

# Bertie County Board of Commissioners



December 2, 2019  
**6:00 PM**

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

**BERTIE COUNTY BOARD OF COMMISSIONERS**  
**December 2, 2019**  
**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.*

- 6:00 PM** Welcome and Call to Order by Board Chairman, John Trent
- Invocation and Pledge of Allegiance by Commissioner Ernestine Bazemore
- Administration of Oaths of Office by Register of Deeds Annie Wilson
- Junior Commissioners
- Election of Chairman presided by Interim County Manager Vaughan
- Election of Vice-Chairman
- 5-minute Recess
- Comments from the Commissioners
- Public Comments

**(A)**

**\*\*\* APPOINTMENTS \*\*\***

- (1) MHAworks Update – Project Architects Matt Johnson & Amber Idol
- (2) Fire Department Study – Emergency Services Director Mitch Cooper
- (3) Operation Round-Up Care Trust Grant – Veteran Services Director Denise Clark & NCCE Administrative Assistant Shelia Powell

**Board Appointments (B)**

1. Choanoke Public Transportation Authority
2. Nursing Home/Adult Care Home CAC
3. Mid-East Commission

**Consent Agenda (C)**

1. Approve Minutes for Closed Session 10-7-19
2. Approve Minutes for Regular Session 11-4-19
3. Approve Minutes for Closed Session 11-4-19
4. Approve Bonds held for Bertie County officials
5. Approve Register of Deeds Fees Report – November 2019
6. Approve 2020 Commissioners meeting schedule, State holiday schedule

7. Budget Amendments
8. Work Authorization #5 – July 1, 2019 to December 31, 2019 – Holland Consulting – NC-DRA Project, HCP #5644
9. Tax Release Journal – October 2019
10. Review and approval of contract services agreement for special projects and consultation with Scott Sauer
11. Resolution Calling for Special Election to Consider an Additional One-Quarter Cent County Sales & Use Tax

**\*\*\*OTHER ITEMS\*\*\***

**Discussion Agenda (D)**

1. Review and approval of invoice to pay David Hodges for Long Branch Community Stormwater Grantsmanship

2. DOT Petition for Road Addition – Creekside Subdivision
3. Discuss list of suggested names for an Input Committee – TGOW/Bertie Beach project

**Commissioners' Reports (E)**

**County Manager's Reports (F)**

Recommendations of top responses to Request for Qualifications for TGOW

**County Attorney's Reports (G)**

Status of notification to property owners for Road Safety & Maintenance Ordinance violations

TGOW Easements Update

**Public Comments**  
*(3 minutes per speaker)*

**Closed Session**

**Adjourn**



# Bertie County

## Board of Commissioners

### **2020 BOARD REORGANIZATION AND ELECTION OF OFFICERS**

At this time, Interim County Manager Vaughan will oversee the election of the 2020 Chairman. The Board will also vote to elect a 2020 Vice Chairman. This process is being completed in accordance with **NCGS § 153A-39**.

The full statute is listed below:

### **NCGS § 153A-39**

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

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

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

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



A-2

2012 Anthony Road  
Burlington, NC 27215  
(336) 266-7998  
ggrayson@envirosafe.com

November 8, 2019

Mr. Mitch Cooper, Emergency Services Director  
Bertie County  
106 Dundee Street #220  
Windsor, North Carolina 27983

Dear Mr. Cooper,

We appreciate the opportunity to submit a proposal to Bertie County to assist the county staff in strengthening your fire protection service delivery system. Bertie County is making a progressive step to address the challenges before you and to mark a progressive course moving forward.

EnviroSafe has assisted a number of North Carolina Counties and municipalities in fire service planning. We are North Carolina based since 1996 and firmly focused on serving North Carolina local governments and higher education institutions. We warmly welcome and encourage you to speak with any of our local government clients about similar projects we have conducted for them to assess our quality and value delivered. We have a high level of experience and professional expertise to fully address the scope of services that are needed for Bertie County. Our team has earned a reputation for delivering quality work that has a positive impact on the fire service in North Carolina.

We would propose the following core components for your consideration for Bertie County:

- 1. Geographic Information Services (GIS) Work – up to 24 hours**
  - a. Current base map with Fire Districts and Fire Stations  
Without a point shapefile provided by the county, this work would require locating the 15 parcels identified with a fire station and comparing aerial imagery to create a point for the building itself, designating the twelve (12) fire station locations.
  - b. Drive Time Map  
Based upon NFPA 1720 rural standards (estimated 8-minute travel time with a 6-minute turn out time) with areas of redundancy coverage. This travel time model can be changed if needed. This information will be able to evaluate the effectiveness and efficiency of station placement. It can also be used to evaluate automatic aid coverage capability extent.
  - c. Mileage Map  
Based upon NCOSFM rating distances per fire station – 6 miles.

- d. Closest Station Area  
Based on travel time, compare existing response areas to closest station response. Since the entirety of Bertie County is on automatic aid, the district lines should convey the closest station rather than arbitrary areas.
- e. Water System  
This can include water pipelines (with sizes) and hydrants as supplied by the Bertie County GIS data.
- f. System Design Modifications  
Should station redundancy be determined, additional mapping will be needed to provide the closest station response.

## **2. Peer Review Analysis – up to 80 hours**

- a. Provide a Day # 1 On-Site Overall, High Level Needs Analysis
  - 1. One EnviroSafe staff member will personally meet with the County Manager (or designee), Emergency Services Director and other identified staff or personnel to determine what essential elements are necessary for this initiative from several perspectives, including senior leadership, management and elected officials.

At this point, we understand that some key interests are:

- a. What viable funding options are available to Bertie County to sustainably address fiscal and capital needs in the next five years?
  - b. What modifications within the county's service delivery system are needed to sustain and improve service levels?
  - c. What changes are needed to the county's fire service contracts in order to align with industry best practices in North Carolina?
- 2. Meet with County Fire Chiefs  
Two EnviroSafe staff will personally meet with the fire chiefs in Bertie County to discuss the study scope, the objectives, the components and the deliverables to ensure that all stakeholders are knowledgeable on what we will be doing and what the expectations will be.

b. Conduct a Fire Services Survey

In coordination with the Emergency Services Director, EnviroSafe will develop and electronically administer a survey for all identified personnel from contracting fire departments in Bertie County to gauge what issues firefighters identify that demand priority attention within the department. EnviroSafe will compile this data. A component of the final written report would reflect this information.

c. Assemble a High-Quality Peer Review Team

Based upon the feedback from all of the areas listed above, EnviroSafe will identify, select and assemble a team of approximately three (3) professional, experienced fire chiefs or executive level fire service leaders from throughout North Carolina who have extensive experience that is applicable to the priority needs in Bertie County and/or who have very similar operations that are recognized as best practice agencies within the profession.

In addition, two or three members of the Bertie County fire service will be asked to serve as integral team members by the County Fire Chief's Association (or equivalent). The County Manager may choose a couple county staff as well as an elected official to be a part of the Peer Review Team if so desired. Generally, the total members of the Peer Review Team should not exceed 10 people as a maximum. The Bertie County Emergency Services Director will have final approval of the members of the Peer Review Team.

These Peer Review Team members will receive all correspondence throughout the entire process on a regular basis from EnviroSafe and EnviroSafe will launch a Dropbox for all materials on the study to be housed. Each team member is asked to provide approximately two full workdays to be a part of this effort – one day on site and a portion of one day both before and after the on-site visit.

EnviroSafe will coordinate with the members of the Peer Review Team and the Emergency Services Director for an agreeable date for the on-site work and will manage the logistics of assembling this team of professionals, including all written correspondence and agency approvals.

d. Prepare for Peer Review Assessment

The Bertie County Emergency Services Staff will be asked to provide a host of information for the Peer Review Team as collected and coordinated by EnviroSafe, including data summaries, maps, statistical information and other items that are requested by peer assessors. In addition, EnviroSafe will coordinate with the Bertie County Emergency Services Director and review all the information assembled to this point and establish the schedule and agenda for the full day Peer Review Team session.

e. Provide a Day # 2 On-Site - Hold the Peer Review Team Full Day Assessment

This is a major component of the initiative. EnviroSafe will interactively facilitate a full day session with the approximate total ten (10) member Peer Review Team on site in Bertie County. This session will allow a high level of interaction between the Emergency Services Director and the peer experts from throughout the state. During this session, observations and recommendations for improvement will be established for the Bertie County fire service. EnviroSafe will capture this information and develop it into a set of organized improvements for the Emergency Services Director.

Bertie County will be responsible for the meeting location and providing lunch for this session. EnviroSafe can include mileage reimbursement for the Peer Review Team members who require reimbursement if desired by the County. In addition, EnviroSafe will provide one nights lodging for up to three (3) of the out of town assessors and any per diem reimbursement that is necessary for those assessors. EnviroSafe may also elect to provide a flat rate reimbursement/honorarium for assessors, dependent upon where the assessors are required to travel from.

g. Complete Best Practice Research

EnviroSafe will assemble illustrative examples and models of applicable practices from other North Carolina local governments that will be helpful to consider for use in Bertie County. This research and best practices will be very customized to the needs and issues in Bertie County and specific adjustment to Bertie County will be made as needed.

h. Draft Report for County Manager and Emergency Services Director Review

EnviroSafe will analyze all written and oral feedback given during the on-site peer review analysis and all other components and assemble that information in a usable format for Bertie County staff, interpreting this feedback information and prioritizing the feedback in a meaningful and realistic way. This will be a substantial portion of the project and will require a high level of technical work. The report will include an executive summary, written documentation of all the components and the majority will focus on observations and recommendations. There will also be a substantial section of references of best practices in the appendix section.

i. Package and Send Peer Review Team Final Draft and Analyze Feedback

EnviroSafe will distribute and seek feedback and input from all peer review team members on the final draft report, making modification where necessary. Take the feedback from peer review team members and compare, contrast and apply that input against industry best practices and research as well as legal requirements and modify the reporting accordingly to be consistent with those standards.



- j. Develop Technical Presentation PowerPoint
 

Based upon the report's executive summary, EnviroSafe will develop a basic PowerPoint presentation of the process and strategic recommendations from the peer review process. The Bertie County Emergency Services Director will be consulted in the composition of this PowerPoint.
- k. Provide a Day #3 On-Site Meetings/Presentations
  - 1. Meet with County Fire Chiefs
 

EnviroSafe will personally meet with the fire chiefs in Bertie County to review the outcomes of the study effort and present the PowerPoint presentation to keep them informed and aware of the work and outcomes of the collective group.
  - 2. Make a presentation to the County Commissioners
 

EnviroSafe will make up to a one- hour presentation to the Bertie County Commissioners of the findings of the team's work and will present a hard copy of the report to each commissioner.
- l. Conduct Follow Up analysis with all Peer Review Team Members
 

EnviroSafe will personally follow up with all peer team members thanking them for their service, providing a copy of the final PowerPoint presentation and giving them an opportunity for constructive feedback. We will analyze that feedback and provide it to Bertie County for continuous improvement and career development.

Collectively, the work above represents approximately 104 hours of work. We are the North Carolina League of Municipalities sole fire service consulting provider and will honor the League's contracted, discounted hourly rate of \$124 per hour for Bertie County. This would place a budget cap for the project as outlined above at \$12,896 plus reimbursement of mileage at the current federal rate.

Should you desire to have additional GIS work conducted, we would offer the following for your consideration:

- Population Density Map
- Service Demand Heat Map, with amount reached by drive time
- Isolated Structure Fire Locations
- Risk Based Upon Parcel Land Use
- Volunteer Addresses Travel Time to Assigned Station
- Effective Firefighting Force by Apparatus
- Target Hazards

These features above would add up to 24 more hours of work beyond the base quote.

We are also attaching some background and work history information to this proposal for your review should you need further detail or information.

Please let us know if you have any questions or need clarification on the information attached. Thank you for your consideration. We look forward to working with you on this important endeavor.

Sincerely,

Gregory H. Grayson  
Vice-President of Operations

**ENVIROSAFE RELEVANT COMPANY EXPERIENCE:**

**Listing of recent relevant project experience to providing master plans for fire protection services:**

Brunswick, County of	Brunswick	Strategic Planning	17/18	ESD Brian Watts	<a href="mailto:brian.watts@brunswickcountync.gov">brian.watts@brunswickcountync.gov</a>
Harrisburg, Town of	Cabarrus	Strategic Planning	17/18	Chief Bryan Dunn	<a href="mailto:bdunn@harrisburgnc.org">bdunn@harrisburgnc.org</a>
Cleveland, County of	Cleveland	Strategic Planning	16/17	Manager Jeff Richardson	<a href="mailto:jrichardson3@albemarle.org">jrichardson3@albemarle.org</a>
New Bern, City of	Craven	Strategic Planning	16/17	Chief Bobby Boyd	<a href="mailto:boydr@newbern-nc.org">boydr@newbern-nc.org</a>
Cumberland, County of	Cumberland	Strategic Planning	17/18	Manager Amy Cannon	<a href="mailto:Acannon@co.cumberland.nc.us">Acannon@co.cumberland.nc.us</a>
Nags Head, Town of	Dare	Strategic Planning	18/19	Manager Cliff Ogburn	<a href="mailto:cliff.ogburn@nagshead-nc.gov">cliff.ogburn@nagshead-nc.gov</a>
Hendersonville, City of	Henderson	Strategic Planning	17/18	Chief Joseph Vindigni	<a href="mailto:jvindigni@hvlnc.gov">jvindigni@hvlnc.gov</a>
Clayton, Town of	Johnston	Strategic Planning	17/18	Chief Lee Barbee	<a href="mailto:lbarbee@townofclaytonnc.org">lbarbee@townofclaytonnc.org</a>
Berkeley, County of	State of South Carolina	Strategic Planning	17/18	ESD Daniel Barb	<a href="mailto:daniel.barb@berkeleycountysc.gov">daniel.barb@berkeleycountysc.gov</a>
Albemarle, County of	State of Virginia	Strategic Planning	19/20	Chief Dan Eggleston	<a href="mailto:deggleston@albemarle.org">deggleston@albemarle.org</a>
Elkin, Town of	Surry	Strategic Planning	18/19	Manager Brent Cornelison	<a href="mailto:bcornelison@elkinnc.org">bcornelison@elkinnc.org</a>
Hemby Bridge Fire Department	Union	Strategic Planning	17/18	Chief Johnny Blythe	<a href="mailto:johnnyblythe@hembybridgevfd.com">johnnyblythe@hembybridgevfd.com</a>
Knightdale, Town of	Wake	Strategic Planning	17/18	Chief Tim Guffey	<a href="mailto:tim.guffey@knightdalenc.gov">tim.guffey@knightdalenc.gov</a>
Clayton, Town of	Johnston	Strategic Planning - Budget Preparation	18/19	Chief Lee Barbee	<a href="mailto:lbarbee@townofclaytonnc.org">lbarbee@townofclaytonnc.org</a>
Wake Forest University	Forsyth	Strategic Planning, 9-1-1 Communications	17/18	Chief Regina Lawson	<a href="mailto:lawsonrg@wfu.edu">lawsonrg@wfu.edu</a>
Botetourt, County of	State of Virginia	Strategic Planning, Fire Station Location	18/19	Chief Jason Ferguson	<a href="mailto:jferguson@botetourtva.gov">jferguson@botetourtva.gov</a>
Cumberland, County of	Cumberland	Strategic Planning, ISO	19/20	ACM Tracy Jackson	<a href="mailto:TRJackson@co.cumberland.nc.us">TRJackson@co.cumberland.nc.us</a>
Wake Forest, Town of	Wake	Strategic Planning, PNP FD to Town Transition	18/19	CFO Aileen Staples	<a href="mailto:astaples@wakeforestnc.gov">astaples@wakeforestnc.gov</a>

- *Also note – we can provide recent projects for other related types of work if desired.*

**Description of EnviroSafe’s responsiveness to clients, its ability to complete its jobs on schedule and within budget and its quality assurance/quality control (QA/QC) practices:**

In each of the projects noted above, EnviroSafe staff has been responsive to clients. There have been very few change orders to the original project. All change orders have occurred when the client requested increases in scope. In no case above has the client had any issues with EnviroSafe on timeliness. All projects have been completed on time and on budget. Multiple subject matter experts (SMEs) work on each project. In most cases, there are SMEs from disciplines other than the fire service that assist with quality assurance and quality control. In all cases, we provide the client a final draft for review prior to release of the final report as well.

The above statements can be validated by any of the clients listed above. The most significant North Carolina projects in terms of size and scope include, in ranked order:

- |                        |   |
|------------------------|---|
| Town of Wake Forest    | Town Manager Kip Padgett/CFO Aileen Staples         |
| Cumberland County      | County Manager Amy Cannon/ ACM Tracy Jackson        |
| Town of Elkin          | Town Manager Brent Cornelison                       |
| Brunswick County       | Emer. Svs. Director Brian Watts/ Manager Anne Hardy |
| Town of Harrisburg     | Town Manager Haynes Brigman/Fire Chief Bryan Dunn   |
| Cleveland County       | County Manager Jeff Richardson/EM Dir. Perry Davis  |
| City of New Bern       | Fire Chief Bobby Boyd                               |
| City of Hendersonville | Fire Chief Joseph Vindigni                          |

**A description of the current personnel and equipment used to work on these projects along with their current resumes:**

Work will be accomplished by subject matter experts (SMEs) that are specifically selected to bring applicable expertise to Bertie County based upon a needs assessment. Typically, fire chiefs and emergency services staff from across North Carolina are selected to serve on peer review team(s). These can vary based upon need. However, all SMEs must be approved by Bertie County.

EnviroSafe’s Fire Core Team consists of Greg Grayson, Mike Varnell, David Bullins and Wes Greene. Summary resumes for the Core Team are as follows:

- **Gregory H. Grayson, Fire Chief (ret), City of Greensboro, EnviroSafe**

Greg Grayson has more than 37 years of progressive experience in the North Carolina fire and rescue service. His experience includes beginning public service as a volunteer firefighter and ascending the career ranks to become the Fire Marshal/Fire Rescue Director for Wake County, North Carolina. In the following seventeen years, he served as the fire chief for three North Carolina urban cities – Burlington, Asheville and Greensboro. In these executive leadership capacities, he was responsible for comprehensive fire and rescue operations, prevention programs, training and career development, emergency management functions and specialized regional response teams. In Burlington, he effectively led positive organizational change and implemented an innovative reserve firefighter program. In Asheville, he commanded significant re-engineering throughout the fire department and led Asheville to become an accredited agency. In Greensboro, he led the department to maintaining both accreditation and ISO “Class1” status and navigated the department through difficult fiscal years and challenging large-scale emergencies. In 2015, his long-term, dedicated public service to the people of North Carolina was recognized by the Governor through the prestigious “Order of the Long Leaf Pine”, the state’s highest honor that can be awarded to a citizen.

Upon retiring from local government service, Chief Grayson was appointed by the State Fire Marshal in 2015 to proactively serve as the state’s first and only public fire service management consultant, providing high level technical assistance to county and municipal managers - enabling them to better strengthen their jurisdiction’s fire protection service delivery systems. He also managed statewide fire service advancement initiatives and led the Office of State Fire Marshal’s Technical Services program.

Beyond extensive experience, Chief Grayson holds a Master of Public Administration, bachelor and associate in fire protection. He holds numerous professional credentials including Chief Fire Officer (CFO), MIFireE from the Institution of Fire Protection Engineers and multiple other fire service certifications, including being North Carolina’s first Advanced Firefighter. He is one of very few, if not the only, Fire Chief in the United States to also hold the Senior Professional in Human Resources (SPHR) and SHRM-SCP credentials. He is active in the North Carolina Association of Fire Chiefs and the IAFC Metropolitan Fire Chiefs organizations and continues to serve as a volunteer firefighter in his home community.

- **Mike Varnell, Fire Chief (ret), City of Rocky Mount, EnviroSafe**

Mike Varnell has thirty years of experience in the North Carolina and United States fire service. His experience runs the gamut in the municipal fire service by serving in positions from firefighter to fire chief. Early in his career (1993) Varnell earned a commendation from Governor James B. Hunt for saving four children from a burning house. In 1996, he was recognized by the NC Jaycees as one of the “Five Most Outstanding Public Servants” in North Carolina. As his career progressed with Rocky Mount Fire Department, he was instrumental in leading the department through four successful international fire accreditation processes from 2003 to 2018. In 2016, under his leadership the department was only one of two in the nation to receive the coveted “Heart Safe Community Award” from the International Association of Fire Chiefs.

Chief Varnell is a graduate of the United States Fire Administration National Fire Academy’s Executive Fire Officer Program and the NC Association of Fire Chief’s Executive Development Program. Varnell holds a master’s degree in Executive Fire Service Leadership, a bachelor’s degree in business administration, and an associate degree in fire protection technology. He is credentialed by the Center for Public Safety Excellence and carries the “Chief Fire Officer” designation. He currently serves as a peer assessor for Commission on Fire Accreditation International and travels across the country evaluating fire departments for industry best practices. He has served on the International Association of Fire Chiefs’ Professional Development-Higher Education Committee and represented Region 4 on the NC Emergency Management Domestic Preparedness committee. He holds numerous certifications in the fields of administration, emergency management, and the fire service. He is a member of the International Association of Fire Chiefs, the NC Accreditation Support Consortium, and the NC Association of Fire Chiefs.

Since he retired from local government in April of 2019, he continues to teach Fire Protection Law, NC Local Government Finance, and Emergency Management classes at the college level. He is active in his community by volunteering on the Board of Directors for Meals on Wheels, Allocations Impact Team for United Way, and Cancer Care Ministry at his home church Englewood Baptist.

- **David Bullins, Fire Chief (ret), City of Statesville and Mitchell Comm. College**

David Bullins currently is the Director of Public Safety at Mitchell Community College. He served as Fire Chief for the City of Statesville prior to that and served over 25 years with the Greensboro Fire Department. Chief Bullins has a master’s degree from Oklahoma State University in Fire & Emergency Management and a bachelor’s degree from the University of Cincinnati in Fire & Safety Engineering. He also is a graduate of the National Fire Academy Executive Fire Officer Program and is designated as a Chief Fire Officer (CFOD) from the Center for Public Safety and Excellence.

- **Wes Greene, Fire Chief (ret), Town of Mooresville, EnviroSafe**

Wes Greene served as the Fire Chief for the Town of Mooresville and the Town of Mount Airy, North Carolina. Previous to serving as a Fire Chief, Chief Greene served with the City of Winston Salem Fire Department. Chief Greene also served as Senior Safety Officer for the National Parks Service post his retirement in Mooresville. He has served in multiple leadership capacities in North Carolina’s Fire Service including the North Carolina Association of Fire Chiefs and the North Carolina State Firefighters Association.

In addition to the core team members, we typically engage the following adjunct SMEs on most projects to bring their level of expertise and experience for the client:

- **Robert McNally, Beacon GIS**

A GIS Analyst/Planner with niche specialty and ground experience for Fire, Rescue, EMS, Public Safety, Emergency Management, and Homeland Security projects, Robert owns Beacon GIS, a first responder planning services firm. Robert brings 20 years of public safety experience as a responder, manager, and trainer. He has been awarded twice for his service to the community. He graduated magna cum laude with bachelor's degree in Public Administration, securing an honor scholarship while in the midst of his education. Robert also has a graduate degree in Urban and Regional Planning from the University of North Carolina at Charlotte. Robert McNally has spoken at several conferences on the subject of public safety and homeland security and Beacon GIS has been involved in over 180 projects for emergency services of various sizes across the United States & Canada.

- **Todd Tuttle, Battalion Chief, City of Greensboro, NC**

Chief Tuttle is a 30-year fire service veteran who also served as a paramedic. He currently manages intricate records management systems for the City of Greensboro Fire Department, which is an accredited, ISO Class 1 city. Chief Tuttle is recognized throughout the state and nation as a technical expert on FireHouse records management systems as well as data analysis.

- **Benjamin Durant, Durham, NC**

Ben brings a wealth of fiscal management skills to the project. He currently serves as Senior Policy Advisor to the President of Guilford College. Previously, he served as Vice-Chancellor for Administration and Finance for North Carolina Central University and Vice-Chancellor for Business and Finance for Elizabeth City State University. Before his career in North Carolina higher education, Ben served as the Chief Financial Officer for the City of Asheville. In that capacity, he secured \$40M in bond financing to upgrade the city's water distribution system. He also served as Asheville's Budget and Research Director for many years. In that capacity, he implemented target-based budgeting. Ben earned a Master of Public Administration degree from the University of North Carolina at Chapel Hill and a Bachelor's degree in Political Science. He is the recipient of the Excellence in Public Service Award for Outstanding Manager.

- **Tommy Millikan, Fleet Maintenance Supervisor, City of Greensboro, NC**

Tommy has forty years of experience in large fleet experience and over thirty-seven years with the City of Greensboro Fire Department. He currently serves as the Maintenance Supervisor for Greensboro Fire and has held many mechanical and emergency response apparatus certifications throughout his career.

**Illustrative project descriptions, including a summary of scope, location, ability to mobilize and complete work within specified times, key personnel and client contact:**

**Town of Wake Forest**

Town Manager Kip Padgett/CFO Aileen Staples

Scope Summary: Assist the Town with transitioning a private, non-profit corporation fire department into a department of Town Government. This in-depth effort included a thorough analysis on operations, fiscal, capital, human resources, and stakeholders (fire and elected officials). After our work, the Fire Department Board voted to unify and the Town Board has voted to unify. We have been retained to assist the Town in implementation of this unification to be effective July 1, 2020. On time, on budget.

**Cumberland County**

County Manager Amy Cannon/ ACM Tracy Jackson

Scope Summary: We have worked collaboratively with Cumberland County for the past three fiscal years. We have facilitated a public safety task force which recommended to the County Commissioners to transition from rural fire tax districts to funding fire protection through a unified service district. We engaged county fire service leaders from throughout North Carolina to work with the fire chiefs in Cumberland County to chart the best course moving forward. Our efforts have also assisted in developing incentive and grant programs for the fire departments there. We have been retained for four projects in FY 19-20 with Cumberland County to aid in this important transition. On time, on budget. We have also conducted some individual analysis work for the County Manager on fire service needs.

**Town of Elkin**

Town Manager Brent Cornelison

Scope Summary: We assisted the Town in conducting an analysis of the fire department gathering feedback from firefighters and the general population. We benchmarked the department's services against similar North Carolina fire departments and we developed recommendations for improvement to feed into a strategic plan. We projected additional fire station location need and conducted some analysis on alternate locations. We assessed capital equipment as well. We have also assisted the new fire chief in his acclimation. The report has brought significant stability to the department. On time – on budget.

**Brunswick County**

Emer. Svs. Director Brian Watts/ Manager Anne Hardy

Scope Summary: We collected data from the fire service providers in the County and held a Peer Review Team of fire service professionals from throughout North Carolina to focus on developing recommendations for improvement. We developed strategic recommendations for improvement, including recommendations related to changing the funding structure from a fee-based system to a fire protection service district. The County elected officials chose to go back to the State Legislature and make modifications there. However, the County restructured their fire service staff and system as a result of the work. The County extended the original scope within the project. However, the project was on time and on budget. Subsequent to this project, we have conducted additional related work for Brunswick County.

**Town of Harrisburg**

Town Manager Haynes Brigman/Fire Chief Bryan Dunn

Scope Summary: We assisted the Town with assessing their fire department. We heard from internal and external stakeholders, assessed all apparatus and capital assets and conducted an extensive benchmarking analysis of similar size fire departments. We held a peer review team analysis with fire service professionals from throughout North Carolina and developed strategic plans for improvement. As a result of the work in that endeavor, the Town has strengthened their fire department staffing levels and has restricted their funding structure. On time and on budget.

**Cleveland County**

County Manager Jeff Richardson/EM Dir. Perry Davis

Scope Summary: We provided the County with a Peer Review Team with county fire service professionals from throughout North Carolina to aid the County in developing a strategic plan that was focused on addressing how to implement career firefighters throughout the County. As a result of this project work, the County Commissioners voted a monumental 3 cent tax increase to fund career personnel and two firefighters have been placed in stations throughout the county on weekdays. On time and on budget.



**City of New Bern**  
**City of Hendersonville**

Fire Chief Bobby Boyd  
Fire Chief Joseph Vindigni

Scope Summary: In both of these cities, we aided the departments in developing their strategic plans. We gathered feedback from firefighters, the business community, the general public and analyzed data. In each, we assembled peer review team with fire service leaders from throughout North Carolina to analyze the department's operations and develop responsible recommendations for improvement. In both cases, the departments have executed effective strategic plans and have improved service delivery levels as a result of the project work. Both on time and on budget. We have been asked to assist both municipalities in subsequent work since these projects were completed.

For work conducted for Bertie County, we would utilize the EnviroSafe Fire Core Team (as identified above) and supplement those efforts with subject matter experts from North Carolina as needs dictate.

We would establish a very clear scope of services and timelines that would be followed. Any changes to that scope or timeline would need to be agreed upon by Bertie County.

We would anticipate being able to start on this project in early 2020. We would complete the project based upon the final scope that was developed.

Based upon our extensive experience in North Carolina, we can effectively and efficiently address the scope of services we have proposed. We have effectively carried out all of the points in this proposal with the projects listed above and have confidence in our ability to provide similar core services for Bertie County.

EnviroSafe Vice President Greg Grayson will serve as the primary point of contact for Bertie County for this project. Contact information is as follows:

Gregory H. Grayson, Vice-President  
EnviroSafe  
2012 Anthony Road  
Burlington, North Carolina 27215  
[GGrayson@EnviroSafe.com](mailto:GGrayson@EnviroSafe.com)  
336-266-7998

Thank you again for the opportunity to be considered for this important work!



# **Bertie County**

**Board of Commissioners**

## **ITEM ABSTRACT**

**MEETING DATE:** December 2, 2019

**SECTION:** Board Appointments

**DEPARTMENT:** Governing Body

**TOPICS:**

1. Choanoke Public Transportation Authority (CPTA) - **Please see attachment(s)**
2. Nursing Home/Adult Care Home CAC (NCAC) – **Please see attachment(s)**
3. Mid-East Commission - **Please see attachment(s)**

**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:** ---

**Choanoke Public Transportation Authority (CPTA)**

**Immediate Vacancies:** 1

**Position Vacancy:**

<b>Board</b>	<b>Term</b>	<b>Name</b>	<b>Began</b>	<b>End</b>
CPTA Board	--	Denise Clark	--	--

**Special requirements:** N/A

**Notes:** Individual has been recommended; application has been received.

**Attendance of Current Members:** N/A

**Applications Received:**

1 – Denise Clark

**Current Members (unexpired):**

1. Lewis C. Hoggard, III.



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

Name: Denise Clark

Home Phone Number: N/A Mobile: 252-325-0251

Home Fax Number: N/A

Email Address: denise.clark@bertie.nc.gov

Home Address: 832 Republican Rd. Windsor, NC 27983

Mailing Address: same

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

How long have you been a full-time resident of Bertie County? 55yrs.

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

County Commissioner District: V

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

Occupation: Veterans Service Officer Employer: Bertie County Gov't

Business Address: 106 Dundee St., Windsor, NC 27983

Business Phone Number: 252-794-5300 Business Fax: 252-794-5327

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

- |                  |            |
|------------------|------------|
| * 1. <u>CPTA</u> | 3. <u></u> |
| 2. <u></u>       | 4. <u></u> |

Qualification for specific category:

My work experience with the local government, and communicating with the citizens of Bertie County for 10 years as an Admin. Office Mgr., 1.5 year as an Veterans Service Officer and worked 2 years as former Patient Access Rep., Vidant Bertie Hospital.

Name of any Bertie County Board/Commission/Committee on which you presently serve:  
EFSP

If reapplying for a position you presently hold, how long have you served? N/A

Based on your qualifications and experiences, briefly describe why your services on this Authority/Board/Commission/Committee would be beneficial to the County:

My knowledge and work experience with the local government would be beneficial to this board to help advocate and meet the need concerning the citizen of Bertie County.


Do you have any delinquent Bertie County taxes? \_\_\_ Yes X No

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

I graduated from Martin Community College with A.A.S. degree in Office Systems Technology and certificate Medical Admin. I have over 11.5 years work experience with Bertie County Gov't. I have certification National, State and with the American Legion as NCDMVA Veterans Service Officer as well as NC Notary certified. I am a member of Mt. Arie Holiness Church, Windsor where I serve as a Missionary, Secretary and other auxiliaries .

**CODE OF ETHICS**

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

Date: 11/22/2019 Applicant's Signature: 

Return application to:

Sarah Tinkham  
PO Box 530  
106 Dundee Street  
Windsor, NC 27983  
Fax: (252) 794-5327  
[sarah.tinkham@bertie.nc.gov](mailto:sarah.tinkham@bertie.nc.gov)

Note:

- \*All information on this document is subject to the Public Records Law and will be released to the public upon request.
- \*\*Interest to Service forms remain current for two years. Following that, the applicant may wish to contact the Clerk to the Board's Office for an updated form.
- \*\*\*Applications must be on file in the Clerk to the Board's Office 7 days prior to consideration for appointment.

-----  
FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_

Received By: \_\_\_\_\_

**Nursing Home/Adult Care Home CAC Board**

**Immediate Vacancies:** 3

**Position Vacancy:**

<b>Board</b>	<b>Term</b>	<b>Name</b>	<b>Began</b>	<b>End</b>
Nursing Home/Adult Care CAC Board	--	Caroline Young	--	--

**Special requirements:** N/A

**Notes:** Application has been received. Laura Jett will need to ensure eligibility before official appointment.

**Attendance of Current Members:** N/A

**Applications Received:**

1 – Caroline Young

**Current Members (unexpired):**

1. --



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

Name: Caroline Young (Askew)

Home Phone Number: 252 356 2800 Mobile: 917 363 0456

Home Fax Number: \_\_\_\_\_

Email Address: Prncapplecm@aol.com

Home Address: 103 ASKEW ST COLERAIN NC 27924

Mailing Address: P O BOX 172 COLERAIN NC 27924

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

How long have you been a full-time resident of Bertie County? 17 years

Do you live within any corporate or town limits? Yes \_\_\_\_\_ No NO Which: \_\_\_\_\_

County Commissioner District: \_\_\_\_\_  
(This information can be obtained from the Bertie County Board of Elections at 252-794-5306)

Occupation: Retired Employer: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone Number: \_\_\_\_\_ Business Fax: \_\_\_\_\_

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

1. Navigating Home Community Advisory Committee
2. \_\_\_\_\_
4. \_\_\_\_\_

Qualification for specific category: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of any Bertie County Board/Commission/Committee on which you presently serve: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If reapplying for a position you presently hold, how long have you served? \_\_\_\_\_

Based on your qualifications and experiences, briefly describe why your services on this Authority/Board/ Commission/Committee would be beneficial to the County:

*I would like service on the board of nursing home to make sure the patients get the bill of rights & get treated fairly*

Do you have any delinquent Bertie County taxes? \_\_\_ Yes  No

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

*I would like to be on Nursing Home Community Advisory Committee*

*Seniors need someone to make sure their rights are protected  
I am a senior education Highschool + some college*

*also I would like to sit in where my husband decease Melvin Askew spot*

**CODE OF ETHICS**

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

Date: 11/12/2019 Applicant's Signature: *Carole Jony (Askew)*

Return application to:

Sarah Tinkham  
PO Box 530  
106 Dundee Street  
Windsor, NC 27983  
Fax: (252) 794-5327  
[sarah.tinkham@bertie.nc.gov](mailto:sarah.tinkham@bertie.nc.gov)

Note:

\*All information on this document is subject to the Public Records Law and will be released to the public upon request.

\*\*Interest to Service forms remain current for two years. Following that, the applicant may wish to contact the Clerk to the Board's Office for an updated form.

\*\*\*Applications must be on file in the Clerk to the Board's Office 7 days prior to consideration for appointment.

FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_

Received By: \_\_\_\_\_



Wed 11/20/2019 6:24PM  
From: Jennie Bowen  
To: Juan Vaughan, Sarah Tinkham

Sarah,  
Checking to see if you have made any progress on identifying a candidate from Bertie County to fill our Labor Organization seat. (union, state association such as NCAE or SEANC)

This does NOT have to go before the Commissioners, I just need a recommendation to take to my Consortium board.

I need a name ASAP or our board will be out of compliance with the state.

See the information below.  
If you have any other questions, please let me know.

Jennie

**From:** Jennie Bowen  
**Sent:** Thursday, October 17, 2019 10:58 PM  
**To:** Sarah Tinkham <[sarah.tinkham@bertie.nc.gov](mailto:sarah.tinkham@bertie.nc.gov)>  
**Subject:** Fwd: Welcome to the Region Q WDB!

See the email chain below.

Based on the information provided, Dr Smallwood is not an eligible board member for the labor seat on the WDB.

The individual selected for this seat must be a member of a labor union or organization. This could include SEANC, NCAE, or others.

Sent from my iPhone



# Bertie County

## Board of Commissioners

### ITEM ABSTRACT

**MEETING DATE:** December 2, 2019

**SECTION:** Consent (C-1 to C-11)

**DEPARTMENT:** Governing Body

**TOPICS:**

1. Approve Minutes for Closed Session 10-7-19
2. Approve Minutes for Regular Session 11-4-19
3. Approve Minutes for Closed Session 11-4-19
4. Approve Bonds held for Bertie County officials
5. Approve Register of Deeds Fees Report – November 2019
6. Approve 2020 Commissioners meeting schedule, State holiday schedule
7. Budget Amendments
8. Work Authorization #5 – July 1, 2019 to December 31, 2019 – Holland Consulting – NC-DRA Project, HCP #5644
9. Tax Release Journal – October 2019
10. Review and approval of contract services agreement for special projects and consultation with Scott Sauer
11. Resolution Calling for Special Election to Consider an Additional One-Quarter Cent County Sales & Use Tax

**COUNTY MANAGER RECOMMENDATION OR COMMENTS:** Recommend approval.

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

**ATTACHMENTS:** Yes, see each particular agenda item.

**LEGAL REVIEW PENDING:** N/A

**ITEM HISTORY:** ---



C-2

**Windsor, North Carolina**  
**November 4, 2019**  
**REGULAR MEETING**

The Bertie County Board of Commissioners met for its regularly scheduled meeting on Monday, November 4<sup>th</sup> inside the Board of Commissioners Room, 106 Dundee Street, Windsor. The following members were present or absent:

Present:        Ronald “Ron” Wesson, I  
                     Greg Atkins, District II  
                     Tammy A. Lee, District III  
                     John Trent, District IV  
                     Ernestine (Byrd) Bazemore, District V

Absent:         None

Staff Present: Interim County Manager Juan Vaughan, II.  
                     Assistant County Attorney Jonathan Huddleston  
                     Clerk to the Board Sarah Tinkham  
                     Finance Director William Roberson  
                     Emergency Services Director Mitch Cooper  
                     Finance Officer William Roberson  
                     Cooperative Extension Director Billy Barrow  
                     Elections Director Sheila Holloman

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

**RECONVENE**

Chairman Trent reconvened the Windsor Town Board of Commissioners.

## **INVOCATION/PLEDGE OF ALLEGIANCE**

Commissioner Wesson gave the Invocation/Pledge of Allegiance.

## **PUBLIC COMMENTS**

There were no public comments.

## **REPORTS & APPOINTMENTS**

### **Oath of Office for Interim County Manager Juan Vaughan, II administered by the Honorable Cy Grant, Superior Court Judge**

The Honorable Cy Grant was present to administer the Oath of Office for Interim County Manager, Juan Vaughan, II. Members of Mr. Vaughan's family were present, and his wife, Austin, participated in the ceremonial oath.

Upon completion of the oath, Mr. Vaughan took a few moments to thank all of the citizens and staff present, as well as his family for their love and support during this transitional process. He also stated that he was excited to serve in this new capacity.

**Library & Cooperative Extension construction project update MHAworks Project Architects Ms. Dani Hoff and Ms. Amber Idol —and presentation of Change Order Number One.**

Two representatives from MHAworks, Ms. Dani Hoff, and Ms. Amber Idol, were present to provide a brief update to the Board on the joint facility project.

It was also discussed that approval for Change Order Number One was needed to move forward with the project. The change order summarizes an addition of 22 days to the project schedule which would delay the date of completion the project until October 20, 2020 and additional cost of \$31,898.

Commissioner Wesson made a **MOTION** to approve Change Order #1. Commissioner Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

A “blessing ceremony” was also suggested in the near future, weather permitting.

Chairman Trent commended MHAworks for the good work, and encouraged them to press onward.

**Emergency Services Update from Mitch Cooper—to review EMS and Non-Emergency Transport services as the County enters year seven for this program.**

Emergency Services Director, Mitch Cooper, provided a presentation to the Board covering several topics including: new equipment in use, non-emergency transport (NET) call volume, a summary of EMS operations and the operation of four (4) advanced life support (ALS) ambulances at the Paramedic level, critical chute and response times.

It was noted that there have been approximately 790 less patients being transported via EMS in Bertie County in the most recent fiscal year. Reasons for that decrease include cardiac arrest, those choosing to see their primary care provider instead of an Emergency Room, on scene treatment, etc.

Several commissioners noted the positive feedback they continue to receive about the care being provided to patients before their arrival to area ERs, and commended Director Cooper for his and his staffs’ efforts.

## **BOARD APPOINTMENTS**

### **Jury Commission**

Commissioner Bazemore made a **MOTION** to reappoint Vernon Lee to the Jury Commission. Commissioner Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

## **CONSENT AGENDA**

1. **Minutes:** Work Session 10-7-19, Regular Session 10-7-19, Closed Session 10-7-19, Joint Meeting 10-14-19
2. **Register of Deeds Fees Report** – October 2019
3. **Budget Amendments** – #20-03
4. **Tax Release Journal** – September 2019
5. **Property acquisition and transfer** related to Cashie Golf & Country Club, Town of Windsor and Martin Community for the establishment of a regional firefighter training center – re-advertising of the property transfer - the Bertie County Board of Commissioners resolves that the County Manager and the County attorney are directed to prepare all deeds, settlement statements, and other documents necessary to accomplish the following exchange: the conveyance by the County of a 0.88-acre parcel of land to the Club, the payment by the County of **\$16,350.71** to the Club, and the conveyance by the Club of a 6.0-acre tract of land to the County.
6. **Approval of request for Request for Library & Cooperative Extension Project Modification** – Extension Request for Golden LEAF Foundation original grant agreement deadline (June 30, 2020) to realign construction schedule completion (October 20, 2020) with the funding agreement.

Commissioner Lee made a **MOTION** to approve the items C-1, C-2, and C-4 through C-9 of the Consent Agenda. Commissioner Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously.



## DISCUSSION

### **1. Final review and approval of 2020 meeting schedule for the Board of Commissioners**

Several members of the Board expressed that the currently proposed meeting schedule was still not ready for approval.

Commissioner Wesson noted that some meetings listed on the schedule could be considered on an “as needed basis,” instead of included on the Board’s regular meeting schedule.

Other Board members discussed the possibility of less community meetings than currently proposed.

Commissioner Wesson made a **MOTION** for the Board to conduct four (4) community meetings instead of the currently proposed six (6) meetings. Commissioner Atkins **SECONDED** the motion. The **MOTION PASSED** unanimously.

The Board requested that changes be made to the current schedule, and for a new schedule to be proposed.

### **2. Review proposed lease of Wayland tract (former DSS and Health Department) by Cross Coalition LTD., doing business as Carolina Rebuilding Ministry, a North Carolina non-profit corporation**

The Board discussed several points of clarification with Assistant County Attorney, Jonathan Huddleston.

The discussion was based on an email that was submitted by Mr. Huddleston submitted to County Administration and the Governing Body on October 31, 2019.

Additional work to this lease was requested before approval could be granted.

**3. Discuss dates for Special Election to Consider an Additional One-Quarter Cent County Sales and Use Tax for the purpose of providing sustainable revenue for school employee supplemental pay increases**

Board of Elections Director, Sheila Holloman, was present to answer any questions about a request to include the one-quarter cent County sales and use tax referendum during a special election.

It was reported that the soonest this initiative could be placed on a ballot would be for the March 2020 primary election.

Commissioner Wesson made a **MOTION** for County Administration to file the required resolution with the Bertie County Board of Elections to place this initiative on the March 2020 ballot. Commissioner Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously.

**4. Review and approval of contract services agreement for special projects and consultation with Scott T. Sauer**

The Board briefly discussed the contract services agreement for former County Manager, Scott Sauer, and that current contract could use more finite terms as it relates to weekly working hours.

After a brief discussion, Commissioner Wesson made a **MOTION** to require a weekly working schedule of at least 25 hours per week at a monthly rate of \$5,000. Commissioner Lee also mentioned the requirement of a daily log of activities be submitted to the Interim County Manager. Commissioner Lee also **SECONDED** the motion. The **MOTION PASSED** unanimously.

## **Commissioners' Reports**

Commissioner Atkins apologized for being a few minutes late for tonight's meeting, and congratulated Mr. Vaughan on his new position.

Commissioner Wesson stated pride for the renovation of the Commissioners Room as well as all of the recent upgrades to the Administration Building and County Courthouse. He emphasized to all of those present that this room is "your place," and that all are welcome to participate in their local government. On another note, he reminded the Board of his current seat on the Martin County Board of Trustees. He has recently learned that classes in the trades will soon be offered at the Bertie-Martin campus in Windsor.

Commissioner Bazemore thanked the Junior Commissioners for their participation in tonight's meeting, and insisted they return for the next Board on December 2<sup>nd</sup> to be officially sworn in. She also noted that due to a scheduling conflict, she would not be able to attend the Employee Appreciation Luncheon on December 5<sup>th</sup>.

Commissioner Lee reported that at 11:00 AM, the mobile food pantry will be distributing food in Powellsville. She also noted that she was unable to attend the Employee Appreciation Luncheon on December 5<sup>th</sup>.

## **Junior Commissioner Report**

**Qudre Joyner, Alexis Parker**

Both Junior Commissioners expressed their excitement to participate in the program this year, and are looking forward to their swearing in during the December meeting.

## **County Manager's Reports**

### **Introduction of new Human Resources & Risk Management Director**

Interim County Manager Vaughan introduced Cortney Ward as Bertie County's new Human Resources & Risk Management Director. She will be coming from Washington Regional Medical Center, and will begin her duties in Bertie County on November 25<sup>th</sup>.

### County Attorney's Reports

#### **Status of notification to property owners for Road Safety & Maintenance Ordinance violations**

Assistant County Attorney Huddleston reported that Ted Kent Cherry, Sr. had been served with the County's notice of violation letter and a copy of the newly approved Road Safety & Maintenance Ordinance, and his deadline to comply with the Ordinance is December 1<sup>st</sup>. The other owner has not yet been served.

### Public Comments Continued

Michael Freeman, Chairman of the Bertie County Board of Elections, reminded the public that a municipal election was scheduled to take place tomorrow, November 5<sup>th</sup>. Elections will be held in all eight (8) municipalities.

### CLOSED SESSION

A Closed Session was requested by the Interim County Manager 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.

Commissioner Wesson made a **MOTION** to going into Closed Session as requested. Commissioner Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously.

### ADJOURN

Chairman Trent called for a **MOTION** to adjourn.

Commissioner Lee made a **MOTION** to **ADJOURN** tonight's meeting. Commissioner Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

---

John Trent, Chairman

Sarah Tinkham, Clerk to the Board



C-4

# REQUEST FOR BOARD ACTION

Bertie County

Board of Commissioners

**MEETING DATE:** Monday, December 2, 2019

**SUBJECT:** Review of Public Officials' Bond

**SUMMARY OF REQUEST:**

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

Under §58-72-20:

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

The following are the current bond amounts:

<b>PUBLIC OFFICIAL</b>	<b>BOND AMOUNT</b>	<b>BOND COMPANY</b>
John Holley, Sheriff	\$25,000.00	R.L.I. Insurance Company
Tax Administrator (Position Bond)	\$50,000.00	Cooper Insurance Agency/CNA Surety
Finance Director (Position Bond)	\$50,000.00	Cooper Insurance Agency/CNA Surety
Annie Wilson, Register of Deeds	\$50,000.00	Cooper Insurance Agency/CNA Surety

**BOARD ACTION REQUESTED:**

It is requested that the Board approve the bonds.

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

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

# Phelps Insurance Group, Inc.

103 S King Street  
PO Box 39  
Windsor, NC 27983  
Telephone: (252) 794-4036

# Invoice

INVOICE NO: 08350  
REFERENCE NO: 12563  
DATE: 12/03/2018  
PAYMENT DUE DATE: 12/03/2018

Bertie County Sheriff Office  
PO Box 157  
Windsor, NC 27983

Description: Bond--Sheriff John Holley

Producer	Company	Policy	Effective	Expires	Customer Service Rep
Cooper Insurance Agy	R L I Insurance Co	LSM0253847	12/06/2018	12/06/2022	Cottle, Briana H

Trans.Code	Description	Amount
W	Renewal	444.00

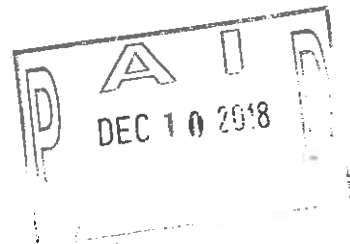
Total Due 444.00

Please pay by 12/03/2018 to ensure continuing coverage.

Thank you for your business

Please return a copy of this invoice with your payment.

**THANK YOU FOR YOUR BUSINESS!**





COUNTY OF BERTIE

P.O. BOX 530  
WINDSOR, NC 27983

121018

184890

INVOICE DATE INVOICE NUMBER

INVOICE DESCRIPTION

NET INVOICE AMOUNT

PO NO.

VOUCHER

12/05/18 18-22-BOND-S BONDED INSURANCE FOR NEW

444.00 2648

16485 PHELPS INSURANCE GROUP, INC.

444.00

184890

SOUTHERN BANK AND TRUST

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

CHECK NO.

184890

184890

68-258  
531

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

VENDOR	CHECK DATE	CHECK AMOUNT
16485	12/10/2018	\$444.00

PAY

\*\*\*\*\*444 DOLLARS AND NO CENTS

TO THE  
ORDER OF

PHELPS INSURANCE GROUP, INC.  
P O BOX 39  
WINDSOR NC 27983

NON-NEGOTIABLE

#184890# ⑆053102586⑆5331708879#



Billing Questions (888) 866-2666  
 Email [info@cnasurety.com](mailto:info@cnasurety.com)

**Notice of Premium Due 12/23/2019**

Premium \$221.00

OFFICE OF THE REGISTER OF DEEDS COUNTY OF BER  
 P. O. BOX 340  
 WINDSOR, NC 27983

<b>Amount Due</b>	<b>\$221.00</b>
-------------------	-----------------

Bond Detail	
Bond #	71036141
Company	Western Surety Company
Term Dates	12/23/2019 to 12/23/2020
Bond Amount	\$50,000.00
Description	NC P E F P B #3
Obligee	OBLIGEE ADDRESS UNKNOWN

Agent Information	Messages
Cooper Insurance Agency P. O. Box 39 Windsor, NC 27983 Phone : (252)794-4036	We show 4 rated for premium purposes. To ensure proper coverage, verify the total number of employees and owners covered & contact us with changes. Note: After several years, we may have increased our rates slightly.

**Payment Instructions**



- Pay Online at [ONLINEPAY.CNASURETY.COM](http://ONLINEPAY.CNASURETY.COM)
- If paying by mail, please send payment 2 weeks prior to due date to ensure receipt  
 Make check payable to CNA Surety  
 Detach payment stub and return with payment

Note-Renewal documents will only be sent upon receipt of full payment

Office of The Register of Deeds County of Bertie

Bond # 71036141  
 Company 0601  
 Agency 32-02936  
 Cooper Insurance Agency

Payment Due	12/23/2019	Amount Due	\$221.00
-------------	------------	------------	----------

CNA Surety Direct Bill  
 P.O. Box 957312  
 St. Louis, MO 63195-7312

COUNTY OF BERTIE

P.O. BOX 530  
WINDSOR, NC 27983

111019

190266  
VOUCHER

INVOICE DATE INVOICE NUMBER

INVOICE DESCRIPTION

NET INVOICE AMOUNT

PO NO.

11/05/19 19-20BOND-RO ROD SURETY BOND - FY2020

221.00 2131

10342 CNA SURETY DIRECT BILL

221.00

190266

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



CHECK NO.

190266

190266

65-258  
531

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

VENDOR	CHECK DATE	CHECK AMOUNT
10342	11/08/2019	\$221.00

PAY \*\*\*\*\*221 DOLLARS AND NO CENTS

TO THE  
ORDER OF

CNA SURETY DIRECT BILL  
P O BOX 957312  
ST. LOUIS

MO 63195-7312

⑈ 190266 ⑈ ⑈ 053102586⑈ ⑈ 5331708879⑈

Premium \$450.00

BERTIE COUNTY TAX COLLECTOR  
PO BOX 527  
WINDSOR, NC 27983

**Amount Due \$450.00**

**Bond Detail**

Bond # 24857715 Obligee OBLIGEE ADDRESS UNKNOWN  
Company Western Surety Company  
Term Dates 12/06/2019 to 12/06/2020  
Bond Amount \$50,000.00  
Description NC P.E. Position Schedule (1)

**Agent Information**

Cooper Insurance Agency  
P. O. Box 39  
Windsor, NC 27983  
Phone : (252)794-4036

**Messages**

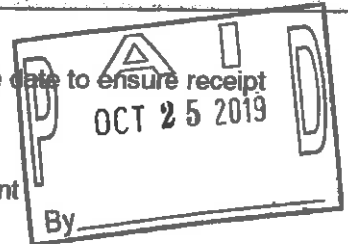
We show one individual in this business.  
To ensure proper coverage, verify the total number of employees (and owners, if they are covered) & fax, call or write us if the number has changed.

**Payment Instructions**



- Pay Online at [ONLINEPAY.CNASURETY.COM](http://ONLINEPAY.CNASURETY.COM)
- If paying by mail, please send payment 2 weeks prior to due date to ensure receipt  
Make check payable to CNA Surety  
Detach payment stub and return with payment

Note-Renewal documents will only be sent upon receipt of full payment



Premium \$175.00

BERTIE COUNTY FINANCE OFFICER  
P. O. BOX 530  
WINDSOR, NC 27983

**Amount Due** \$175.00

### Bond Detail

Bond #	24857717	Obligee	OBLIGEE ADDRESS UNKNOWN
Company	Western Surety Company		
Term Dates	12/06/2019 to 12/06/2020		
Bond Amount	\$50,000.00		
Description	NC P.E. Position Schedule (1)		

### Agent Information

Cooper Insurance Agency  
P. O. Box 39  
Windsor, NC 27983  
Phone : (252)794-4036

### Messages

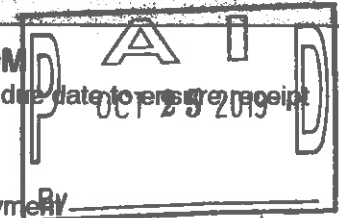
We show one individual in this business.  
To ensure proper coverage, verify the total number of employees (and owners, if they are covered) & fax, call or write us if the number has changed.

### Payment Instructions



- Pay Online at [ONLINEPAY.CNASURETY.COM](http://ONLINEPAY.CNASURETY.COM)
- If paying by mail, please send payment 2 weeks prior to due date to ensure receipt  
Make check payable to CNA Surety  
Detach payment stub and return with payment

Note-Renewal documents will only be sent upon receipt of full payment



COUNTY OF BERTIE

P.O. BOX 530  
WINDSOR, NC 27983

189977

189970  
VOUCHE

INVOICE DATE INVOICE NUMBER

INVOICE DESCRIPTION

NET INVOICE AMOUNT

PO NO.

10/18/19 19-20BONDS-F SURETY BOND-FY 2019-2020

625.00 1780

*Handwritten signature*

10342 CNA SURETY DIRECT BILL

625.00

189970

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



CHECK NO.  
189970

189970

98-258  
531

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

VENDOR	CHECK DATE	CHECK AMOUNT
10342	10/25/2019	\$625.00

PAY \*\*\*\*\*625 DOLLARS AND NO CENTS

TO THE  
ORDER OF

CNA SURETY DIRECT BILL  
P O BOX 957312  
ST. LOUIS

MO 63195-7312

*Handwritten signature*  
NON-NEGOTIABLE

⑆189970⑆ ⑆053102586⑆5331708879⑆



C-6

**2020 MEETING SCHEDULE - BERTIE COUNTY BOARD OF COMMISSIONERS**

<b>Meeting Date</b>	<b>Time</b>	<b>Meeting Area</b>	<b>Meeting Location</b>
1/6/2020	6:00 PM	Commissioners Room	106 Dundee Street, Windsor, NC
*Wed., 1/22/2020	10:00 AM	Commissioners Room	106 Dundee Street, Windsor, NC
2/3/2020	6:00 PM	<b>POWELLSVILLE</b>	Town Hall, 160 E. Main Street
2/18/2020	10:00 AM	Commissioners Room	106 Dundee Street, Windsor, NC
3/16/2020	6:00 AM	Commissioners Room	106 Dundee Street, Windsor, NC
4/6/2020	10:00 AM	Commissioners Room	106 Dundee Street, Windsor, NC
4/20/2020	6:00 PM	<b>AULANDER</b>	Community Bldg., 116 S. Commerce Street
5/4/2020	6:00 PM	Commissioners Room	106 Dundee Street, Windsor, NC
6/1/2020	6:00 PM	Commissioners Room	106 Dundee Street, Windsor, NC
6/15/2020	6:00 PM	Commissioners Room	<b>BUDGET PUBLIC HEARING - 106 Dundee Street, Windsor, NC</b>
7/13/2020	6:00 PM	Commissioners Room	106 Dundee Street, Windsor, NC
8/3/2020	10:00 AM	Commissioners Room	106 Dundee Street, Windsor, NC
8/17/2020	6:00 PM	<b>COLERAIN</b>	Training Center, 108 N. Main Street
*Tues., 9/8/2020	6:00 PM	Commissioners Room	106 Dundee Street, Windsor, NC
10/5/2020	10:00 AM	Commissioners Room	106 Dundee Street, Windsor, NC
10/19/2020	6:00 PM	<b>BLUE JAY</b>	Fire Department, 1653 Indian Woods Road
11/2/2020	6:00 PM	Commissioners Room	106 Dundee Street, Windsor, NC
12/7/2020	6:00 PM	Commissioners Room	106 Dundee Street, Windsor, NC
*** If there are any questions regarding this calendar, please call the Clerk to the Board at (252)794-6110.***			
<b>This schedule is subject to change.</b> Please visit the County website ( <a href="http://www.co.bertie.nc.us">www.co.bertie.nc.us</a> ) to receive information about cancellations or meeting location changes.			
<b>All meetings are scheduled on Monday unless denoted with an asterick(*).</b>			





C-8

Work Authorization #5 (July 1, 2019 through December 31, 2019)  
Contract for Consultant Services  
Holland Consulting Planners, Inc. and Bertie County  
Hurricane Matthew NC Disaster Recovery Act of 2017 (NC-DRA) Project, HCP #5644

Background

WHEREAS, Bertie County (the County) has received funding for a Hurricane Matthew NC Disaster Recovery Act of 2017 (NC-DRA) Project, and wishes to continue with the initial (preconstruction) phase of the project, including homeowner meetings and surveying.

General Conditions

During completion of the work defined in this Work Authorization, Bertie County (the County) and Holland Consulting Planners (the Consultant), agree to abide by all of the terms and conditions outlined in the Contract for Consultant Services for administration of the Hurricane Matthew NC Disaster Recovery Act of 2017 (NC-DRA) Project dated December 4, 2017.

Tasks Approved By This Work Authorization

*General Administration and Contract Administration Tasks*

- Coordinate homeowner informational process; document citizen concerns and questions; maintain homeowner database.
- Maintain case files.
- Meet with governing body as requested.
- Coordinate project activities with local staff (including financial management).
- Coordinate project activities with designated state agencies; resolve program support and code violation issues.

*Programmatic Tasks*

- Prepare and distribute updated project information package to applicants.
- Obtain complete packages from applicants and set up case files.
- Procure and coordinate surveying, and asbestos inspection services in accordance with 44CFR13 and OMB A-87.
- Complete housing assessments, environmental screening process and SHPO forms where necessary.
- Initiate surveys and structural feasibility inspections for eligible units included in the project.
- Complete program amendment.
- Complete preconstruction conferences and inspect construction.

Fee

For completion of the work items described above, the County agrees to pay the Consultant a not-to-exceed fee of \$15,000. Payment terms, including terms for payment of additional services, shall be in accordance with the Contract for Consultant Services dated December 4, 2017 (see billings section on page 2 of contract). Monthly invoices may include ongoing tasks from previous work authorizations. Hourly rates for the Consultant's personnel are agreed to as follows:

Staff Position	Hourly Rate
<b>Holland Consulting Planners, Inc.</b>	
T. Dale Holland, AICP, Principal	\$160.00
Chris Hilbert, Program Manager	\$100.00
Jessie Miars, Program Administrator/Coordinator	\$85.00
Gary Miller, Senior Housing Inspector	\$85.00
Keith Jenkins, Housing Inspector	\$75.00
Donna Blackmon, Asst/ Program Administrator/Coordinator	\$75.00
Administrative Services	\$60.00

Time Schedule

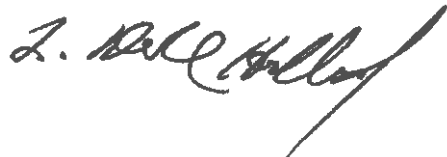
The tasks approved by this Work Authorization shall extend through December 31, 2019.

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

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

HOLLAND CONSULTING PLANNERS, INC.

BERTIE COUNTY, NC



T. Dale Holland, President



John Trent, Chair

Witness

Clerk to the Board

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

Finance Officer

Date

(SEAL)



C-9



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

November 06, 2019

William Roberson  
Bertie County Finance Officer  
Windsor, NC 27983

Dear Mr. Roberson:

Attached you will find a (1) Computer Printout and, (2) Copies of the appropriate pages of the "Tax Release Journal" (Ledger) manually maintained in the tax office, both relative to Tax Releases which are now ready for your approval.

The releases herein are for the month of **October** and this request for your approval is made pursuant to a "Resolution of the Board of Commissioners" dated August 5, 1985. This may also serve as your report to the Board of Commissioners required by the same "Resolution."

Respectfully Submitted,



Tax Administrator

Approved on \_\_\_\_\_ 20\_\_\_\_

---

=====

Balance a Group

=====

Group: RLS\*19\*304  
Type: A Abatement/Relea  
Status: O Open

Group Total:	\$1,828.24-	Group Transaction Count:	9
Transactions Total:	\$1,828.24-	Transaction File Count:	9
Difference:	\$0.00	Difference:	0

=====

Enter certify batch as balanced(B) or cancel(XX)

Detail Transactions by Group

Group Number RLS\*19\*304

Abatement

Seq Nbr	Date	Account Number	Taxbill Number	Tax Code	Transaction Amount	Levy Amount	Penalty Amount	Addl Chgs	Interest Amount	Discnt Amount	Trn Cde	Check Number	Trans Rev Descriptn
1	10/21/19	33833	18A5863514951.3	G01 AO	172.50- 2.50-	172.50-	0.00 0.00	2.50-	0.00 0.00	0.00			
***			ROSEBURG RESOURCES CO										
2	10/21/19	33833	18A5863514951.2	G01 AO	172.50- 2.50-	172.50-	0.00 0.00	2.50-	0.00 0.00	0.00	R	PG259	
***			ROSEBURG RESOURCES CO										
3	10/21/19	33833	18A5863514951.1	G01 AO	172.50- 2.50-	172.50-	0.00 0.00	2.50-	0.00 0.00	0.00	R	PG259	
***			ROSEBURG RESOURCES CO										
4	10/21/19	33833	19A5863514951	G01	175.00-	172.50-	0.00	2.50-	0.00	0.00	R	PG259	
***			ROSEBURG RESOURCES CO										
5	10/22/19	8500	19A8500.40	C02	179.77-	179.77-	0.00	0.00	0.00	0.00	R	PG284	
***			MELTON, LINWOOD										
6	10/22/19	8500	19A8500.40	G01 C02	23.30- 20.48-	23.30- 20.48-	0.00 0.00	0.00	0.00 0.00	0.00			
***			MELTON, LINWOOD										
7	10/22/19	31726	19A6852882399	G01	43.78-	43.78-	0.00	0.00	0.00	0.00	R	PG285	
***			RIDDICK, EDDIE										
8	10/22/19	31726	18A6852882399	G01 AO	430.29- 1.30-	430.29- 235.22-	0.00 0.00	0.00	0.00 0.00	0.00	R	PG285	
***			RIDDICK, EDDIE										
9	10/22/19	31726	17A6852882399	G01	236.52- 412.88-	235.22- 412.88-	0.00 0.00	1.30-	0.00 0.00	0.00	R	PG259	
***			RIDDICK, EDDIE										
					412.88-	412.88-	0.00	0.00	0.00	0.00	R	PG245	

Seq Nbr Date Account Number Taxbill Number Tax Code Tax Transaction Amount Levy Amount Penalty Amount Addl Chgs Interest Amount Discnt Amount Effective Date Trn Check Number Trans Rev Description

Seq Nbr	Date	Account Number	Taxbill Number	Tax Code	Tax Transaction Amount	Levy Amount	Penalty Amount	Addl Chgs	Interest Amount	Discnt Amount	Effective Date	Trn Check Number	Trans Rev Description
Tax Code Totals													
				AO*18 - ADVERT	8.80-	0.00	0.00	8.80-	0.00	0.00			
				C02*19- ADLANDER	20.48-	20.48-	0.00	0.00	0.00	0.00			
				G01*17- BRT TAX	412.88-	412.88-	0.00	0.00	0.00	0.00			
				G01*18- BRT TAX	752.72-	752.72-	0.00	0.00	0.00	0.00			
				G01*19- BRT TAX	633.36-	633.36-	0.00	0.00	0.00	0.00			
Total for Group RLS*19*304					1828.24-	1819.44-	0.00	8.80-	0.00	0.00			

\*\*\*\*\* Totals By Tax Cycle \*\*\*\*\*  
 Cycle Current Delinquent  
 A 0.00 1828.24-



RLS*19*304	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
2017	10/22/2019	Riddick, Eddie 17A6852882399	G01	\$412.88		\$0.00		\$412.88
		Transferred to #34607						
								\$412.88

RLS*19*304	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
2018	10/21/2019	Roseburg Resources 18A5863514951.3 Deferred triggered in error	G01	\$172.50	\$2.50	\$0.00		\$175.00
	10/21/2019	Roseburg Resources 18A5863514951.2 Deferred triggered in error	G01	\$172.50	\$2.50	\$0.00		\$175.00
	10/21/2019	Roseburg Resources 18A5863514951.1 Deferred triggered in error	G01	\$172.50	\$2.50	0		\$175.00
	10/22/2019	Riddick, Eddie 18A6852882399 Transferred to # 34607	G01	235.22	1.3			\$236.52
								\$761.52

RLS*19*304	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
2019	10/21/2019	Roseburg Resources 18A5863514951	G01	\$179.77	\$0.00	\$0.00		\$179.77
		Use value left off in error						
	10/22/2019	Melton, Linwood 19A8500.40	G01	\$23.30	\$0.00	\$0.00		\$23.30
		Not in town limits	C02	\$20.48				\$20.48
	10/22/2019	Riddick, Eddie 19A6852882399	G01	430.29	0			\$430.29
		Transferred to # 34607						
								<u>\$653.84</u>



C-11



## 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

December 3, 2019

Ms. Sheila Holloman, Director  
Board of Elections  
County of Bertie  
P.O. Box 312  
Windsor, NC 27983

RE: Request for voter referendum for one-quarter cent sales tax on the March 2020 "Super Tuesday" ballot

Dear Ms. Sheila Holloman,

At its regular meeting on December 2, 2019 the Bertie County Board of Commissioners voted unanimously to approve the attached resolution requesting action by the Board of Elections to place a voter referendum on the November ballot.

The purpose of this referendum is to place the ballot question before the voters of Bertie County to consider a local sale and use tax at the rate of one-quarter cent (0.25%) in addition to all other State and local sales and use taxes.

A copy of the resolution and enabling legislation are attached with this correspondence.

On behalf of the Bertie County Board of Commissioners, thank you for your assistance with this request to place this on the March 3, 2020 primary ballot.

Sincerely yours,

Juan Vaughan, II.  
Interim County Manager

**RESOLUTION CALLING FOR SPECIAL ELECTION TO  
CONSIDER AN ADDITIONAL ONE-QUARTER CENT COUNTY SALES  
AND USE TAX**

**WHEREAS**, the General Assembly pursuant to N.C.G.S. 5105-535 *et seq.* has authorized County Boards of Commissioners across the State of North Carolina to levy a One Quarter Percent (.25%) County Sales and Use Tax contingent on a referendum in which the majority of those casting ballots voted for the levy of the tax;

**WHEREAS**, the Bertie County Board of Commissioners have determined that the citizens of Bertie County should be entitled to determine whether or not they wish to have said One Quarter Percent (.25%) County Sales and Use Tax adopted as the same could be used to assist in financing public projects; including public education and teacher supplements;

**WHEREAS**, pursuant to N.C.G.S. 5163-287, a county has the authority to call special elections as permitted by law if the governing body of the County adopts a

Resolution specifying the details of the election and forthwith delivers a copy of the Resolution to the local Board of Elections;

**WHEREAS**, under said statute, the Resolution shall call on the local Board of Elections to hold the election described in the said Resolution and shall set the date on which the special election is to be conducted;

**WHEREAS**, the special election may be held at the same time as any other county, state, or municipal general election or at the same time as a primary election in any even given year;

**WHEREAS**, there is a primary election to be held in Bertie County on March 3, 2020 and the County would have adequate time to provide the public notice required by N.C.G.S. 5163-287 (b); and

**WHEREAS**, it would be in the best interest of the citizens of Bertie County to determine whether or not to adopt said County Sales and Use Tax.

**NOW THEREFORE**, be it resolved by the Bertie County Board of Commissioners that:

1. Pursuant to N.C.G.S. 5163-287 (a), Bertie County hereby calls a special election to be held on November 6, 2018 to determine whether or not a majority of the voting citizens of Bertie County favor or oppose the levy of said One Quarter Percent (.25%) County Sales and Use Tax;
2. The question to be placed on the ballot and determined by the voting citizens of Bertie County in said referendum will be:

**QUESTION:** Local sales and use tax at the rate of one-quarter percent (0.25%) in addition to all other State and local sales and use taxes

3. The local Board of Elections conducting the primary election on March 3, 2020 will conduct an election on this question on March 3, 2020 which election shall be held at the same time and at the same locations as the primary and midterms elections in the year 2014, 2016, and 2018.
4. Juan Vaughan, II, the Bertie County Interim County Manger, is directed to forthwith deliver a certified copy of this Resolution to the Bertie County Board of Elections.

Said Resolution was introduced by Commissioner \_\_\_\_\_ and seconded by Commissioner \_\_\_\_\_ and unanimously adopted this the 2<sup>nd</sup> day of December, 2019.

**ATTEST:**

**BERTIE COUNTY**

\_\_\_\_\_  
Sarah Tinkham, Clerk to the Board  
Bertie County Board of Commissioners

\_\_\_\_\_  
\_\_\_\_\_, Chair  
Bertie County Board of Commissioners

STATE OF NORTH CAROLINA

COUNTY OF BERTIE

I, \_\_\_\_\_, a Notary Public, for the County and State aforesaid, certify that Sarah Tinkham personally appeared before me this day and acknowledged that she is the Clerk to the Board of Commissioners of Bertie County, a political subdivision of the State of North Carolina, and that by authority duly given and as the act of the Board of Commissioners of Bertie County, the foregoing instrument was signed in its name by its Chairman, sealed with its seal, and attested by Sarah Tinkham as Clerk to the Bertie County Board of Commissioners.

Witness my hand and notarial seal or stamp, this \_\_\_\_\_ day of December, 2019.

\_\_\_\_\_  
Notary Public

Printed Name

\_\_\_\_\_

My commission expires: \_\_\_\_\_

(NOTARIAL SEAL/STAMP)



**CERTIFICATE OF SERVICE**

I hereby certify that on the \_\_\_\_\_ day of December, 2019, I served a certified true copy of **RESOLUTION CALLING FOR SPECIAL ELECTION TO CONSIDER AN ADDITIONAL ONE-QUARTER PERCENT COUNTY SALES AND USE TAX** upon Sheila Holloman, Director to the Board of Elections by hand delivery.

By: \_\_\_\_\_  
Juan Vaughan, II  
Bertie County Interim County Manager

**SECTION 31.17.(b) Subchapter VIII of Chapter 105** of the General Statutes is amended by adding a new Article to read:

"Article 46.

"One-Quarter Cent (1/4¢) County Sales and Use Tax.

**"§ 105-535. Short title.**

This Article is the One-Quarter Cent (1/4¢) County Sales and Use Tax Act. "

**“§ 105-536. Limitations.**

This Article applies only to counties that levy the first one-cent (1¢) sales and use tax under Article 39 of this Chapter or under Chapter 1096 of the 1967 Session Laws, the first one-half cent (1/2¢) local sales and use tax under Article 40 of this Chapter, and the second one-half cent (1/2¢) local sales and use tax under Article 42 of this Chapter.

(a) Authority. - If the majority of those voting in a referendum held pursuant to this Article vote for the levy of the tax, the board of county commissioners may, by resolution and after 10 days' public notice, levy a local sales and use tax at a rate of one-quarter percent (0.25%).

(b) Vote. - The board of county commissioners may direct the county board of elections to conduct an advisory referendum on the question of whether to levy a local sales and use tax in the county as provided in this Article. The election shall be held on a date jointly agreed upon by the board of county commissioners and the board of elections and shall be held in accordance with the procedures of G.S. 163-287.

(c) Ballot Question. - The form of the question to be presented on a ballot for a special election concerning the levy of the tax authorized by this Article shall be:

[ ] FOR [ ] AGAINST

Local sales and use tax at the rate of one-quarter percent (0.25%) in addition to all other State and local sales and use taxes.'

Cd) Limitation. - A tax levied under this Article may not be in effect in a county at the same time as a tax levied under Article 60 of this Chapter.

**"§ 105-538. Administration of taxes.**

Except as provided in this Article, the adoption, levy, collection, administration, and repeal of these additional taxes must be in accordance with Article 39 of this Chapter. A tax levied under this Article does not apply to the sales price of food that is exempt from tax pursuant to G.S. 105-164.13B. The Secretary shall not divide the amount allocated to a county between the county and the municipalities within the Notwithstanding the provisions of G.S. 105-467(c), during the 2008 calendar year a tax levied under this Article may become effective on the first day of any calendar quarter so long as the county gives the Secretary at least 60 days' advance notice of the new tax levy. "

**SECTION 31.17.(c) G.S. 105-164.15A** reads as rewritten:

**"§ 105-164.15A. Effective date of rate changes for services and items taxed at combined general rate.**

(a) Services. - The effective date of a rate change for a service taxable under this Article is administered as follows:

- (1) For a rate increase, the new rate applies to the first billing period that starts on or after the effective date. For a service billed after it is provided, the first billing period starts on the effective date. For a service billed before it is provided, the first billing period starts on the first day of the month after the effective date.
- (2) For a rate decrease, the new rate applies to bills rendered on or after the effective date.

(b) Combined Rate Items. - The effective date of a rate change for an item that is taxable under this Article at the combined general rate is the effective date of any of the following:

- (1) The effective date of a change in the State general rate of tax set in G.S. 105-164.4.
- (2) For an increase in the authorization for local sales and use taxes. the date on which local sales and use taxes authorized by Subchapter VIII of this Chapter for every county become effective in the first county or group of counties to levy the authorized taxes.
- 3) For a repeal in the authorization for local sales and use taxes. the effective date of the repeal. "

**SECTION 31.17.(d) This section is effective when it becomes law.**



D-1

Hodges Work Documentation  
 January 2019  
 2019 Invoice #1

DATE	ACTIVITIES	HOURS	MILES	PER HOUR	TOTAL
3/25/2019	Windsor - planning group meeting w/Scott Sauer, Commissioner T. Lee, Vic	2.5		\$75.00	\$187.50
3/25/2019	Colerain - on-site reconnaissance w/Vic	3.5		\$75.00	\$262.50
4/8/2019	Windsor - w/Vic on computer files from Long Branch aerial footage w/drone	4		\$75.00	\$300.00
6/5/2019	Colerain - on-site reconnaissance/meeting w/USACE, NCDOT, Contractor	6		\$75.00	\$450.00
June	Office - compilation and submittal of NCDWR grant	24		\$75.00	\$1,800.00
	Emails and miscellaneous correspondence	0.5		\$75.00	\$37.50
	<b>TOTAL</b>	<b>40.5</b>			<b>\$3,037.50</b>
	<b>MILEAGE</b>				
3/25/2019	Mileage to Windsor/Colerain	0.58	176		\$102.08
4/8/2019	Mileage to Windsor	0.58	156		\$90.48
6/5/2019	Mileage to Colerain	0.58	156		\$90.48
	<b>TOTAL</b>	<b>0.58</b>	<b>488</b>		<b>\$283.04</b>
	<b>TOTAL INVOICE #1 - 11-5-19</b>				<b>\$3,320.54</b>

# Good Consulting Services, L.L.C.

116 Charleston Drive  
Grandy, NC 27939-9634  
Phone: 252.341.4859  
E-Mail: [hodgemanjr@gmail.com](mailto:hodgemanjr@gmail.com)

## Invoice

Billed To:

Bertie County  
c/o Scott Sauer, County Manager  
PO Box 530  
Windsor, NC 27983

Make Payment and Mail To:

Good Consulting Services, L.L.C.  
116 Charleston Drive  
Grandy, NC 27939-9634

Invoice No.:

One (1)

Invoice Date:

November 5, 2019

Customer ID:

Long Branch

Payment Terms:

Due on Receipt

Quantity	Description	Unit Price	Line Total
40.5 hrs	Long Branch Community Stormwater grantsmanship and project guidance	\$75.00/hr	\$3,037.50
488 miles	Mileage	0.58/mile	\$283.04

Subtotal:	\$3,320.54
Tax:	
Shipping:	
Miscellaneous:	
Balance Due:	\$3,320.54

JUNE 18, 2019

**APPROVAL OF FY2019-2020 COUNTY BUDGET – COUNTY MANAGER SAUER**

Before the budget was approved, County Manager Sauer briefly reviewed the budget ordinance being proposed for final approval.

Commissioner Wesson made a **MOTION** to approve the FY2019-2020 Budget Ordinance as presented at this meeting. Commissioner Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously.

**LONG BRANCH DRAINAGE & FLOOD CONTROL PROJECT GRANT APPLICATION**

A brief update was provided about a needed solution for inadequate draining in the Colerain area, and the grant recently discovered which could address these needs. The flood control project grant application (\$78,925) would represent 50% of the total project cost.

Commissioner Wesson stated that he was very much in favor of the project, but felt that these sorts of opportunities should be formally presented to the Board. This would allow the Board to properly review them without imminent deadlines so soon after introduction.

County Manager Sauer discussed how quickly this initiative materialized and that all efforts would be made in the future to ensure the Board has ample time to review and consider future opportunities.

There was brief discussion among the Commissioners before Commissioner Lee made a **MOTION** to approve the resolution in support of this grant initiative. Chairman Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

**OTHER ITEMS**

At this time, Emergency Services Director, Mitch Cooper, came forward to present the Board with an event space map for the upcoming Bertie Beach Day event. The map included highlighted routes for entrance/exit as well as a recommended emergency exit. It also included a general lay out of the parking, beach, and vendor areas. Staff member positions were also listed, and placement of emergency personnel were depicted as well.

The Board expressed their excitement and gratefulness to the County for their diligent work in planning the event. They expressed that they had received positive feedback from many constituents.

## Resolution – Water Resources Development Grant

WHEREAS, the Bertie Board of County Commissioners desires to sponsor *The Long Branch Community – Town of Colerain Drainage and Flood Control Improvement Project* to enhance the quality of life for the citizens and visitors in our Tier 1 communities of Long Branch and the town of Colerain. Planned project activities shall include maintenance improvements via approximately 8,500 linear feet of Main and Laterals channelized stream “dip-out” and disposal, 1,000 linear feet of community interior channel improvements, critical area stabilization with establishment of permanent native vegetation, and project in-kind and administration.

This project shall make life more convenient for the citizens and visitors of the Long Branch community and town of Colerain by the reduction of delays and other inconveniences associated with drainage and stormwater runoff associated problems by offering the following benefits: increase in property value, reduced drainage liability, adaptability of property to superior uses, alleviation of health hazards from water hazards caused by unsanitary conditions, reduction in maintenance, improvement of the visual and aesthetic impact of the rural/urban environment, reduction in inconvenience and improved intangibles.

NOW, THEREFORE, BE IT RESOLVED THAT:

- 1) The Board requests the State of North Carolina to provide financial assistance to Bertie County in the amount of \$ 78,925.00 at 49.37 percent of project construction cost, whichever is the lesser amount;
- 2) The Board will work diligently to secure additional financial support to fully fund this initiative as necessary;
- 3) The Board will obtain all necessary State and Federal permits;
- 4) The Board will comply with all applicable laws governing the award of contracts and the expenditure of public funds by local governments.
- 5) The Board will supervise construction of the project to assure compliance with permit conditions and to assure safe and proper construction according to approved plans and specifications;
- 6) The Board will obtain suitable spoil disposal areas as needed and all other easements or rights-of-way that may be necessary for the construction and operation of the project without cost or obligation to the State;
- 7) The Board will assure that the project is open for use by the public on an equal basis with no restrictions;
- 8) The Board will hold the State harmless from any damages that may result from the construction, operation and maintenance of the project;
- 9) The Board accepts responsibility for the operation and maintenance of the completed project.

Adopted by the Bertie Board of County Commissioners this 18th day June of 2019.

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Clerk to the Board

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Chairman



**From:** [mideastrcd@coastalnet.com](mailto:mideastrcd@coastalnet.com) <[mideastrcd@coastalnet.com](mailto:mideastrcd@coastalnet.com)>

**Sent:** Sunday, June 9, 2019 5:50 PM

**To:** Scott Sauer <[scott.sauer@bertie.nc.gov](mailto:scott.sauer@bertie.nc.gov)>; Tammy A. Lee <[lee4bertie@gmail.com](mailto:lee4bertie@gmail.com)>

**Cc:** Vic Thompson <[vic.thompson48@yahoo.com](mailto:vic.thompson48@yahoo.com)>

**Subject:** [External] Long Branch follow up

**CAUTION:** External email. Do not click links or open attachments unless you verify. Send all suspicious email as an attachment to [whorl@spain.net](mailto:whorl@spain.net)

Hello to all,

Attached you will find a proposed budget to support the attached Resolution required if the County so desires to submit a NCDWR grant application. The budget is one of many parts to the grant application, but I am sending it to you FYI. The Resolution is the important action item for the Board to address.

I am sending you this as I think you have a Budget meeting tomorrow, or so it says on your website? This resolution needs to be adopted prior to the grant submittal deadline of July 1 and I did not see that the Board is meeting again in June? Perhaps it may be something to discuss with the Board tomorrow?

Scott - I am working at Club tomorrow till about 1 ish, will call you after I get off. We can discuss things in more detail then and decide upon a further plan of action if you wish to proceed?

Look this over and act accordingly as you deem appropriate.

J. David Hodges, Jr.  
Principal and President  
Good Consulting Services, LLC  
116 Charleston Drive  
Grandy, NC 27939  
252.341.4859

**From:** David Hodges <[mideastrcd@coastalnet.com](mailto:mideastrcd@coastalnet.com)>  
**Sent:** Monday, June 10, 2019 7:40 AM  
**To:** Scott Sauer <[scott.sauer@bertie.nc.gov](mailto:scott.sauer@bertie.nc.gov)>  
**Subject:** [External] Re: Long Branch follow up

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The resolution first paragraph gives a brief synopsis of the project scope. It's pretty simple. I can send u a couple of draft maps that we used for last weeks meeting later today to support the scope.

Commissioner lee called me last nite and discussed it with me some. It's yalls call on how far you wish to proceed. I think she is to call Mideast commission to see if any funds are available. It means more coming from her than if I ask.

If u care to go the grant route I figure 3-4 days for compilation, or 2 grand for such services. Adm fees have been figured into the grant at its 10% match, so that will cover that and my on site visits, etc.

What time is the public meeting today? I should b able to get the maps to you by 1 ish.

Sent from my iPhone

On Jun 10, 2019, at 7:15 AM, Scott Sauer <[scott.sauer@bertie.nc.gov](mailto:scott.sauer@bertie.nc.gov)> wrote:

Good morning and happy Monday!

Tonight's meeting is the public hearing on the proposed budget for FY 2019-2020. I will leave it up to Commissioner Lee about whether or not we should try to present this item since it has not been reviewed with the Board, except that I have reported to the Board in March that we were beginning to look at options for addressing the stream clearing at Long Branch.

The Board is set to adopt the budget on June 18<sup>th</sup> and it may be possible to work this in for discussion and consideration at that that meeting.

Is there more information available to share with the Board such as a project scope?

Thanks,

Scott

<image001.jpg>

**Scott T. Sauer** – County Manager  
Bertie County, NC  
(252) 794-6112

**From:** Scott Sauer  
**Sent:** Wednesday, June 12, 2019 6:49 AM  
**To:** Ernestine (Byrd) Bazemore (ernestinebyrd@yahoo.com); Ronald Wesson (ronald.wesson@gmail.com); Tammy A. Lee (lee4bertie@gmail.com); John Trent; John Trent (jotrent50@gmail.com); Greg Atkins  
**Cc:** Sarah Tinkham; William Roberson; Lloyd Smith, Jr. (lsmith@windsorlaw.com); Jonathan E. Huddleston (JHuddleston@windsorlaw.com); csmith@windsorlaw.com  
**Subject:** Bertie County Assistance Request--Long Branch drainage and stream clearing

FYI

**From:** Tammy Lee <lee4bertie@gmail.com>  
**Sent:** Tuesday, June 11, 2019 4:31 PM  
**To:** Sanders, Kyle (Tillis) <Kyle\_Sanders@tillis.senate.gov>  
**Cc:** David Hodges <mideastrcd@coastalnet.com>; Lewis, Trey (Tillis) <Trey\_Lewis@tillis.senate.gov>; Nam, Andrew (Tillis) <Andrew\_Nam@tillis.senate.gov>; Scott Sauer <scott.sauer@bertie.nc.gov>; Sherman, Hillary (Federal) <HSherman@eda.gov>  
**Subject:** {External} Re: Bertie County Assistance Request

External email. Do not click links or open attachments unless you verify. Send all suspicious email as an attachment to [report\\_spam@nc.gov](mailto:report_spam@nc.gov)

Good afternoon Mr. Sanders,

I am a Bertie County Commissioner that represents the good people of the Long Branch Community just outside the Colerain town limits. This project encompasses clearing a ditch that runs from Hwy 45 to Hwy 42 behind the Long Branch Community and Colerain Elementary School. This ditch borders three different farms and the farmers are anxious to see this project go forward. Below is the resolution that will go before the County Commissioners on June 18, 2019. This community is a tier one community in a tier one county. This project was done approximately ten years ago and helped tremendously. Since Hurricane Matthew the calls I receive from this community, about the flooding, has increased dramatically. I have CC David Hodges, who has worked on this project years ago and is helping now. Please feel free to ask him any questions you might have. Attached you will find a budget for this project. You will see almost half we are applying for a grant and need assistance with the remainder of the balance. We would appreciate any assistance you can give.

WHEREAS, the Bertie Board of County Commissioners desire to sponsor *The Long Branch Community – Town of Colerain Drainage and Flood Control Improvement Project* to enhance the quality of life for the citizens and visitors in our Tier 1 communities of Long Branch and the town of Colerain. Planned project activities shall include maintenance improvements via approximately 8,500 linear feet of Main and Laterals channelized stream “dip-out” and disposal, 1,000 linear feet of community interior channel improvements, critical area stabilization with establishment of permanent native vegetation, and project in-kind and administration.

This project shall make life more convenient for the citizens and visitors of the Long Branch community and town of Colerain by the reduction of delays and other inconveniences associated with drainage and stormwater runoff associated problems by offering the following benefits: increase in property value, reduced drainage liability, adaptability of property to superior uses, alleviation of health hazards from water hazards caused by unsanitary conditions, reduction in maintenance, improvement of the visual and aesthetic impact of the rural/urban environment, reduction in inconvenience and improved intangibles.

NOW, THEREFORE, BE IT RESOLVED THAT:

1) The Board requests the State of North Carolina to provide financial assistance to Bertie County in the amount of \$ 78,925.00 at 49.37 percent of project construction cost, whichever is the lesser amount;

- 2)The Board assumes full obligation for payment of the balance of project costs;
- 3)The Board will obtain all necessary State and Federal permits;
- 4)The Board will comply with all applicable laws governing the award of contracts and the expenditure of public funds by local governments.
- 5)The Board will supervise construction of the project to assure compliance with permit conditions and to assure safe and proper construction according to approved plans and specifications;
- 6)The Board will obtain suitable spoil disposal areas as needed and all other easements or rights-of-way that may be necessary for the construction and operation of the project without cost or obligation to the State;
- 7)The Board will assure that the project is open for use by the public on an equal basis with no restrictions;
- 8)The Board will hold the State harmless from any damages that may result from the construction, operation and maintenance of the project;

On Tue, Jun 11, 2019 at 4:02 PM Sanders, Kyle (Tillis) <[Kyle\\_Sanders@tillis.senate.gov](mailto:Kyle_Sanders@tillis.senate.gov)> wrote:

Tammy—I wanted to thank you again for taking the time to discuss your ongoing water infrastructure issue with me today. As I mentioned on our call, the Economic Development Administration office has been an incredible partner for us as we’ve tried connecting projects on the ground with federal resources in Washington.

To that end, allow me to introduce Hillary Sherman (copied here) with EDA. Hillary is based in, and focused on, NC. If you can provide some background on what you’re working on, there’s a good chance Hillary can help guide you to a point of contact that specializes in a particular project. In many cases, if EDA gets involved early enough, they can guide a projects design so that it comports with federal requirements for grant funding.

I encourage you to reach out to Hillary directly, but please keep us in the loop and let us know if we can assist you with anything.

Thank you, ma’am.

Kyle

**Kyle B. Sanders**

*Special Assistant for Economic Development*

U.S. Senator Thom Tillis

113 Dirksen Senate Office Bldg

**From:** Juan Vaughan II  
**Sent:** Tuesday, November 12, 2019 1:44 PM  
**To:** William Roberson  
**Subject:** FW: [External] Good Consulting Services, LLC Invoice and support docs for Long Branch Stormwater Project  
**Attachments:** Hodges Long Branch Worksheet 3-25-19.xlsx; Invoice #1 Bertie County Long Branch Invoice 11-5-2019.docx

Hi William,

Have you received this? Are you familiar with this project?

Thanks,

Juan

**From:** mideastrcd@coastalnet.com <mideastrcd@coastalnet.com>  
**Sent:** Tuesday, November 5, 2019 9:30 AM  
**To:** Juan Vaughan II <juan.vaughan@bertie.nc.gov>  
**Cc:** Tammy A. Lee <lee4bertie@gmail.com>; Scott Sauer <scott.sauer@bertie.nc.gov>  
**Subject:** [External] Good Consulting Services, LLC Invoice and support docs for Long Branch Stormwater Project

External email. Do not click links or open attachments unless you verify send all suspicious email as an attachment to report.spam@nc.gov

Dear Mr. Vaughan, congratulations on your new post!

I am forwarding you an invoice for work I have been assisting the County and Commissioner Lee with for stormwater improvements in the Long Branch Community adjacent Colerain.

This invoice is in accordance with a verbal agreement I had with Mr. Scott Sauer during our initial March 25, 2019 planning meeting with Mr. Vic Thompson and Commissioner Lee to provide project guidance and grantsmanship.

If you have any questions, please feel free to discuss this with Mr. Sauer and Commissioner Lee...and you can reach me at 252.341.4859.

I will be passing through Windsor on Wednesday, November 13 if you prefer I pick up the reimbursement vs. mailing it and/or care to meet for further discussion?

I appreciate your prompt attention to this request.

Sincerely,  
J. David Hodges, Jr.

J. David Hodges, Jr.  
Principal and President  
Good Consulting Services, LLC  
116 Charleston Drive  
Grandy, NC 27939  
252.341.4859

**From:** Scott Sauer  
**Sent:** Thursday, October 31, 2019 4:36 AM  
**To:** Ernestine (Byrd) Bazemore (ernestinebyrd@yahoo.com); Ronald Wesson (ronald.wesson@gmail.com); Tammy A. Lee (lee4bertie@gmail.com); John Trent; John Trent (jotrent50@gmail.com); Greg Atkins  
**Cc:** Juan Vaughan II; Sarah Tinkham; William Roberson; Lloyd Smith, Jr. (lsmith@windsorlaw.com); Jonathan E. Huddleston (JHuddleston@windsorlaw.com); csmith@windsorlaw.com  
**Subject:** WRDG Spring 2019 Funding Decision - Long Branch/Colerain Drainage and Flood Control Improvements

FYI—received yesterday

**From:** Davis, Amin <amin.davis@ncdenr.gov>  
**Sent:** Wednesday, October 30, 2019 4:18 PM  
**To:** hodgemanjr@gmail.com  
**Cc:** Scott Sauer <scott.sauer@bertie.nc.gov>  
**Subject:** WRDG Spring 2019 Funding Decision - Long Branch/Colerain Drainage and Flood Control Improvements

Dear Mr. Sauer and Mr. Hodges – Good afternoon. I'm writing to inform you that this project was not recommended for funding during our review of Spring 2019 applications received.

We recommend contacting the two Division of Soil & Water Conservation cost share programs for potential funding consideration:

DSWC Stream Debris Removal: [http://www.ncagr.gov/SWC/disasterresponse/storm\\_debris\\_removal.html](http://www.ncagr.gov/SWC/disasterresponse/storm_debris_removal.html)

Community Conservation Assistance Program (CCAP): <http://www.ncagr.gov/SWC/costshareprograms/CCAP/BMPs.html>

I did reach out to the DSWC Stream Debris Removal coordinator about potential funding for this project but have not heard back. Feel free to reach out on your own but I will get back to you if I do get a response from them.

Sincerely,

Amin

---  
**Amin Davis, PWS, PWD**  
State & Local Projects Manager  
Water Resources Development Grant  
Division of Water Resources  
NC Department of Environmental Quality

919 707 9132 office  
<http://deq.nc.gov/about/divisions/water-resources>  
[amin.davis@ncdenr.gov](mailto:amin.davis@ncdenr.gov)

1611 Mail Service Center  
Raleigh, NC 27699-1611

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D-2

*Shirley B. Taylor*  
*118 Pintail Drive*  
*Windsor, NC 27983*  
*H (252) 794-4680 cell (252) 724-5172*

November 20, 2019

Juan Vaughan, II  
Bertie County Manager  
P O Box 530  
Windsor, NC 27983

Dear Mr. Vaughan,

On behalf of the fourteen families residing in the Creekside Subdivision of Bertie County, I am submitting the enclosed DOT Petition for Road Addition (Form SR-1) for your review and consideration.

While we are fully aware that this is one of the county's extraterritorial jurisdictions which can sometimes pose unique governing circumstances, we feel confident that something can be done to assist in getting the dirt road paved. We are asking for this assistance because oftentimes the road becomes almost impassable.

We take pride in our homes and our county and believe it is important for visitors to get an overall favorable impression of our community as well. With the construction of the new library and the proximity of other features to the subdivision to include Vidant Hospital, the Social Services Complex and the Bertie Recreation Park; we believe that proper maintenance of Pintail Drive in the Creekside Subdivision can be a contributing factor to positive impressions and possible growth of Bertie County.

Through the coordinated efforts of DOT, Bertie County, the Town of Windsor, Developer Milton Mizelle and the residents of Creekside Subdivision, pavement of Pintail Drive should become a reality.

Thank you in advance for any assistance you can provide regarding this request and we anxiously await your reply. For your convenience, I can best be reached on my cell phone number, (252) 724-5172 or email address: [shirleybtaylor@yahoo.com](mailto:shirleybtaylor@yahoo.com).

Yours Sincerely,

  
Shirley B. Taylor

Enclosure





**North Carolina Department of Transportation  
Division of Highways  
Petition for Road Addition**

**ROADWAY INFORMATION:** (Please Print/Type)

County: Bertie Road Name: Pintail Drive (see back for Brant Court)  
(Please list additional street names and lengths on the back of this form.)

Subdivision Name: Creekside Subdivision Length (miles): 1,092 ft

Number of occupied homes having street frontage: 14 Located (miles): within the 1,092 ft

miles N  S  E  W  of the intersection of Route King St. and Route US17  
(Check one) (SR, NC, US) (SR, NC, US)

We, the undersigned, being property owners and/or developers of Creekside Subdivision in Bertie County, do hereby request the Division of Highways to add the above described road.

**CONTACT PERSON:** Name and Address of First Petitioner. (Please Print/Type)

Name: Shirley B. Taylor Phone Number: (252) 794- 4680

Street Address: 118 Pintail Drive Windsor, NC

Mailing Address: 118 Pintail Drive Windsor, NC 27983

**PROPERTY OWNERS**

<u>Name</u>	<u>Mailing Address</u>	<u>Telephone</u>
Nayland & Linda Collier	113 Pintail Drive Windsor, NC 27983	(252) 794-2515
John & Shirley Taylor	118 Pintail Drive Windsor, NC 27983	(252) 794-4680
Cynthia Williams	110 Pintail Drive Windsor, NC 27983	(252) 724-2772
Linda Speller	117 Pintail Drive Windsor, NC 27983	(252) 794-8526
Mashaunda Razor	121 Pintail Drive Windsor, NC 27983	(252) 325-3600
Katrina Cobb	116 Pintail Drive Windsor, NC 27983	
David & Bonnie Cullipher	111 Pintail Drive Windsor, NC 27983	(252)209-7487

**INSTRUCTIONS FOR COMPLETING PETITION:**

1. Complete Information Section
2. Identify Contact Person (This person serves as spokesperson for petitioner(s)).
3. Attach two (2) copies of recorded subdivision plat or property deeds, which refer to candidate road.
4. Adjoining property owners and/or the developer may submit a petition. Subdivision roads with prior NCDOT review and approval only require the developer's signature.
5. If submitted by the developer, encroachment agreements from all utilities located within the right of way shall be submitted with the petition for Road addition. However, construction plans may not be required at this time.
6. Submit to District Engineer's Office.

**FOR NCDOT USE ONLY:** Please check the appropriate block

- Rural Road   
  Subdivision platted prior to October 1, 1975   
  Subdivision platted after September 30, 1975

**REQUIREMENTS FOR ADDITION**

If this road meets the requirements necessary for addition, we agree to grant the Department of Transportation a right-of-way of the necessary width to construct the road to the minimum construction standards of the NCDOT. The right-of-way will extend the entire length of the road that is requested to be added to the state maintained system and will include the necessary areas outside of the right-of-way for cut and fill slopes and drainage. Also, we agree to dedicate additional right-of-way at intersections for sight distance and design purposes and execute said right-of-way agreement forms that will be submitted to us by representatives of the NCDOT. The right-of-way shall be cleared at no expense to the NCDOT, which includes the removal of utilities, fences, other obstructions, etc.

General Statute 136-102.6 states that any subdivision recorded on or after October 1, 1975, must be built in accordance with NCDOT standards in order to be eligible for addition to the State Road System.

<u>ROAD NAME</u>	<u>HOMES</u>	<u>LENGTH</u>	<u>ROAD NAME</u>	<u>HOMES</u>	<u>LENGTH</u>
BRANT COURT	2	239 ft			

CREEKSIDE SUBDIVISION PROPERTY OWNERS (page 2)

<u>NAME</u>	<u>MAILING ADDRESS</u>	<u>TELEPHONE</u>
Doris Harden	106 Pintail Drive Windsor, NC 27983	(252) 794-2128
Monique Craig	112 Pintail Drive, Windsor NC 27983	(252) 325-3523
Mary Combs	119 Pintail Drive Windsor, NC 27983	(252) 794-0302
Charlotte A. Johnson	109 Pintail Drive Windsor, NC 27983	(252) 325-2738
Martin & Kelly Phelps	108 Pintail Drive Windsor, NC 27983	(252) 325-3158
Queen & Washington Parker	106 Brant Court Windsor, NC 27983	(252) 794-1925
Ronald & Delores Bond	101 Brant Court Windsor, NC 27983	(252) 794-4969
Simon & Ollie Bazemore	296 St Marks Avenue, Freeport NY 11529	(516) 665-8513

NORTH CAROLINA

Bertie County--Register of Deeds  
Belinda S. White, Register  
Inst #2291 Book 795 Page 909  
05/28/2002 10:19:15am

BERTIE COUNTY

DECLARATION OF RESTRICTIVE COVENANTS FOR  
CREEKSIDE SUBDIVISION, SECTION 1

WHEREAS Wilton P. Rawis and Flora S. Rawis, his wife, and Milton W. Mizelle and Cathy C. Mizelle, his wife, hereinafter referred to as "Declarants" are the owners, and their spouses, of the real property shown on the map entitled "Creekside Subdivision, Section 1" dated September 2001, prepared by McDavid Associates, Inc., and of record in Plat Cabinet B, page 366, in the office of the Register of Deeds of Bertie County, to which map reference is made for further description, said map containing those residential lots known collectively as Creekside Subdivision, Section 1, located in Windsor Township, Bertie County, North Carolina; and

WHEREAS the Declarants desire to impose upon the above-described property certain restrictions and covenants for the benefit of all of the lots located on said property and of all future owners of said lots, and it being the Declarants' desire that these restrictions and covenants run with and be a part of and apply to each and every lot in Creekside Subdivision, Section 1;

NOW, THEREFORE, in consideration of the above-stated premises, the Declarants, for themselves and their heirs and assigns, do hereby declare that the property described hereinabove is held and shall be held, owned, conveyed, encumbered, leased, rented, used, occupied and improved subject to the following limitations, restrictions and covenants, all of which are declared and agreed to be in furtherance of a plan for the subdivision, improvement and sale of the above-described property and are established and agreed upon for the purpose of enhancing and protecting the value, desirability and attractiveness of said property. All of the following limitations, restrictions and covenants shall run with the land and shall be binding upon all parties having or acquiring any right, title, interest or estate in the above-described property, or any lot thereof. Said limitations, restrictions and covenants are as follows:

1. All lots and any dwelling located thereon shall be for single-family residential purposes only. No duplexes or apartment houses shall be constructed or placed on any lot. Short term rentals of less than 30 days are prohibited. There shall be no more than one residence per lot.

2. The single family dwelling constructed on any lot shall have at least 1200 square feet of heated floor space.

3. No house trailer, single or doublewide mobile home, or mobile home of any other description shall be placed on the lot. Modular homes fully complying with the North Carolina Residential Building Code and possessing a roof with a minimum roof pitch of 6/12 may be allowed in Declarants' discretion.

4. Only one detached private garage or other out-building incidental to the residential use of the lot shall be allowed without prior written approval from the Declarants. Otherwise, no tent, shack, garage, barn or other outbuilding, or temporary structure, shall be permitted on any lot.

5. All dwellings shall be of permanent construction of stone, brick, log, vinyl, or wood siding. All dwellings shall have the exposed exterior surfaces, if wood, properly stained or painted, and the exterior surfaces of such structures must be maintained in good condition after completion, without peeling or obvious worn paint or stain. Any other exterior foundation surface must be faced with stucco, brick, or stone. Neither asbestos nor artificial brick shall be permitted. In the Declarants' discretion, vinyl or aluminum trim may be allowed for soffits, and vinyl or aluminum-clad windows may likewise be allowed, if in keeping with the overall aesthetic design for the improvements. Any and all masonry retaining walls, whether or not part of the dwelling house, shall have their exterior exposed surfaces faced with stucco, brick, treated logs, vinyl (if part of the dwelling), or either natural or cultural stone (but neither asbestos nor artificial brick), and shall be reinforced with cement and/or block.

6. Construction of dwellings must be completed and the home occupied within twelve (12) months of the commencement of construction, unless the owner

obtains written approval of the Declarants. All driveways must be completed within six (6) months of occupying the dwelling.

7. Driveways must be graded and filled with rock, gravel, asphalt or concrete. No dirt driveways are permitted. It shall be the obligation of the lot owner to provide, install and maintain an adequate culvert and drainage pipe beneath his or her driveway as it crosses the ditch line at the back, front or side of the lot so that the natural flow of drainage will not be blocked at any time. The culvert or drainage pipe must be covered or faced with stone and be of sufficient size to accommodate the flow of surface water in the ditch and in no instance shall the drainage pipe be less than fifteen (15) inches in diameter.

8. Fencing along an owner's lot is allowed, provided no fence along any street in front of the house shall be more than five (5) feet high and no other fences shall be more than eight (8) feet high.

9. No fuel storage tanks, satellite dishes, radio antennas, television antennas, swimming pools or other supply or utility receptacles (except a mailbox of normal size) shall be placed in the front yard or the street side of a corner lot. No underground storage tanks are permitted under any circumstances. All tanks must be concealed within six (6) months of installation with a fence or evergreen shrubbery at least four (4) feet high, which must be properly maintained.

10. All telephone, electric, cable television or other wires of all kinds must be installed by the lot owner from transformer boxes or transmission cables installed by the Town of Windsor or any other public utility at a near the edge of the subdivision roads or streets and shall extend underground to any building, dwelling or other use connection. All utility lines must be installed underground.

11. Each lot owner shall be responsible for any damage to the subdivision roadway or adjacent ditches and landscaping within the road right-of-way which is caused by that lot owner or by the construction of moving vehicles of that lot owner's contractor.

12. No animal, livestock or poultry of any kind shall be raised, bred or kept on any lot, except that dogs, cats or other household pets may be kept provided they

are not kept, bred or maintained for any commercial purpose. "Household pets" shall not be construed to include horses, cattle, pigs, goats, chickens, sheep or other wild, imported or exotic species not normally included in the term "household pets."

13. Each lot owner shall provide adequate space for parking a minimum of two (2) automobiles off the street right-of-way prior to occupying any dwelling constructed on the lot.

14. No commercial vehicles larger than two-ton trucks or stationary trailers of any kind shall be allowed to park overnight on any lot or street in the subdivision. Guest's recreational vehicles (RV's) may be parked overnight on a lot for a maximum of fifteen (15) days, and no longer.

15. No unlicensed, junked or non-roadworthy vehicles shall be parked or allowed to remain on any lot.

16. All mowers, tractors, boats, landscaping equipment and other tools or equipment shall be stored in an approved garage, shed or enclosed basement.

17. All sewage from the residence erected on any lot shall be disposed of in a private septic tank and drain field system of a size, location and standard approved by the North Carolina Board of Health and/or other appropriate governmental authority, or through an established sewage disposal and treatment service. No outdoor toilets shall be permitted on any lot except for temporary facilities during construction of the residence, which facilities shall be removed immediately upon completion of the residence.

18. No lot or dwelling shall be used for business or commercial purposes, except the following enterprises shall be allowed to operate in the home of the business owner: sewing, cooking, music instruction and art instruction; provided there is no external sign for, or other evidence of, the business activity.

19. No offensive or noxious activity shall be carried on upon the property, nor shall anything be done thereon which may be or become an annoyance or nuisance to the neighborhood. No firearms shall be discharged within the subdivision other than for self-defense and no hunting of any kind shall be allowed.



20. Each lot owner is responsible for clearing the lot. The lot owner shall remove all stumps, limbs, trees and other debris within thirty (30) days after the same have been cut or placed upon the lot. The lot owner shall not bury debris upon the lot. All debris must be removed and hauled away from the lot. Once a lot is cleared, all lawns must have grass or suitable landscaping and shall be mowed at least once a month during active growth. While unimproved, lots may be left in a natural wooded state, but no refuse piles, high weeds or unsightly growths shall be permitted to grow or remain upon the lot. If a lot owner elects to have a garden plot, the garden plot shall be placed only in a location first approved by the Declarants, properly maintained, and kept free of any weeds or obstructions which would tend to substantially decrease the beauty of either the neighborhood as a whole or the specific garden area. In the event that a lot owner shall fail or refuse to mow the lawn or to keep the lot free of any of these conditions, then the Declarants, and their heirs and assigns, may enter upon said lot and remove such refuse or obstructions, or cut such high weeds or unsightly growth, and charge the lot owner for the work performed. The Declarants shall have the right to determine what is refuse, debris or unsightly, unsafe or offensive objects as long as the Declarants own a lot or lots in the Subdivision.

21. Each lot shall be imposed with and subject to minimum building setback lines as shown on the map of Creekside Subdivision, Section 1, which is of record in Plat Cabinet B, page 366.

22. The Declarants reserve for themselves and their heirs and assigns a fifteen foot drainage easement as shown on the map of Creekside Subdivision, Section 1, recorded in Plat Cabinet B, page 366, and the Declarants may further cut drainways for surface water whenever and wherever such action may appear to the Declarants to be necessary or desirable in order to maintain reasonable standards of health, safety and appearances. These easements expressly include the right of the Declarants to cut any trees, bushes, or shrubbery, make gradings of soil, or take any other similar action reasonably necessary to accomplish any of the aforesaid.

23. No lot shall be subdivided other than by the Declarants, except by means of a written and recorded instrument indicating that such subdivision has been approved by the Declarants. The limitations, restrictions and covenants herein shall also apply to any such subdivided lot.

24. If any persons shall violate any of the limitations, restrictions and covenants in this instrument or cause another owner to incur any expense in an attempt to correct the violation, it shall be lawful for any person owning real property situated in the Subdivision to prosecute and proceed at law or in equity against the person or persons violating any of the limitations, restrictions and covenants, and either to prevent him from so doing, to collect payments made on his behalf, or to recover damages for the violation including court costs, expenses and reasonable attorney's fees.

25. Declarants reserve the right to require removal of any non-approved or non-conforming fence, outbuilding, lawn ornament, driveway or other structure, refuse, debris or unsightly, unsafe or offensive objects. The lot owner shall correct the non-approved condition within thirty (30) days of written notification from the Declarants. If the lot owner fails to correct the situation within thirty (30) days after written notification from the Declarants, the Declarants shall have the right to enter upon the land to correct the non-conforming situation at the lot owner's expense.

26. Invalidation of any one of these covenants by judgment or court order shall in no way affect any of the other provisions, which shall remain in full force and effect. Failure to prosecute any violation shall not be deemed a waiver.

27. These covenants shall run with the land and be binding on all parties and on all persons claiming under them for a period of twenty (20) years from the date hereof, after which time these covenants shall be automatically extended for successive periods of ten (10) years unless an instrument signed by a majority of the lot owners including those still owned by the Declarants or those claiming title under them has been recorded agreeing to change said covenants. Declarants reserve the right to amend, modify or vacate any restrictions herein contained whenever the

circumstances, in the opinion of the Declarants, warrant such amendment, modification or vacation as being necessary or desirable.

28. All privileges, powers, rights and authority herein reserved unto the Developer shall terminate at such time as the Declarants no longer have ownership rights in any lot in the Subdivision, and thereafter all said privileges, powers, rights and authority shall be exercised by and vested in a Committee of three (3) persons appointed by Declarants. Those persons appointed by Declarants shall serve for a period of one (1) year from such appointments. Thereafter, their successors in office shall be selected by a vote of the majority of the owners of lots in the Subdivision.

IN TESTIMONY WHEREOF the Declarants have hereunto set their hands and seals this 1<sup>st</sup> day of May, 2002.

Wilton P. Rawls (SEAL)  
Wilton P. Rawls

Flora S. Rawls (SEAL)  
Flora S. Rawls

Milton W. Mizelle (SEAL)  
Milton W. Mizelle

Cathy C. Mizelle (SEAL)  
Cathy C. Mizelle

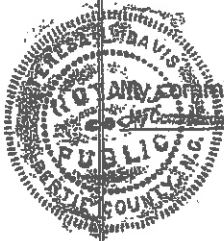
NORTH CAROLINA

Inst # 2291 Book 795 Page: 916

BERTIE COUNTY

I, Teresa L. Davis, a Notary Public, do hereby certify that Wilton P. Rawls and Flora S. Rawls, his wife, personally appeared before me this day and acknowledged the due execution of the foregoing and annexed instrument.

Witness my hand and official seal this 16<sup>th</sup> day of May, 2002.



My commission expires: 8-27-2005

Teresa L. Davis  
Notary Public

NORTH CAROLINA

BERTIE COUNTY

I, Teresa L. Davis, a Notary Public, do hereby certify that Milton W. Mizelle and Cathy C. Mizelle, his wife, personally appeared before me this day and acknowledged the due execution of the foregoing and annexed instrument.

Witness my hand and official seal this 16<sup>th</sup> day of May, 2002.



My commission expires: 8-28-2005

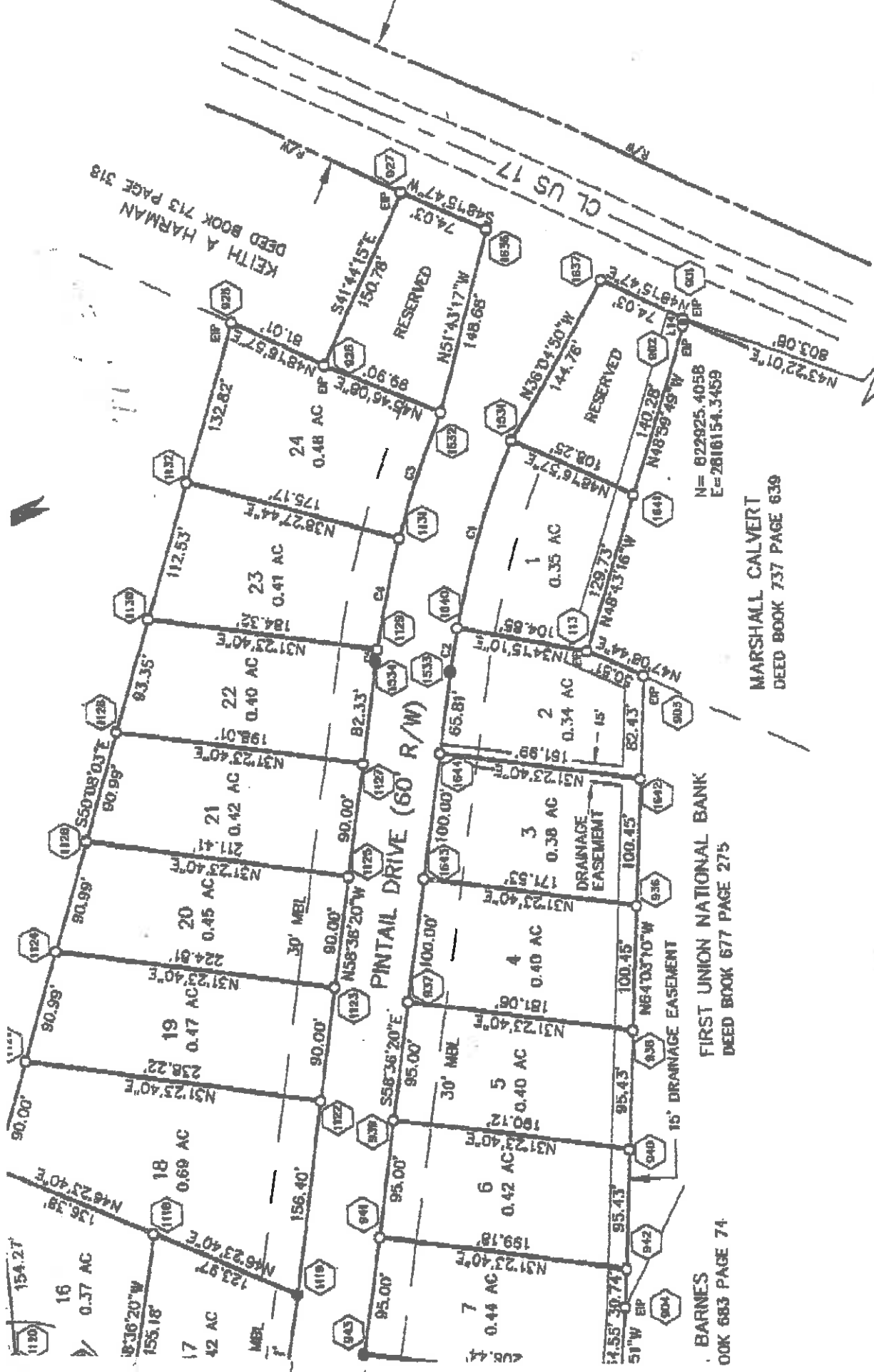
Teresa L. Davis  
Notary Public

The foregoing Certificate(s) of TERESA L. DAVIS /NF

(are) Certified to be Correct.

This Instrument was filed for Registration on this 28th Day of May, 2002 in the Book and Page shown on the First Page hereof.

Balinda S. White By: Margaret K. Bond  
Balinda S. White, Register



CONC MON  
 NCCS STATION "DAWSON"  
 N= 822341.6131875  
 E=2615602.91839  
 NAD 83  
 COMBINED FACTOR 0.9999601293

MARSHALL CALVERT  
 DEED BOOK 737 PAGE 639

FIRST UNION NATIONAL BANK  
 DEED BOOK 677 PAGE 275

BARNES  
 DEED BOOK 683 PAGE 74

LINE	BEARING	LENGTH
L1	N58°36'20"W	8.877
L2	N48°23'00"E	48.284
L13	S46°23'40"W	25.000
		R.418

EARING
45"W
44"W
19"W



D-3

November 20, 2019

To: Juan Vaughan  
From: Robin Payne  
Re: Request for Commissioners review of Input Committee and need for additional participants

Hello Juan,

Here are two items we would like the Commissioner's review and suggestions.

### 1. The Purpose of Input Committee

Attached is a draft Scope detailing the purpose of the Input Committee. This group will be of benefit in the following ways:

- Input will provide the necessary details to design something unique; customized to Bertie needs; a real destination that doesn't look like anything else
- Identifying specific activities will define the footprint, space planning, and trail/campground design
- Saves time and money. If we start over with a new visioning and planning process, we're losing about 8 weeks on something we've already done. We save money because the architect/engineering firm will not assess a fee for outreach and report submission.
- Our grant applications need to be detailed. Grantors want to know exactly we'll be doing and that we're already engaged with program planning. Also, connecting "regionally" is a must.
- Knowing the specific activities will enable us to craft a management plan.
- The work of the Input Committee will lay the groundwork for a Countywide Travel & Tourism plan.

2. **Committee Representatives** The following people have been identified and are happy to be representatives on the Committee. They are either a director, president, or leader of that organization. In yellow are those identified, but no discussion has taken place yet. What we do not have, however, is an African American spokesperson or group. Dr. Benjamin Speller and Mr. Jarette Hurry are on our list but we would like to see additional folks for this group. Perhaps each Commissioner can suggest a couple names from their district? Choosing from the Faith-based community would be great also.

#### The list as of 11/18/19

- NCLW – Dr. Riggs
- Partnership for the Sounds – Tom Stroud
- Windsor Representative – Mayor Hoggard, Allan Castleloe, Cathy Wilson
- Windsor-Bertie Chamber of Commerce – Lewis Hoggard
- Bertie County School Representative – Dr. Otis Smallwood *An email was sent on 11/18 requesting a get together to introduce.*
- Native American Representative – Chris Hardison
- African American Representative – Dr. Benjamin Speller, Jarette Hurry *Needs additional reps, Commissioner input*
- Roanoke River Partners – Carol Shields
- First Colony Foundation – Phil Evans
- Salmon Creek State Natural Area – Superintendent Rogers *(email sent 11/6 requesting a conversation 10 days ago. Robin will follow up with phone call)*
- Bertie County Parks & Recreation – Donna Mizelle
- Bertie County Extension Office – Billy Barrow
- Hope Plantation Roanoke River Partners – Dr. Turner Sutton *(email sent 11/18)*

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\*\*\*Please note: The next Outreach effort will be Community Review and Input. Our goal is not only to gain feedback on our progress but also to let folks know the opportunities TGOW presents.

Bertie County  
Tall Glass of Water (TGOW)  
**Input Committee**



November 19, 2019

The Bertie “Tall Glass of Water” (TGOW) Support Team (Interim County Manager, Juan Vaughan, Steve Biggs, Donna Mizelle, and Robin Payne) have created a TGOW Input Committee to provide feedback to the selected Architectural/Engineering firm; begin planning discussion for education and outdoor recreation programs; and because TGOW is a springboard to promote all of Bertie, the Committee’s efforts will lay the initial groundwork for a Bertie Travel & Tourism entity.

**Role of TGOW** The Bertie County Board of Commissioners vision for TGOW:

- Focus on Community – provide residents of Bertie with public access to recreational water and open/natural areas; educational and outdoor activities for youth; and community events
- Leverage economic activity throughout the County
- Welcome to the traveling public for the enjoyment of natural surroundings, educational activities, outdoor recreation, festivals, and more.

**Interpreting the Vision**

This is a special place with a significant story to tell – both in the natural landscape and history of Native Americans, English Settlers, African Americans, and the founders of North Carolina.

TGOW’s physical features, history, and proximity to neighboring culturally significant sites and historic towns promote the role it can play not only for Community use but also as a “world-class” destination for outdoor exploration, education, and public use.

How do we tell the TGOW story to our visitors and the community? How can our uniqueness be portrayed in TGOW architecture, the landscape, exhibits, interpretive signs, and activities? How will a visitor become acquainted with all the other fascinating sites and activities throughout the Bertie region?

The goal is for TGOW to stand apart, be unique, portray all that is special about Bertie – for folks to experience and learn more about “Where History Meets Adventure.”



**Committee Scope of Work**

What role can TGOW play regionally? What shared activities and educational possibilities are there? What role do you see your group playing? How can we work together to begin promoting what's best about Bertie? What specific activities, education, exhibits, interpretive trails, public events, etc. can take place on TGOW? Are there any new initiatives and programs we can implement together?

Our input will help the architect/engineer define the: footprint and space planning; interconnectedness of structures and walkways, and will ensure the "theme" be carried throughout the park.

**Purpose**

- 1) Committee provides feedback to the Architect/Engineering Firm, for implementing the vision
- 2) Groundwork planning for education and outdoor recreation programming
- 3) TGOW is a springboard to promote all of Bertie. This lays the groundwork for a regional network of Bertie Travel & Tourism.

**Participants**

Defined as those organizations and groups that could: provide guidance on Bertie heritage; play a part in the day-to-day operation and activities of the finished park; coordinate shared regional experiences.

**Timeline for Meeting**

Initially, have 2 meetings; review our recommendations with the Commissioners; present to the awarded firm in January 2020.