,425.00	1.65	40,425.00
15	1.0	EA 8" x 6" Tapping Sleeve and Valve	2,600.00	2,600.00	4,000.00	4,000.00	6,863.00	6,863.00	2,750.00	2,750.00
16	11.0	EA 8" Gate Valve w/Box	1,100.00	12,100.00	1,600.00	17,600.00	1,700.00	18,700.00	1,320.00	14,520.00
17	12.0	EA 6" Gate Valve w/Box	750.00	9,000.00	1,200.00	14,400.00	1,300.00	15,600.00	935.00	11,220.00
18	1.0	EA 3" Gate Valve w/Box	590.00	590.00	875.00	875.00	900.00	900.00	770.00	770.00
19	15.0	EA 2" Gate Valve w/Box	500.00	7,500.00	950.00	14,250.00	800.00	12,000.00	715.00	10,725.00
20	7.0	EA Fire Hydrant	2,860.00	20,020.00	3,500.00	24,500.00	2,660.00	18,620.00	2,640.00	18,480.00
21	3,500.0	LBS Compact Fittings	5.00	17,500.00	5.35	18,725.00	10.50	36,750.00	7.15	25,025.00
22	180.0	LF 16" Steel Casing (Bore & Jack)	140.00	25,200.00	185.00	33,300.00	195.00	35,100.00	220.00	39,600.00
23	60.0	LF 4" SDR 21 PVC Casing (Bore & Jack)	30.00	1,800.00	50.00	3,000.00	42.00	2,520.00	88.00	5,280.00
24	16.0	EA Blow Off	900.00	14,400.00	1,200.00	19,200.00	1,000.00	16,000.00	935.00	14,960.00
25	150.0	EA 3/4" Water Service Reconnect Including saddle, corporation stop, 3/4" angle stop, dual check, polymer meter box and installation of meter/transmitter (Meter/Transmitter furnished by Bertie County)	475.00	71,250.00	715.00	107,250.00	400.00	60,000.00	412.50	61,875.00
26	55.0	EA 1" Water Service Reconnect Including saddle, corporation stop, 1" x 3/4" angle stop, dual check, polymer meter box and installation of meter/transmitter (Meter/Transmitter furnished by Bertie County)	510.00	28,050.00	750.00	41,250.00	465.00	25,575.00	550.00	30,250.00
27	11.0	EA 1" Water Service Reconnect including saddle, corporation stop, 1" angle stop, dual check, polymer meter box and installation of meter/transmitter (Meter/Transmitter furnished by Bertie County)	565.00	6,215.00	850.00	9,350.00	590.00	6,490.00	635.00	6,985.00
28	1.0	EA 2" Water Service Reconnect including saddle, corporation stop, 2" angle stop, dual check, polymer meter box and installation of meter/transmitter (Meter/Transmitter furnished by Bertie County)	2,650.00	2,650.00	3,500.00	3,500.00	2,632.00	2,632.00	3,630.00	3,630.00
29	3,000.0	LF 3/4" Service Tubing (Open Cut)	1.25	3,750.00	0.50	1,500.00	2.00	6,000.00	1.65	4,950.00
30	1,500.0	LF 3/4" Service Tubing Encased in 1-1/2" SDR 21 PVC Casing (Bored)	3.00	4,500.00	1.00	1,500.00	9.00	13,500.00	13.20	19,800.00
31	170.0	LF 1" Service Tubing (Open Cut)	1.45	246.50	0.50	85.00	2.20	374.00	5.50	935.00
32	110.0	LF 1" Service Tubing Encased in 2" SDR 21 PVC Casing (Bored)	8.00	880.00	1.50	165.00	10.00	1,100.00	22.00	2,420.00

W:\2016\Bids\2016\Bid Tabulation Part A-F Bid Date: 0-30-2016.xls

PART A - SOUTH WINDSOR AREA

Item	Quantity	Description	Herring-Rivenbark		T.A. Loving Co.		Hatchell Concrete		Ralph Hodge Constr.	
			Unit	Total	Unit	Total	Unit	Total	Unit	Total
			Price	Cost	Price	Cost	Price	Cost	Price	Cost
33	6,700.0	LF 1" Service Tubing Encased w/2" HDPE Casing, Directional Bored	15.00	100,500.00	20.00	134,000.00	10.00	67,000.00	17.60	117,920.00
34	6,100.0	LF 6" Dia. Water Main Abandonment	9.00	54,900.00	4.00	24,400.00	3.50	21,350.00	5.50	33,550.00
35	50.0	TONS Stone Bedding	10.00	500.00	35.00	1,750.00	45.00	2,250.00	55.00	2,750.00
36	60.0	CY Select Backfill (In & Out)	15.00	900.00	20.00	1,200.00	35.00	2,100.00	11.00	660.00
37	600.0	LF Silt Fence	3.00	1,800.00	3.00	1,500.00	3.50	2,100.00	3.30	1,980.00
38	50.0	EA Silt Wattle Check Dam	50.00	2,500.00	100.00	5,000.00	250.00	12,500.00	82.50	4,125.00
39	200.0	SY Temporary Ditch Liner	4.00	800.00	3.75	750.00	3.50	700.00	5.50	1,100.00
40	500.0	TONS CABC Stone	25.00	12,500.00	22.50	11,250.00	50.00	25,000.00	33.00	16,500.00
41	50.0	SY Class 1 Rip Rap	60.00	3,000.00	45.00	2,250.00	200.00	10,000.00	82.50	4,125.00
42	50.0	SY Asphalt Roadway (Remove & Replace)	65.00	3,250.00	175.00	8,750.00	225.00	11,250.00	82.50	4,125.00
43	1.0	EA USDA - Rural Development Project Sign	350.00	350.00	750.00	750.00	1,200.00	1,200.00	550.00	550.00
TOTAL CONSTRUCTION - PART A				\$697,267.50		\$888,895.00		\$859,479.00		\$972,146.00

PART B - WOODARD ROAD

Item	Quantity	Description	Herring-Rivenbark		T.A. Loving Co.		Hatchell Concrete		Ralph Hodge Constr.	
			Unit	Total	Unit	Total	Unit	Total	Unit	Total
			Price	Cost	Price	Cost	Price	Cost	Price	Cost
1	26,500.0	LF 6" Dia. PVC Water Main	8.65	229,225.00	9.15	242,475.00	11.00	291,500.00	10.00	265,000.00
2	220.0	LF 6" Dia. Ductile Iron Pipe	30.00	6,600.00	30.00	6,600.00	23.00	5,060.00	27.90	6,050.00
3	1,200.0	LF 6" Dia. HDPE Directional Bore	37.00	44,400.00	50.00	60,000.00	55.00	66,000.00	60.50	72,600.00
4	100.0	LF 6" Dia. Ductile Iron (Dry Bore)	43.00	4,300.00	50.00	5,000.00	60.00	6,000.00	110.00	11,000.00
5	80.0	LF 6" PVC Dry Bore (Concrete & Asphalt Drwy.)	30.00	2,400.00	50.00	4,000.00	50.00	4,000.00	60.50	4,840.00
6	26,720.0	LF Pipeline Clean-up, Seeding & Testing	0.85	22,712.00	0.75	20,040.00	3.65	97,528.00	1.65	44,088.00
7	22.0	EA 6" Gate Valve w/Box	750.00	16,500.00	1,100.00	24,200.00	1,300.00	28,600.00	935.00	20,570.00
8	9.0	EA Fire Hydrant	2,860.00	25,740.00	3,000.00	27,000.00	2,660.00	23,940.00	2,640.00	23,760.00
9	1,700.0	LBS Compact Fittings	5.00	8,500.00	5.35	9,095.00	10.50	17,850.00	7.15	12,155.00
10	101.0	EA 3/4" Water Meter Replacement Including Replacement of Existing Cast Iron Meter Box Lid w/Polymer Plastic Lid and installation of Meter/Transmitter (Meter/Transmitter furnished by Bertie County)	58.65	5,923.65	65.00	6,565.00	275.00	27,775.00	70.00	7,070.00
11	50.0	EA 3/4" Water Meter Replacement Including installation of Meter/Transmitter (Meter/Transmitter furnished by Bertie County)	33.60	1,680.00	35.00	1,750.00	255.00	12,750.00	38.50	1,925.00
12	75.0	TONS Stone Bedding	10.00	750.00	35.00	2,625.00	45.00	3,375.00	55.00	4,125.00
13	100.0	CY Select Backfill (In & Out)	15.00	1,500.00	20.00	2,000.00	35.00	3,500.00	11.00	1,100.00
14	650.0	LF Silt Fence	3.00	1,950.00	3.00	1,950.00	3.50	2,275.00	3.30	2,145.00
15	60.0	EA Silt Wattle Check Dam	50.00	3,000.00	100.00	6,000.00	250.00	15,000.00	82.50	4,950.00
16	250.0	SY Temporary Ditch Liner	4.00	1,000.00	3.75	937.50	3.50	875.00	5.50	1,375.00
17	80.0	TONS CABC Stone	25.00	2,000.00	22.50	1,800.00	50.00	4,000.00	33.00	2,640.00
18	50.0	TONS Class 1 Rip Rap	60.00	3,000.00	60.00	3,000.00	65.00	3,250.00	82.50	4,125.00
19	1.0	EA USDA - Rural Development Project Sign	350.00	350.00	750.00	750.00	1,200.00	1,200.00	550.00	550.00
TOTAL CONSTRUCTION - PART B				\$381,530.65		\$425,787.50		\$614,478.00		\$490,068.00

PART C - WATER METER REPLACEMENT

Item	Quantity	Description	<u>Herring-Rivenberg</u>		<u>T.A. Loving Co.</u>		<u>Hatchell Concrete</u>		<u>Ralph Hodre Constr.</u>	
			Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost
1	1,470.0	EA 3/4" Water Meter Replacement Including and Replacement of Existing Cast Iron Meter Box Lid w/Polymer Plastic Lid and installation of Meter/Transmitter (Meter/Transmitter furnished by Bertie County)	58.65	86,215.50	65.00	95,550.00	90.00	132,300.00	60.50	88,935.00
2	300.0	EA 3/4" Water Meter Replacement Including installation of Meter/Transmitter (Meter/Transmitter furnished by Bertie County)	33.60	10,080.00	35.00	10,500.00	30.50	9,150.00	38.50	11,550.00
3	7.0	EA 1" Water Meter Replacement Including Replacement of Existing Cast Iron Meter Box Lid w/Polymer Plastic Lid and installation of Meter/Transmitter (Meter/Transmitter furnished by Bertie County)	62.25	435.75	75.00	525.00	95.00	665.00	90.00	630.00
4	5.0	EA 1" Water Meter Replacement Including installation of Meter/Transmitter (Meter/Transmitter furnished by Bertie County)	42.00	210.00	45.00	225.00	35.00	275.00	55.00	275.00
5	12.0	EA Install 2" Hole in Existing 2" Cast Iron Meter Box Lids Including the installation of Fit Lid Adaptor to Receive Meter/Transmitter Labor Only (Adaptor/Meter/Transmitter furnished by Bertie County)	42.00	504.00	40.00	480.00	125.00	1,500.00	165.00	1,980.00
TOTAL CONSTRUCTION - PART C				397,445.25		5107,280.00		\$143,890.00		\$103,370.00

PART D - ALTITUDE VALVE, WELL HOUSES AND CONTROL BUILDING IMPROVEMENTS

Item	Description	Herring-Rivenbark	T.A. Lovins Co.	Matchell Concrete	Ralph Hodge Constr.
		Total Cost	Total Cost	Total Cost	Total Cost
1	LS Altitude Valve and Check Valve Installation Including and Testing at Tank #1 as shown on the Drawings and/or Included in the Project Specifications for the Lump Sum Price of:	60,752.00	70,000.00	105,000.00	83,600.00
2	<u>Control Building</u> : LS Demolition and Replacement of Existing Roof and Door with Hardware at Tank # 1 Control Building as shown on the Drawings and/or Included in the Project Specifications for the Lump Sum Price of:	17,253.00	10,000.00	14,600.00	19,250.00
3	<u>Well House #1: - Maxire Road, Windsor, NC:</u> LS Demolition and Replacement of Existing Roof and Doors with Hardware, new 5/8" x 3/4" Positive Displacement Water Meter with 4-20mA Output, chlorine analyzer, submersible well level transducer, propeller and register assembly installed in existing flow tube and misc. plumbing as shown on the Drawings and /or Included in the Project Specifications for the Lump Sum Price of:	57,402.00	40,000.00	29,210.00	60,500.00
	<u>Well House #2: - 424 Grebtown Road, Windsor, NC:</u> LS Demolition and Replacement of Existing Roof and Doors with Hardware, new 5/8" x 3/4" Positive Displacement Water Meter with 4-20 mA Output, chlorine analyzer, submersible well level transducer, propeller and register assembly installed in existing flow meter and misc. plumbing as shown on the Drawings and/or Included in the Project Specifications for the Lump Sum Price of:	57,402.00	40,000.00	28,210.00	61,600.00
TOTAL CONSTRUCTION - PART D		\$192,809.00	\$160,000.00	\$177,020.00	\$224,950.00

PART E - ELECTRICAL IMPROVEMENTS

Item	Description	<u>Herrius-Rivenbark</u>	<u>T.A. Loving Co.</u>	<u>Hatchett Concrete</u>	<u>Rajah Hodges Constr.</u>
		Total Cost	Total Cost	Total Cost	Total Cost
	<u>Well House # 1: - 149 Mardre Road, Windsor, NC</u> LS Provide all Labor, Equipment and Material to replace existing motor starter as shown on the Drawings and/or Included in the Project Specifications for the Lump Sum Price of:	15,911.00	15,000.00	15,050.00	20,750.00
	<u>Well House # 2: - 424 Grabbow Road, Windsor, NC</u> LS Provide all Labor, Equipment and Material to replace existing motor starter as shown on the Drawings and/or Included in the Project Specifications for the Lump Sum Price of:	15,911.00	15,000.00	15,050.00	20,750.00
1.0	EA USDA - Rural Development Project Sign	350.00	750.00	1,200.00	550.00
	TOTAL CONSTRUCTION - PART E	532,172.00	530,750.00	531,300.00	542,050.00

PART F - SCADA IMPROVEMENTS

Item	Description	Herring-Rivenbark	T.A. Levine Co.	Hatchell Concrete	Ralph Hodges Constr.
		Total Cost	Total Cost	Total Cost	Total Cost
	<p><u>County Office Building: - 109 Dundas St. Windsor, NC</u> LS Provide all labor, equipment, material, and path studies to install a Primary SCADA Server with one work station monitors, one (1) remote terminal unit, one (1) 60 ft. steel self supporting antenna tower with coax, software, training, UPS, associated electrical modifications required to power and interconnect all peripheral equipment, connect master server to County fiber network, startup and the demolition of existing telemetry controls as shown on the Drawings and/or included in the Project Specifications for the Lump Sum Price of:</p>	63,800.00	325,000.00	155,400.00	159,500.00
	<p><u>Operations Building: - 207 County Farm Rd. Windsor, NC.</u> LS Provide all labor, equipment, material, and path studies to install a Secondary Control SCADA Server with work station and monitors, one remote terminal unit, one 55 ft. wooden self supporting antenna pole with coax, software, training, associated electrical modifications required to power and interconnect all peripheral equipment, UPS, connect secondary computer server to County fiber network, startup and the demolition of existing telemetry controls as shown on the Drawings and/or included in the Project Specifications for the Lump Sum Price of:</p>	56,500.00	35,000.00	27,500.00	40,000.00
3	<p><u>Well House # 3: - 149 Marjorie Rd. Windsor, NC</u> LS Provide all labor, equipment, material, and path studies to install a SCADA remote terminal unit that will communicate with central primary and secondary computer servers, one 55 ft. wooden self supporting antenna pole with coax, software, training, associated electrical modifications required to power and interconnect all peripheral equipment provided by Part D - Altitude Valve, Well Houses and Control Building Improvements (chlorine analyzer, water supply meter to analyzer, submersible static level water pressure sensor, well head production meter), and the demolition of existing telemetry system as shown on the Drawings and/or Included in the Project Specifications for the Lump Sum Price of:</p>	56,500.00	30,000.00	37,400.00	32,000.00
4	<p><u>Well House # 2x - 626 Grubtown Rd. Windsor, NC</u> LS Provide all labor, equipment, material, and path studies to install a SCADA remote terminal unit that will communicate with central primary and secondary computer servers, one 55ft. Wooden self supporting antenna pole with coax, software, training, associated electrical modifications required to power and interconnect all peripheral equipment provided by Part D - Altitude Valve, Well Houses and Control Building Improvements (chlorine analyzer, water supply meter to analyzer, submersible static level water pressure sensor, well head production meter), and the demolition of existing telemetry system as shown on the Drawings and/or Included in the Project Specifications for the Lump Sum Price of:</p>	56,500.00	30,000.00	37,400.00	32,000.00

PART F - SCADA IMPROVEMENTS

Item	Description	<u>Herring-Rivenbark</u>	<u>T.A. Lovine Co.</u>	<u>Hatchell Concrete</u>	<u>Ralph Hodge Constr.</u>
		Total Cost	Total Cost	Total Cost	Total Cost
	<u>Elevated Water Tank - 217 Marshe Rd, Windsor, NC</u> LS Provide all labor, equipment, material, and path studies to install a SCADA remote terminal unit that will communicate with central primary server and secondary computer servers, one magnetic antenna assembly, coax, software, training, associated electrical modifications required to power and interconnect all peripheral equipment and instruments provided in Part D - Altitude Valve, Well Houses and Control Building Improvements, altitude valve limit switch, altitude valve dual solenoids, altitude valve pressure transducer, altitude valve sump pump, and hotbox power supply, and the demolition of existing telemetry system as shown on the Drawings and/or included in the Project Specifications for the Lump Sum Price of:	55,000.00	32,500.00	\$37,400.00	30,150.00
	TOTAL CONSTRUCTION - PART F	\$288,300.00	\$452,500.00	\$295,100.00	\$293,650.00
	TOTAL CONSTRUCTION - PARTS A - F	\$1,689,524.40	\$2,065,202.50	\$2,121,267.00	\$2,126,333.00

ALTERNATE NO. 1: WELL HOUSE #2 STANDBY GENERATOR

Item	Description	<u>Herring-Rivenbark</u>	<u>T.A. Lovine Co.</u>	<u>Hatchell Concrete</u>	<u>Ralph Hodge Constr.</u>
		Total Cost	Total Cost	Total Cost	Total Cost
	LS Provide all Labor, Equipment and Material to install the complete standby generator as shown on the Drawings and/or Included in the Project Specifications for the Lump Sum Price of:	68,721.00	64,000.00	65,850.00	79,800.00
	TOTAL CONSTRUCTION - PART F WITH ALTERNATE	\$357,021.00	\$516,500.00	\$360,950.00	\$373,450.00
	TOTAL CONSTRUCTION - PARTS A - F WITH ALTERNATE	\$1,758,245.40	\$2,129,202.50	\$2,187,117.00	\$2,206,033.00

I, E. LEO GREEN, P.E. HEREBY CERTIFY THAT THIS BID TABULATION IS A TRUE AND CORRECT REPRESENTATION OF THE BIDS RECEIVED FOR THIS PROJECT ACCORDING TO THE BEST OF MY KNOWLEDGE AND BELIEF.


 E. LEO GREEN, P.E. NC Firm License No. P-6115

**Bertie County
Project Ordinance - Water District III
USDA Rural Development Grant
August 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 III unanimously accepted and approved the "Letter of Conditions" presented by the U.S. Department of Agriculture Rural Development on July 20, 2015.

Section II. The project description includes water distribution line replacement, SCADA improvements, the Woodard Road water main, and water meter replacement for customers in Water District III.

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 financing documents for USDA Rural Development and NC Local Government Commission application materials associated with this project, including interim financing during construction;

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

Water District III (local)	\$264,000
Appropriated fund balance	
USDA Rural Development Loan	\$1,717,000
USDA Rural Development Grant	\$1,074,000
<hr/>	
Total Project Funding	\$3,055,000


The following amounts are appropriated for the project:

Construction	\$2,351,755
Engineering Fees	371,400
Legal Fees (local)	10,000
Bond Counsel	20,000
Easement Acquisition	5,000
Administration	5,000
Advertisement & Permits	6,500
Interest	50,169
Project Contingency	235,176
<hr/>	
Total Project Cost	\$3,055,000

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

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

Adopted this day 3rd day of August, 2015.


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


Sarah S. Tinkham, Clerk to the Board

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.


Finance Officer



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: January 3, 2017

AGENDA ITEM: D-3

DEPARTMENT: Governing Body

SUBJECT: Amendment to Martin County Regional PSAP back-up facility interlocal agreement, adding Pasquoatank County

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: ---

**DRAFT
ADDENDUM TO
INTER-LOCAL AGREEMENT
MARTIN COUNTY REGIONAL
PUBLIC SAFETY ANSWERING POINT (PSAP)**

Original – executed May 23, 2016

Amended – November 16, 2016

Addendum Proposed January 2017

WHEREAS, Martin County and Bertie County entered into an agreement concerning a Regional Public Safety Answering Point (PSAP), or 911 Center on May 23, 2016; and

WHEREAS, This proposal includes:

- The relocation of the Martin County Public Safety Answering Point (PSAP) facility;
- The new facility would be a back-up facility for Bertie County; and
- The current Martin County Public Safety Answering Point (PSAP) facility would be maintained as a back-up facility for the new Martin County 911 Public Safety Answering Point (PSAP) facility.

WHEREAS, Martin and Bertie Counties jointly funding a feasibility study to support this application; and

WHEREAS, at its August 26, 2016 meeting, the NC 911 Board approved a grant of \$4,315,437 to Martin County for a Regional PSAP project to serve Martin and Bertie Counties; and

WHEREAS, Section 8.0 of the current inter-local agreement allows for admission of new jurisdictions; and

WHEREAS, Pasquotank County desires to join the Martin County Regional PSAP project; and

WHEREAS, also at its August 26, 2016 meeting, the NC 911 Board approved a grant of \$1,010,779 for Pasquotank County to assist with the implementation of a back-up PSAP; and

NOW THEREFORE, as an exercise of the police power and authority granted by the Constitution and laws of the State of North Carolina, and in consideration of the mutual terms, covenants and conditions set forth herein, it is hereby agreed and covenanted among the undersigned as follows:

8.1 EXCEPT wherein this Addendum changes or by necessary implication changes the original Interlocal Agreement dated May 23, 2016 or the Amendment to the Interlocal Agreement dated November 16, 2016, said original Interlocal Agreement shall remain in full force and effect."

8.2 PASQUOTANK COUNTY IS ADDED AS A PARTY TO THIS AGREEMENT WITH THE FOLLOWING TERMS:

- (A) Pasquotank County agrees to the terms of the original agreement.
- (B) The Martin County Regional Back-Up PSAP facility will be utilized by Martin County as a primary PSAP and by Bertie County and Pasquotank County as a back-up PSAP.
- (C) Martin County is developing a temporary back-up PSAP solution in a modular unit and will provide space in this unit for Pasquotank County until the Martin County Regional PSAP is constructed and operational.
- (D) Pasquotank County currently provides services to Camden County and Elizabeth City on a contract basis.
- (E) Pasquotank County has received a 2016 911 Board grant of \$1,010,779 to assist with the implementation of a back-up PSAP for Pasquotank County. Of this amount, Pasquotank County agrees to provide \$157,500 to the Martin County Regional PSAP project to expand the footprint of the Martin County Regional PSAP facility to accommodate three (3) additional stations for Pasquotank County.
- (F) Since Pasquotank County will have equipment dedicated for its use at the Martin County Regional PSAP, Pasquotank County will provide a lump sum annual amount of \$300 (to be paid by October 1st of each year) for consideration of electricity use for the Pasquotank County dedicated equipment in the Martin County Regional PSAP / temporary back-up facility. Additionally, an average operational daily cost (to include utility and facility maintenance costs) will be determined annually by Martin County. This will be determined by September 1st of each year for the prior July 1st – June 30th fiscal year. In the event that Pasquotank County utilizes the Martin County Regional PSAP for back-up services, training or any other use, Pasquotank County will reimburse Martin County for 50% of the average daily operational costs (to include utility and facility maintenance costs) for each day (or portion thereof) that Pasquotank County uses the Martin County Regional PSAP. If both Bertie County and Pasquotank County use the Regional PSAP during the same day for back-up services, training or any other use, then Bertie County and Pasquotank County will each reimburse Martin County for 33.3% of the average daily operational costs (to include utility and facility maintenance

costs) for each day (or portion thereof). For the first year of operation, \$50 will be used as the “average operational daily cost”.

(G) Pasquotank County will purchase and maintain some equipment dedicated for its use at the Martin County Regional PSAP, Pasquotank County will retain ownership of equipment purchased by Pasquotank County for the dedicated use of Pasquotank County. Pasquotank County also retains the maintenance, liability and replacement cost for such dedicated equipment and agrees to fund the maintenance and replacement cost of any equipment intended for its dedicated service.

(H) Pasquotank County assumes all risks in regards to the 10-year clawback provision required by the 911 Board for the Pasquotank County 911 Grant.

All parties are in agreement to this addendum.

Signed:

PASQUOTANK COUNTY:

MARTIN COUNTY:

Chairman
Pasquotank County Board of Commissioners

Elmo “Butch” Lilley, Chairman
Martin County Board of Commissioners

Attest:

Attest:

Pasquotank County Clerk to the Board

Martin County Clerk to the Board

BERTIE COUNTY:

John Trent, Chairman
Bertie County Board of Commissioners

Attest:

Bertie County Clerk to the Board

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December 14, 2016

Mission**Critical**Partners



Committed to Earning Your TRUST

Martin County, North Carolina Emergency Communications Center and Regional Back Up Center

Public Safety Communication Consultants



Agenda

- Introductions
- Scope of Project
- Grant Awards
- Goals and Objectives
- Roles and Responsibilities
- Grant Requirements
- Project Budget
- Grant Funds
- Schedule
- Questions





Introductions

- Mission Critical Partners Team
- Martin County
- Bertie County
- Pasquotank County



Public Safety Communication Consultants



Official Project Name

Martin County PSAP and Regional Back-up Facility.

- This is the project name that is on the Grant Contract and should be used for all correspondence and invoices
- It is the name that the 911 Board Auditors will be looking for to pay invoices



Scope of Project

- Construct a new facility for PSAP operations within Martin County
- Retain Martin County's current PSAP as a Back-up PSAP
- Provide a regional Back-up PSAP for use by Bertie County and other jurisdictions



NC 911 Board Martin County 2016-2017 Grant Award

- Martin County requested funding in the amount of \$5,753,916
- NC 911 Board recommended a reduced amount of \$4,315,437
- Martin County accepts reduced amount



NC 911 Board Pasquotank County 2016-2017 Grant Award

- Pasquotank County requested funding in the amount of \$1,347,705
- NC 911 Board recommended a reduced amount of \$1,010,779
- Pasquotank County accepts reduced amount
- \$157,500 committed to Martin County for 3 modular back up positions.



Goals and Objectives

- Construction of a new facility on property provided by Martin County to house sufficient 9-1-1 system equipment and telecommunicators together with other necessary personnel for County
- Facility planned for approximately 5,000 square feet
- Ensure new facility and systems also meet the needs of Bertie and Pasquotank Counties as a back-up PSAP



Public Safety Communication Consultants



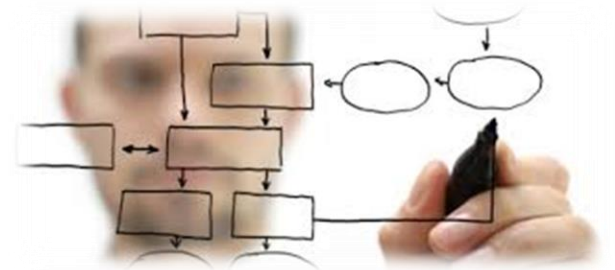
Goals and Objectives

- Martin County will provide for its residents and visitors a new state-of-the-art 9-1-1 facility
- Facility will exceed all North Carolina 911 Board requirements for a 9-1-1 communications center
- 9-1-1 staff will add much needed space for additional positions, which will enable the County to provide better services
- Provide back up 911 capabilities for Bertie and Pasquotank Counties



Roles and Responsibilities

- Martin County
- Bertie County
- Pasquotank County
- Mission Critical Partners team
- Architect
 - Request for Qualifications



Public Safety Communication Consultants



NC 911 Board Grant Requirements

- Submit a revised budget and work plan within 90 days of signing grant agreement for funds to be released
 - Prepare and deliver a project schedule that anticipates completion in 36 months for NC 911 Board Executive Director approval within 90 days of signing agreement
 - Grant funds will not be released or paid in advance of performance of actual services or reimbursable purchases
- Draft one or more RFPs to be utilized in development, procurement, and/or operations consistent with the grant application and approved project budget

Public Safety Communication Consultants



NC 911 Board Grant Requirements

- Collect and compile documents as directed by the NC 911 Board
 - Maintain full, accurate, and verifiable accounting records to support preparation of financial statements in conformity with accounting practices applicable to North Carolina local governments as approved by, or consistent with, standards of the Local Government Commission
 - Assist the NC 911 Board in any audits of grant funds by supplying required document(s)
- Ensure that all participating units of government satisfy all standards and requirements for eligibility under the FCC Order and Article 3 of Chapter 62A of the North Carolina General Statutes

Public Safety Communication Consultants



NC 911 Board Grant Requirements



- Begin upon the effective date and extend through a 36-month schedule
- Attend workshops or other instructional sessions relating to administration of the grant or use of 9-1-1 funds provided by the NC 911 Board
- Furnish a minimum of two copies of final published materials resulting from the work of the project to the NC 911 Board



Original Project Budget

- Overall Budget Discussion

Construction/Site Development	\$3,668,517
Technology	<u>\$2,085,398</u>
Total	\$5,753,916





Revised Project Budget

The project team will develop a revised budget to reflect the awarded amount of \$4.3 million without compromising the goal of the project.



Grant Funds

- Funds identified with contingencies or escalations shall revert to the NC 911 Board, if unused or unallocated, in a timely manner
- Contracts with third-parties include performance measures that provide remedies ensuring protection of grant funds
- Vendors must provide contract security for their performance



Grant Funds

- Funds may not be utilized for expenses incurred by grantee prior to the effective date or subsequent to the termination date
- Prior approval shall not be required for changes that affect the approved budget unless a line item in the grant application budget narrative is exceeded by 10 percent or \$500, whichever is greater
- Changes in the approved budget that would result in the addition or deletion of a budget category require prior approval from the NC 9-1-1 Board



Schedule

- Project Schedule
 - 36 months from contract execution with the NC 911 Board
 - In process of developing overall timeline
- Meeting Schedule
 - Bi-weekly meeting
 - Weekly meeting as project requires



Public Safety Communication Consultants



Questions?



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: January 3, 2017

AGENDA ITEM: D-4

DEPARTMENT: Governing Body

SUBJECT: Roanoke-Chowan Community College is requesting permission to offer expanded educational services and training opportunities in Bertie County, and is seeking a letter of support

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Discussion requested.

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

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---



BERTIE COUNTY

106 DUNDEE STREET
POST OFFICE BOX 530
WINDSOR, NORTH CAROLINA
27983
(252) 794-5300
FAX: (252) 794-5327
WWW.CO.BERTIE.NC.US

BOARD OF COMMISSIONERS

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

January 3, 2017

James C. Williamson, Ph.D.

President

North Carolina Community College System

200 West Jones Street

5001 Mail Service Center

Raleigh, NC 27699-5001

Re: Bertie County service area assignment

Dear President Williamson,

On behalf of the citizens of Bertie County and the undersigned members of the Board of Commissioners, we are seeking your support and assistance with a very important education matter for our community.

Bertie County is currently served by both Martin Community College and Roanoke-Chowan Community College, and the current service area designations are disparate and unbalanced. As noted in the February 2016 State Board of Community Colleges Service Area Report, Martin Community College "has exclusive authority for curriculum and adult basic education courses in Windsor Township, which includes the County seat and only public high school."

Given our County's sparse population and vast geographic area, there is no rationale for limiting either of these institutions from serving all of Bertie County, and allowing one college to veto the other institutions efforts to serve our residents. Roanoke-Chowan Community College has partnered with Bertie County in recent years to establish a high school CADET program for Emergency Medical Technicians (EMT) as a feeder program to provide a pathway to employment for our youth and adult workforce. However, under the limitations of the current service area rules, Roanoke-Chowan Community College cannot offer adult EMT classes at the high school because Martin Community College controls this territory.

Bertie High School and the North Carolina Department of Public Safety have partnered with Roanoke-Chowan Community College to establish a Criminal Justice CADET program, also with the focus on an employment pathway for local jobs at the State prison in Windsor. Again, the State Community College system’s “ISA” protocols (inter school agreements) have prevented Roanoke Chowan Community College’s access to the Bertie Correction Institute based in Windsor with an inmate capacity of 1,500.

The Board of Commissioners is requesting expansion of curriculum and adult basic education services from both community colleges without restriction, and we are seeking your guidance to achieve this goal.

We invite you to visit Bertie County, and to meet with the Board of Commissioners, as well as the Board of Education, as we work collaboratively with all local education leaders to serve our citizens.

Sincerely yours,

Ernestine Bazemore

Tammy Lee

John Trent

Ronald “Ron” Wesson

Stewart White

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STATE BOARD OF COMMUNITY COLLEGES
Service Area Review Report

The 2015 General Assembly amended G.S. 115D-5 by adding a new subsection which reads:

“(w) The State Board of Community Colleges shall review, at least every five years, service areas that include counties assigned to more than one community college to determine the feasibility of continuing to assign those counties to more than one community college. The State Board shall revise service areas as needed to ensure that counties are served effectively. The first review and any revisions shall be completed no later than March 1, 2016, and the State Board shall report its findings and any revisions to the Joint Legislative Education Oversight Committee no later than March 1, 2016. All subsequent reviews and revisions shall also be submitted to the Committee.”

This report represents the first review as required by this statute. Currently, there are only two examples of two community colleges jointly serving a county:

- Northampton County is served by Halifax Community College and by Roanoke-Chowan Community College.
- Bertie County is served by Roanoke-Chowan Community College and Martin Community College.

Service Area Assignments

- **Bertie County - Martin Community College** serves the townships of Indian Woods and Merry Hill and **has exclusive authority** for offering curriculum and adult basic education courses in the Windsor Township, which includes the county seat and **only public high school**. Both Roanoke-Chowan Community College and Martin Community College are authorized to offer continuing education courses in the Windsor Township. Roanoke-Chowan Community College serves the townships of Colerain, Mitchells, Roxobol, Snakebite, Whites, and Woodville.
- **Northampton County** - Halifax Community College serves the townships of Gaston, Occoneechee, Pleasant Hill and Seaboard. Roanoke-Chowan Community College serves the townships of Jackson, Kirby, Rich Square, Roanoke, and Wiccacanee.

Review Process.

This review of the Service Area assignments for Bertie and Northampton counties included the following:

- Notification to the presidents of the three community colleges involved of the review process;

- Campus visits to the three community colleges involved to meet with the Presidents and their selected staff to determine if any issues exist regarding the delivery of educational programs within the shared counties; and,
- A review of the course offerings in each county to evaluate the number and types of course offerings being delivered by each college. This information was compared with counties of similar demographics to determine if the shared counties are being adequately served.

Summary of Interviews.

The conversations with the presidents revealed no major issues. While there are no major issues, the three instructional areas that could potentially lead to concern include Career and College Promise offerings, emergency services training and education, and instructional delivery at correctional institutions.

These three areas need consistent attention based on the following:

- Career and College Promise
 - Development of Early College High Schools that attract students from more than one service area
 - Merging or redistricting high schools with resulting move of students to attend high schools in a different service area from the service area in which they reside
- Emergency Services Training and Education
 - Requests from agencies that cross service area due to size and location of townships
 - Low enrollment requests resulting in need of collaboration that supports combined classes spanning more than one service area
- Instructional Delivery at Correctional Institutions
 - Facility located in a service area of a college which is not currently prepared or possibly approved to offer requested programming

Review of Delivery of Educational Programs.

Enrollment data was reviewed for both Credit (Credit) and Non-Credit offerings for Bertie and Northampton counties for the 2013-2014 and 2014-2015 enrollment periods. Based on the population and demographics for Bertie and Northampton counties, it appears that the offerings and enrollments are consistent with comparable counties.

The following data is from the fall 2014 term. Enrollment and participation rates for Bertie and Northampton counties were compared with data from Martin County, Hertford County (home of Roanoke-Chowan Community College) and Warren County, a county in the region with similar population and demographics.

Fall 2014	Curriculum		Non-Credit		Unduplicated Total	
	15-24	25-59	15-24	25-59	15-24	25-59
	Bertie	346	194	176	627	502
Hertford	434	225	127	389	536	589
Martin	388	264	122	463	503	719
Northampton	220	151	70	399	285	541
Warren	293	167	107	431	393	592

	Population		Participation rate					
	15-24	25-59	Curriculum		Non-Credit		Unduplicated Total	
			15-24	25-59	15-24	25-59	15-24	25-59
Bertie	2798	9646	12%	2%	6%	7%	18%	8%
Hertford	3481	11523	12%	2%	4%	3%	15%	5%
Martin	2834	9066	14%	3%	4%	5%	18%	8%
Northampton	2641	9502	8%	2%	3%	4%	11%	6%
Warren	2537	9273	12%	2%	4%	5%	15%	6%
STATE			9%	2%	3%	4%	11%	6%

Note – The participation rate and enrollment numbers in the 15-24 age group for Northampton County are lower than the surrounding counties. This is probably the result of the presence of Cooperative Innovative High Schools (CIHS) in the other four counties. The Northampton County Early College High School has been approved by the State Board of Education and is scheduled for consideration by the State Board of Community Colleges at its February 2016 meeting.

Findings. Based on the review of the service area participation and enrollment data and interviews with the Presidents of the community colleges serving Bertie and Northampton counties, it appears that the current shared service areas for these counties is working and serving the citizens of these counties. While there are potential areas of concern, the colleges have been able to work through the challenges to satisfactory resolution and it is anticipated that that will continue. Following are the findings:

1. The assigned shared service areas for Bertie and Northampton counties remain as currently assigned;
2. The community colleges serving these counties continue to communicate and collaborate as appropriate to provide access to adequate educational program offerings for the citizens of these counties; and,
3. The North Carolina Community College System Office and the State Board of Community Colleges continue to review the educational offering provided in Bertie and Northampton counties, and provide assistance as needed to help the colleges work through any challenges to serving these counties.

- (19) Edgecombe Community College – Edgecombe County
- (20) Fayetteville Technical Community College – Cumberland County
- (21) Forsyth Technical Community College – Forsyth and Stokes Counties
- (22) Gaston College – Gaston and Lincoln Counties
- (23) Guilford Technical Community College – Guilford County
- (24) Halifax Community College – Halifax and Northampton (Townships of Gaston, Occoneechee, Pleasant Hill, and Seaboard) Counties
- (25) Haywood Community College – Haywood County
- (26) Isothermal Community College – Polk and Rutherford Counties
- (27) James Sprunt Community College – Duplin County
- (28) Johnston Community College – Johnston County
- (29) Lenoir Community College – Greene, Jones and Lenoir Counties
- (30) Martin Community College – Bertie (Townships of Indian Woods, Merry Hill, Windsor), and Martin Counties
- (31) Mayland Community College – Avery, Mitchell, and Yancey Counties
- (32) McDowell Community College – McDowell County
- (33) Mitchell Community College – Iredell County
- (34) Montgomery Community College – Montgomery County
- (35) Nash Community College – Nash County
- (36) Pamlico Community College – Pamlico County
- (37) Piedmont Community College – Caswell and Person Counties
- (38) Pitt Community College – Pitt County
- (39) Randolph Community College – Randolph County
- (40) Richmond Community College – Richmond and Scotland Counties
- (41) Roanoke-Chowan Community College – Bertie (Townships of Colerain, Mitchells, Roxobel, Snakebite, Whites, Windsor [continuing education courses only] and Woodville), Hertford, and Northampton (Townships of Jackson, Kirby, Rich Square, Roanoke, and Wiccacanee) Counties
- (42) Robeson Community College – Robeson County
- (43) Rockingham Community College – Rockingham County
- (44) Rowan-Cabarrus – Cabarrus and Rowan Counties



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: January 3, 2017

AGENDA ITEM: D-5

DEPARTMENT: Governing Body

SUBJECT: NCACC Legislative Goals Conference – January 12-13, 2017 – Voting Delegate

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Discussion requested.

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

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---



**VOTING DELEGATE DESIGNATION FORM
LEGISLATIVE GOALS CONFERENCE
January 12-13, 2017 (Thursday – Friday)
Raleigh Marriott Crabtree Valley – Wake County**

NOTE: Please place this action on your board meeting agenda.

Each Board of County Commissioners is hereby requested to designate a commissioner or other official as a voting delegate for the 2017 Legislative Goals Conference. Each voting delegate should complete and sign the following statement and **RETURN IT TO THE ASSOCIATION NO LATER THAN FRIDAY, JANUARY 6, 2017.**

**PLEASE Return Form to Alisa Cobb, Clerk to the Board by E-Mail: alisa.cobb@ncacc.org
OR Fax: 919-733-1065.**

I, _____, hereby certify that I am the duly designated voting delegate for _____ County at the North Carolina Association of County Commissioners 2017 Legislative Goals Conference.

Signed: _____

Title: _____

Article VI, Section of the Association’s Constitution provides:

“On all questions, including the election of officers, each county represented shall be entitled to one vote, which shall be the majority expression of the delegates of that county. The vote of any county in good standing may be cast by any one of its County Commissioners who is present at the time the vote is taken; provided, if no commissioner be present, such vote may be cast by another county official, elected or appointed, who holds elective office or an appointed position in the county whose vote is being cast and who is formally designated by the Board of County Commissioners. These provisions shall likewise govern district meetings of the Association. A county in good standing is defined as one which has paid the current year’s dues.”