

Bertie County Board of Commissioners



October 2, 2017
4:00 PM

	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

October 2, 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.

4:00-4:05 Call to Order and Welcome by Chairman Trent

4:05-4:15 Invocation and Pledge of Allegiance by Commissioner White

4:15-4:25 Public Comments (3 minute time limit per speaker)

(A)

***** APPOINTMENTS *****

4:25 – 4:35 (1) CDBG-DR Public Hearing #1 – prior to submittal of a grant application for low-moderate income individuals who were displaced by Hurricane Matthew

4:35 – 4:45 (2) Updates from Dr. Barbara Doll of NCSU on the Cashie River Basin Feasibility Study

4:45 – 4:55 (3) Middle Income Housing Initiative for Teachers – Windsor Township Development Commissioner, represented by Commissioner Wesson

4:55 – 5:10 (4) Holland Planning Consultants will provide an update on various recovery grant applications

Board Appointments (B)

1. There are no Board Appointments.

Consent Agenda (C)

1. Approve Minutes for Work Session 9-18-17
2. Approve Minutes for Regular Session 9-18-17
3. Register of Deeds Fees Report – September 2017
4. Budget Amendments
5. Approve Rural Impact County Challenge Poverty Resolution
6. Memorandum of Agreement – Dynamics of Bertie County’s Coastal Drainage System: Feasibility Study of Change and Resilience – Dr. Stanley Riggs, Chair, NC LOW

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

Discussion Agenda (D)

1. Review of proposals in response to the RFP for tax revaluation
2. Calendar Reminders/Event Updates
 - a. Work Session – Commissioners Room, 10/10 at 10am
 - b. Commissioners Meeting – Kelford, 10/16 at 7pm
 - c. Design proposal presentations for joint-use facility, 10/17 at 9am
 - d. Community Town Hall – BHS Auditorium, 10/21/17 at 10am
3. Lewiston Woodville’s request for Building Inspector to inspect within Town limits per State Building Code
4. Set date for 2017 Employee Appreciation Luncheon – Thursday, December 7, 2017

Commissioners’ Reports (E)

County Manager’s Reports (F)

County Attorney’s Reports (G)

Public Comments Continued
(3 minute time limit per speaker)

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.

Recess

**Tuesday, October 10 at 10:00 AM
Board of Commissioners Room**



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: October 2, 2017

AGENDA ITEM: A-1

DEPARTMENT: Governing Body

SUBJECT: CDBG-DR Public Hearing #1 – prior to submittal of a grant application for low-moderate income individuals who were displaced by Hurricane Matthew

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Public Hearing

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

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---

NOTICE OF PUBLIC HEARING
RELATIVE TO APPLICATION
BY BERTIE COUNTY
FOR FUNDING UNDER THE HOUSING AND COMMUNITY
DEVELOPMENT ACT OF 1974, AS AMENDED

Notice is hereby given that the Bertie County Board of Commissioners will conduct a public hearing on October 2, 2017, at 4:00 PM, or as soon thereafter as the agenda will allow, at the Commissioners' Room of the County Office Building at 106 Dundee Street, Windsor, NC, to solicit public input on local community development and needs in relation to the Community Development Block Grant (CDBG) funding for a project in the community.

Bertie County anticipates submitting a CDBG-DR application in 2017. Information on the amount of funding available, the requirements on benefit to low- and moderate-income persons, eligible activities, and plans to minimize displacement and provide displacement assistance as necessary will be available. Citizens will also be given the opportunity to provide oral and written comment on Bertie County's use of CDBG funds. All interested citizens are encouraged to attend.

For additional information or to submit written comments, contact the Bertie County Manager's Office at PO Box 530, 106 Dundee Street, Windsor, NC 27983. Comments should be postmarked by September 27, 2017.

Persons with disabilities or who otherwise need assistance should contact Scott Sauer at 252/794-5300 or scott.sauer@bertie.nc.gov (TDD# 919/807-4420 or Relay North Carolina TTY# 1-800-735-2962) by Friday, September 29, 2017. Accommodations will be made for all who request assistance with participating in the public hearing.

This information is available in Spanish or any other language upon request. Please contact Scott Sauer, County Manager, at 252/794-5300, or at the Bertie County Administration Building, PO Box 530, 106 Dundee Street, Windsor, NC 27983, for accommodations for this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Scott Sauer, County Manager, at 252/794-5300, or at the Bertie County Administration Building, PO Box 530, 106 Dundee Street, Windsor, NC 27983, de alojamiento para esta solicitud.



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: October 2, 2017

AGENDA ITEM: A-2

DEPARTMENT: Governing Body

SUBJECT: Updates from Dr. Barbara Doll of NCSU on the Cashie River Basin Feasibility Study

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: October 2, 2017

AGENDA ITEM: A-3

DEPARTMENT: Governing Body

SUBJECT: Middle Income Housing Initiative for Teachers – Windsor Township Development
Commissioner, represented by Commissioner Wesson

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: ---

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: No

ITEM HISTORY: ---



On August 30th the Town of Windsor will host a community meeting and public forum to assist the Bertie County Board of Commissioners with its development of residential housing for local teachers. The County has identified three potential sites, two owned by Bertie County and one owned by the Town of Windsor, which may be considered for this residential housing initiative.

The Bertie County Board of Education has indicated that one of the challenges to hiring teachers is the lack of available residential apartments or townhouses. The County is working to secure a zero interest-financing package from the State Employees Credit Union Foundation to build this proposed residential facility.

The public is invited to this public forum at 6:00 p.m. on August 30th at the Windsor Community building.

Dr. Hill, Superintendent of Bertie County Schools will be present to answer questions and share his support for this plan.

Please come out and share your thoughts, and take the opportunity to learn more about the plan under consideration by the Bertie County Board of Commissioners.

Project Background

During the presentation of the Board of Education's FY 2014-2015 budget request, Superintendent Elaine White discussed two major capital projects. First, she requested the Board's support in utilizing school fund balance reserves for the acquisition of the former building supply facility and its renovation to create a new bus garage, which has been in operation for nearly two years. Secondly, Mrs. White expressed the need for high quality apartment rental units for new teachers and young professionals. She reported that in the most recent hiring cycle, only two of 17 newly hired teachers were able to find suitable living quarters in the County. Furthermore, she expressed the risk of losing more teachers to surrounding school systems if the teacher is already living in Williamston, Ahoskie or Greenville.

The Board of Commissioners has maintained the housing initiative for teachers as a top priority since then, and has expanded the effort to include local government professionals such as law enforcement, EMTs and state employees. Early in the planning stages, Commissioner Ron Wesson contacted the Hertford County School Foundation to learn about its 24 unit apartment complex for teachers. He reported to the Commissioners that the project was financed through the State Employees Credit Union, and indicated that funding is available for other similar projects. The Board of Commissioners has had multiple work sessions to learn about this housing initiative concept and has continued to evaluate its viability for nearly two years.

The Bertie County Board of Commissioners and the Town of Windsor have identified three potential sites, two of which are owned by the County and one of which is owned by the Town of Windsor.

Both governing bodies have asked tough questions about the fiscal viability of this project, and are committed to exercising all appropriate due diligence as the project discussions continue. No decisions on site selection have been determined and there is a strong desire to seek public input and comments on this venture. If the project is to go forward, a site will need to be identified in the application for financing.

The County and the Town have been in ongoing discussions with the State Employees Credit Union regarding preparation of a loan application for its Foundation and the availability of 15 year zero interest financing. It is envisioned that the application and the note for this financing will be held in the name of the Windsor Township Development Corporation. Administration of this project and operation of the apartments will likely be coordinated between the Windsor Township Development Corporation and the County.

Our new School Superintendent Dr. Steven Hill has joined the project team and is one of the strongest advocates for developing high quality residential units for teachers recruited to Bertie County. He has partnered with our local Council of Government, the Mid-East Commission to prepare a market analysis of rental unit availability and has surveyed all school faculty regarding the need for high quality rental apartments in Bertie County. Out of 133 surveys completed by Bertie County School staff, the response is very favorable toward this project and the goal of providing high quality residential apartments.

- 85 % of teachers surveyed reported that housing availability is important to them.
- 91 % of the respondents indicated that there is a lack of available housing.
- 94 % of the surveyed teachers said that there was not enough rental housing in Bertie County.
- 62 % of the respondents believe that Bertie housing rates are not comparable with surrounding counties.
- 95 % of the teachers surveyed said that apartments are definitely needed in Bertie County.
- 55 % of the surveyed teachers indicated that if apartments were available, they would be interested in living there.

As the project has been discussed, a twenty-four-unit residential apartment complex is envisioned to serve teachers and other public sector employees served by the State Employees Credit Union. Each apartment would be approximately 1,000 square feet with two bed rooms and two bath rooms.

Monthly rental rates are estimated at \$650 per month plus utilities. For two young professionals starting their careers and sharing expenses in a two-bedroom unit, this should be very affordable.

Please consider attending the public forum on Tuesday August 30th from 6:00 to 8:00 p.m. at the Windsor Community Building on Queen Street.

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Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: October 2, 2017

AGENDA ITEM: A-4

DEPARTMENT: Governing Body

SUBJECT: Holland Planning Consultants will provide an update on various recovery grant applications

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: October 2, 2017

AGENDA ITEM: C-1

DEPARTMENT: Governing Body

SUBJECT: Approve Minutes for Work Session 9-18-17

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Recommend approval.

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

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---

Windsor, North Carolina
September 18, 2017
WORK SESSION

The Bertie County Board of Commissioners met for their regularly scheduled meeting inside the Commissioners Room, 106 Dundee Street, Windsor, NC. The following members were present or absent:

Present: Stewart White, District II
 Tammy A. Lee, District III
 John Trent, District IV
 Ernestine (Byrd) Bazemore, District V

Absent: Ronald “Ron” Wesson, District I

Staff Present: County Manager Scott Sauer
 Clerk to the Board Sarah S. Tinkham
 Finance Officer William Roberson
 Cooperative Extension Director Billy Barrow
 Parks & Recreation Director Donna Mizelle
 Economic Development Director Steve Biggs

No media members were present during this session.

WORK SESSION

Lunch with ECU’s Dr. Stan Riggs and presentation of next phase flood prevention options, Z. Smith Reynolds grant and local funding from Town and County of \$50,000 each

At approximately 1:00 PM following lunch, Chairman Trent called the meeting to order.

Dr. Stan Riggs, Mr. David Hodges, and Dr. Paige Viren from ECU were present for the following presentation.

Dr. Riggs, via PowerPoint, presented various topography maps, and discussed how sea level rise has contributed to the flooding in Windsor during the last two (2) decades.

He also discussed the three goals that the County should strive to achieve if they continue working with Dr. Riggs on a flood prevention plan.

Dr. Riggs also discussed the water ways in the area, and how those are impacted during significant storm surge from the coast.

The Board thanked the entire ECU team for attending today's work session and for the enlightening presentation.

Chairman Trent asked the Board if there was any discussion and what their opinions were on moving forward on the scope of work with Dr. Riggs and ECU including a \$50,000 sponsorship to the NC LOW Study to model flooding dynamics in the Bertie County coastal system. The Town of Windsor has also committed to a \$50,000 contribution for flood prevention.

Chairman Trent made a **MOTION** for the Board to move forward with the \$50,000 contribution to the NC LOW nonprofit organization led by Dr. Riggs in accordance with the Town of Windsor, and to move forward with a flood prevention plan coordinated by Dr. Riggs and the ECU team. Vice Chairman Bazemore **SECONDED** the motion. The **MOTION PASSED**.

The record reflects a 4-0 vote with Commissioner Wesson being absent, but his affirmative vote by proxy signifies a 5-0, unanimous decision.

Dr. Paige Viren – discuss potential recommendations for the draft countywide recreation comprehensive plan

Dr. Viren briefly discussed the results of the public forums held last year that discussed recreation needs in the County.

Per the forums, Dr. Viren presented her conclusions which showed that the largest recreational demand was outdoor, County funded recreation options such as walking trails, paddling launches, biking paths, and a multi-use facility. This multi-use facility could house a large, more equipped YMCA, a swimming pool, or an event space.

In addition, environmental conservation and accessibility to parks were frequently suggested.

Dr. Viren requested that the Board complete a short survey, as well as to read over her conclusions in full by the end of next week. She also asked for any feedback the Board may have on the public forums.

Review responses to RFQ for Golden Leaf project and schedule design team interview

County Manager Sauer mentioned that six (6) firms had submitted proposals for the design, planning, and construction drawings for a joint facility that will house the Bertie Cooperative Extension Office as well as Lawrence Memorial Library.

The County Manager requested that the Board consider an all-day session to hear all six presentations.

The proposed date given by the Board was Tuesday, October 17th at 9:00 AM inside the Commissioners Room.

This date is subject to change depending on the availability of the six different firms.

Current status of Bertie County Public School System, Superintendent update

County Manager Sauer reported that last week, the County requested a copy of the Board of Education's adopted budget resolution for the year FY 2017-2018. There has been no response. A copy of the adopted resolution and a copy of the meeting minutes will again be requested, and Mr. Sauer will seek the County Attorney's assistance in directing this communication to the legal counsel for the school system.

The NC General Statutes require that the school system must file a copy of the adopted budget resolution with the County Finance Officer within five (5) days of its approval by the Board of Education. Likewise, the NC General Statutes require that the school budget resolution provide an appropriation for any lawful deficit from the prior year. As discussed with the Board previously, Mr. Sauer will contact the independent auditor for the school system to verify the status of the audit process for the year ended June 30, 2017.

County Manager's review of latest FEMA reports and other projects

At this time, County Manager Sauer briefly addressed several recent news articles that announced a freezing of FEMA dollars to counties impacted by Hurricane Matthew. This freezing of funds is due to the two current Hurricanes, Irma and Harvey, and the federal agency currently being "out of funding" unless Congress intervenes.

Per a conversation with NC Emergency Management Director, Mike Sprayberry, Mr. Sauer shared that the funds are simply delayed, but that most of the County's projects and the funds needed have already been obligated. The only project that has not yet been obligated funds if the temporary library facility, but funds are expected to be obligated to that project once the FEMA funds are unfrozen.

RECESS

At this time, the Board took a short recess until 4:00 PM.

John Trent, Chairman

Sarah S. Tinkham, Clerk to the Board



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: October 2, 2017

AGENDA ITEM: C-2

DEPARTMENT: Governing Body

SUBJECT: Approve Minutes for Regular Session 9-18-17

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Recommend approval.

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

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---

**Windsor, North Carolina
September 18, 2017
REGULAR SESSION**

The Bertie County Board of Commissioners met for their regularly scheduled meeting inside the Commissioners Room, 106 Dundee Street, Windsor, NC. The following members were present or absent:

Present: Stewart White, District II
Tammy A. Lee, District III
John Trent, District IV
Ernestine (Byrd) Bazemore, District V

Absent: Ronald "Ron" Wesson, District I

Staff Present: County Manager Scott Sauer
Clerk to the Board Sarah S. Tinkham
County Attorney Lloyd Smith
Finance Officer William Roberson
Economic Development Director Steve Biggs

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

CALL TO ORDER

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

INVOCATION/PLEDGE OF ALLEGIANCE

Commissioner Lee led the Invocation and Pledge of Allegiance.

PUBLIC COMMENTS

David Forester, Dean of Finance and Facilities at RCCC, and currently serving as Interim President, assured the Board that the College is running at “full force,” and thanked the Commissioners for the funding they received in this year’s County budget. Mr. Forester also discussed the latest enrollment numbers in the EMS Cadet program.

APPOINTMENTS

Scholarship award and check presentation for Sandrika Freeman by Vice Chairman Ernestine Bazemore on behalf of the NC Association of Black County Officials

Vice Chairman Bazemore recognized Miss Sandrika Freeman, represented today by her parents Ricky and Gloria Freeman, on her outstanding academic achievement. Miss Freeman was awarded a \$1,000 scholarship to UNC Chapel Hill from the North Carolina Association of Black County Officials. At this time, a large check was presented to Mr. Ricky and Gloria Freeman and media photos were taken.

Mr. Freeman thanked the Board on behalf of his daughter, and stated that it was good to be back in Bertie County after he previously served as Bertie County Emergency Management Director.

Roanoke-Chowan Community College update on search for new President

Mr. Andre Lassiter, Chairman of the RCCC Board of Trustees, was present to update the Commissioners on the latest search for a new RCCC President. Mr. Lassiter stated that he cannot reveal the chosen candidate's name yet, but an official announcement will be made in the next couple of weeks once all negotiations and hiring have been completed. He also took this opportunity to thank the Board for supplying some of the needed funding to replace the current roof on one of the RCCC campus buildings.

Vice Chairman Bazemore inquired about the reasoning of all of the turnover of the President position in the last couple of years.

Mr. Lassiter could not elaborate, but did say that it is difficult keeping good talent in this area which is a challenge for a lot of different entities in Hertford and Bertie Counties.

**Poverty initiative – review program concept and proposed timetable by former
Commissioner Patricia Ferguson**

Patricia Ferguson came forward to present his proposal to the Board about the creation of a Bertie County Poverty Commission.

Ms. Ferguson requested that the following information be included in the record:

To: Bertie County Board of Commissioners
Date: September 18, 2017
Subject: Present Overview of a Work Plan to Establish the Bertie County Poverty Board



Requested Action: Adopt a general plan of work – in the form of recommendations- to establish the Bertie County Poverty Commission with a launch date of January 2018 (see recommendations for work plan below).

Board Sample Motion: I move we adopt the general plan of work recommendations 1-9 - presented to the board to establish the Bertie County Poverty Commission with a launch date of January 2018.

WORK PLAN RECOMMENDATIONS

GOAL: CREATE A SUSTAINABLE PLATFORM FOR TACKLING POVERTY

RECOMMENDATION 1: CREATION OF THE COMMISSION

To formally create the poverty commission by motion.

RECOMMENDATION 2: NAME OF COMMISSION

Adopt by motion an official name of the commission. Recommended is the Bertie County Commission on Poverty.

BASIC PREMISE: The name of the board should clearly reflect the intent of the work. Targeting both personal and public infrastructure needs as well as best-practices and gold standards in the field of poverty alleviation, is foundational to our highest mission.

RECOMMENDATION 3: LEADERSHIP

Patricia Ferguson to lead the work establishing the commission.

RECOMMENDATION 4: BOARD COMPOSITION

9-11 board members from different community-based sectors

RECOMMENDATION 5: ANTI-POVERTY DECLARATIONS

Approve concept of anti-poverty declarations. Statements that highlight or proclaim general beliefs about the need to build secure and sustainable economies by building both human and public infrastructure and capacity.

- 1) Human Infrastructure and Capacity
- 2) Public Infrastructure and Capacity
- 3) Proclaim month/day 2018 as a county-wide day to showcase and celebrate work on ending poverty as we know it in the county.

RECOMMENDATION 6: GENERAL PLAN OF WORK

Adopt a general plan of work of the Bertie County Commission on Poverty:

- 1) TARGETED – Goal to direct action to a very specific purpose which is the reduction of poverty rates in Bertie County and to promote long-term anti-poverty work.
- 2) IMMEDIATE - Goal to identify current needs of the targeted population that can be met and are consistent with the mission of the Bertie County Commission on Poverty.
- 3) LONG-TERM – Goal to identify, understand and respect data sets, personal witness statements, “paper” work on poverty, public policy measures and cultivating an image that rebrands public perception of the poor and provides more realistic – empowering and enabling, characterizations.
- 4) LEVERAGED – Goal to lead in building networks of caring by compiling a list of relevant stakeholders to provide needed perspective, resources and commitment to the work of the Bertie County Commission on Poverty.
- 5) LUMINARY– Goal to adopt an “influential” list of advisors as stakeholders. They lead by experience, education and expertise in *lighting* the way for long-term anti-poverty work.
 - A. LOCAL: Identify local and regional list of advisors as stakeholders.
 - B. STATE AND NATIONAL: Identify state and national advisors as stakeholder.
- 6) TEMPERANT – Goal to adopt as a guiding principle SOBRIETY. The work of the Bertie County Commission on Poverty is a LONG-TERM -sobering undertaking, that requires compassionate and skilled leadership with patience and wisdom, and love for people. The

gravity of the work of poverty will require thoughtful consideration of actions before they are taken, being reminded that the work is a needed work that is long-term.

7) **EMBOLDEN OPPORTUNITY**- Goal is to create opportunities for empowering and enabling across income thresholds; working to alleviate structures that impede the progress of reducing poverty; and model the value of giving back at all income levels, reaching forward to help others and in turn, future generations do the same.

RECOMMENDATION 7: “PROJECTS ON THE GO”

Authorize the presentation of “PROJECTS ON THE GO”.

“PROJECTS ON THE GO” – Goal is to: 1) infuse the work of the Commission with “THINK TANK” capabilities – GREEN PAPER FIELDS – providing research and advocacy for new and emerging work around poverty consistent with the work of the Commission and; 2) presenting the outcomes of this critical work, to the board of commissioners for consideration i.e. policy change, adoption of new policy, consideration of a project, review of a project, amendment to a project etc.; 3) quarterly presentation of “GREEN PAPER FIELDS” – emerging work on poverty, by Luminaries and other stakeholders.

RECOMMENDATION 8: ACCESS TO INFORMATION

Access to APPROPRIATE, RELEVANT, TIMELY information consistent with the work of the Commission as the board deems appropriate. Access to appropriate, relevant and timely information is critical to the work of the Commission. The following is requested:

1. Access to board minutes – waive fee.
2. Access to ad hoc committee meeting minutes – add to database of members.
3. Authorize access to attend board, committee and other commission meetings – communication to committee chairs.
4. Appoint Commission chair/member/representative to appropriate committees – communication to committee chairs.
5. Access to other appropriate and relevant information consistent with the work of the Commission.

RECOMMENDATION 8: ONGOING ACTIONS TO ESTABLISH THE COMMISSION

Work with county leadership to identify other actions necessary to establish and launch the Bertie County Commission on poverty by January 18, 2018.



After some discussion, Vice Chairman Bazemore made a **MOTION** to approve the poverty initiative and the draft program outline as a “work in progress.” Chairman Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

OPIOID program outreach initiative with Albemarle Regional Health Services

Battle Betts, Health Director, and Ashley Stoop, Outreach Coordinator, of Albemarle Regional Health Services (ARHS) gave a short presentation about the latest initiatives being used and explored to fight the OPIOID crisis in Eastern NC. They discussed their many outreach opportunities and events including partnerships with the Bertie County Public School System and the drug take back programs.

In addition, they reported the overdose rates being reported at VIDANT Bertie. The data is below:

Table 1: Heroin overdoses treated at VIDANT Bertie Hospital

Year	Number treated
2015	6
2016	10
2017 (as of July 1)	4

Lastly, Mr. Betts and Ms. Stoop reported the latest figures with EMS personnel having to administer Naloxone (also known as Narcan) to patients facing a heroin overdose. The data is below:

Table 1: Heroin overdoses treated by Bertie County EMS

Year	Number treated
2015	38
2016	49
2017 (as of July 1)	26

The Board thanked Mr. Betts and Ms. Stoop for their presentation, and asked for the Mid-East Commission to assist in an OPIOID prevention Town Hall in the coming months so that more outreach and education could occur here in Bertie County.

Holland Consulting introduces the Disaster Recovery Grant Act and funding requirements and HMPG updates

Chris Hilbert of Holland Consulting was present to reiterate information previously received about a freeze in FEMA funding for Hurricane Matthew victims' due to the unprecedented damage brought on by Hurricanes Harvey and Irma.

Before the freeze, \$1 million was obligated to Bertie County for 17 homes in need of storm related repairs and income was a factor in each of those applications. Mr. Hilbert reported that additional applications can be submitted to Planning Director, Traci White.

Additionally, a buyout/elevation program for Bertie County was obligated \$6 million by FEMA prior to the freeze, but these funds are on held right now per the latest FEMA announcement.

Library Update by Jennifer Patterson, Albemarle Regional Library Director, and Nancy Hughes, Branch Manager

Jennifer Patterson, Albemarle Regional Library Director, was present to provide an update about the latest renovations being completed in the new, temporary library space inside the Windsor Food Lion Shopping Center.

Ms. Patterson reported that new carpet, tiling, and painting had been completed, and the space itself had been reconfigures appropriately. She also stated that the library system would be advertising for two (2) part time positions in the coming weeks. She also discussed a \$50,000 grant that was received from the Library Services and Technology Act to replace some damaged computers and other items from both Tropical Storm Julia and Hurricane Matthew.

Lastly, Ms. Patterson presented some requested she had received about honorably retiring the current name of "Lawrence Memorial Public Library," to the "Bertie County Public Library." She requested the Boards opinions on this potential name change.

After some discussion, and no objections, Commissioner White made a **MOTION** to honorably retire the current name of Lawrence Memorial Public Library, and rename it as the Bertie County Public Library. Vice Chairman Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously.

BOARD APPOINTMENTS

Nursing Home/Adult Care CAC Board

Commissioner Lee made a **MOTION** to reappoint Anthony Peele, as well as to formally accept the resignations of Gwen Bond Williams and Lillian Faulk from the Nursing Home/Adult Care CAC Board. Vice Chairman Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously.

CONSENT AGENDA

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

The Consent Agenda was approved as follows:

1. **Minutes** – Work Session 8-7-17, Regular Session 8-7-17, Closed Session 8-7-17, Governor Visit 6-20-17
2. **Fees Report** – Register of Deeds, August 2017
4. **Budget Amendments** – various
5. **2018 Meeting Schedule** – Board of Commissioners/State Holidays
6. **General-Purpose Funding** – Senior Center
7. **Tax Release Journal** –
8. **Contract** – MAXIMUS, perform annual cost allocation reporting for DSS
9. **Resolutions** - submission of grant applications authorization by the Board of Commissioners on February 6, 2017, Water District I and III

RESOLUTION BY GOVERNING BODY OF APPLICANT

- WHEREAS, The Federal Clean Water Act Amendments of 1987 and the North Carolina the Water Infrastructure Act of 2005 (NCGS 159G) have authorized the making of loans and grants to aid eligible units of government in financing the cost of construction of (state whether a wastewater treatment works, wastewater collection system, stream restoration, stormwater treatment, drinking water treatment works, and/or drinking water distribution system or other "green" project), and
- WHEREAS, **Bertie County Water District I** have need for and intends to prepare an Asset Inventory and Assessment of the water system currently under the District's operations and control, and
- WHEREAS, **Bertie County Water District I** have authorized Green Engineering, PLLC, on their behalf, to prepare and submit to the North Carolina Department of Environmental Quality, Division of Water Infrastructure an application for funding for an Asset Inventory and Assessment of the County's water system, and
- WHEREAS, **Bertie County Water District I** intends to request state grant assistance for the project,

NOW THEREFORE BE IT RESOLVED, BY THE BERTIE COUNTY BOARD OF COMMISSIONERS:

That **Bertie County Water District I**, the **Applicant**, will arrange financing for all remaining costs of the project, if approved for a State (loan or grant) award.

That the **Applicant** will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

That the governing body of the **Applicant** agrees to include in the loan agreement a provision authorizing the State Treasurer, upon failure of the (unit of government) to make scheduled repayment of the loan, to withhold from the (unit of government) any State funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan.

That the **Applicant** will provide for efficient operation and maintenance of the project on completion of construction thereof.

That **Scott Sauer, County Manager** is the **Authorized Official**, and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a (loan or grant) to aid in the construction of the project described above.

That the **Authorized Official**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 18th day of September 2017 at Bertie County, North Carolina.



(Signature of Chief Executive Officer)

Chairman

(Title)

RESOLUTION BY GOVERNING BODY OF APPLICANT

WHEREAS, The Federal Clean Water Act Amendments of 1987 and the North Carolina the Water Infrastructure Act of 2005 (NCGS 159G) have authorized the making of loans and grants to aid eligible units of government in financing the cost of construction of (state whether a wastewater treatment works, wastewater collection system, stream restoration, stormwater treatment, drinking water treatment works, and/or drinking water distribution system or other "green" project), and

WHEREAS, **Bertie County Water District III** have need for and intends to prepare an Asset Inventory and Assessment of the water system currently under the District's operations and control, and

WHEREAS, **Bertie County Water District III** have authorized Green Engineering, PLLC, on their behalf, to prepare and submit to the North Carolina Department of Environmental Quality, Division of Water Infrastructure an application for funding for an Asset Inventory and Assessment of the County's water system, and

WHEREAS, **Bertie County Water District III** intends to request state grant assistance for the project,

NOW THEREFORE BE IT RESOLVED, BY THE (GOVERNING BODY) OF THE (UNIT OF GOVERNMENT):

That **Bertie County Water District III**, the **Applicant**, will arrange financing for all remaining costs of the project, if approved for a State (loan or grant) award.

That the **Applicant** will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

That the governing body of the **Applicant** agrees to include in the loan agreement a provision authorizing the State Treasurer, upon failure of the (unit of government) to make scheduled repayment of the loan, to withhold from the (unit of government) any State funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan.

That the **Applicant** will provide for efficient operation and maintenance of the project on completion of construction thereof.

That **Scott Sauer, County Manager** is the **Authorized Official**, and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a (loan or grant) to aid in the construction of the project described above.

That the **Authorized Official**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 18th day of September, 2017 in Bertie County, North Carolina.



(Signature of Chief Executive Officer)

Chairman

(Title)

DISCUSSION AGENDA

Middle Income Housing Initiative – deferred

This item was deferred. An update will be provided at an upcoming Board meeting.

September 30th Town Hall meeting – review proposed presentation items, schedule, and potential speakers and program focus

This Town Hall has been rescheduled for Saturday, October 21st at 10:00 AM inside the Bertie High School Auditorium. More information will be shared soon.

Commissioner Lee requested that her regrets for this event be put on the record as she has a previous engagements.

COUNTY MANAGER'S REPORTS

The County Manager gave no remarks at this time.

COUNTY ATTORNEY'S REPORTS

County Attorney, Lloyd Smith, briefly discussed the latest court hearing regarding the Kelford solar energy company. Mr. Smith stated that the case has been deferred, and that he does not expect the County's appeal will be accepted. A new court date will be announced soon.

PUBLIC COMMENTS

There were no public comments during this section.

COMMISSIONERS REPORTS

Vice Chairman Bazemore

Vice Chairman Bazemore made the Commissioners aware of Trillium's Reinvestment Plan that was just released.

She also mentioned that House Bill 280 has been passed by the State legislator which would no longer prosecute 16 and 17-year old's as adults, and instead, those cases would be prosecuted in juvenile courts.

She also discussed the current successes of the programs being operated by the JCPC Board this year, and the individuals that have been helped by these programs thus far this year.

Lastly, she announced that she had a Department of Social Services meeting to attend tomorrow, 9/19.

Chairman Trent

Chairman Trent announced that a school recreation agreement had been reached with the Windsor YMCA to provide youth and adult recreation inside the 600 Building at the old Bertie High School. The agreement has recreation opportunities starting in approximately 2 weeks.

Commissioner Lee

Commissioner Lee stated that she was honored to attend the funeral of DPS Deputy Secretary, Gwen Norville this past weekend as a County representative. She recommended that a scholarship be formed in her name to assist in supporting students looking to studying in the public safety field.

She reminded all of those present that the Greater Wynn's Grove Community Day was this Saturday, 9/23 beginning at 10:00 AM.

Lastly, she stated how lucky and blessed she felt to be able to go on an Alaskan vacation, and highly recommended the trip to others if they are ever afforded the opportunity.

Commissioner White

Commissioner White discussed what he learned at a recent algae bloom conference. He stated that coastal communities are dealing with this same issue, and hydrologists are currently working to find remedies to keep water ways and rivers free of the vegetation.

ADJOURN

Chairman Trent **ADJOURNED** this meeting at 5:15 PM.

John Trent, Chairman

Sarah S. Tinkham, Clerk to the Board



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: October 2, 2017

AGENDA ITEM: C-3

DEPARTMENT: Governing Body

SUBJECT: Register of Deeds Fees Report – September 2017

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: October 2, 2017

AGENDA ITEM: C-4

DEPARTMENT: Governing Body

SUBJECT: Budget Amendments

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: ---

PROJECT ORDINANCE

# PROJ 18-02				
INCREASE				INCREASE
37-0025-4301-00	\$ 1,178,550	37-MERGER	37-8200-5396-01	\$ 1,427,258
37-0025-4301-13	\$ 500,000		37-8200-5396-12	\$ 388,500
37-0070-3981-65	\$ 297,810		37-8200-5396-14	\$ 38,752
			37-8200-5396-19	\$ 2,030
			37-8200-5396-38	\$ 3,000
			37-8200-5991-00	\$ 116,820
60-7110-5980-67	\$ 297,810		60-0090-4991-99	\$ 297,810
SRF PROJECT NO.: WIF-1897 (ROXOBEL MERGER)				
PROJECT ORDINANCE - WATER DISTRICT IV - "REVISION"				
"REVISED BASED ON JULY 10, 2017 BOARD ACTION - WATER FUNDS ALLOCATED PENDING APPROVAL FROM NCDEQ AND LGC FOR REVISED FUNDING TO COMPLETE PROJECT"				
APPROVED ___ / ___ /2017				



BERTIE COUNTY
106 DUNDLE STREET
POST OFFICE BOX 530
WINDSOR, NORTH CAROLINA 27983
(252) 794-5300
FAX: (252) 794-5377
WWW.CO.BERTIE.NC.US

**BOARD OF
COMMISSIONERS**
JOHN TRINT, Chairman
ERNESTINE (BYRD) BAZEMORE Vice Chairman
RONALD "RON" WESSON
TAMMY A. LEE
STEWART WHITE

**Bertie County Water District IV
Board of Commissioners**

WHEREAS, Bertie County Water District IV in accordance with the Federal Clean Water Act Amendments of 1987, and the North Carolina's Water Infrastructure Act of 2005 (NCGS 159G) submitted a financing application to the NC Local Government Commission for state loan and grant financing with the County's resolution approved September 8, 2015; and

WHEREAS, Bertie County Water District IV certified by resolution that no funds received from water or wastewater utility operations have been transferred since July 1, 2014 from the water and/or wastewater enterprise fund to the Bertie County General Fund for the purpose of supplementing the resources of the general fund in accordance with NCGS 159G-37.(b) except as allowable by law; and

WHEREAS, Bertie County Water District IV, in its effort to consolidate and merge with the Town of Roxobel's water distribution system, at the request of the Town, performed a hydraulic analysis and engineering study detailing water system improvements necessary to address Roxobel's failed system; and

WHEREAS, Bertie County Water District IV, received a "letter of intent to fund" the Roxobel Merger/Consolidation from the NC Department of Environmental Quality, Water Infrastructure's Drinking Water State Revolving Fund on February 1, 2016; and

WHEREAS, Bertie County Water District IV, was approved for eligibility to receive a twenty (20) year loan in the amount of \$1,678,550 and that \$500,000 of the total loan will be in the form of principal forgiveness, and the balance will have a maximum interest rate of 0%; and

WHEREAS, Bertie County Water District IV, as per this authorized the competitive bidding for this project and bids were received and certified on May 10, 2017; and the bid award was approved on May 15, 2017 pending approval from the NC Department of Environmental Quality and concurrence from the NC Local Government Commission for revised funding to complete this project in the amount of ~~\$1,980,919~~ **\$1,937,600**

WHEREAS, Bertie County Water District IV intends to request state (loan or grant) assistance for completion of this project,

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners for the Water District IV:

That Bertie County Water District IV, the Applicant, will arrange financing for all remaining costs of the project, if approved for a State (loan or grant) award.

That the Applicant will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will be adequate funding for proper operation, maintenance, and administration of the system and repayment all principal and interest on the debt.

That the governing body of the **Applicant** agrees to include in the loan agreement a provision authorizing the State Treasurer, upon failure of the Bertie County Board of Commissioners to make scheduled repayment of the loan, to withhold from the Board of Commissioner any State funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan.

That the local **Applicant** will provide for efficient operation and maintenance of the project on completion of construction thereof.

That **John Trent, Chairman**, the **Authorized Official**, and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a loan to aid in the construction of the project described above.

That the **Authorized Official**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the **Applicant** has substantially complied or substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 10th day of July, 2017

John Trent, Chairman
Bertie County Board of Commissioners

**North Carolina Department of Environment and Natural
Resources
Division of Water Infrastructure
Application for Funding**



(Last updated: July 2015)

1. General Information

Fill in the blanks and check the appropriate boxes.

Applicant Name

Bertie County Regional Water System Water District IV

Project Name

Town of Roxobel Merger/Consolidation

Applicant Type

- | | |
|--|--|
| <input type="checkbox"/> Municipality | <input type="checkbox"/> Sanitary District |
| <input type="checkbox"/> County | <input type="checkbox"/> Non-Profit Water Corporation |
| <input type="checkbox"/> Water and Sewer District | <input type="checkbox"/> For-Profit Water Corporation |
| <input type="checkbox"/> Water and Sewer Authority | <input checked="" type="checkbox"/> Other (Specify: County Water District) |

Funding Program(s) Requested

- | | |
|---|--|
| <input type="checkbox"/> Clean Water State Revolving Fund (CWSRF) | <input type="checkbox"/> Community Development Block Grant for Infrastructure (CDBG-I) |
| <input checked="" type="checkbox"/> Drinking Water State Revolving Fund (DWSRF) | |

Project Type (Check all that apply.)

- Drinking Water
- Green Project/Storm water
- Wastewater

2. Other Information Required

For all projects, please complete the information below.

County: Bertie

DUNS Number: (www.sam.gov): 07-999-0492

Number of Current Residential Sewer Accounts:

Number of Future Residential Sewer Accounts:

Number of Current Residential Water Accounts: 1440

Number of Future Residential Water Accounts: 170

3. Supplemental CDBG-I Information

For projects requesting CDBG-I funding only or a combination of CDBG-I funding with other funding, please complete the following information.

LMI Percentage

LMI Determination Methodology (Check which applies.): Survey ACS Data

4. Applicant Contact Information

Provide the following contact information for the Applicant.

Elected Official Name:

John Trent

Elected Official Title:

Chairman of the County Commissioners

Is the Authorized Representative different from the Elected Official?

- Yes No

Authorized Representative Name (if "Yes" box was checked):

Scott Sauer

Authorized Representative Title:

County Manager

Mailing Address Line 1: PO Box 530

Mailing Address Line 2: 106 Dundee Street

City: Windsor

State: NC

Zip Code: 27983

Phone Number: (252) 794-5300

E-Mail Address: scott.sauer@bertie.nc.gov

5. Application Preparer Contact Information

Provide the following contact information for the application preparer.

Firm Name: Green Engineering, PLLC

Contact Name: E. Leo Green Jr.

Mailing Address Line 1: P. O. Box 609

Mailing Address Line 2: 303 Goldsboro St. E

City: Wilson

State: North Carolina

Zip Code: 27893

Phone Number: 252-237-5365

E-Mail Address: elg@greeneng.com

6. Engineer Contact Information

Provide the following contact information for the engineer.

Is the engineering firm different from the application preparer? Yes No

Engineering Firm Name (if "Yes" box was checked):

Contact Name:

Mailing Address 1:

Mailing Address 2:

City:

State:

Zip Code:

Phone Number:

E-Mail Address:

7. Project Financial Information

Check the boxes for the programs for which you are applying and complete the requested information. For the amount of funding requested, state the amount of funding requested from each program.

Total Funding Requested: \$1,937,608

Program Type

Clean Water State Revolving Fund **Amount Requested:**

Will this project proceed if it does not receive principal forgiveness? (*) Yes No

Drinking Water State Revolving Fund **Amount Requested \$1,937,608**

Will this project proceed if it does not receive principal forgiveness? (*) Yes No

(*)An Applicant must have less than 10,000 residential connections AND a minimum of 10 combined points in Questions 4.A and 4.B/4.C of the Priority Rating Systems or receive points under Line Item 1.A of the DWSRF priority system to be eligible for Principal Forgiveness.

Community Development Block Grant for Infrastructure \$ (\$2 million maximum)

Will you accept a loan if you do not receive a grant? Yes No

8. Project Description

In the space below, please provide a description of the project. Include in this description the project purpose (e.g., to address I/I issues or drinking water contamination issues) and what the project entails (e.g., rehabilitation of 2,000 L.f. of sewer, construction of a new well). Include information such as types of equipment to be included, capacity of equipment (if applicable), and estimates of line length.

The Town of Roxobel water supply wells have failed. Well one was abandon in 2010 and the town kept well two in service and used the county solely as an emergency backup. . On November 3, 2014 their second well ran dry. Their well contractor evaluated both wells and determined that is was not feasible to rehab either well. The town activated the emergency connection with the county immediately upon discovery of failure and is currently running under an emergency state.

The Town recognized that their financial, managerial and technical capacity was not capable of continuing to own and operate the water system. The town approached the County to take them over as a merger. Discussions have occurred and the county has agreed to accept the system if certain improvements can be made. The town has insufficient current fund balance to make the necessary improvements, The County Board commissioned Green Engineering in March of 2015 to conduct an evaluation to determine what was required to merge the Roxobel system with theirs. An extensive hydraulic evaluation was made and it determined that the towns' tank had less than four feet of water in the bowl when the county tank in Water District IV was full. Additionally, there was not adequate storage to provide the minimum pressure during fire flow conditions due the Roxobel elevated storage tank's overflow elevation being approximately 14 feet higher than Water District IV's tank 4 overflow.

The project scope will involve installing approximately 2.4 miles of 6 inch PVC water mains and interconnections at 3 points. Construct a new 100 gpm duplex water booster station located at the intersection of Harrells Siding Road (S.R. 1208) and 72 Siding Road (S.R. 1204) to lift water from the County Water District IV elevated storage tank to Roxobel's 75,000 gallon elevated storage facility. Install SCADA(Supervisory Control and Data Acquisition) facilities with unit process upgrades added to the 8 County wells and 4 tanks that are networked to meet the demand of the district IV and the Roxobel Community. Four Altitude valves replaced and re-piped to operate in dry environments and install two PRV(pressure reducing Valve) stations east and south of the Kelford community to prevent backflow in the adjacent pressure zone. Install 170 new meters to replace the existing 30 year old meters as part of the conditions for the county to acquire the system to meet compatibility. **This project will not increase the capacity of Roxobel System.**

Benefits

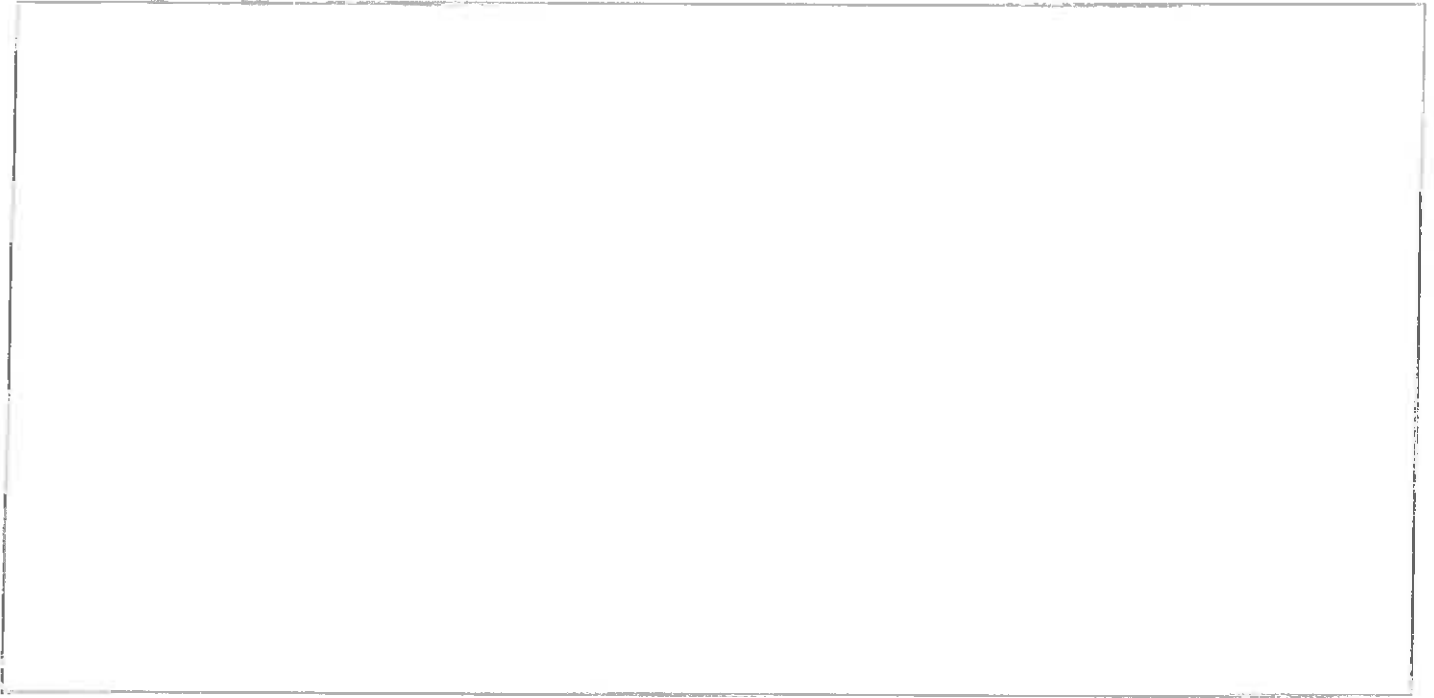
The Town of Roxobel Water System ID will sunset and become part of the water system ID of Water District IV due to the consolidation . Domestic and fire flow demands will be consistently met. A failing system will be permanently restored with a larger and well managed regional county system .

Performance

Enhance pressure, service and health protection of the Roxobel customers will be received by these improvements Increased public health protection will be provided for Roxobel and Water District IV customer by the disinfection unit process upgrades to prevent production should the disinfection system fail.

9. Additional Information for Consideration

Please provide additional information about the project in the following space below. The additional information must fit in this space and must be provided in accordance with Supplemental Guidance for the Ranking of Applications & Providing Additional Information for Consideration. Note: This item does not apply to the DWSRF program.



10. Project Budget

Complete the project budget by addressing the categories provided in the table below (insert rows as needed). Total the cost amount for each line, and provide the total cost amount.

	Division Funding Source(s)				Reserve Grants/Loans	Other Secured Funding Source(s)	Total Cost Amount
	CWSRF	DWSRF	CDBG-I				
Indicate construction costs by line item (e.g., linear feet of different-sized lines)							
Construction Costs							
Water main, 100 gpm booster station, altitude valves, SCADA at tanks and wells, digital instrumentation to sink with SCADA, AMR meters, and PRV valves		\$1,462,484.00					
<i>Construction Administration (CDBG-I only):</i>							
<i>Covithgency (5% of construction costs):</i>		\$73,124.00					
Construction Subtotal:		\$1,535,608					
Engineering Costs							
Engineering Design		\$110,000.00					
Permitting		\$2500.00					
Land Surveying Costs		\$3,500.00					
Engineering subtotal		\$116,000.					
Administration Costs							
Planning / PER		\$38,000.00					
Easement Preparation		\$2,000.00					
Grant Administration (if applicable)		\$25,000.00					
ER Preparation		\$24,000.00					
Environmental Documentation Preparation							
Legal Costs		\$5,000.00					
Application		\$6,500.00			13,500.00		
Construction Observation		\$101,000.00					
Project Administration		\$55,000.00					
System GIS Management/Asset Management Update		\$21,000.00					
Administration Subtotal		\$286,000.00					

Certification by Chief Elected Official/Authorized Representative

Please read each statement and initial in the space to the left.

The attached statements and exhibits are hereby made part of this application, and the undersigned representatives of the Applicant certifies that the information in this application and the attached statements and exhibits is true, correct, and complete to the best of his/her knowledge and belief. By initialing each item and signature at the end of this application, he/she further certifies that:

- STS 1. as Authorized Representative, he/she has been authorized to file this application by formal action of the governing body;
- STS 2. the governing body agrees to provide for proper maintenance and operation of the approved project after its completion;
- STS 3. the Applicant has substantially complied with or will comply with all federal, state, and local laws, rules, and regulations and ordinances as applicable to this project;
- STS 4. the Applicant will adopt and place into effect on or before the completion of the project a schedule of fees and charges which will provide for the adequate and proper operation, maintenance, and administration and repayment of all principle and interest on loans (if applicable) of the project;
- STS 5. the Applicant has followed proper accounting and fiscal reporting procedures, as evidenced by the Applicant's most recent audit report, and that the Applicant is in substantial compliance with provision of the general fiscal control laws of the State;
- STS 6. the project budget provided on Page 5 of this application form includes all funding requested from all sources of funding proposed for this project; and
- STS 7. the (Town or County), North Carolina is organized and chartered under the laws of North Carolina. All officials and employees are aware of, and in full compliance with NCGS 14-234, "Director of public trust contracting for his own benefit, participation in business transaction involving public funds; exemptions." (For units of local government only. All others should initial "N/A.")
- STS 8. the Applicant acknowledges that all loans are subject to approval by the Local Government Commission.
- STS 9. In accordance with G.S. 120-157.1 through 157.9, for local government debt to be issued greater than \$1,000,000, the local government must submit a letter to Committee Chairs, Committee Assistant, and the Fiscal Research Division of the General Assembly at least 45 days prior to presentation before the Local Government Commission.

STS → Sam T. Sam
County Manager

Completeness Checklist*

In addition to this application, the following items must be included for complete application package; please initial that each item is included in this submittal.

<i>sts - attached</i>	Resolution by Governing Body of Applicant with Certification by Recording Officer
<i>sts - no change</i>	NCDENR Water & Sewer Rate Form (Not applicable for stormwater projects)
<i>sts - same as previous</i>	Fund Transfer Certification (all programs except for CDBG-I)
<i>sts - same as previous</i>	Applicable Priority Rating System Form with supporting narratives and documentation
<i>sts - attached</i>	Form LGC 108A (all programs except for CDBG-I)
<i>sts - attached</i>	Form LGC 108C (Wastewater and Drinking Water Projects) or LGC 108D and 108E (Stormwater Projects)

*All forms are available separately on the DWI website.

Send one (1) original and one (1) copy (CWSRF and DWSRF) or (2) copies (CDBG-I only) of the Application and all items above to:

Mailing Address¹ (US Postal Service only)

Division of Water Infrastructure
1633 Mail Service Center
Raleigh, NC 27699-1633

Physical Address (FedEx, UPS)²

Division of Water Infrastructure – 8th Floor, Archdale Building
512 North Salisbury Street
Raleigh, NC 27604
919.707.9160

¹Mail delivery to the Division's offices may take longer than anticipated. Please allow for ample time if mailing via the US Postal Service.

²For all courier services, please use the physical address, as having a courier deliver to the mailing address will delay package delivery.

Application Signature

Please note: Original signatures are required for each application.

SIGNATURE OF CHIEF ELECTED OFFICIAL/AUTHORIZED REPRESENTATIVE

Scott T. Sauer
TYPED NAME

County Manager
TYPED TITLE

7.10.2017
DATE

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BUDGET AMENDMENT

# 18-03				
		INCREASE		
10-0025-4586-05	\$	3,647	10-5860-5399-10	\$
10-0090-4991-99	\$	1,216		4,863
SETUP BUDGET FOR SR CENTER GENERAL PURPOSE MONEY (APPROVED SEPT. 18, 2017)				
		INCREASE		
10-0011-4111-35	\$	10,000	10-4140-5399-01	\$
				10,000
INCREASE BUD FOR CONTRACT SERVICES - AUDITS TO PAY COUNTY TAX SERVICE (CTS)				
		INCREASE		
10-6100-5697-15	\$	50,000	10-0090-4991-99	\$
				50,000
SETUP BUDGET FOR NC LOW PROJECT - APPROVED @ WORK SESSION ON 9/18/17				
APPROVED / /2017				

BUDGET AMENDMENT

BUDGET AMENDMENT				
		# 18-03		
		INCREASE		INCREASE
10-0025-4586-05	\$	3,647	10-5860-5399-10	\$ 4,863
10-0090-4991-99	\$	1,216		
SETUP BUDGET FOR SR CENTER GENERAL PURPOSE MONEY (APPROVED SEPT. 18, 2017)				

**STATE APPROPRIATION FOR SENIOR CENTERS
THROUGH THE 2017 SESSION OF THE
NC GENERAL ASSEMBLY**

SENIOR CENTER GENERAL PURPOSE FUNDING

FY 2017-2018 APPLICATION PACKET

**MID-EAST COMMISSION AREA AGENCY ON AGING
1502 N. Market Street, Suite A
Washington, NC 27889**

**BERTIE COUNTY COUNCIL ON AGING SENIOR CENTER
103 W. SCHOOL STREET
WINDSOR, NC 27983**

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

SENIOR CENTER GENERAL PURPOSE FUNDING

Introduction and Instructions

The Mid-East Commission Area Agency is pleased to announce the availability of funds for use by senior centers to support and develop programming and general operations or to construct, renovate, or maintain senior center facilities. \$1,265,316 in general purpose funding was allocated for senior centers for the current fiscal year. This funding is allocated to the Area Agencies on Aging for distribution to the centers within the region which provide full time programs or will utilize the funding to develop full time programs. Across the state 164 senior centers or developing senior centers will be funded.

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

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

Again this year it has been decided to divide the annual appropriation into *shares* based on the total number of senior centers as determined by the Area Agencies on Aging plus extra shares for each senior center which meets certification status. Uncertified, identified centers will receive one share.

For FY 2017-2018, total funding available to the counties in Region Q will amount to \$40,111. Effective period: July 1, 2017-June 30, 2018.

Your center is eligible to receive:

FY 17-18	Senior Center General Purpose Funding	\$ <u>3,647.00</u>
	Local Match (25%)	\$ <u>1,216.00</u>
	TOTAL	\$ <u>4,863.00</u>

It is the responsibility of the applicant to certify the availability of the local match. The funds require a 25% local match. The funds must be spent first before reimbursed and before June 30, 2018. Therefore, projected June expenditures must be reported with May services reported in June otherwise the unutilized portion of your allocation will revert to the state.

Application submissions should include:

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

APPLICATION FOR SENIOR CENTER GENERAL PURPOSE FUNDING

Applicant Information

Date: 08/10/2017

Project Name: Bertie County Council on Aging Senior Center

Name of Project Director: Venita C. Thompson

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

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

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

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

Location of Project: Bertie County
(county)

ASSURANCES

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

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

08/10/2017
Date

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

It is understood that the following required 25 percent non-federal match will be used to match Senior Center General Purpose funds in FY 17-18 and will not be used to match any other federal or state funds during the contract period.

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

FY 17-18	
Budget Request \$ <u>3,647</u>	Example only: non certified center: \$4,069
Required 25% Match \$ <u>1,216</u>	divided by .75=\$5,425 [Total projected budget]
Total FY 17-18	\$5,425 minus \$4,069=
Projected Budget \$ <u>4,863</u>	\$1,356 [local match]
(up to the amount of the grant)	

Authorized
Signature: _____

Title: Board of Commissioners Chairman

Date: August 10, 2017

SENIOR CENTER GENERAL PURPOSE PROJECT DESCRIPTION

1. Senior Center to receive funding: Bertie County Council on Aging Senior Center
 2. Amount of funding: \$4,863
 3. Area served by Senior Center: Bertie County
-

4. Describe how the funding will be spent:

Volunteer Appreciation	\$1,000
COA Incentive Items	\$ 700
Older Americans Month Activities	\$ 600
Senior Citizens' Prom	\$ 900
Refinishing Gym Floor	\$1,000
Senior Citizens' Christmas Luncheon	\$ 663

STATE APPROPRIATIONS FOR SENIOR CENTER BUDGET INFORMATION
STATE FISCAL YEAR 2017-18

Organization Name: Bertie County Council on Aging

Senior Center Name: Bertie County Council on Aging Senior Center

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

Period Covered: 07/01/2017 – 06/30/2018 Date Prepared: 08/10/2017

OBJECTS OF EXPENDITURE

AMOUNT

Salary and Fringe Benefits \$ _____

Supplies/Other Operating Costs \$ 3,763

Equipment \$ _____

Capital Outlay (Real Estate, Construction, Renovation) \$ 1,000

Other _____ \$ _____

TOTAL BUDGET (Including local match) \$ 4,863
(Up to grant amount, only)

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

AUTHORIZED SIGNATURE:  _____

TITLE: Board of Commissioners Chairman DATE: 08/10/2017

BUDGET AMENDMENT

BUDGET AMENDMENT				
		# 18-03		
		INCREASE		INCREASE
10-0011-4111-35	\$	10,000	10-4140-5399-01	\$ 10,000
INCREASE BUD FOR CONTRACT SERVICES - AUDITS TO PAY COUNTY TAX SERVICE (CTS)				

William Roberson

From: Jodi Rhea
Sent: Monday, September 25, 2017 1:39 PM
To: William Roberson
Subject: Invoice

I've got an invoice from County Tax Services for \$10,000

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

BUDGET AMENDMENT

BUDGET AMENDMENT				
		# 18-03		
	INCREASE			INCREASE
10-6100-5697-15	\$	50,000	10-0090-4991-99	\$ 50,000
SETUP BUDGET FOR NC LOW PROJECT - APPROVED @ WORK SESSION ON 9/18/17				

William Roberson

From: Scott Sauer
Sent: Tuesday, September 19, 2017 9:35 AM
To: William Roberson
Subject: Fwd: Grant agreement

Sent from my iPhone

Begin forwarded message:

From: Scott Sauer <scott.sauer@bertie.nc.gov>
Date: September 19, 2017 at 8:25:30 AM EDT
To: "Riggs, Stanley" <RIGGSS@ECU.EDU>, "Viren, Paige" <VIRENP14@ecu.edu>, "mideastrcd@coastalnet.com" <mideastrcd@coastalnet.com>
Cc: "Allen Castelloe (windsor.admin@mchsi.com)" <windsor.admin@mchsi.com>
Subject: Grant agreement

Dr. Riggs,

Good morning and happy Tuesday!

10-6100-5697-15

Thank you for your presentation to the Board of Commissioners yesterday! Clearly, the Board is impressed with your proposed project scope and goals, and are eager to continue their efforts in association with the Town of Windsor to advance the work of NC LOW under your leadership the Cashie River the Bertie . I am proposing that the County and Town develop a very simple memorandum of agreement for this engagement to memorialize the commitment of funding, \$50,000 from each jurisdiction.

We will both need to establish a vendor account, and I am assuming the agreement will be with NC LOW, which I understand is a nonprofit organization so we will need information for each respective finance office.

Please let us know your thoughts for distribution of funds and benchmarking to track the project performance for each jurisdiction's records.

Take care,

Scott



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: October 2, 2017

AGENDA ITEM: C-5

DEPARTMENT: Governing Body

SUBJECT: Approve Rural Impact County Challenge Poverty Resolution

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

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

RESOLUTION DETAILING BERTIE COUNTY'S PARTICIPATION IN THE RURAL IMPACT COUNTY CHALLENGE AGAINST POVERTY

WHEREAS, small towns and rural communities are home to millions of Americans and are a vibrant part of our nation's economy; and

WHEREAS, in 2014, approximately 1.4 million children in rural areas were poor and over 700,000 children lived in rural families with cash incomes that fell below half of the poverty line; and

WHEREAS, high rates of poverty have persisted for generations, including over 300 rural counties with poverty rates of over 20 percent in every Census since 1980; and

WHEREAS, investing in poor children and their families not only reduces poverty in the near term, but also improves children's education, health, and earnings outcomes later in life; and

WHEREAS, rural and tribal communities face distinct challenges, including limited access to critical services, fewer job prospects, and in some places, relative lack of institutional capacity; and

WHEREAS, no matter where they live, all families aspire for the cornerstones of economic security: a well-paying job, child care, a college education, health care, a home, and retirement; and

WHEREAS, Bertie County and all counties recognize that a child's zip code should not determine his or her destiny, and that every child should have the opportunity to succeed; and

WHEREAS, Bertie County seeks to develop innovative strategies to increase access to essential health and human services through physical colocation and greater alignment of different programs; and

WHEREAS, through *The Rural Impact County Challenge*, the National Association of Counties and the White House Rural Council are encouraging public, private, and non-profit leaders to reduce the number of children living in poverty in rural areas;

NOW, THEREFORE, LET IT BE RESOLVED that We the Bertie County Board of Commissioners do hereby sign on the Call to Action to reduce the number of children living in poverty, commit to sharing lessons learned with other counties in my state and across the country to support a national initiative and encourage all county officials, employees and residents to participate in *The Rural Impact County Challenge*. We resolve to utilize the resources available through *The Rural Impact County Challenge* to:

- Convene or draw on a diverse team of leaders and decision makers from multiple agencies committed to reducing the number of children and families in rural areas living in poverty.

- Develop a plan with measurable outcomes that improve access, participation, and/or impact of evidence-based and other promising practices in one or more of the following areas: early childhood education, nutrition, workforce development, and health and human services.
- Implement research-based approaches that advance the plan.
- Create a process to track progress using data and information system, and to report on successes.

Passed and approved this the **2nd** day of **October**, 2017.

Tammy Lee

Ernestine Bazemore

John Trent

Stewart White

Ronald "Ron" Wesson



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: October 2, 2017

AGENDA ITEM: C-6

DEPARTMENT: Governing Body

SUBJECT: Memorandum of Agreement – Dynamics of Bertie County’s Coastal Drainage System: Feasibility Study of Change and Resilience – Dr. Stanley Riggs, Chair, NC LOW

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: ---

**MEMORANDUM OF AGREEMENT
BETWEEN THE TOWN OF WINDSOR, BERTIE COUNTY, AND
NORTH CAROLINA LAND OF WATER (NC LOW)**

**DYNAMICS OF BERTIE COUNTY’S COASTAL DRAINAGE SYSTEM:
A FEASIBILITY STUDY OF CHANGE AND RESILIENCE**

Dr. Stanley R. Riggs, Chair

North Carolina Land of Water (NC LOW)

9-25-2017

START DATE: Nov. 1, 2017

END DATE: Dec. 31, 2018

SUMMARY

This drainage study will evaluate and integrate the changing dynamics of a complex hydrologic system in order to develop realistic options for both the short- and long-term, sustainable management of the Cashie River drainage system. The Cashie River, a small black-water tributary stream flowing through the heart of Bertie County, has its own physical characteristics that have been modified through time by human activity. However, the Cashie does not function as an independent stream; it is an integral component of the larger trunk river drainage systems that surround Bertie County. Consequently, the dynamics of the Cashie are, in part, dictated by the associated water bodies including the Roanoke River to the west and south, Chowan River to the east, and the vast Albemarle Sound to the southeast. These water bodies provided the backbone for a long and rich cultural history and now represent an incredible natural resource for long-term and sustainable economic development. In addition, these water bodies periodically produce natural, but often catastrophic flooding events, whose impacts can be minimized with the accomplishment of the study goals.

PROJECT GOALS

GOAL 1: SCIENTIFIC & CULTURAL PROGRAM

- A. Acquire the scientific data and build the geologic and biologic framework of Bertie County and its cultural history in order to replicate *The Scuppernong Story* model.
- B. Understanding the dynamics of the natural and cultural resources is critical for producing *The Cashie Story* and developing sustainable ecotourism within the Bertie coastal system.

GOAL 2: COASTAL SYSTEM EDUCATION PROGRAM

- A. Develop a regional curriculum for the coastal and environmental science concepts that will be formulated within the *The Cashie Story*.
- B. Implement the coastal and environmental science concepts into both the public arena and public school systems of Bertie County.

GOAL 3: SUSTAINABLE MANAGEMENT PLANS

A. Explore different short- and long-term, sustainable management responses for flooding-drought in the Cashie River drainage system in order to help minimize flooding impacts.

B. Develop the basis for a more sustainable economy built upon the natural resources and cultural history of the Cashie River coastal eco-systems and the human inhabitants in Bertie Co.

BUDGET	WINDSOR	BERTIE
GOAL 1: SCIENTIFIC & CULTURAL DATA BASES	\$12,000	\$12,000
COLLECT NATURAL & CULTURAL RESOURCE DATA PRODUCE "THE CASHIE RIVER STORY"		
GOAL 2. COASTAL SYSTEM EDUCATION PROGRAMS	\$10,500	\$10,500
PUBLIC SCHOOL SCIENCE & ENVIRONMENTAL PROGRAM PUBLIC OUTREACH PROGRAM		
GOAL 3. SUSTAINABLE MANAGEMENT PLANS	\$12,000	\$12,000
DEVELOP SUSTAINABLE ECO-TOURISM PLAN ESTABLISH SHORT- & LONG- TERM MONITOR PLAN		
OUTREACH COORDINATOR: 13 mo @ \$1,000/mo	\$13,000	\$13,000
TOTAL DIRECT COSTS:	\$47,500	\$47,500
INDIRECT COSTS: 5% OF TOTAL COSTS	\$ 2,500	\$ 2,500
TOTAL PROJECT COSTS:	\$50,000	\$50,000
TOTAL PROJECT COST = \$100,000		

NC LOW PROJECT TEAM

Dr. Stanley Riggs: Team Leader

Ms. Dorothea Ames; Ms. Karen Clough; Mr. David Hodges; Dr. Paige Viren

To meet some aspects of the program goals specific personnel and/or groups that are experts in that particular topic will be sub-contracted. NC LOW has a formal operational agreement with East Carolina University. The university has a wealth of specific expertise, along with other non-profits and LLC's that this proposed program will work with through sub-contracts. For example, the NC Coastal Atlas is housed in the Dept. of Geography at ECU and has been sub-contracted to work with NC LOW on previous eastern NC grants to produce map products and present information through their website www.nccoastalatlus.org. Other groups with relevant expertise to the present project include the Dept. of Leisure and Recreational Studies, Dept. of Biology, Dept. of Geological Sciences, and College of Engineering.

DISTRIBUTION OF FUNDS AND REPORTING

NC LOW is the responsible organization for carrying out the project goals. It is a nonprofit 501 c 3 with the employer id number 46-4589757 (see attached W-9 form). The distribution of funds should be \$25,000 from each jurisdiction (Town of Windsor and Bertie County) to NC LOW at the time of signing this Memorandum of Agreement. NC LOW will provide a progress report at six months from the time of initial funding when the two jurisdictions will provide \$20,000 each. A final report will be due by December 31, 2018, at which time the two jurisdictions will provide the final \$5,000 each. This Memorandum of Agreement may be modified at any time when the three signatories agree.

Dr. Stanley Riggs, Chair NC LOW Board of Directors
5159 Highway 33 East, Greenville, NC 27858
252-752-4245; riggss@ecu.edu

Date

Mr. James Hoggard, Mayor Town of Windsor
302 S. King Street, Windsor, NC 27983
252-724-0546; Windsor.mayor@mchsi.com

Date

Mr. John Trent, Chair Bertie County Board of Commissioners
PO Box 530, Windsor, NC 27983
252-209-6766; abj3trent@outlook.com

Date

IRS tax determination letter showing that NC LOW is a recognized public charity and are an approved 501 (c) (3) tax exempt entity.

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JUL 17 2014

NORTH CAROLINA LAND OF WATER
C/O CHRISTOPHER POE
2618 ST MARYS STREET
RALEIGH, NC 27609

Employer Identification Number:
46-4589757
DLN:
17053106390044
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
June 30
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
January 7, 2014
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,



Director, Exempt Organizations

Letter 947



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: October 2, 2017

AGENDA ITEM: D-1

DEPARTMENT: Governing Body

SUBJECT: Review of proposals in response to the RFP for tax revaluation

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Discussion requested.

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

ATTACHMENTS: See handouts.

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: October 2, 2017

AGENDA ITEM: D-2

DEPARTMENT: Governing Body

SUBJECT: Calendar Reminders/Event Updates

- a. Work Session – Commissioners Room, 10/10 at 10am
- b. Commissioners Meeting – Kelford, 10/16 at 7pm
- c. Design proposal presentations for joint-use facility, 10/17 at 9am
- d. Community Town Hall – BHS Auditorium, 10/21/17 at 10am (Poverty Initiative)

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 BOARD OF COMMISSIONERS
BERTIE COUNTY COMMISSIONERS ROOM
OCTOBER 17, 2017**

TUESDAY, OCTOBER 17

8:45AM	<ul style="list-style-type: none"> • Breakfast (Biscuits, coffee) • Reconvene from October 16, 2017 meeting
9:00AM	Presentation by The Wooten Company
10:00AM	Presentation by MHAworks
	BREAK
11:00AM	Presentation by LS3P Architects
12:30PM	LUNCH
1:30PM	Presentation by Bobbitt Design Build
2:30PM	Presentation by Gensler Architects
	BREAK
3:30PM	Presentation by Huffman Architects
5:00PM	ADJOURN/RECESS



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: October 2, 2017

AGENDA ITEM: D-3

DEPARTMENT: Governing Body

SUBJECT: Lewiston Woodville's request for Building Inspector to inspect within Town limits per State Building Code

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: ---

Town of Lewiston Woodville

103 West Church Street
Post Office Box 340

Lewiston Woodville, North Carolina 27849

lewistonwoodville@gmail.com

Mayor:
Dayle J. Vaughan

Phone (252) 348-2824

Council: James Pugh

Dianna Bazemore

June Jernigan

Chris Cordon

Michelle Gilliam

August 8, 2017

Mr. Chris Surgeon
Bertie County Inspector
PO Box 530
Windsor, NC 27983

Dear Mr. Surgeon:

At its regularly scheduled monthly meeting on August 7, 2017 the Lewiston Woodville Town Council voted unanimously to request that the Inspector investigate the dwelling of Steven Kyprianides at 115 Hancock Street, Lewiston Woodville to determine if it is unfit for human habitation.

Thank you for your assistance.

Yours truly,



Dayle J. Vaughan
Mayor

THIS PAGE WAS INTENTIONALLY LEFT BLANK.

BERTIE COUNTY ORDINANCE, # 1985-1ORDINANCE CREATING BERTIE COUNTY INSPECTION DEPARTMENT AND TO ENFORCE WITHIN BERTIE COUNTY NORTH CAROLINA STATE BUILDING CODE AND RELATED LOCAL BUILDING RULES AND REGULATIONS EFFECTIVE JULY 1, 1985.

The Board of Commissioners Of Bertie County, North Carolina, Do Ordain As Follows:

Article I. Authority For And Purpose of Ordinance.

1-1. Authority For Ordinance. This ordinance is adopted by Authority of General Statutes of North Carolina, Chapter 153A, Article 18, Part 4, and other General Statutes relating to Building Safety and Maintenance and to the enforcement within the County of Bertie of the North Carolina State Building Code and related local building rules and regulations approved by the Building Code Council.

1-2. Purpose of Ordinance.

- (a) To provide for the enforcement within Bertie County of the North Carolina State Building Code and related local building rules and regulations approved by the Building Code Council.
- (b) To create the Bertie County Inspection Department.
- (c) To provide for the appointment of one or more Bertie County Building Inspectors.
- (d) To repeal previously existing Bertie County Ordinance relating to County Inspection Department and County Electrical Inspector.
- (e) To repeal previously existing Bertie County Ordinance relating to Bertie County Energy and Insulation Inspector.

Article II. Bertie County Inspection Department And Building Inspectors.

2-1. Inspection Department Created. There is hereby created the Bertie County Inspection Department consisting of one or more Inspectors appointed by the Board of County Commissioners.

2-2. Position Of Building Inspector Created. There is hereby created the position of Bertie County Building Inspector. The Board of Commissioners of Bertie County is hereby authorized to appoint from time to time one or more Bertie County Building Inspectors and to fix the salary and expense allowance therefor, as provisions therefor shall be made in the annual County Budgets.

2-3. Duties And Responsibilities. The duties and responsibilities of the Bertie County Inspection Department and of the Bertie County Building Inspectors in that Department are and shall be to enforce within Bertie County's territorial jurisdiction the North Carolina State Building Code and related local building rules and regulations approved by the Building Code Council, the provisions of this ordinance, and other reasonable and appropriate provisions and regulations that may be enacted from time to time by the Board of Commissioners of Bertie County, relating to:

- (1) The construction of buildings.
- (2) The installation of such facilities as plumbing systems, electrical systems, heating systems, refrigeration systems, and air-conditioning systems.
- (3) The installation of insulation.
- (4) The maintenance of buildings in a safe, sanitary, and healthful condition.
- (5) Other matters that may be specified by the Board of Commissioners of Bertie County.
- (6) To receive applications for permits, to issue or deny permits, to make necessary inspections, to issue or deny certificates of compliance, to issue orders to correct violations, to bring judicial actions against actual or threatened violations, to keep adequate records, and to take any other actions that may be necessary to adequately enforce the North Carolina State Building Code and related local building rules and regulations approved by the Building Code Council, and the provisions of this ordinance, and other reasonable and appropriate provisions and regulations that may be enacted from time to time by the Board of Commissioners of Bertie County.

2-4. Forms, Records and Reports. The Bertie County Inspection Department and each Bertie County Building Inspector shall use forms for applications, permits and records as approved by the North Carolina Commissioner of Insurance and as shall be required by the Bertie County Manager or the Board of Commissioners of Bertie County; shall keep complete records of all applications received, all permits issued, all permits denied, all permits revoked, all stop orders issued, all inspections and re-inspections made and other official work performed in accordance with the provisions of this ordinance; and shall submit periodic reports to the County Manager, to the Board of Commissioners, to the managers, mayors and governing bodies of the towns the territories within which are placed within the authority of the County Inspection

Department, and to State Agencies as required by law.

2-5. Qualifications Of Building Inspectors. No one shall be appointed to the office of Bertie County Building Inspector unless he or she shall have first obtained from the North Carolina Code Officials Qualifications Board and submitted to the County Manager and to the Board of County Commissioners a certificate showing that he or she is a "Qualified Code-Enforcement Official" and as such is qualified under Article 9B of Chapter 143 of the General Statutes of North Carolina to engage in the practice of Building Code Enforcement.

2-6. Oath Of Office. Each Building Inspector shall take an oath to faithfully perform the duties of his office.

2-7. Applications And Fees. At the time any application is filed in Bertie County for a building permit or for any other kind or class of permit that is required by the North Carolina State Building Code or related local building rules and regulations, that have been approved by the Building Code Council, the applicant shall pay to Bertie County a fee the amount of which shall be determined as hereinafter provided. From time to time the Board of Commissioners of Bertie County by its resolutions, duly adopted, shall establish a schedule of fees which shall be applicable to and collected from applicants for building permits of various kinds and classes; shall designate one or more officers or employees of Bertie County with whom shall be filed applications for building permits; and shall designate one or more officers or employees of Bertie County who shall collect and receive and issue receipts for building permit application fees.

2-8. Inspector Not To Engage In Private Business. No person who holds the position of Bertie County Building Inspector shall engage in or hold any interest in the occupations or businesses of construction of buildings, installation of plumbing systems, installation of electrical systems, installation of heating systems, installation of refrigeration systems, installation of air-conditioning systems, or installation of insulation.

Article III. Jurisdiction Within Towns.

3-1. Towns May Request County Building Inspectors To Exercise Powers Within The Municipalities. The Board of Commissioners or Town Council of any incorporated town located within Bertie County shall have the right, by its resolution duly adopted, to request the Board of County Commissioners to direct a Bertie County Building Inspector to exercise within all of the town's territorial jurisdiction all of his or her powers as provided by the General Statutes of North Carolina and by the North Carolina State Building Code and by this Ordinance. All such requests shall be made on resolution forms provided by Bertie County and on terms and conditions approved by the Board of Commissioners of Bertie County. Each such town shall deliver three certified copies of its request resolution to the Bertie County Manager who shall then submit the request to the Board of Commissioners of Bertie County. After the request shall have been accepted by the Board of County Commissioners, such acceptance shall be certified by its Chairman and Clerk on the three certified copies of the town's request resolution which shall then be distributed as follows: (1) one back to the town; (2) one to the County Inspection Department; and (3) one to the Bertie County Manager.

3-2. County Building Inspector To Exercise Powers Within Municipalities. Upon the acceptance by the Board of Commissioners of Bertie County of a request duly made by the Board of Commissioners or Town council of any incorporated town located within Bertie County the Bertie County Inspection Department and the Bertie County Building Inspector are hereby directed to exercise within the territorial jurisdiction of such incorporated town all of the powers and to perform the duties granted and imposed upon the County Inspection Department and Upon the County Building Inspector by the General Statutes of North Carolina and by the North Carolina State Building Code and by this Ordinance.

3-3. County Employee. While performing his or her duties within the territorial jurisdiction of any town the Bertie County Building Inspector shall continue to be a County Employee.

3-4. Termination. The authority of the Bertie County Inspection Department and of the Bertie County Building Inspector within any incorporated town may be terminated by the Town or by the County upon thirty days notice given by either to the other pursuant to resolution adopted by the Board of Commissioners or Town Council of the town or by resolution adopted by the Board of County Commissioners.

ARTICLE IV. Existing Ordinances Repealed.

4-1. Earlier Ordinance For County Inspection Department and County Electrical Inspector Repealed. That certain ordinance designated and entitled BERTIE COUNTY ORDINANCE, #1974-2. ORDINANCE ADOPTING STATE ELECTRICAL CODE; CREATING COUNTY INSPECTION DEPARTMENT; CREATING OFFICE OF COUNTY ELECTRICAL INSPECTOR; DUTIES; PERMITS; PROCEDURES; PENALTIES FOR FAILURE TO COMPLY, that was adopted by this Board on the 19th day of March, 1974, and made effective the first day of April, 1974, be and the same is hereby repealed.

4-2. Earlier Ordinance For County Energy And Insulation Inspector Repealed. That certain ordinance designated and entitled BERTIE COUNTY ORDINANCE, #1977-3, AN ORDINANCE TO LICENSE INSULATION CONTRACTORS AND OTHERS WHO INSTALL MATERIALS AND EQUIPMENT DESIGNED TO MEET THE ENERGY CONSERVATION STANDARDS OF THE STATE BUILDING CODE, that was adopted by this Board on the 20th day of December, 1977, and made effective the first day of January, 1978, be and the same is hereby repealed.

Article V. Effective Date.

5-1. Effective Date. This Ordinance shall be effective on and after the first day of July, 1985.

.....

Adopted by the Board of Commissioners of Bertie County on the first day of April, 1985.

Charles H. Edwards, Chairman of the Board of
Commissioners of Bertie County, North Carolina

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RESOLUTION REQUESTING THE BERTIE COUNTY BOARD OF COMMISSIONERS TO DIRECT THE BERTIE COUNTY BUILDING INSPECTOR TO ENFORCE STATE BUILDING CODE AND EXERCISE POWERS WITHIN THE TERRITORIAL JURISDICTION OF THE TOWN OF LEWISTON WOODVILLE

Whereas, the Mayor and Commissioners of the Town of Lewiston Woodville have discussed the duties imposed on this Town by Article 9 of Chapter 143 and by Part 5 of Article 19 of Chapter 160A of the General Statutes of North Carolina with respect to the enforcement within this municipality of the North Carolina State Building Code and rules and regulations pertaining thereto as issued and published by the North Carolina Code Officials Qualifications Board and the North Carolina Department of Insurance, and the desirability of having the State Building Code enforced within this municipality by the Bertie County Building Inspector in lieu of having this small Town create its own inspection department and employ its own building inspector; and

Whereas, this resolution was introduced by _____, who moved its adoption;

NOW, THEREFORE, the Lewiston Woodville Board of Commissioners resolves as follows:

Section 1. This resolution is adopted pursuant to the authority granted by the General Statutes of North Carolina: Chapter 143, Article 9; Chapter 153A, Article 18, Part 4; and Chapter 160A, Article 19, Part 5.

Section 2. The Lewiston Woodville Board of Commissioners hereby requests the Board of Commissioners of Bertie County to direct the Bertie County Building Inspector to enforce the North Carolina State Building Code within all of this municipality's territorial jurisdiction and to exercise within all of the Town's territorial

jurisdiction all of the powers granted to such Bertie County Building Inspector by the General Statutes of North Carolina, by the North Carolina State Building Code, and by Bertie County Ordinance #1985-1. If a violation is found, the Town will be solely responsible for any costs of enforcement, including but not limited to attorney's fees, filing fees, service fees, recording fees, publication costs or certified mailing costs.

Section 3. The Mayor and Clerk to this Board shall certify and deliver to the Bertie County Manager on or before the 15th day of June 1985, three copies of this resolution.

The motion to adopt the resolution was seconded by _____. The vote on the adoption of the resolution was: Those voting "AYE" were: _____. Those voting "Nay" were: _____.

Adopted this the ____ day of _____, 2017, by the Board of at its regular meeting.

Attest:

TOWN OF LEWISTON WOODVILLE

Clerk of the Board

By: _____(SEAL)
Mayor

STATE OF NORTH CAROLINA

COUNTY OF BERTIE

The foregoing request was accepted by the Bertie County Board of Commissioners by resolution duly adopted by said Board at its regular meeting on the ____ day of _____, 2017.

Witness our hands and seals.

Attest:

BERTIE COUNTY

Sarah Tinkham, Clerk to the Board

By: _____(SEAL)
John Trent, Chairman of the Board

/jeh/17Town/Lewiston Woodville/Resolution requesting county building inspector to enforce state building code in Lewiston
17-MS-344



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: October 2, 2017

AGENDA ITEM: D-4

DEPARTMENT: Governing Body

SUBJECT: Set date for 2017 Employee Appreciation Luncheon – Thursday, December 7, 2017

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Discussion requested.

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

ATTACHMENTS: No

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---