

Bertie County Board of Commissioners



February 4, 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
February 4, 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** Welcome and Call to Order by Chairman Trent (**Commissioners Room**)
- Opening Invocation and Pledge of Allegiance by Commissioner Lee
- Public Comments (*3-minute time limit per person*)

(A)

***** APPOINTMENTS *****

- (1) NC General Assembly House of Representatives District One, Rep. Ed Goodwin will address the Board regarding the upcoming legislative session
- (2) Holland Consulting Planners' Chris Hilbert will provide an update for Hurricane Matthew recovery projects, and make recommendations for the Board's approval: 1) Bid approval for two NCDRA-17 projects (Rehabilitation at 526 US13-17 South; Rehabilitation/Elevation scope of work at 514 US 13-17 South; and approval of Amendment to Memorandum of Agreement between Bertie County and the NC Department of Public Safety for the NCDRA-17 program administrated as requested by the Division of Emergency Management.
- (3) Bland Baker, Trillium Northeast Director will provide annual update
- (4) Melvin Powers, Deputy Director, Choanoke Area Development Assocation (CADA), will present the FY2019-2020 Community Services Block Grant (CSBG) Anti-Poverty Work Plan
- (5) Choanoke Public Transportation Authority (CPTA), Executive Director, Pamela Perry, will provide annual update
- (6) Jodie Rhea Tax Administrator will introduce the Revaluation project team and review progress to date

Board Appointments (B)

1. No Board Appointments.

Consent Agenda (C)

1. Approve Minutes for Regular Meeting 1-7-19
2. Approve Minutes for Work Session 1-14-19
3. Approve Minutes for Closed Session 1-7-19 and 1-14-19
4. Approve Register of Deeds Fees Report – January 2019
5. Tax Department Release Journal – December 2018
6. Budget Amendment(s)

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

Discussion Agenda (D)

1. Calendar Review:
 - Previously advertised: February 19, 2019 – Planning Session
 - NACo Legislative Conference – Washington D.C. – March 2-6, 2019
 - Tentative date for March meeting – March 11th

Commissioners' Reports (E)

Junior Commissioners' Reports

County Manager's Reports (F)

County Attorney's Reports (G)

Public Comments Continued
(3-minute time limit per person)

Closed Session

Pursuant to N.C.G.S. § 143-318.11(a)(3) to go into closed session to consult with the County Attorney in order to preserve the attorney-client privilege that exists between the attorney and this public body.

Pursuant to N.C.G.S. § 143-318.11(a)(4) to discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations. The action approves the signing of an economic development contract or commitment, or the action authorizing the payment of economic development expenditures, shall be taken in an open session.

Pursuant to N.C.G.S. § 143-318.11(a)(5) to establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.

Pursuant to N.C.G.S. § 143-318.11(a)(6) to consider the qualifications, competence, performance, character, fitness, conditions of employment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee.

ADJOURN



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: February 4, 2019

SECTION: Appointments

DEPARTMENT: Governing Body

TOPICS:

1. NC General Assembly House of Representatives District One, Rep. Ed Goodwin will address the Board regarding the upcoming legislative session
2. Holland Consulting Planners' Chris Hilbert will provide an update for Hurricane Matthew recovery projects, and make recommendations for the Board's approval: 1) Bid approval for two NCDRA-17 projects (Rehabilitation at 526 US13-17 South; Rehabilitation/Elevation scope of work at 514 US 13-17 South; and approval of Amendment to Memorandum of Agreement between Bertie County and the NC Department of Public Safety for the NCDRA-17 program administrated as requested by the Division of Emergency Management.
3. Bland Baker, Trillium Northeast Director will provide annual update
4. Sallie Surface, Choanoke Area Development Association (CADA), will present the FY2019-2020 Community Services Block Grant (CSBG) Anti-Poverty Work Plan
5. Choanoke Public Transportation Authority (CPTA), Executive Director, Pamela Perry, will provide annual update
6. Jodie Rhea Tax Administrator will introduce the Revaluation project team and review progress to date

COUNTY MANAGER RECOMMENDATION OR COMMENTS: --

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

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---



A-2

Project: Bertie County NCDRA (Rebid)

Bid Opening Date

12/21/2018

Case File #	Occupant/Address	Actual Bid (Tabulated)	Contractor	Recommended Award (X)	Comments
Rehab	Williams - 526 US Hwy 13-17 South, Windsor	\$20,825.00	B&B Construction	X	Low bidder
		\$43,830.00	Gilbert Everett Builder Inc.		
Rehab + Elev	Pierce - 514 US Hwy 17 South, Windsor	\$130,000.00	B&B Construction		Low bidder
		\$128,800.00	Gilbert Everett Builder Inc.	X	

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STATE OF NORTH CAROLINA
DEPARTMENT OF PUBLIC SAFETY
DIVISION OF EMERGENCY MANAGEMENT

AND

BERTIE COUNTY

AMENDMENT TO MEMORANDUM OF AGREEMENT

MOA#DRA5369-011

Tax ID/EIN#: 56-6000276

DPS Fund Code: 2X040050-5369DR00817

MOA Amount: \$1,000,000

MOA Performance Period of Performance: December 1, 2017-December 31, 2021

This agreement made on this the ___ day of January 2019, by and between BERTIE COUNTY (“County”) and the NORTH CAROLINA DEPARTMENT OF PUBLIC SAFETY’S DIVISION OF EMERGENCY MANAGEMENT (“NCEM”), through its program management partner NORTH CAROLINA OFFICE OF STATE BUDGET & MANAGEMENT—DISASTER RECOVERY SECTION (“OSBM-DR”), amends and consolidates a Memorandum of Agreement (“MOA”) for \$1,000,000 Disaster Recovery Act (“DRA”) of 2017 (S.L. 2017-119) grant assistance dated December 1, 2018 (all documents shall be collectively referred to hereinafter as the “MOA”). The intent of this amended MOA is to: provide greater flexibility in expediting and completing the projects identified by the County to benefit its residents; reduce the administrative burden on the County in managing the projects and complying with the requirements of the State grant; to advise the County that OSBM-DR has been authorized by NCEM to provide program management for State DRA and State Hazard Mitigation programs; and to advise the County that OSBM-DR will provide any technical assistance needed by the County and any of its contractors in completing the DRA or HM projects.

WITNESSETH:

WHEREAS, on October 8-9, 2016, Hurricane Matthew hit central and eastern North Carolina including Bertie County with record breaking rainfall that created 1,000-year flood events in some areas that devastated the people, infrastructure, businesses, and schools of entire communities;

WHEREAS, certain buildings, facilities, personal items and equipment owned or rented by residents in the County were damaged by floodwaters associated with the severe weather associated with Hurricane Matthew (hereinafter collectively referred to as the “storm survivors”);

WHEREAS, an expedited major disaster declaration from the President of the United States was granted on October 10, 2016 as FEMA-4285-DR-NC;

WHEREAS, the North Carolina General Assembly passed the Disaster Recovery Act of 2016 (S.L. 2016-214) requiring the NCEM to develop, implement and fund disaster assistance programs to meet the emergency sheltering and short-term housing needs of individuals affected by Hurricane Matthew and Tropical Storms Julia and Hermine;

WHEREAS, pursuant to Executive Order No. 120, dated December 9, 2016, and the applicable statutes cited therein, including N.C. Gen. Stat. § 166A-19.41(d)(3), and subject to the terms and conditions of this MOA, NCEM provided grants to the County for the purpose of providing individual assistance to eligible storm survivors;

WHEREAS, the North Carolina General Assembly passed the Disaster Recovery Act of 2017 (S.L. 2017-119 and hereinafter referred to as “DRA 17”), which allows NCEM to provide housing and other support funding to storm survivors; and

NOW THEREFORE, in consideration of the mutual promises contained herein, the County and NCEM through OSBM-DR agree as follows:

- I. SCOPE OF SERVICES:** Pursuant to DRA 17, the County may use MOA grants funds for the following housing-related activities:
- a) Repair of owner-occupied low- to moderate-income housing not covered by Community Development Block Grant Disaster Recovery Program funding.
 - b) Repair of low- to moderate-income rental housing not covered by Community Development Block Grant Disaster Recovery Program funding.
 - c) Housing elevation, acquisition, and mitigation reconstruction for homes not covered by the Hazard Mitigation Grant Program.
 - d) State Acquisition Relocation funds, which enable low- to moderate-income homeowners to purchase homes outside the floodplain.
 - e) Flood insurance subsidies.
 - f) Temporary housing and/or rental assistance for storm victims.¹

APPLICANT HOUSEHOLD INCOME ELIGIBILITY REQUIREMENTS

The MOA is hereby amended to clarify that the LMI requirement only applies to activities a), b) and d) above and as further addressed in the State DRA 2017 Eligibility Criteria Table below. For all other activities that have no LMI requirement, households may be eligible for DRA17 assistance if the household income does not exceed \$84,260 for a single or multi-person household² in the following table:

¹ The eligibility criteria for Activities e) and f) are not included in the table below because the County had not identified any homeowner with these needs. However, OSBM-DR will provide guidance, assistance and/or DRA 17 grant funding if these needs should arise.

² The AMI calculation was based on the Johnston County’s AMI calculations, because it was the county in the Hurricane Matthew declared disaster area with the highest AMI.

Income Eligibility Requirements Table		
Number of household family members or full-time occupants that exceed 18 years of age:	Annual Income Should Exceed*	Annual Income can be no greater than
Single occupant household	\$25,745	\$84,260
Two or more-person household.	\$29,403	\$84,260

* Note: If the DRA applicant recommended by the County has an annual income that is less than the income amounts in this column, the County will need to document the reasons why the applicant is not eligible to receive federal CDBG-DR housing assistance and/or document an urgent and pressing need.

It is not the intent of this amended income eligibility guidance to apply to projects the county has already approved or made commitments to past homeowners. This new guidance shall apply to new county program applicants, new projects (DRA or HM) that are added to the County's grant by OSBM-DR, or former applicants whose projects are reconsidered if County has remaining grant funds after completion of the currently approved projects.

STATE DRA 2017 ELIGIBILITY CRITERIA		
SL 2017-119 DRA 2017 Provisions	Property Eligibility Criteria	Household Eligibility Criteria
1. For repair of owner-occupied low- to moderate-income housing not covered by CDBG-DR Program funding.	<p>A. <u>Criteria for Single-Family Home Repairs (Rehabilitation)</u>: Damage total must be less than 51% of home's pre-disaster market or tax value for the home to be eligible for rehabilitation. The grant amount for a rehabilitation project may not exceed \$85,000.</p> <p>B. <u>Criteria for Single-Family Home Repairs (Reconstruction)</u>: For damages must be over 51% of home's pre-disaster market or tax value for the home to be eligible for reconstruction. The grant amount for a reconstruction project may not exceed grants may not exceed \$170,000 or \$127 per square foot.</p>	<p>i. CDBG-DR denial letter; and</p> <p>ii. 2016 family income must fall within the applicable LMI income limits as noted above.</p> <p>iii. OSBM-DR has the discretion to waive any eligibility requirements in cases where continued occupancy of the home: creates a threat to life safety; occupants will be living in unsafe or unsanitary conditions, and/or the occupants will be exposed to health hazards that have not been properly abated.</p>

**STATE DRA 2017 ELIGIBILITY CRITERIA
(continued)**

SL 2017-119 DRA 2017 Provisions	Property Eligibility Criteria	Household Eligibility Criteria
<p>1. For repair of <u>owner-occupied</u> low- to moderate-income housing not covered by CDBG-DR Program funding.</p>	<p>C. <u>Reimbursement Criteria for Single-Family Home Repairs</u>: Out-of-pocket expenses incurred within three years of October 8, 2016, to clean and repair their homes prior to applying to the Homeowner Recovery Program. Must have receipts that are verified by inspections and program staff and that exceed funding provided by FEMA, SBA, private insurance, or other charitable organizations.³ Reimbursement grants may not exceed \$30,000.</p> <p>D. <u>Reimbursement Criteria for Manufactured Home Repairs</u>: Damages must be equal to or less than 50% of its pre-disaster market or tax value. The manufactured home must have a minimum unmet need of at least \$1,000. Reimbursement grants may not exceed \$30,000.</p> <p>E. <u>Repair Criteria for Manufactured Home (Rehabilitation)</u>: Damages must be equal to or less than 50% of its pre-disaster market or tax value. The manufactured home must have a minimum unmet need of at least \$1,000. Through inspection it must be determined that after repairs, the home must be decent, safe, and sanitary. Repair grants may not exceed \$37,500 or \$90 per square foot.</p> <p>F. <u>Replacement of Manufactured Home</u>: Damages must be 50% or more of the market or tax value. Repair grants may not exceed \$37,500 or \$90 per square foot.</p>	

³ OSBM-DR may approve of an alternative method if homeowner's receipts we lost due to Hurricane Florence, lost for other circumstances beyond the homeowner's control, receipts are no longer legible, or other legitimate reason.

**STATE DRA 2017 ELIGIBILITY CRITERIA
(continued)**

SL 2017-119 DRA 2017 Provisions	Property Eligibility Criteria	Household Eligibility Criteria
<p>1. For repair of <u>owner-occupied</u> low- to moderate-income housing not covered by CDBG-DR Program funding.</p>	<p>G. <u>Elevations</u>: If home is within the 100-year flood plain, and damages exceeded the 50% of the home’s pre-disaster market or tax value, then the rehabilitation or reconstruction may include engineering and construction costs to elevate the home or manufactured home to two (2) feet above Base Flood Elevations (BFE) to provide a safer and more sustainable solution. The cost for the elevation shall not to exceed \$50,000. Before procuring a contractor to rehabilitate and elevate a home, the County must obtain a written opinion or assessment as to the proposed elevation of the home by a NC licensed engineer or an NC licensed contractor specializing in building elevations, which that takes into consideration the condition of the property, structural members, proposed means and methods for elevating the structure, risks of additional damage, and safety during the elevation of the home.</p>	
<p>2. For repair of low to moderate-income <u>rental housing</u> not covered by CDBG-DR Program funding.</p>	<p>Damage must total less than 51% of its pre-disaster market or tax value; an additional \$50,000 may be available if home is within the 100-year flood plain having repairs exceeding the 50% substantial damage rule and requires the home to be elevated as part of the rehabilitation. At least 50% of the units must be occupied by low- to moderate-income tenant households.</p>	<p>i. CDBG-DR denial letter; and</p> <p>ii. 2016 family income must fall within the applicable LMI income limits as noted above.</p> <p>iii. OSBM-DR has the discretion to waive any eligibility requirements in cases where continued occupancy of the home: creates a threat to life safety; occupants will be living in unsafe or unsanitary conditions, and/or the occupants will be exposed to health hazards that have not been properly abated.</p>

**STATE DRA 2017 ELIGIBILITY CRITERIA
(continued)**

SL 2017-119 DRA 2017 Provisions	Property Eligibility Criteria	Household Eligibility Criteria
<p>3. To be used for housing elevation, acquisition, and mitigation reconstruction for homes not covered by HMGP.</p>	<p><u>Elevation Criteria (Single Family):</u> Same criteria as DRA Activity 1.G</p> <p><u>Acquisition Criteria (Single Family):</u> Any buyout or “acquisition” home must be located in a flood-prone area, elevation is not a feasible option for the property, and/or the acquisition of the structure would minimize flood risks or support storm water mitigation.</p> <p><u>Criteria for Single-Family Mitigation Reconstruction:</u> Same criteria as DRA Activities 1.B (single-family homes) and 1.F (manufactured homes).</p>	<p>i. FEMA, NCEM, or County denial letter or written documentation that outlines reasoning that the applicant is not eligible for FEMA HMGP assistance.</p> <p>or</p> <p>Documentation that the homeowner missed the FEMA HMGP application deadline.</p> <p>ii. North Carolina DRA Policy does not include family income limits consistent with Federal HMGP policies.</p> <p>The maximum fair market appraised value of homes considered for acquisition shall not exceed \$276,000 household and property.</p>
<p>4. To provide State Acquisition Relocation Funds (“SARF”), which enable low- to moderate-income homeowners to purchase homes outside the special flood hazard area.</p>	<p>Provides a gap payment that would not exceed \$50,000 to relocate from current damaged home to similar housing unit outside of the special flood hazard area. Payment could be a difference payment not covered by CDBG-DR or other federal programs. In addition, to the gap payment, the County may also provide applicants with up to an additional \$5,000 in moving costs.</p> <p>The replacement home must be located within the County in order for homeowner to receive the maximum SARF assistance, unless an urgent or pressing need exists to waive this requirement.</p> <p>The replacement home must be determined decent, safe, and sanitary.</p>	<p>DRA 17 funds may only be used to assist LMI households as described in the Income Eligibility Requirements Table above.</p>

General Notes: For the purposes of this Agreement, the definition of “housing mitigation reconstruction” includes housing repairs that would not exceed \$85,000 per home, reimbursements with receipts that would not exceed \$30,000, and home replacement costs that would not exceed \$127 per square foot for a single-family home. For manufactured homes, repairs shall not exceed \$37,500, and replacement costs shall not exceed \$65,000 for a single-wide unit and \$90,000 for a double-wide unit. Repairs and re-construction, including replacement costs involving mobile homes shall not exceed \$90 per square foot.

Any exceptions to the above-noted limitations will be handled on a case-by-case basis and must be supported by an urgent and pressing need.

II. LIMITATIONS ON THE USE OF FUNDS: The following limitations on the use of funds apply:

- a) Limited Activities: No funds provided under this MOA may be used for activities that are not listed in Section I above.
- b) Proposal Submission: County is not required to submit any new proposal to OSBM-DR for any project that was approved by NCEM. OSBM-DR may request copies of County's contracts, invoices and/or records of payments for any of County's contractors providing services and construction for County under this grant.

Before the County may begin work on any new activity or new project for which it will seek funds under this MOA, the County must submit a proposal for the use of funds, which must be approved by OSBM-DR before the County begins work on the new activity or new project. The proposal shall include, at a minimum, the following: (i) the specific tasks to be performed; (ii) the identity of the County entity or contractor who will provide the work and/or materials; (iii) costs for each task to be performed; and (iv) the estimated time to perform the work.

- c) Eligibility Limitations: Except for exigent conditions in a home that threaten life safety, health, and well-being of the occupants, no funds provided under this MOA may be used in a way that will adversely affect a person's or entity's eligibility for funding under the Community Development Block Grant Disaster Recovery Program (CDBG-DR). For the purposes of this Agreement, funding will not adversely affect a homeowner's or entity's eligibility if: (1) no CDBG-DR funds have been allocated to the County for the activity in question; (2) CDBG-DR funds have been allocated to the County for the activity in question, but the County certifies in its proposal for the use of funds that the homeowner or entity is unlikely to be awarded CDBG-DR funds due to insufficient funds allocated to the County; or (3) the homeowner or entity is otherwise ineligible for CDBG-DR.
- d) Federal Funding Priority: Except for exigent conditions in a home that threaten life safety, health, and well-being of the occupants, no funds provided under this MOA may be used to cover costs that will be, or likely will be, covered by federal funds. For the purposes of this provision, costs "will be" covered by federal funds where there is a binding commitment of federal funds for the costs at issue at the particular location(s). For the purposes of this provision, costs "likely will be" covered by federal funds if there is a pending homeowner application for federal funds for the costs at issue for the particular homeowner location(s).
- e) 100-Year Floodplain Limitations: No funds provided under this MOA may be expended for the construction of any new residence within the 100-year floodplain unless the construction is in an area regulated by a unit of local government pursuant to a floodplain management ordinance and the construction complies with the ordinance. As used in this provision, "100-year floodplain" means any area subject

to inundation by a 100-year flood, as indicated on the most recent Flood Insurance Rate Map prepared by the Federal Emergency Management Agency under the National Flood Insurance Program.

- f) Flood Insurance: Homeowners in the 100-year floodplain who receive homeowner’s housing assistance pursuant to this MOA shall be required to acquire and maintain flood insurance, and shall execute a Declaration of Covenant, Conditions and Restrictions (“Covenant”) that requires the damaged property to be insured by flood insurance for the life of the home. The Covenant will be executed at Grant Closing, recorded with the County Register of Deeds and shall encumber the property in perpetuity. Any homeowner in the 100-year floodplain who receives assistance through this MOA shall be prohibited from receiving state assistance for future flood events if that homeowner fails to maintain flood insurance after receiving assistance through this MOA. Such homeowners must be notified of this requirement when receiving assistance through this MOA. North Carolina will follow federal HUD guidance to ensure all structures meet guidelines spelled out in 24 C.F.R. Part 55.
- g) Floodplain Status & Insurance: No funds may be obligated or expended in any project activity until the County provides OSBM-DR with a certification that the project is not in a floodplain, or with certification that the recipient participates in the flood insurance program. All properties assisted in the project shall comply with applicable floodplain regulations. Counties may opt to provide flood insurance—at grant closing for reimbursements or at project closeout for repairs, reconstructions, and replacements—for a period not to exceed one year. Thereafter, all properties assisted with funding under this Agreement must maintain insurance coverage.
- h) Insurance Subrogation: If a person’s home is repaired, reconstructed or relocated with funds from the state-funded Hazard Mitigation Grant Program or the State Acquisition and Relocation Fund, the applicant receiving the state assistance shall authorize and approve that the State Emergency Response and Disaster Relief Fund be subrogated to the person’s rights to secure insurance coverage for the damage to the home and any monies received from the insurance coverage shall be paid to the State Emergency Response and Disaster Relief Fund. NCEM and grantee shall ensure that those homeowners or applicants potentially affected by this section are notified of, and adhere to, its requirements.
- i) Property Type Limitations: Only the following types of real property may be rehabilitated under this MOA: wood-frame built homes, manufactured homes, and modular housing. Although rehabilitation is the primary objective for funding, if the County determines that rehabilitation is not feasible, then demolition and relocation is an option.
- j) Similar Size and Function: For homes that are reconstructed or replaced, they shall be reconstructed or replaced with models of substantially similar size, construction and function (e.g., manufactured home for manufactured home, modular home for modular home, wood-frame construction for wood-frame construction, etc.).

Repairs, reconstruction, and replacement shall be substantially similar in scope, size, and function to the original damaged property. Notwithstanding the foregoing, the County and OSBM-DR have the flexibility and discretion to work with homeowners to provide a reconstruction or replacement that best serves the needs of the homeowner and/or the DRA/HM program subject to the eligibility criteria and limitations above.

The County and/or OSBM-DR may offer different reconstruction or rehabilitation options to homeowners to: address exigent conditions in a home that threaten life safety, health, and well-being of the occupants; financial hardship of the homeowner; or such other unmet need of the County related to the replacement of housing within the County on a case-by-case basis. Subject to availability and construction/production scheduling, the County and/or OSBM-DR may provide eligible homeowners an option to select: a modular home to replace wood-frame constructed home; select a home plan that is smaller size or different room configuration than the home being reconstructed; select manufacturer home in lieu of wood-frame or modular construction; or other alternative that the homeowner may agree to.

- k) Acquisition Buyout Deed Restrictions: For homes that are approved for a buyout or acquisition, any land purchased with DRA funds must be deed-restricted to restrict future use, in perpetuity to: open space; parks; recreation; and/or floodplain or wetlands management. If the County takes ownership of the land, the deed restrictions still apply.
- l) Applicant Equity to Other Recovery Programs: The homeowner or applicant who applies to the County or NCEM/OSBM-DR for benefits under this Agreement should not receive benefits or compensation that would materially exceed benefits that are provided for similar activities by the State of North Carolina's CDBG-DR Housing Recovery Programs. Any exceptions to these limitations will be handled on a case-by-case basis and must be supported by a compelling justification.

III. COMPENSATION: NCEM/OSBM-DR will provide the County \$1,000,000 under this MOA. The entirety of the MOA amount is a grant to the County by NCEM. The County may, in its discretion, elect to revert the funds to the State to implement some or all of the activities of the program on the County's behalf. If the County retains the grant funds, the County will submit quarterly reports to document the use of the funds expended in the prior three-month period. A final report documenting the use of all funds under this MOA must be submitted to OSBM-DR no later than December 31, 2021. If the term of the Agreement is extended, the County's reporting requirements shall likewise be extended.

Any funds not expended by December 31, 2021 are subject to the claw-back provisions of Paragraph V below.

- IV. REIMBURSEMENT:** All cost must be verified through receipts and other documents. Payment shall be submitted to the County after receipt of completed and documented invoices, within 15 business days after receipt of invoices. Cost reports and invoices shall be submitted to the following program manager for the NCEM:

North Carolina Office of State Budget and Management - Disaster Recovery Section
Office of State Budget and Management
430 N. Salisbury Street, Room 2028
MSC 20320 – Raleigh, NC 27699-0320
Raleigh, NC 27603

The County must include an original, signed copy of each cost report.

- V. CLAW-BACK:** NCEM or OSBM-DR reserves the right to recover grant funds or de-obligate any remaining grant funds after this Agreement’s expiration date or before the expiration date of this Agreement, should the County be found in noncompliance with any material term of this Agreement; an audit finding discloses an improper use of grant funds; or it becomes apparent that the County will not be able to expend the funds prior to the expiration date of this Agreement. OSBM-DR will provide the County with reasonable notice of any deficiency, audit finding, or noncompliance issue and OSBM-DR will make every effort to work with the County to resolve the issue informally before seeking a claw-back under this provision.
- VI. REGULATION:** The funds awarded under this Agreement must be used in compliance with all applicable state and federal laws governing their use. By accepting this payment, the below official agrees to use these funds in a manner consistent with state laws and regulations.
- VII. TAXES:** The County shall be responsible for all taxes.
- VIII. WARRANTY:** The County will hold NCEM and OSBM-DR harmless for any liability and personal injury that may occur from or in connection with the performance of this Agreement to the extent permitted by the North Carolina Tort Claims Act. Nothing in this Agreement, express or implied, is intended to confer on any other person any rights or remedies in or by reason of this Agreement. This Agreement does not give any person or entity other than the parties hereto any legal or equitable claim, right or remedy. This Agreement is intended for the sole and exclusive benefit of the parties hereto. This Agreement is not made for the benefit of any third person or persons. No third party may enforce any part of this Agreement or shall have any rights hereunder. This Agreement does not create, and shall not be construed as creating, any rights enforceable by any person not a party to this Agreement. Nothing herein shall be construed as a waiver of the sovereign immunity of the State of North Carolina.
- IX. POINTS OF CONTACT:** To provide consistent and effective communication between the NCEM and the County, each party shall appoint a Principal Representative(s) to serve as its central point of contact responsible for coordinating and implementing this MOA.

For the OSBM	
IF DELIVERED BY US POSTAL SERVICE	IF DELIVERED BY ANY OTHER MEANS
Stephanie Alsay, Business Officer Office of State Budget and Management 430 N. Salisbury Street MSC 20320 – Raleigh, NC 27699-0320 Raleigh, NC 27603 Direct: 919-807-4672 Email: stephanie.alsay@osbm.nc.gov	Stephanie Alsay, Business Officer Office of State Budget and Management 430 N. Salisbury Street MSC 20320 – Raleigh, NC 27699-0320 Raleigh, NC 27603 Direct: 919-807-4672 Email: stephanie.alsay@osbm.nc.gov

For the COUNTY	
IF DELIVERED BY US POSTAL SERVICE	IF DELIVERED BY ANY OTHER MEANS
Scott Sauer, County Manager Bertie County P.O. Box 530 106 Dundee St. Windsor, NC 27983 Office: 252-794-6112	TO BE FILLED IN BY COUNTY

- X. PUBLIC RECORD ACCESS:** This Agreement is be subject to the North Carolina Public Records Act, Chapter 132 of the North Carolina General Statutes.
- XI. AUDITING & ACCESS TO PERSONS AND RECORDS:** In accordance with N.C. Gen. Stat. § 147-64.7, the staff from the North Carolina Office of State Auditor, DPS, NCEM, Office of State Budget and Management, or other applicable state agency internal auditors shall have access to County officers, employees, agents and/or other persons in control of and/or responsible for the records that relate to this Agreement for purposes of conducting audits and independent evaluations. These parties shall also have the right to access and copy any and all records relating to the Agreement during the term of the Contract and within two years following the completion of project close-out, to verify accounts, accuracy, information, calculations and/or data affecting and/or relating to payments, requests for change orders, change orders, claims for extra work, requests for time extensions and related claims for delay/extended general conditions costs, claims for lost productivity, claims for loss efficiency, claims for idle equipment or labor, claims

for price/cost escalation, pass-through claims of subcontractors and/or suppliers, and/or any other type of claim for payment or damages from NCEM and/or OSBM-DR, or associated state parties and affected homeowners.

The County shall store and maintain the original files related to this Agreement and accounting records for the grant funds pursuant to the County's document retention policies or six years from the closeout of the last DRA or HM project, whichever is later.

- XII. SITUS:** This Agreement shall be governed by the laws of North Carolina and any claim for breach or enforcement shall be filed in state court in Wake County, North Carolina.
- XIII. ANTITRUST LAWS:** This Agreement is entered into in compliance with all State and Federal antitrust laws.
- XIV. E-VERIFY:** If this Agreement is subject to N.C. Gen. Stat. § 143-133.3 and the County's the contractors and their subcontractors shall comply with the requirements of Article 2 of Chapter 64 of the General Statutes.
- XV. OTHER PROVISIONS/SEVERABILITY:** Nothing in this Agreement is intended to conflict with current laws or regulations of the State of North Carolina, Department of Public Safety, North Carolina Emergency Management, or the County. If a term of this Agreement is inconsistent with such authority, then that term shall be invalid, but the remaining terms and conditions of this Agreement shall remain in full force and effect.
- XVI. COMPLIANCE:** The County shall be wholly responsible for financing to be made under this MOA and for the supervision of its employees and assistants. The County shall be responsible for compliance with all laws, ordinances, codes, rules, regulations, licensing requirements and other regulatory matters that are applicable to the conduct of its business and purchase requirements performed under this MOA.
- XVII. ENTIRE AGREEMENT:** This Agreement and any annexes, exhibits and amendments annexed hereto and any documents incorporated specifically by reference represent the entire Agreement between the parties and supersede all prior oral and written statements or agreements.
- XVIII. MODIFICATION:** This Agreement may be amended only by written amendments duly executed by the Director of OSBM-DR and the County Manager. Notwithstanding the foregoing, the formal modification of this Agreement shall not be required for the following: changes in grant funding; changes in grant monitoring and compliance; changes in the scope of work for any projects; changes in the type of recovery for a project (e.g., rehabilitation to reconstruction, etc.); changes in the number of projects; changes in auditing requirements; and/or such other matters that County and OSBM-DR may agree to during the term of this grant. OSBM-DR will give advance notice of all changes to the County, and any change that may reduce the amount of the grant to the County shall be subject to agreement and acceptance by the County formally or informally as required by County policy.

XIX. TERMINATION: The terms of this Agreement, as modified with the consent of all parties, will remain in effect until December 31, 2021. Upon written request for a term extension by the County to OSBM-DR, this agreement may be extended for one additional year.

County or OSBM-DR may terminate this Agreement, in whole or in part, by providing written notice to the other party at least 30 days before the effective date of termination set forth in the notice. After the issuance of any written notice of termination, the County within the 30-day period shall provide an account of all pending payment obligations to its contractors managing projects, constructing projects, and/or working on mitigation buyouts as well as an account for all bills that may become due within 30 days following termination. NCEM or OSBM-DR may require County to return of unspent funds that will not be needed to pay County's obligations that are due prior to the effective date of termination. County will forward all invoices it receives from its contractors to OSBM-DR after the effective date of termination, which OSBM-DR will process and pay all eligible bills, costs, fees and/or expenses. NCEM or OSBM-DR shall have the right to assume all County's projects and contracts so that all DRA and HM projects that were not completed by the County may be completed by OSBM-DR. The County agrees to execute all necessary documents to assign its contracts and projects to NCEM/OSBM-DR and make reasonable efforts to have its contractors agree to the requested assignments.

The County may also delegate or assign to OSBM-DR any project to manage, construct or buy-out without seeking termination of the Agreement.

XX. EXECUTION AND EFFECTIVE DATE: This Agreement shall become effective upon return of this amended Memorandum of Agreement, properly executed on behalf of the County, to OSBM-DR and will become binding upon execution of all parties to the Agreement. Once executed, the terms of this Agreement will be made effective as of December 1, 2018.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

[Signatures on following page(s)]

IN WITNESS WHEREOF, the parties have each executed this Agreement and the parties agree that the effective date of this Agreement shall be December 1, 2018.

NC OFFICE OF STATE BUDGET
& MANAGEMENT

BERTIE COUNTY

BY:

BY:

Nels C. Roseland
Deputy State Budget Director

John Trent
Chairman
Board of Commissioners

DATE _____

DATE _____

Scott Sauer
County Manager

DATE _____



A-3

TRILLIUM HEALTH RESOURCES ANNUAL REPORT BERTIE COUNTY

*BLAND BAKER, BA
REGIONAL DIRECTOR*

Transforming Lives



TRILLIUM UPDATE

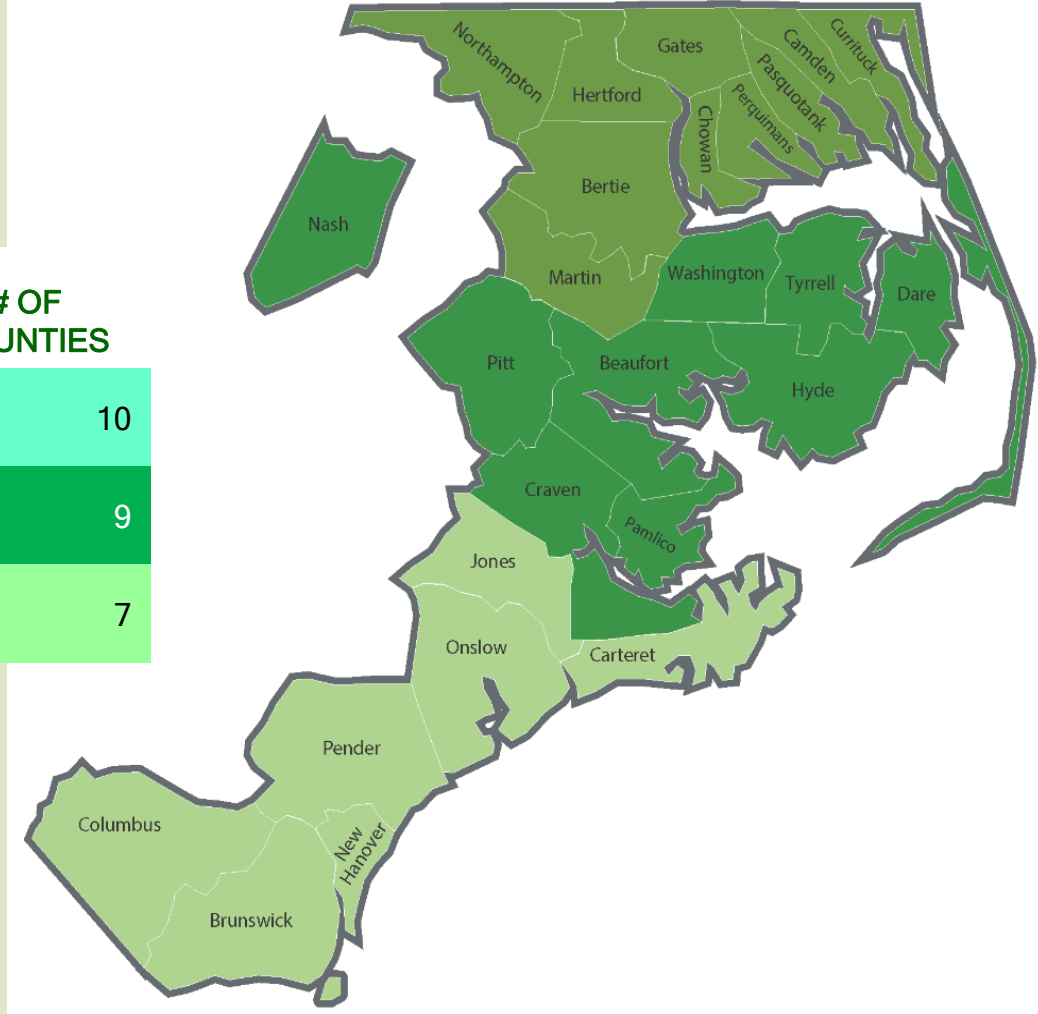
Trillium's mission: Transforming lives of people in need by providing ready access to quality care:

- Coverage change
- Legislation changes
- Funding changes
- Partnership changes
- Organizational changes
- County Data

Who We Are - Numbers

- 26 Counties
- 1,410,000 total population
- 205,000 Medicaid Eligible
- Served almost 54,000
- 500 Providers
- \$355,201,859.00 spent on services last year
- Smallest County- Tyrrell 3,800- Largest County - New Hanover 225,000
- 12,000 square miles

REGION	POPULATION	SQUARE MILES	# OF COUNTIES
Northern	203,449	3,511.3	10
Central	494,374	4,717.2	9
Southern	715,460	4,176	7



Coverage Change

- July 1st 2018 we added Columbus County
- Giving them more options of providers
- We are opening an office in Columbus County
- Some of our largest providers are opening offices there i.e. PORT Health Services and Integrated Family Services
- We've done several RFP's specific to Columbus County to build their network

Legislative Changes

- Standard Plan
- Tailored Plan
- Must be budget neutral
- Puts Behavioral Health services for mild to moderate needs into Standard Plans
- Innovations Waiver and Severe MH and SU will be covered by Tailored Plan

Timeline

- **February 2019** - NC will award contracts to the selected private insurance companies and/or PLE's
- **July 2019** - PHPs must have all call centers operational and all relevant staff located in North Carolina.
- **July-September 2019** - Managed care will start in two phases. For regions of the state in Phase 1, this will be the window in which beneficiaries select a PHP.
- **November 2019** - The Medicaid managed care program will launch in regions in Phase 1.
- **February 2020** - State launches RFP for Tailored Plan to MCO.

Time Line continued

- May 2020 - State awards Tailored Plan
- February 2021 - Readiness Review on MCO's for Tailored Plan
- July 2021 - MCOs implement the Tailored Plan

Funding Changes

- Since Standard Plans will be run by insurance companies, they will be managing a part of the Medicaid dollars
- Tailored plans which cover the higher risk individuals, our PMPM will be higher, but total number served under us will be lower
- Developing a whole person care model to cover costs of the physical issues along with the behavioral health issues
- The 1115 Waiver is required to be cost neutral

Partnership Changes

- Trillium is working with two other MCO's, Alliance Behavioral Health and Vaya Health coalition known as Advancing NC Whole Health.

www.advancingncwholehealth.com

- This is a partnership-not a merger. Trillium believes by aligning our strengths and shared experiences, we can maximize our impact as we prepare to apply for the Tailored Plan and partner with the companies that receive the Standard Plan.
- Partnering with the selected insurance companies for Standard Plan coverage

Organizational Changes

- Understanding Social Determinants of Health (SDoH)
- Staff to oversee the individual/community needs around the SDoH
- Working with DSS's and Health Departments
- Hiring Psychiatrists to help with Utilization Management

Update on Opioid Funding

- State Fiscal Year- 2018 July1, 2017- June 30th, 2018 - CURES Funding, Trillium spent \$3,079,682
- Total people served- 1880
- Many counties have developed Opioid Coalitions and applying for grants

Consumers served in Bertie County

- Total Consumers served - 790
- Mental Health - 687
- Substance Use - 118
- I/DD - 87

- Total dollars - \$6,835,847.00

Total is unduplicated, since a single individual may receive services in more than one category

THE END

QUESTIONS?

Transforming Lives





A-4



Choanoke Area Development Association of North Carolina Inc.
Post Office Box 530 * Rich Square, North Carolina 27869
Telephone: 252.539.4155 * Fax: 252.539.2048

January 11, 2019

Sarah Tinkham
Clerk to the Board
Bertie County Managers Office
P.O. Box 530
Windsor, NC 27983

**Re: 2019 - 2020 CSBG Anti-Poverty Work Plan
Bertie County Board of Commissioners Meeting Agenda**

Dear Mrs. Tinkham:

Attached is a copy of the proposed CSBG Anti-Poverty Work Plan for 2019 - 2020 for review by the Bertie County Board of Commissioners at their meeting on February 4, 2019. This Work Plan will be submitted to the Office of Economic Opportunity for funding.

I have also enclosed an affidavit confirming workplan was submitted to the Board to be completed by the Chair. Please return the signed affidavit to this office at your earliest convenience.

Thank you for your assistance in this matter. Please do not hesitate to contact me if you have any questions.

Sincerely,

Sallie P. Surface
Executive Director

North Carolina Department of Health and Human Services

Division of Social Services



Community Services Block Grant Program

Fiscal Year 2019-20 Application for Funding

Project Period July 1, 2019 – June 30, 2020

Application Due Date: February 15, 2019

Agency Information			
Agency:	Choanoke Area Development Association of NC, Inc.		
Agency:	CADA		
Federal I.D.	560841757		
DUNS Number:	075568618		
Administrative Office Address:	120 Sessoms Drive, Rich Square, NC 27869		
Mailing Address (include the 4-digit zip code extension):	P.O. Box 530, Rich Square, NC 27869		
Telephone Number:	252-539-4155		
Fax Number:	252.539.2048		
Proposed Funding:	CSBG: \$368,432	Additional Resources: \$375,500	Agency Total Budget: \$11,708,648
Application Period:	Beginning: July 1, 2019	Ending: June 30, 2020	
Board Chairperson:	Venus Spruill		
Board Chairperson's Address: (where communications should be sent)	P.O. Box 530, Rich Square, NC 27869		
Board Chairperson's Term of Office (enter beginning and end dates):	February 2018 – December 2019		
Executive Director:	Sallie P. Surface		
Executive Director Email Address:	surface@nc-cada.org		
Agency Fiscal Officer:	Andre Rowe		
Fiscal Officer Email Address:	arowe@nc-cada.org		
CSBG Program Director:	Christopher S. Moody		
CSBG Program Director Email Address:	cmoody@nc-cada.org		
Counties Served with CSBG funds:	Bertie, Halifax, Hertford, Martin, and Northampton		
Agency Operational Fiscal Year:	July 1, 2019 to June 30, 2020		

North Carolina Department of Health and Human Services
Office of Economic Opportunity – Melvin L. Williams, Jr., Director
2420 Mail Service Center / Raleigh, North Carolina 27699-2420

**Community Services Block Grant Program
Fiscal Year 2019-20 Application for Funding
Planning Process Narrative**

1. Explain in detail how each of the following was involved in the planning and development of this strategic plan.

- a. Low-Income Community:

The involvement of the low-income community in the planning process is fundamental to and continues throughout all phases of planning, development, and evaluation. During the program year, CADA staff attends community meetings to inform the low-income of current on-going CADA programs and the impact these programs are making on poverty causes, and to ascertain community needs and concerns for future planning. The low-income residents of the five-county area CADA represents, participate in the development of the annual work plan through community meetings, surveys, annual planning meetings, Head Start Policy Council and other advisory boards and membership on the CADA Board of Directors. CADA distributed surveys throughout our service area in order to identify the needs of low-income families.

- b. Agency Staff:

The staff, through daily contacts with the targeted population, through community meetings with the low-income and other agencies, and through an on-going monthly evaluation process, is directly involved in the planning, evaluation, and development of the grant application. A Community Needs Assessment Survey is completed to help determine the needs of the residents in the CADA service area. Staff participated in various community events throughout our service area in order to develop professional relationships.

- c. Agency's Board Members:

The Board is reflective of the community and has direct contact with the needs and resources that are available to impact the geographical areas/targeted populations they represent. Targeted populations such as Head Start, the elderly, and youth have representation on the Board, and thus, a direct voice in the planning and development of this strategic plan. In addition, staff presents information from community needs assessments and program evaluations to the CADA Board. The board reviews pertinent information, needs, and resources, and directs the development of the plan.

2. Describe your agency's method and criteria for identifying poverty causes and list the identified causes. Also, describe the methods and criteria used to determine priority and selection of strategies to be implemented that will address the poverty causes.

To facilitate planning, a Needs Assessment is conducted or is reviewed/updated annually. Some programs use a one-year planning process; others use a three – five year process. Choanoke Area Development Association conducted a community needs assessment in January 2018 throughout all five counties and is currently in the process of conducting a needs assessment for 2019.

Information from the Needs Assessment, meetings with the low-income population; recommendations from the Head Start Policy Council and other standing program boards are presented to the CADA Board of Directors for consideration in establishing poverty causes or needs and their prioritization. The Board considers the identified community needs as they relate to CADA's stated mission and applies the following criteria to prioritize the cause of poverty: (a) magnitude of the problem – the number of people affected by the given cause; (b) intensity – the degree of suffering caused by the problem; and, (c) severity of the problem resulting from the cause – this is the combination of magnitude and intensity. Also considered is (a) the agency's capacity to impact the problem; (b) available resources to combat the problem; (c) methods to measure impact on the problem; and, (d) cost effectiveness. If a discussion/dialogue does not achieve a consensus, a formal ranking method will be utilized.

3. Describe activities that your agency has undertaken to advocate for and empower low-income individuals and families to achieve economic independence and security.
CADA has worked to address the issue of self-sufficiency and empowerment of low-income individuals by:
 - Coordinating services with local human service agencies so families can get timely referrals and the services needed;
 - Providing space for low-income residents on the Board of Directors; currently low-income residents constitute 37% of the Board membership;
 - Providing counseling and referral assistance for skills training/education programs;
 - Helping low-income families remove the barriers to self-sufficiency such as: daycare and transportation
 - Partnering with NC Works Career Center, which helps low-income families improve skills and find jobs;
 - Providing housing assistance to low-income families including rental, rehab, down payment assistance and individualized credit counseling.
 - Providing home ownership and financial literacy classes for low-income residents interested in becoming first-time homeowners.
 - Implementing a Home Protection Program;
 - Providing training opportunities through WIOA;
 - Implementing Parenting and Literacy Programs such as Parents as Teachers Too
 - Implementing a Head Start Male Involvement Program in four counties
 - Providing new housing opportunities for seniors and disabled individuals, such as Woodland Olney Apartments, Ahoskie High School Apartments and Enfield High School Apartments.
4. Describe how your agency plans to make more effective use of, coordinate and form partnerships with other organizations and programs including: State welfare reform efforts; public and private resources; religious organizations, charitable groups, and community organizations.

Many of the programs CADA administers have advisory boards that represent the community. CADA actively seeks to form/join partnerships to ensure that the low-income (1) have a voice; (2) are provided unduplicated services; and, (3) receive new services when needed. The membership

of the community-at-large category on the CADA Board includes representatives of the faith community, youth and senior organizations, and service organizations. Several CADA staff members serve on interagency committees.

5. Describe how your agency will establish linkages between governmental and other social services programs to assure the effective delivery of such services to low-income individuals, to avoid the duplication of such services and to fill identified gaps in services, through the provision of information, referrals, case management and follow-up consultations.

Copies of grant applications are furnished to local governing offices, and upon request, to other agencies that administer programs that affect the low-income. CADA staff attends interagency coordination meetings, serves on agency boards, and maintains contact with other agencies to assure effective, non-duplicative delivery of services to the low income. An established interagency referral system assures that the low income have access to unduplicated resources and services.

6. Provide a description of how your agency will support innovative community and neighborhood-based initiatives related to the purposes of the Community Services Block Grant (fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting).

Head Start offers a Male Involvement Program reaching out to fathers of Head Start students and our Parent as Teachers Too Program assists new mothers with young children with child development issues.

7. Describe activities that your agency has undertaken or plans to undertake, on an emergency basis, for the provision of such supplies and services, nutritious foods and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals.

CADA has historically had a food pantry in Northampton County to assist those in need and referral sources for our other counties. We have received and distributed fresh vegetables received from the Food Bank of the Albemarle on a sporadic basis throughout the years. In 2010, we embarked on a much more effective method of food distribution – the Mobile Food Bank from the Food Bank of the Albemarle. This mobile unit, provided by the Kraft Food for America Program, allows us to serve over 100 families in Northampton County with a wide option of food on a monthly basis. CADA is also the lead agency for the Emergency Food and Shelter program. Nutritional outreach programs are coordinated with Cooperative Extensions, WIC and the Health Department. Programs are provided at CADA offices/centers. Staff assists with commodity distribution and serves on interagency councils.

8. Describe how your agency will coordinate the provision of employment and training activities with entities providing activities through statewide and local workforce investment systems under the Workforce Innovation and Opportunity Act.

Choanoke Area Development Association is the administrator of the NC Works County Career Center -- a one stop employment resource that provides a myriad of services and resources to local residents. We work closely with both local community colleges with regards to Career Readiness and TABE Testing and share staff and resources so as not to duplicate services. All CSBG Case Managers are knowledgeable of the resources at the NC Works Career Center, DES Center and Roanoke Chowan Community College and Halifax County Community College and make frequent referrals to clients seeking employment or skills training.

**Community Services Block Grant Program
Fiscal Year 2019-20 Application for Funding
Planning Process Narrative (continued)**

9. Describe how your agency will ensure coordination with the emergency energy crisis intervention program under title XXVI (relating to low-income home energy assistance).

CADA has established a referral system with the local Departments of Social Services. This referral system is a two-way process since some programs CADA administers must ensure that all other sources of assistance have been exhausted. CADA offices are used by DSS for intake for the LIHEAP Program. CADA staff serves on local boards/councils for coordination and CADA actively seeks resources to complement those of DSS such as EnergyShare and Emergency Food and Shelter programs. Staff will continue to develop partnerships with agencies/organizations throughout our service area in order to maintain/increase a referral system to connect clients with much needed resources.

10. Describe the needs of low-income youth and your agency's efforts to promote increased community coordination and collaboration in meeting the needs of low-income youth.

CADA has identified the following needs for low-income youth: a) lack of after-school programs, b) lack of organized recreational activities, c) lack of adult role models and opportunities to interact with adults, d) lack of tutoring programs, e) few opportunities to build self-esteem, f) lack of work experience opportunities, g) lack of pregnancy prevention programs, and h) poor nutritional habits. In an effort to meet these needs, CADA is currently operating in Halifax and Northampton Counties WIOA Year-Round Youth. Head Start provides services and counseling through its Male Involvement Program. CADA operates Parents as First Teachers Programs in Hertford County and Northampton County which serves young mothers

11. Describe your agency's method for informing custodial parents in single-parent families that participate in CSBG programming about the availability of child support services. In addition, describe your method for referring eligible parents to the child support office[s].

All case managers in various programs are ready to discuss child support issues – for mothers or fathers – and advocate on their behalf. CADA works with local DSS offices to ensure that children are being supported by their non-custodial parents and will assist clients in pursuing their options – either to obtain child support or to present themselves in court for fair adjudication of the matter. Head Start's Male Involvement Program particularly emphasizes the importance and the protocol to resolve child support issues.

**Community Services Block Grant Program
Fiscal Year 2019-20 Application for Funding
OEO Form 210**

Agency Strategy for Eliminating Poverty

Planning Period: July 1, 2019 to June 30, 2020

Section I: Identification of the Problem (use additional sheets if necessary)

1. Give the Poverty Cause name(s), rank the poverty cause(s) and identify which one(s) the agency will address.

Analysis of data obtained through CADA's Community Needs Assessment (2017-2018) reveals the barriers and challenges facing the residents of Bertie, Halifax, Hertford, Northampton and Martin Counties:

1. Lack of resources and motivation/education/skills training to increase family income to become self-sufficient
2. High unemployment – lack of industry
3. Lack of financial literacy
4. Lack of resources/knowledge/skills to access affordable, standard housing.
5. Lack of subsidized rental housing.
6. Lack of homeless shelters
7. Limited funds for emergency assistance programs.
8. Lack of awareness information and available resources/services to prevent abuse and neglect and the removal of at-risk children from home.
9. Lack of support services to enable single teenage parents and pregnant teenagers to complete high school requirements.
10. Lack of resources to provide transportation/medical/needs.
11. Lack of employment counseling
12. Lack of access to family support/family empowerment services
13. Lack of emergency childcare
14. Lack of resources and services for isolated elderly

15. Lack of parental knowledge of child development stages and appropriate ways to stimulate learning for children 0-5 years of age. Lack of programs, mentoring for youth.
 16. Lack of Early Childhood Development programs/daycare to prepare children for school.
 17. Lack of child/parent literacy
Lack of child health and wellness
2. Describe the poverty cause(s) in detail in the community with appropriate statistical data (include data sources).
- (A) Explain why the problem exists.

Historically, CADA's service area has been identified as some of the most economically distressed in North Carolina and the nation. Furthermore, they have been included in a crescent of counties beginning in Virginia and continuing south through North Carolina, South Carolina, Georgia, and Alabama where poverty has been entrenched over many decades. These counties have a higher percentage of African Americans, education and health system needs, higher unemployment, and lower paying jobs. The traditional economy and jobs of this region have declined or are no longer viable options. This region was historically an agrarian society but with the decline of family farms and traditional money crops such as tobacco and the changes in the mechanism of farming, jobs have been lost. Textiles and timber/wood product industries were also important traditional economic engines to the region that have declined and contributed to the loss of jobs. The jobs that have been created often do not pay a living wage. Revenue these counties receive to assist their residents does not provide for the many needs of families. All of this information has been used by the North Carolina Department of Commerce to rate the ability of these counties to be able to help themselves as very low. Bertie County was ranked number one in the state as the county with the fewest resources to economically improve the county. The data listed below reflects the causes and conditions of entrenched poverty in the region. Just as these counties do not have the resources for change, residents do not have the resources and support

needed for change.

Table 1: CADA’s Service Area Tier/Poverty Comparison Ranking Out of 100 Counties in NC

<u>County</u>	<u>Allocation</u>	<u>% in poverty</u>	<u>Economic Distress Rank</u>	<u>Final 2019 Tiers</u>
BERTIE	\$49,341	27.2	5	1
HALIFAX	\$151,146	28.1	3	1
HERTFORD	\$62,393	24.4	9	1
MARTIN	\$57,534	20.5	12	1
NORTHAMPTON	\$48,018	24.3	14	1

Data Courtesy of:

* NC CSBG Allocation (Office of Economic Opportunity (OEO))

* County Development Tier Ranking (2019 NC Department of Commerce)

(B) Identify the segment of the population and give the number of people experiencing the problem.

Within CADA’s service area, poverty is chronic and entrenched in these depressed “Tier one” rural communities where unemployment and poverty rates reflect percentages well above the state and national averages.

Table 2: Unemployment Figures and Families in Poverty in CADA Service Area

County	January 2019		County	Population	Persons In Poverty
Bertie	4.4%		Bertie	19,802	4,896
Halifax	5.3%		Halifax	52,041	14,009
Hertford	4.5%		Hertford	24,029	5,225
Martin	4.4%		Martin	23,394	4,645
Northampton	4.2%		Northampton	20,908	4,647
Avg. / Service Area	4.6%		Avg. /Service Area	28,035	6,684
North Carolina	4.6%		North Carolina	10,273,419	15.4%
* NC Commerce (January 2019 Report)			* NC Commerce (January 2019 Report)		

High rent with limited earnings has a major impact in CADA’s service area. Workers would need to earn well above minimum wage in order to afford Fair Market Monthly Rent (FMMR), when the average hourly wage is not sufficient for families to afford standard housing. Families earning minimum wage, working 40 hours per week would need to work an average 1.7 full time jobs in order to afford the FMMR. When you factor in other barriers that suppress individuals/families from gaining adequate employment, such as daycare, transportation, criminal background, lack of work history, lack of employable skills, etc., it makes it difficult for families to afford standard housing as well as support the overall family without the ability to acquire employment. CADA has proven through the years that we are capable of removing barriers for families within our service area.

(C) Provide demographic information of those adversely effected inclusive of:

(a) Gender

TABLE 4: General Population

	Total	Male	Female
Bertie	19,224	50.20%	49.8%
Halifax	51,310	48.1%	51.9
Hertford	23,906	49.2%	50.8%
Martin	22,789	47%	53%
Northampton	19,862	48.6%	51.4%

**U.S. Census Bureau QuickFact – Population estimates, July 1, 2017*

(b) Age

AGE OF THE SERVICE AREA POPULATION

A table 5 reflects the overall age breakdown for CADA’s service area.

TABLE 5: Population by Age Group

	Bertie	Halifax	Hertford	Martin	Northampton
20 – 24	1281	3168	1540	1168	1089
25 – 29	1339	3083	1492	1337	1127

30 - 34	1149	2729	1362	1046	914
35 - 39	831	3004	1397	1289	770
40 - 44	1392	2722	1287	1082	1172
45 - 49	1271	3303	1487	1514	1240
50 - 54	1525	4047	1756	1631	1540
55 - 59	1613	3759	1785	1887	1823
60 - 64	1532	3941	1892	1951	1636
65 - 69	1247	3225	1708	1730	1557
70 - 74	929	2448	783	1163	1175
75 - 79	872	1772	699	969	857
80 - 84	487	1160	616	431	745
85 Years and over	470	1320	613	591	510

*U.S. Census Bureau, 2013-2017 American Community Survey 5-Year Estimates

(c) Race/Ethnicity for the agency's service area

RACE AMONG THE SERVICE AREA POPULATION

Table 6 examines the race/ethnicity of CADA's service area.

Table 6: Population by Race and Ethnicity

	Bertie	Halifax	Hertford	Martin	Northampton
Non-Hispanic White	7,026	20,220	8140	12103	7876
Non-Hispanic Black	12,349	27,511	13935	9711	11622
Non-Hispanic American Indian	113	1841	266	82	100
Non-Hispanic Asian and Pacific	113	23	34	0	0
Hispanic or Latino	415	1,435	889	865	433

Source: U.S. Census Bureau, 2013 – 2017 American Community Survey 5 – Year Estimates

(D) Explain how the persons are adversely affected.

The dependent poor headed by persons over 65 years of age and/or disabled represent over 15% of the area poverty households and are not potentially employable. Children under the age of six who live in poverty represent 31% of the population. Minorities that live in poverty represent 80% and 52% are female-headed households. Only 34% of the family members aged 25 or older are high school graduates. They also lack marketable skills/training, have poor or non-existent work histories, display poor work attitudes, and need affordable childcare, transportation, and other supportive services.

High rent with limited earnings also has a major impact in the five counties that CADA serves. The North Carolina Housing Coalition suggests in order for individuals/families to afford rent and utilities for a safe, modest two-bedroom apartment at the fair market monthly rent, individuals/families will have to obtain an average hourly wage \$12.20, but individuals are currently making average wages of \$8.60. When housing is affordable, families do not have to choose between paying for housing and other needs, such as food and medicine. Combining these barriers to employment, the remoteness of the area and the lack of employment opportunities hinder individuals/families from becoming self-sufficient. Of the area population, approximately 73% are transportation disadvantaged.

As a result of community meetings, focus groups, and surveys, CADA has learned that the concerns of the residents in CADA's service area reflect the demographics and statistics presented in the following demonstration of need. Some of the most critical issues facing these Counties, as seen by its citizens are: Education, Teen Pregnancy, Children's access to library, Transportation, Gang activity/Need for teen activities, Substance abuse, Faith based availability, and Safety; where many of these issues are a result of poverty, unemployment, teen pregnancy, and an educational system that is not fulfilling its mission of preparing children for success and achievement. Data analyzed from surveys completed by Headstart/Early Headstart parents displayed the most important issues/concerns for families such as: summer care for school age children; **EMPLOYMENT**; after school care for school age children; affordable health insurance; and **AFFORDABLE HOUSING AND UTILITIES**.

Section II: Resource Analysis (use additional sheets if necessary)

(E) Resources Available:

a. Agency Resources:

Community Services Block Grant, Weatherization, Urgent Repair, Section 8, Youth WIOA, Parents as Teachers, Head Start, Early Head Start, Male Involvement, Emergency Food and Shelter, Energy Share, Senior Housing, Home Ownership, Foreclosure Prevention, Financial Literacy Education, and Comprehensive Referral System with Community Organizations.

b. Community Resources:

TANF, Food Stamps, LIEAP, Public Housing, Day Care Centers, Roanoke Chowan Community College, Martin Community College and Halifax County Community College, Boys & Girls Clubs, DES, Choanoke Public Transit System, Salvation Army, Martin County Transit, NC/Works/DES, Community Libraries, Union Mission, Juvenile Justice, and 4-H.

(F) Resources Needed:

c. Agency Resources:

Additional emergency funds, unrestricted funds, additional homeownership grants and loan programs; additional public housing units, mobilizing financial resources, fatherhood program, funding for disseminating information to public/private entities, and substandard housing program to assist seniors needing adaptations so they can remain in their homes as well as assist individuals/families with energy efficiency to better utilize limited incomes and improve health.

d. Community Resources:

Accessible/affordable housing, funds for infrastructure, public transportation, job training/employment counseling, youth programs, after school programs, assistance with buying a home, homeless shelter, assistance for minor home accessibility modifications for low-income disabled persons, emergency childcare, transportation emergencies, isolation of elderly, parenting education, child literacy programs and child health and wellness programs.

Section III: Objective and Strategy

(G) Objective Statement:

- Provide case management and referral assistance to 125 participants by June 30, 2020 with a focus on employment, standard housing and/or emergency assistance.

Strategies for Objective:

- Provide a comprehensive client intake to more effectively assess the needs of our participants and expand our internal and external referral network.
- Provide a comprehensive referral services to assist those in poverty to improve quality of life.
- Deliver an effective interagency collaboration in order to assure services are not duplicated.

- Establish services with local human service agencies to provide needed assistance and facilitate coordination.
- Maintain a counseling and referral system for comprehensive skill-training/education programs.
- Continue to collaborate with local colleges to provide HRD classes to participants
- Provide a comprehensive case management system to assist family members in removing barriers to employment such as daycare, transportation, etc.
- Participate in economic development activities that will increase opportunities for self-sufficiency.
- Create a system for coordinating with NC Works Career Center/Department of Employment Security to ensure CSBG eligible customers access to the full array of services provided by the center.
- Maintain a system that focuses on individual employment plans and career path utilization.
- Provide comprehensive assessment, case management, counseling, direct assistance, referrals and follow-up services to low-income residents to help them attain self-sufficiency.
- Provide comprehensive assessment, case management, counseling, direct assistance, referrals and direct clients to the appropriate resources.
- Maintain an intake process that will allow case managers the opportunity to understand clients' needs and direct them to the appropriate resources/organizations.
- Provide employment, emergency and substandard housing assistance to families in need from July 1, 2019 to June 30, 2020.
- Identify low-income individuals/families in need of emergency or standard housing assistance and refer to appropriate programs for assistance.
- Continue services with local human service agencies to provide needed assistance and facilitate coordination.
- Distribute CADA brochures and promote services during community events.
- Promote CSBG services to local employers, community organizations, agencies, businesses, faith-based organizations, etc.

**Community Services Block Grant Program
Fiscal Year 2019-20 Application for Funding
One-Year Work Program
OEO Form 212**

Section I: Project Identification							
1. Project Name:	Self Sufficiency (Bertie, Halifax, Hertford, Martin and Northampton Counties)						
2. Poverty Cause Name:	Lack of resources, knowledge and/or skills to acquire employment, emergency assistance and/or standard housing assistance.						
3. Objective Statement:	Provide case management and referral assistance to 125 participants by June 30, 2020 with a focus on employment, standard housing and/or emergency assistance.						
4. Selected Strategy:	Identify low-income individuals/families in need of employment, emergency and/or standard housing assistance. Provide case management services and referrals to appropriate programs for assistance.						
5. Project Period:	July 1, 2019	To	June 30, 2020	Plan Year	1	Of	1
6. CSBG Funds Requested for this Project:	368,432						
7. Total Number Expected to Be Served:	125						
a. Expected Number of New Clients	115						
b. Expected Number of Carryover Clients	10						

Section II: One-Year CSBG Program Objective and Activities

Activities	Position Title(s)	Implementation Schedule			
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter
Objective: To provide case management and referral assistance to 125 clients by June 30, 2020.	M/CS, CSMEA, CSMH, NCW/CM, CM, LCM	10	55 (45)	100 (45)	125 (25)
1. <u>Development</u>					
1.1 Implement a comprehensive client intake/call-in process to more effectively assess the needs of our participants.	M/CS, CSMEA, CSMH, NCW/CM, CM, LCM	07/19-06/20 09/19	07/19-06/20 12/19	07/19-06/20 03/20	07/19-06/20 06/20
1.2 Research resources to assist families achieve self-sufficiency	ED, B/D, DD, M/CS, CSMH, CSMEA, NCW/CM	07/19-06/20 09/19	07/19-06/20 12/19	07/19-06/20 03/20	07/19-06/20 06/20
1.3 Implement training sessions for CADA staff on Housing options for low-income residence	ED, DD, M/CS, CSMEA, CSMH, NCW/CM	07/19-06/20 09/19	07/19-06/20 12/19	07/19-06/20 03/20	07/19-06/20 06/20
1.4 Compile, reproduce, and disseminate information on available rental, rehab/new construction resources	ED, DD, M/CS, CSMEA, CSMH, NCW/CM, CM, LCM	07/19-06/20	07/19-06/20	07/19-06/20	07/19-06/20

programs and the need for additional resources.		09/19	12/19	03/20	06/20
1.5 Meet with community organization service agencies etc. to explain program and solicit support and referrals	M/CS, CSMEA, CSMH, NCW/CM, CM, LCM	07/19-06/20 09/19	07/19-06/20 12/19	07/19-06/20 03/20	07/19-06/20 06/20
1.6 Establish cooperative working relationship with realtors, housing authority, lenders, landlords, building materials vendors and government officials	ED, DD	07/19-06/20 09/19	07/19-06/20 12/19	07/19-06/20 03/20	07/19-06/20 06/20
1.7 Coordinate and manage an emergency assistance program to assist those in need of emergency assistance.	ED, DD, M/CS	07/19-06/20 09/19	07/19-06/20 12/19	07/19-06/20 03/20	07/19-06/20 06/20
1.8 Organize/maintain partnerships with local Dept. of Social Services (DSS) in order to assure that no services have been duplicated as well as to assure DSS funds have been exhausted.	CM, LCM, M/CS, CSMH, CSMEA, DD	07/19-06/20 09/19	07/19-06/20 12/19	07/19-06/20 03/20	07/19-06/20 06/20
1.9 Coordinate a referral system that will connect 125 clients with services/agencies as needed.	CM, LCM, M/CS, CSMEA, CSMH, NCW/CM	10	55 (45)	100 (45)	125 (25)
1.10 Maintain a system of monitoring and tracking available funding allocations in order to assure that funds are exhausted properly to avoid pledging over program allocation.	CM, LCM, M/CS, CSMEA, CSMH, NCW/CM	07/19-06/20 09/19	07/19-06/20 12/19	07/19-06/20 03/20	07/19-06/20 06/20
1.11 Maintain a system that tracks the demographic characteristics of individuals/families that have applied for/received services.	CM, LCM, M/CS, CSMEA, CSMH, NCW/CM	07/19-06/20 09/19	07/19-06/20 12/19	07/19-06/20 03/20	07/19-06/20 06/20
1.12 Participate in economic development activities to increase opportunities for participants.	ED, B/D, M/CS, DD	07/19-06/20 09/19	07/19-06/20 12/19	07/19-06/20 03/20	07/19-06/20 06/20
1.13 Research and establish rapport with local employers.	ED, B/D, M/CS, DD, LCM	07/19-06/20 09/19	07/19-06/20 12/19	07/19-06/20 03/20	07/19-06/20 06/20
1.14 Participate in community meetings/events with other agencies/organizations in order to build partnerships that will assist low-income families with removing barriers.	M/CS, DD, LCM, JD, CSMH, CSMEA, CSM, NCW/CM	07/19-06/20 09/19	07/19-06/20 12/19	07/19-06/20 03/20	07/19-06/20 06/20
1.15 Build partnerships with local committees/groups in order to connect with additional resources to assist	M/CS, DD, LCM, JD, CSMH, CSMEA, CSM, NCW/CM	07/19-06/20	07/19-06/20	07/19-06/20	07/19-06/20

families.		09/19	12/19	03/20	06/20
<u>2. Training</u>					
2.1 Train staff on proper intake/call-in procedures including documentation, Emergency food and Shelter, Energyshare guidelines, and general information about other agency programs for which clients may qualify.	LCM, M/CS, NCW/CM CSMH, CSMEA, DD	07/19-06/20 09/19	07/19-06/20 12/19	07/19-06/20 03/20	07/19-06/20 06/20
2.2 Train staff on proper procedures of collecting information in order to determine if clients are eligible to receive emergency or housing assistance	LCM, M/CS, CSMH, CSMEA, NCW/CM DD	07/19-06/20 09/19	07/19-06/20 12/19	07/19-06/20 03/20	07/19-06/20 06/20
2.3 Train staff on in-house and community resource services in order to refer clients to needed services.	LCM, M/CS, CSMH, CSMEA, NCW/CM DD	07/19-06/20 09/19	07/19-06/20 12/19	07/19-06/20 03/20	07/19-06/20 06/20
2.4 Train staff on the proper policies/procedures to contacting agencies such as DES, Customer Care, Energy Management (CCEM), Ameri-Gas, Dominion Power, Roanoke Electric, Housing resources, etc in order to arrange pledges.	ED, LCM, M/CS, CSMH, CSMEA, NCW/CM DD	07/19-06/20 09/19	07/19-06/20 12/19	07/19-06/20 03/20	07/19-06/20 06/20
2.5 Train staff on monitoring and tracking available funding allocations in order to assure that funds are exhausted in the right manner.	M/CS, CSMH, CSMEA, NCW/CM	07/19-06/20 09/19	07/19-06/20 12/19	07/19-06/20 03/20	07/19-06/20 06/20
2.6 Train/monitor staff in efficient use of Accountable Results for Community Action (AR4CA) for proper case management and data collection	M/CS LCM	07/19-06/20 09/19	07/19-06/20 12/19	07/19-06/20 03/20	07/19-06/20 06/20
2.6 Continue to train Center Managers in this systems approach to maximize agency efforts to help our participants and to ensure proper reporting to funding agencies.	M/CS LCM	07/19-06/20 09/19	07/19-06/20 12/19	07/19-06/20 03/20	07/19-06/20 06/20
<u>3. Enrollment</u>					
3.1. Enroll (or carry over when applicable) eligible participants.	CSMH, CSMEA, CM, CSM LCM, NCW/CM	10	55 (45)	100 (45)	125 (25)
3.2. Complete intake assessment and determine resources available for eligible participant.	CM, CSM, CSMH, CSMEA, LCM, NCW/CM	10	55 (45)	100 (45)	125 (25)

3.3. Advise participants of available resources and programs.	CM, LCM	10	55 (45)	100 (45)	125 (25)
3.4. Provide a general orientation to eligible participant concerning expectations and possible results.	CM, CSM CSMH, CSMEA, LCM, NCW/CM	0	55 (45)	100 (45)	115 (25)
3.5. Enter into written agreement between mentor and participant.	CM, CSM, CSMH, CSMEA, LCM, NCW/CM	10	55 (45)	100 (45)	125 (25)
4. <u>Case Management</u>					
4.1. Staff will coordinate various services for 125 clients	LCM, CSMH, CSMEA, NCW/CM, CM	10	55 (45)	100 (45)	125 (25)
4.2. Complete needs assessment to determine strengths and weaknesses of participant	CM, CSM, CSMH, CSMEA LCM, NCW/CM	10	55 (45)	100 (45)	125 (25)
4.3. Develop a mutually agreed upon plan of action with the participant to be carried out while in the self-sufficiency program.	CM, CSM, CSMH, CSMEA, LCM, NCW/CM	10	55 (45)	100 (45)	125 (25)
4.4. Staff will record individuals/families demographic characteristics for participants who have applied for/received services	LCM, CSMH, CSMEA, NCW/CM, CM	07/19-06/20 09/19	07/19-06/20 12/19	07/19-06/20 03/20	07/19-06/20 06/20
4.5. Staff will verify that approved vendor payments for clients have been submitted/paid to clients' accounts	LCM, CSMH, CSMEA, NCW/CM, CM	07/19-06/20 09/19	07/19-06/20 12/19	07/19-06/20 03/20	07/19-06/20 06/20
4.6 Complete family data and certify eligibility for program	LCM, CSMH, CSMEA, NCW/CM, CM	07/19-06/20 09/19	07/19-06/20 12/19	07/19-06/20 03/20	07/19-06/20 06/20
4.7 Coordinate services with local human service agencies to provide needed assistance.	CM, CSM, CSMH, CSMEA LCM, NCW/CM	07/19-06/20 09/19	07/19-06/20 12/19	07/19-06/20 03/20	07/19-06/20 06/20
4.8 Assess housing needs of participants.	LCM, CSMH, CSMEA, NCW/CM, CM	07/19-06/20 09/19	07/19-06/20 12/19	07/19-06/20 03/20	07/19-06/20 06/20
4.9 Provide counseling and referral assistance to skill-training education programs.	M/CS CM, CSM, CSMH, CSMEA, LCM, NCW/CM	07/19-06/20 09/19	07/19-06/20 12/19	07/19-06/20 03/20	07/19-06/20 06/20
4.10 Counsel participants to develop strategies and refer to appropriate resource program.	LCM, CSMH, CSMEA, NCW/CM, CM	10	55 (45)	100 (45)	125 (25)

4.11 Establish and maintain file system for participants	LCM, CSMH, CSMEA, NCW/CM , CM	07/19-06/20 09/19	07/19-06/20 12/19	07/19-06/20 03/20	07/19-06/20 06/20
4.12 Provide participants referrals to Community Colleges for Human Resources Development classes on regular basis	M/CS CM, CSM CSMH, CSMEA, LCM, NCW/CM	07/19-06/20 09/19	07/19-06/20 12/19	07/19-06/20 03/20	07/19-06/20 06/20
4.13 Provide referrals to community colleges for skills training, development of individual employment plans and career path plans	M/CS CM, CSM, CSMH, CSMEA, LCM, CM, NCW/CM	07/19-06/20 09/19	07/19-06/20 12/19	07/19-06/20 03/20	07/19-06/20 06/20
4.14 Assist/advocate for participants applying for needed services.	LCM, CSMH, CSMEA, NCW/CM , CM	10	55 (45)	100 (45)	125 (25)
4.15 Assist 100 clients with information and referral services.	LCM, CSMH, CSMEA, NCW/CM , CM	25	50 (25)	75 (25)	100 (25)
4.16 Assist 25 clients with in-depth case management services (this will be longer term services compared to 100 participants in 4.15)	LCM, CSMH, CSMEA, NCW/CM , CM	5	15 (10)	20 (5)	25 (5)
4.17 Coordinate regular involvement in the NC Works Career Center to insure CSBG eligible customers receive the full array of services. (Conduct Job Fairs at Center)	M/CS CM, CSM, CSMH, CSMEA, LCM, NCW/CM	07/19-06/20 09/19	07/19-06/20 12/19	07/19-06/20 03/20	07/19-06/20 06/20
4.18 Assist participants with applying for standard housing	LCM, CSMH, CSMEA, NCW/CM, CM	07/19-06/20 09/19	07/19-06/20 12/19	07/19-06/20 03/20	07/19-06/20 06/20
4.19 Assist participants with completing applications for loans/grants for rehab or new construction.	LCM, CSMH, CSMEA, NCW/CM, CM	07/19-06/20 09/19	07/19-06/20 12/19	07/19-06/20 03/20	07/19-06/20 06/20
4.20 Monitor participants' applications to assure services are not duplicated.	LCM, CSMH, CSMEA, NCW/CM, CM	07/19-06/20 09/19	07/19-06/20 12/19	07/19-06/20 03/20	07/19-06/20 06/20
4.21 Provide/coordinate financial assistance consistent with participant's action plan to help remove barriers such as: transportation, housing, food, health, and any other needs to help them reach their goal.	M/CS CM, CSM LCM, CSMH, CSMEA, NCW/CM	10	55 (45)	100 (45)	125 (25)
4.22 Through counseling and training, twenty-five (25) families will gain fulltime employment or upgrade their current	M/CS CM, CSM, CSMH, CSMEA, LCM, NCW/CM	5	15 (10)	20 (5)	25 (5)

employment status.					
4.23 Provide direct client support as needed to include payments for transportation, childcare, housing, utilities, skills training, tuition, uniforms, medical and food assistance, etc.	M/CS, CM, LCM, CSMH, CSMEA, NCW/CM	2	10 (8)	14 (4)	15 (1)
4.24 Coordinate placement for 8 families in substandard housing.	LCM, CSMH, CSMEA, NCW/CM, CM	2	4 (2)	7 (1)	8 (1)
4.25 Provide follow-up counseling as needed for 125 families.	LCM, CSMH, CSMEA, NCW/C, CM, JD	10	55 (45)	100 (45)	125 (25)
4.26 Counsel families on energy conservation methods and programs.	LCM, CSMH, CSMEA, NCW/C, CM	07/19-06/20 09/19	07/19-06/20 12/19	07/19-06/20 03/20	07/19-06/20 06/20
4.27 Refer participants to needed services: Weatherization, Emergency Assistance, Employment Assistance, Child Care, Urgent Repair, Single Family Rehab., etc.	LCM, CSMH, CSMEA, NCW/CM, CM	07/19-06/20 09/19	07/19-06/20 12/19	07/19-06/20 03/20	07/19-06/20 06/20
4 Follow-up					
5.1 Staff will follow up with 125 clients to assure needs have been met.	LCM, CSMH, CSMEA, NCW/CM, CM	10	55 (45)	100 (45)	125 (25)
5.2 Staff will generate reports to track participants' characteristics and funding received.	LCM, CSMH, CSMEA, NCW/CM, CM, M/CS	07/19-06/20 09/19	07/19-06/20 12/19	07/19-06/20 03/20	07/19-06/20 06/20
5.3 Staff meetings will be held in order to discuss various needs as well as assure all pledges have been paid in full.	ED, DD, LCM, CSMH, CSMEA, NCW/CM, CM	07/19-06/20 09/19	07/19-06/20 12/19	07/19-06/20 03/20	07/19-06/20 06/20
5.4 Evaluate Program	BD, ED, M/CS, CMS	07/19-06/20 09/19	07/19-06/20 12/19	07/19-06/20 03/20	07/19-06/20 06/20
5.5 Submit required reports	ED, DD, FD, LCM, M/CS	07/19-06/20 09/19	07/19-06/20 12/19	07/19-06/20 03/20	07/19-06/20 06/20

KEY:

BD-Board of Directors

ED-Executive Director

FD – Finance Director

DD – Deputy Director

M/CS- Manager of Community Services

CSMEA-Community Services Center Manager-Emergency Assistance

CSMH - Community Services Center Manager - Housing
NCW/CM - NC Works Coordinator – Center Manager
LCM-Lead Case Manager
CM-Case Managers

**Community Services Block Grant Program
Fiscal Year 2019-20 Application for Funding
One-Year Work Program
OEO Form 212 (continued)**

8. Use the tables below to enter your agency's targeted outcome results. The performance measures will be included in the agency's CSBG contract.

All CSBG grantees operating self-sufficiency projects are required to enter program targets in Table 1. Please refer to *Performance Measures and Outcomes Definitions* on page 6 of the Fiscal Year 2018-19 CSBG Application Instructions. If your agency operates more than one project, you will also need to complete Table 2 on the following page and also enter specific program targets. There should be one table of outcome measures per project.

Table 1 Outcome Measures for Project 1 (Self-Sufficiency Program)	
Measure	Expected to Achieve the Outcome in Reporting Period (Target)
The number of participant families served.	125
The number of low-income participant families rising above the poverty level.	18
The number of participant families obtaining employment.	25
The number of participant families who are employed and obtain better employment.	2
The number of jobs with medical benefits obtained.	6
The number of participant families completing education/training programs.	5
The number of participant families securing standard housing.	8
The number of participant families provided emergency assistance.	100
The number of participant families provided employment supports.	10
The number of participant families provided educational supports.	2
The average change in the annual income per participant family experiencing a change.	This measure does not require a target, but must be reported.
The average wage rate of employed participant families.	This measure does not require a target, but must be reported.

**Community Services Block Grant Program
 Fiscal Year 2019-20 Application for Funding
 One-Year Work Program
 OEO Form 212 (continued)**

9. For Community Action Agencies that serve multiple counties, provide a breakdown of the expected *number of persons served* in each designated county in the table below. Show the total *number of persons served* in the table.

Number of Families to be Served Per County											
Agency Name: Choanoke Area Development Association, Inc.											
Project Name: Self-Sufficiency Program											
County	Bertie	Halifax	Hertford	Martin	Northampton						Total
Total Planned	16	50	21	19	19						125

**Community Services Block Grant Program
Fiscal Year 2019-20 Application for Funding
Monitoring, Assessment and Evaluation Plan**

1. Describe the role and responsibilities of the following in the assessment and evaluation of agency programs.

a. Board of Directors:

The Board of Directors, as the governing body of the agency, is responsible for the establishment of policies, the direction of activities, and the development of programs and is assisted by the staff in planning, assessing, tracking and evaluating program progress, and recommending changes

b. Low-Income Community:

Low-income representatives are directly involved through participation on the Board of Directors and on other CADA Advisory Boards and committees that plan, track, and evaluate all CADA programs. Program reports are presented at county council and community organization meetings for review and recommendations. Monthly, the supervisory personnel of each program use the monthly reports generated by the CADA CSBG staff in the Community Service Centers to monitor and evaluate progress. The staff presents program reports to the Board of Directors for review.

c. Program Participants:

Low-income representatives are directly involved in the planning, tracking, and evaluation of all programs. Program participants are encouraged to evaluate and recommend program changes through individual contacts with staff and group/community organization meetings and through needs assessment surveys and tracking of customer satisfaction.

d. Others:

The Board of Directors has representation of faith-based, business, industry, and community members who would be included in this category. The membership of Advisory Boards/committees includes other agencies and community organizations. CADA staff serves on consortium boards and collaborates with the community to maximize service without duplication.

2. Describe the systematic approach for collecting, analyzing and reporting customer satisfaction data to the Board of Directors.

1.) CADA staff ask clients who seek or who have received assistance from our programs about the quality of the services that CADA provides. CADA compiles the data from the surveys, evaluates

**Community Services Block Grant Program
Fiscal Year 2019-20 Application for Funding
Monitoring, Assessment and Evaluation Plan
(Continued)**

the data and determines what works and what needs improvement. By analyzing the data CADA is able to determine if services are customer friendly, effective, respectful of others, and do they produce the intended results.

- 2.) Melvin Powers, Deputy Director manages the collection of the surveys, compiles survey data each month and provides a report to the Board or designated Board Committee and CADA management staff.
 - 3.) Each quarter the results are evaluated by CADA management staff to determine if changes are needed agency-wide or if any department is having difficulty providing good customer service. A report is compiled for the Board by Mr. Powers.
 - 4.) The results of the surveys are used by the Board and management team to improve customer service and for planning.
 - 5.) The tool, process and results/reports are part of CADA's annual compliance with the Organizational Standards.
3. Describe how administrative policies and procedures are monitored by the Board of Directors.

All CADA employees and members of its governing body are given a copy of the agency's Personnel Policies and Procedures. The Administrative staff and Board monitor these policies. The Personnel and Grievance Committee of the Board of Directors reviews the policies annually and recommends amendments if needed to the Board for approval at a quorum meeting.

CADA has on file a copy of the Affirmative Action Plan approved by CADA's Board of Directors. CADA's Equal Opportunity Officer assures that this plan is adhered to.

Both the Board and the funding sources through monthly and quarterly reports monitor fiscal policies. A local CPA firm conducts an annual audit and copies of the report are transmitted to CADA's governing board and all funding sources.

4. Describe how the Board acts on monitoring, assessment and evaluation reports.

At the monthly Board of Directors' meeting, program reports and recommendations are presented for advice, discussion, revision, and planning as a means of solving problems and improving implementation of service. Programmatic staff is available at Board meetings to answer questions and to provide additional information the Board may need to consider. Through the board process, members make recommendations for Board actions and these are approved, disapproved or tabled for future action. Approval requires a majority of the members. Approval of the CSBG work plan is governed by this process.

**Community Services Block Grant Program
Fiscal Year 2019-20 Application for Funding
Monitoring, Assessment and Evaluation Plan
(Continued)**

5. Describe the Board's procedure for conducting the agency self-evaluation.

Each year during the planning process, the agency conducts a self-assessment. This self-assessment is the basis for program planning and assures the responsiveness of the agency to community needs. Upon completion of a project – end of program year – an in-depth assessment of the project's goals, impact and cost effectiveness is conducted by staff, the Board and the low income. The Board is provided information for assessment through Committee/Staff/ Executive Director reports. This information is used by the Board to determine revisions/additions to the agency's work plan and strategic planning. Agency self-evaluation is an ongoing process. Proposals for funding are presented to the Board for approval each month.

6. Summarize the results of the Board's most recent self-evaluation. Describe how the information has been or will be used to develop the agency's next Strategy for Eliminating Poverty. Indicate the timeframe and planned activities for the next evaluation.

Self-Assessments are conducted at the end of each fiscal year. The Board of Directors receives reports from the Executive Director and the managers of the self-sufficiency, housing and employment departments that outline expected and actual results. These reports are delivered each quarter and as needed. Evaluations are ongoing throughout the year and the process provides a foundation for program planning and a vehicle for modification when needed. Board members review the items presented, discuss any perceived problems and explore potential program revisions to insure the agency's continued responsiveness to community needs.

Board members expressed concerns regarding requirements of spending the county allocations in the specified county. An example of a challenge that may occur due to the county spending requirements is CADA may have challenges (staffing and resource) to respond to a crisis in a particular county (for example, natural disasters, plant layoffs, plant closings).



**Community Services Block Grant [CSBG]
Documentation of Submission to County Commissioners**

Background: The North Carolina Administrative Code [10A NCAC 97C.0111 (b)(1)(A)] requires that each CSBG grant recipient submit its Community Anti-Poverty Plan [grant application] to each County Commissioner Board that it serves.

Instructions: This form is to be completed and notarized by the Clerk to the Board.

Agency Name: Choanoke Area Development Association of NC, Inc.

County: Halifax

Date of Application Submission: January 11, 2019

[Note: This application should be submitted to the County Commissioners at least thirty [30] days prior to application submission to the Office of Economic Opportunity [OEO]. The grant application is due to OEO **February 15, 2019**.

Clerk to the Board should initial all items below.

- _____ The agency submitted a complete grant application for Commissioner review.
- _____ The Clerk to the Board will be responsible for assuring that the application is distributed to the Commissioners.
- _____ Commissioners' comments provided those to the agency. (If applicable)

Clerk to the Board

Date

Notary

Date



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: February 4, 2019

SECTION: Consent

DEPARTMENT: Governing Body

TOPICS:

1. Approve Minutes for Regular Meeting 1-7-19
2. Approve Minutes for Work Session 1-14-19
3. Approve Minutes for Closed Session 1-7-19 and 1-14-19
4. Approve Register of Deeds Fees Report – January 2019
5. Tax Department Release Journal – December 2018
6. Budget Amendment(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: ---



C-1

Windsor, North Carolina
January 7, 2019
REGULAR MEETING

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

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

Absent: None

Staff Present: County Manager Scott Sauer
Clerk to the Board Sarah Tinkham
County Attorney Lloyd Smith
Finance Officer William Roberson
ICMA/NCACC Management Fellow Dominique Walker
Accounts Receivables Ellen Taylor
Economic Development Director Steve Biggs
Sheriff John Holley
Deputy Doug Jernigan
Deputy Beverly Peele
Deputy Bonnie Powell
Deputy Tim Hardy
Deputy Roger Blount
Deputy Jonathan Price
Register of Deeds Annie Wilson

Junior Commissioners: Qudre Joyner
Najella Williams

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

CALLED TO ORDER

Chair Trent called the meeting to order.

PLEDGE OF ALLEGIANCE

Vice Chairman Atkins led the Pledge of Allegiance.

PUBLIC COMMENTS

John Sapper, Jail Administrator at the Bertie County Correctional Institution, reported that there were currently 470 employees at the prison. Vacancies were stable at 90, while 40 of those were listed as “entry level.” He noted that the COVAP testing had recently been eliminated. Interested applicants are encourage to contact the prison for more information about he open positions, as well as to receive any assistance on how to apply.

APPOINTMENTS

Public Hearing #1: Amendment to Bertie County Flood Damage Prevention Ordinance

The Board reviewed the proposed changes for the “regulatory flood protection elevation” as recommended by the Planning Board for several months, and at this time the public hearing open comments from the audience.

Chairman Trent officially opened the public hearing to public comments.

Hearing none, Chairman Trent closed the public hearing and called for a motion of approval.

Commissioner Lee made a **MOTION** to amend Article 2 of the Flood Damage Prevention Ordinance as presented, stating in “Special Flood Hazard Areas” where the Base Flood Elevations (BFE) have been determined, the elevation shall be BFE plus five (5) feet of freeboard.

The following definition of Regulatory Flood Protection Elevation in Article 2 of the Ordinance would be changed to the following:

“Regulatory Flood Protection Elevations” means the “Base Flood Elevation” plus the “Freeboard.” In “Special Flood Hazard Areas” where Base Flood Elevations (BFEs) have been determined, this elevation shall be the BFE plus five (5) feet of freeboard. In “Special Flood Hazard Area” where no BFEs have been established, this elevation shall

*be at least **five (5) feet** above the highest adjacent grade. Duct Work & non-flood resistant materials are subject to the Regulatory Flood Protection Elevation.*

The Planning Board also recommends that the methods and alternatives presented by Dr. Stan Riggs to lessen flooding in Bertie County be vigorously pursued.

(2) Public Hearing #2: Tri-County Airport Height Restriction Ordinance

In May of 2018, the Board of Commissioners received a recommendation by the Planning Board to present this ordinance which was initiated by the Tri-County Airport Authority. The Commissioners held a work session and made several clarifications to ensure that no use of land or water in the coverage area will create bird strike hazards such as by constructing a waterfowl impoundment.

At this time, Chairman Trent opened the public hearing for public comments. Hearing none, Chairman Trent closed the public hearing and called a for motion of approval.

Commissioner Wesson made a **MOTION** to approve the Tri-County Airport Height Restriction Ordinance, and accept the Planning Board's recommendation for the Board of Commissioners to serve as the Zoning Board of Adjustment to review any appeals regarding these regulations. Commissioner Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

The approved ordinance reads as follows:

TRI-COUNTY AIRPORT HEIGHT RESTRICTION ORDINANCE



Bertie County
North Carolina

Bertie County, North Carolina
Tri-County Airport Height Restriction Ordinance

ORDINANCE SECTIONS

- 1.01 Short Title
- 1.02 Definitions
- 1.03 Airport Height Zones and Height Limitations
- 1.04 Use Restrictions
- 1.05 Nonconforming Uses – Regulations Not Retroactive
- 1.06 Permits
- 1.07 Variances
- 1.08 Enforcement
- 1.09 Zoning Board of Adjustment
- 1.10 Appeals
- 1.11 Judicial Review
- 1.12 Penalty
- 1.13 Conflicting Regulations
- 1.14 Severability
- 1.15 Effective Date

Statutory reference:

NC General Statutes, Model Airport Zoning Act, § 63-30 et seq.
NC General Statutes, Specific Powers of Municipalities Operating Airports, §63-53
NC General Statutes, Chapter § 153A-340 et seq.

PURPOSE AND INTENT

AN ORDINANCE REGULATING AND RESTRICTING THE HEIGHT OF STRUCTURES AND OBJECTS OF NATURAL GROWTH AND OTHERWISE REGULATING THE USE OF PROPERTY IN THE VICINITY OF THE TRICOUNTY AIRPORT, BERTIE COUNTY, NORTH CAROLINA.

APPLICABILITY

This ordinance is adopted pursuant to the authority conferred under Chapter 63 of the North Carolina General Statutes, Article 4. Accordingly, it is declared:

1. that the creation or establishment of an obstruction has the potential of being a public nuisance and may impact the utility of the Tri-County Airport and the public investment therein;
2. that it is necessary in the interest of the public health, public safety and general welfare that the creation or establishment of obstructions that are a hazard to air navigation be prevented, and;
3. that the prevention of these obstructions should be accomplished, to the extent legally permissible, by the exercise of the authority invested in Bertie County.

It is further declared that the prevention of the creation or establishment of hazards to air navigation, the elimination, removal, alteration or mitigation of hazards to air navigation, or the marking and lighting of obstructions are in the public interest for which a political subdivision may raise and expend public funds and acquire land or interests in land.

SECTION § 1.01 SHORT TITLE

IT IS HEREBY ORDAINED BY the Bertie County Commission, as follows:

This Ordinance shall be known and may be cited as the "Tri-County Airport Height Restriction Ordinance." This attached map shall be known and may be cited as the "Tri-County Airport Height Restriction Ordinance Map".

SECTION § 1.02 DEFINITIONS

For the purpose of this Ordinance the following definitions shall apply unless the context clearly indicates or requires a different meaning.

ADMINISTRATOR: - The individual responsible for performing the administrative functions of this ordinance. The administrator shall be the Bertie County Planning Director, unless otherwise designated or represented.

AIRPORT: The Tri-County Airport, North Carolina (ASJ)

AIRPORT AUTHORITY: - An appointed group of members representing the interests of the Tri-County Airport.

AIRPORT ELEVATION: - The highest point of an airport's usable landing area measured in feet (tenths) from mean sea level.

AIRPORT HAZARD: Any structure or tree or use of land which obstructs the airspace required for the flight of aircraft in landing or taking-off at the airport or is otherwise hazardous to such landing or taking-off of aircraft.

AIRPORT REFERENCE POINT (ARP): The point established as the approximate geographic center of the airport landing area and so designated.

APPROACH SURFACE: A surface longitudinally centered on the extended runway centerline, extending outward and upward from the end of the primary surface and at the same slope as the approach zone height limitation slope set forth in Section 1.03 of this Ordinance. In plan the perimeter of the approach surface coincides with the perimeter of the approach zone.

APPROACH, TRANSITIONAL, HORIZONTAL, AND CONICAL ZONES: These zones are set forth in Section 1.03 of this Ordinance.

CONICAL SURFACE: A surface extending outward and upward from the periphery of the horizontal surface at a slope of twenty feet horizontally for each one foot vertically (20:1) for a horizontal distance of 4,000 feet.

COUNTY: shall mean the governing body of the Commissioners of Bertie County, North Carolina.

COUNTY ZONING BOARD OF ADJUSTMENT: The Bertie County Board of Commissioners shall serve as the Board of Adjustment.

EXCEPTED HEIGHT LIMITATIONS: - Means that nothing in this Ordinance shall be construed as prohibiting the construction or maintenance of any structure, or growth of any tree or other vegetation to a height up to 50 feet above the surface of the land.

HAZARD TO AIR NAVIGATION: - An obstruction determined to have a substantial adverse effect on the safe and efficient utilization of the navigable airspace. A determination by the Federal Aviation Administration as to a hazard to air navigation is per FAA Form 7460-1.

HEIGHT: For the purpose of determining the height limits in all zones set forth in this Ordinance and shown on the Tri-County Airport Height Restriction Ordinance Map, the datum shall be mean sea level elevation unless otherwise specified.

LARGER THAN UTILITY RUNWAY: A runway that is constructed for and intended to be used by propeller driven aircraft of greater than 12,500 pounds maximum gross weight and jet powered aircraft.

LAND USE, COMPATIBLE: The use of land adjacent to the Airport that does not endanger the health, safety, or welfare of the owners occupants, or users of the land because of levels of noise or vibrations or because of the risk of personal injury or property damage created by the operation of the Airport, including the take-off and landing of aircraft.

NONCONFORMING USE: Any structure, tree or use of land which does not conform to a regulation prescribed in this Ordinance or any amendment thereto, as of the effective date of such regulation.

NON-PRECISION INSTRUMENT RUNWAY: - A runway end having an instrument procedure utilizing air navigation facilities with horizontal approach guidance or area type navigation equipment, for which a straight-in non-precision instrument approach procedure has been approved or planned.

OBSTRUCTION: - Any structure, growth, or other object, including a mobile object, which exceeds a limiting height.

PERSON: An individual, firm, partnership, corporation, company, association, joint stock association, or body politic, and includes a trustee, receiver, assignee, administrator, executor, guardian, or other representative.

PRECISION INSTRUMENT RUNWAY: A runway having an existing instrument approach procedure utilizing an Instrument Landing System (ILS) or a Precision Approach Radar (PAR). It also means a runway for which a precision approach system is planned.

PRIMARY SURFACE: - A surface longitudinally centered on a runway extending 200 feet beyond each end of a hard surfaced runway. The width of the primary surface is set forth as specified by the width of the runway inner approach surface. The elevation of any point on the primary surface is the same as the elevation of the nearest point on the runway centerline.

RUNWAY: - A defined area on an airport prepared for landing and take-off of aircraft along its length. The runway end is the physical end of the hard-surfaced asphalt or turf runway threshold, having a defined coordinate and elevation as noted on the Tri- County Airport Height Restriction Ordinance Map.

RUNWAY ENDS: - Refers to the planned usable physical end of the hard-surfaced asphalt runway, having a defined coordinate and elevation as noted on the Tri- County Height Restriction Ordinance Map.

STRUCTURE: - An object, including a mobile object, constructed or installed by man, including but without limitation, buildings, towers, cranes, smokestacks, earth formation, and overhead transmission lines.

TREE: Any object of natural growth.

State Law References: Definitions relating to municipal airports, G.S. §63-1.

SECTION § 1.03: AIRPORT HEIGHT ZONES AND HEIGHT LIMITATIONS

In order to carry out the provisions of this Ordinance, there are created and established certain zones which include all of the land lying within the instrument approach zones, non-instrument approach zones, transition zones, horizontal zones, and conical zone. Such areas and zones are shown on the Tri-County Airport Height Restriction Ordinance Map, dated May, 2004, which is incorporated by reference and made a part hereof. An area located in more than one (1) of the following zones is considered to be only in the zone with the more restrictive height limitation. The various zones are established and defined as follows:

A. Primary Surface Zone - A rectangular surface longitudinally centered on a runway. The elevation of any point on the primary surface is the same as the elevation of the nearest point on the runway centerline.

Runway 1-19: 1,000 feet wide and extends 200 feet beyond each runway end.

B. Approach Surface Zones - A trapezoidal inclined plane symmetrically centered along the extended runway centerline, longitudinally extending outward and upward from the end of the primary surface. The perimeter of the approach surface coincides with the perimeter of the approach zone, extending per a boundary and slope defined below, and as shown on the Tri-County Airport Height Restriction Ordinance Map.

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Runway End	Inner Width/Length/Outer Width (Slope)
Runway 1 approach surface zone*:	1,000' x 50,000' x 16,000' (0'-10,000' @ 50:1) (10,000' - 50,000' @ 40:1)
Runway 19 approach surface zone**:	1,000' x 50,000' x 16,000' (0'-10,000' @ 50:1) (10,000' - 50,000' @ 40:1)

* Portion of zone extends into **Bertie County**.

** Portion of zone extends into **Northampton County**.

- C. Horizontal Surface Zone* - A plane, elliptical in shape, with a height one hundred and fifty (150) feet above the established airport elevation and having a specified radius from the center of the primary surface for each runway end. The perimeter of the horizontal surface coincides with the perimeter of the horizontal zone as indicated on the Tri-County Airport Height Restriction Ordinance Map.

Runway 1-19 horizontal radius: 10,000'

**Portion of zone extends into Northampton County.*

- D. Conical Surface Zone* - A surface, elliptical in shape, extending radially outward and upward from the periphery of the horizontal surface zone at a slope of 20: 1 for a horizontal distance of 4,000 feet and vertical elevation of 200 feet above the horizontal surface. The conical surface zone is shown on the Tri-County Airport Height Restriction Ordinance Map.

**Portion of zone extends into Northampton County.*

- E. Transitional Surface Zones - Inclined planes with a slope of 7:1 measured upward and outward in a vertical plane at right angles to the centerline of the runway and approach surfaces. The transitional surface zones, located on either side of the runway and symmetrically parallel to and level with the runway centerline, extend upward and outward from the primary surface and approach surface elevation to a point intersecting the horizontal or conical surface (150 feet above the airport elevation). Where the precision instrument runway approach zone projects beyond the conical zone, there are established height limits sloping 7:1 measured upward and outward beginning at the sides of and at the same elevation as the approach surface, and extending a horizontal distance of 5,000 feet measured at 90 degree angles to the extended runway centerline. The transitional surface zones are shown on the Tri-County Airport Height Restriction Ordinance Map.

Nothing in this Ordinance except as defined by Section 1.03 shall be construed as prohibiting the construction or maintenance of any structure, or growth of any tree, to a height of 50 feet above the surface of the land.

SECTION § 1.04 USE RESTRICTIONS

Notwithstanding any other provisions of this Ordinance, no use may be made of land or water within any approach surface zone, horizontal surface zone, conical surface zone or transitional surface zone, in such manner as to create electrical interference with navigational signals or radio communication between the Airport and aircraft, make it difficult for flyers to distinguish between Airport lights and others, result in glare in the eyes of flyers using the airport, impair visibility in the vicinity of the Airport, create bird strike hazards or otherwise endanger the landing, taking-off or maneuvering of aircraft intending to use the Tri-County Airport.

SECTION § 1.05 NONCONFORMING USES - REGULATIONS NOT RETROACTIVE

The regulations prescribed by this Ordinance shall not be construed to require the removal, lowering, or other change or alteration of any structure or tree not conforming to the regulations as of the effective date of this Ordinance, or otherwise interfere with the continuance of nonconforming use. Nothing contained herein shall require any change in the construction, alteration, or intended use of any structure, the construction or alteration of which was begun prior to the effective date of this Ordinance, and is diligently prosecuted. Except as specifically provided in this section, it is not permissible for any person to engage in any activity that causes an increase in the extent of nonconformity of a nonconforming situation. Physical alteration of structures or the placement of new structures on open land is unlawful if they result in:

- a. An increase in the total amount of space devoted to a nonconforming use; or
- b. Greater nonconformity with respect to height limitation.

Nonconforming Uses Abandoned or Destroyed - Whenever the Administrator determines that a nonconforming tree or structure has been abandoned or more than 80 percent torn down, physically deteriorated, or decayed, no permit shall be granted that would allow such structure or tree to exceed the applicable height limit or otherwise deviate from the zoning regulations.

Marking and Lighting - Notwithstanding the preceding provision of this Ordinance, the owner of any existing nonconforming structure or tree is hereby required to permit the installation, operation, and maintenance thereon of such markers and lights as shall be deemed necessary by the Administrator to indicate to the operators of aircraft in the vicinity of the Airport the presence of such airport obstruction. Such markers and lights shall be installed, operated, and maintained at the expense of the Airport Authority

Notwithstanding any preceding provision of this Ordinance, if, by a determination of the NC Division of Aviation or Federal Aviation Administration, the encroachment of any structure or tree into regulated airspace is such that providing markers and lights is insufficient to protect the life and property of the flying public, the Airport Authority shall institute steps to have such structures or trees mitigated at the expense of the Airport Authority. If unsuccessful in obtaining the cooperation of the parties involved, Bertie County shall institute the appropriate legal action, as reasonably necessary, to insure the safety of the flying public in airspace regulated by this Ordinance.

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SECTION § 1.06 PERMITS

N.C.G.S. §63-32 provides for the issuance of permits with respect to allowing the construction of new structures and other uses, and to replace existing structures and other uses, or making substantial changes therein or substantial repairs thereof. Permit applications shall be made to the Administrator upon a form published for that purpose.

Permit Application -Each application shall indicate the purpose for which the permit is desired, with sufficient particularity to permit it to be determined whether the resulting use, structure or tree would conform to the regulations prescribed in this Ordinance, including any additional information requested by the Administrator as necessary to determine compliance with this Ordinance and the laws of the State of North Carolina and any applicable federal rules or regulations. A copy of the permit application shall be furnished to the County Building Inspector and Airport Authority, or to other designated agents, for advice as to the aeronautical effects of the said permit application.

Permit Review - Applications required by this Ordinance shall be promptly considered and granted or denied. Application for action by the Zoning Board of Adjustment shall be forthwith transmitted by the Administrator, or a designated representative

1. Future Uses - Except as specifically provided in (a) and (b) hereunder, no material change shall be made in the use of land, no structure shall be erected or otherwise established, and no tree shall be planted in any zone hereby created unless a permit therefore shall have been applied for and granted. Each application for a permit shall indicate the purpose for which the permit is desired, with sufficient particularity to permit it to be determined whether the resulting use, structure, or tree would conform to the regulations herein prescribed. If such determination is in the affirmative, the permit shall be granted.

No permit for a use inconsistent with the provisions of this Ordinance, as depicted on the Tri-County Airport Height Restriction Ordinance Map, shall be granted unless a variance has been approved in accordance with Section 1.07.

- a. In the area lying within the limits of the horizontal zone and conical zone, no permit shall be required for any tree or structure less than 50 feet of vertical height above the ground, except when, because of terrain, land contour, or topographic features, such tree or structure would extend above the height limits prescribed for such zones.
- b. In the areas lying within the limits of the transition zones beyond the perimeter of the horizontal zone, no permit shall be required for any tree or structure less than 50 feet of vertical height above the ground, except when such tree or structure, because of terrain, land contour, or topographic features, would extend above the height limits prescribed for such transition zones.

The preceding paragraphs (a) and (b) corresponds with permit areas (shaded yellow) identified on the Tri-County Airport Height Restriction Ordinance Map. Nothing contained in any of the foregoing exceptions shall be construed as permitting or intending to permit any construction, or alteration of any structure, or growth of any tree in excess of any of the height limits established by this Ordinance except as set forth in Section 1.03 and Section 1.04.

2. Existing Uses - No permit shall be granted that would allow the establishment or creation of an obstruction or permit a nonconforming use, structure, or tree to become a greater hazard to air navigation than it was on the effective date of this Ordinance or any amendments thereto or than it is when the application for a permit is made. Except as indicated, all applications for such a permit shall be granted.

SECTION § 1.07 VARIANCES

Any person desiring to erect or increase the height of any structure, or permit the growth of any tree, or use property, not in accordance with the regulations prescribed in this Ordinance, may apply to the Administrator for a variance from such regulations. The application for variance shall be accompanied by a determination from the NC Division of Aviation and/or Federal Aviation Administration as to the effect of the proposal on the operation of air navigation facilities and the safe, efficient use of navigable airspace. Such variances shall be allowed where it is duly found that a literal application or enforcement of the regulations will result in unnecessary hardship and relief granted will not be contrary to the public interest, will not create a hazard to air navigation, will do substantial justice, and will be in accordance with the spirit of this Ordinance.

Obstruction Marking and Lighting - Any permit or variance granted may, if such action is deemed advisable to effectuate the purpose of this Ordinance and be reasonable in the circumstances, be so conditioned as to require the owner of the structure or tree in question to install, operate, and maintain, at the owner's expense, such markings and lights as may be necessary. If deemed proper by the Zoning Board of Adjustment, this condition may be modified to require the owner to permit the Airport Authority, at its own expense, to install, operate, and maintain the necessary markings and lights.

SECTION § 1.08 ENFORCEMENT

It shall be the duty of the Administrator to administer and enforce the regulations prescribed herein. Applications for permits required by this Ordinance shall be promptly considered and granted or denied. Applications for variances may require up to forty- five (45) days. The ordinance may be enforced by any one or more of the remedies authorized by G.S.153A-123.

SECTION § 1.09 ZONING BOARD OF ADJUSTMENT

The Zoning Board of Adjustment shall have and exercise the following powers: (1) to hear and decide appeals from any order, requirement, decision, or determination made by the Administrator in the enforcement of this Ordinance; (2) to hear and decide special exceptions to the terms of this Ordinance upon which such Zoning Board of Adjustment under such regulations may be required to pass, and; (3) to hear and decide specific variances.

SECTION § 1.10 APPEALS

It shall be the duty of the Zoning Board of Adjustment to hear and decide appeals and review any orders, requirements, decisions or determinations made by the enforcement officer responsible for administration or enforcement of this Ordinance.

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SECTION § 1.11 JUDICIAL REVIEW

Any person aggrieved or any taxpayer affected by any decision of the board of adjustment, or any office, department, board or bureau of the County, under this Ordinance, may petition the superior court for a review of such decision.

State law references: Judicial review, G.S. § 63-34.

SECTION § 1.12 PENALTIES

In accordance with North Carolina General Statutes § 63-35; each violation of this Ordinance or of any regulation, order, or ruling promulgated hereunder shall constitute a Class 3 misdemeanor punishable by a fine of not more than one hundred dollars (\$100) or imprisonment for not more than thirty (30) days or both; and each day a violation continues to exist shall constitute a separate offense.

In lieu of this criminal penalty, the responsible person may be subject to a civil penalty pursuant to N.C.G.S. 1530A-123(c) in the amount of \$1,000 per day for each day the violation continues, recoverable by the County Zoning Board of Adjustment through its Administrator in a civil action in the nature of a debt. In addition to all other remedies available either at law or in equity, the County Zoning Board of Adjustment through its Administrator may institute an action in the General Court of Justice seeking enforcement of the ordinance by injunction or order of abatement, or both, pursuant to N.C.G.S. 153A-123(d) and (e).

State law references: Enforcement and remedies, G.S. §63-35.

SECTION § 1.13 CONFLICTING REGULATIONS

Where this Ordinance imposes a greater or more stringent restriction upon the use of land than is imposed or required by any other ordinance or regulation of the County, the provisions of this Ordinance shall govern. Where there exists a conflict between any of the regulations or limitations prescribed in this Ordinance and any other regulations applicable to the same area, whether the conflict be with respect to the height of structures or trees, and the use of land, or any other matter, the more stringent limitation or requirement shall govern and prevail.

SECTION § 1.14 SEVERABILITY

If any of the provisions of this Ordinance or the application thereof to any person or circumstances are held invalid, such invalidity shall not affect other provisions or applications of the Ordinance which can be given effect without the invalid provision or application, and to this end, the provisions of this Ordinance are declared to be severable.

SECTION §1.15 EFFECTIVE DATE

WHEREAS, the immediate operation of the provisions of this Ordinance is necessary for the preservation of the public health, public safety, and general welfare, an EMERGENCY is hereby declared to exist, and this Ordinance shall be in full force and effect immediately after its passing, publication, and posting, as required by law. This Ordinance shall be effective upon adoption.

Duly adopted this 7th day of ~~January~~, 2019.

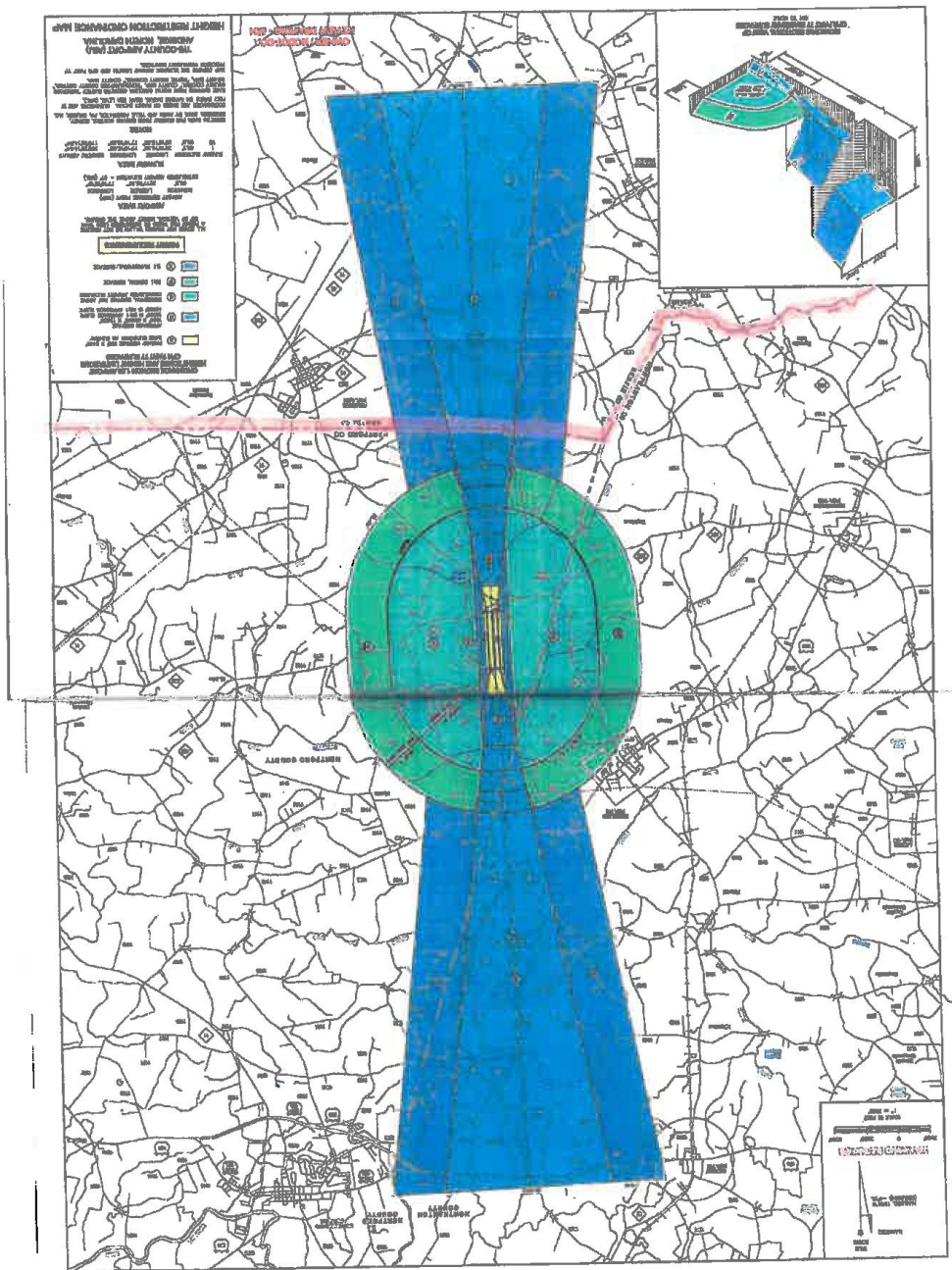
BERTIE COUNTY

Chairman, Bertie County Board of Commissioners:

ATTEST:

Sarah Timbham

County Clerk to the Board of Commissioners



(3) Introduction of Revaluation Team by Tax Administrator, Jodie Rhea

This item was deferred until February 4, 2019.

(4) Brian Harvill, President of Vidant-Bertie and Chowan Hospitals review of proposed changes to the State Employee Health Plan

Brian Harvill, President of Vidant-Bertie and Chowan Hospitals, briefly discussed the concerns that VIDANT has shared about the proposed changes being considered by the State Treasurer regarding the State Employee Health Plan. Mr. Harvill noted that if the changes were to be put into effect, this would present a \$40 million reduction in reimbursements which could threaten the “sustainability and future” of the hospital system.

Chairman Trent and Commissioner Wesson both encouraged Mr. Harvill to reach out to Bertie’s legislative representatives including Erica Smith, Howard Hunter, Bob Steinburg, and Ed Goodwin. Commissioner Wesson noted that he has invited Mr. Goodwin to present at the Board’s next meeting in February.

Commissioner Bazemore stated that a cut of this size would a “travesty,” and inquired a resolution by this Board could help in any way to ensure these changes are not implemented.

(5) Presentation by Anna Phipps of the Roanoke-Chowan News Herald – 2019 Crossroads Magazine

Anna Phipps of the Roanoke-Chowan News Herald was present to discuss the 2019 Crossroads Magazine.

The County participated in the 2018 Crossroads Magazine.

After some discussion, Commissioner Lee made a **MOTION** to secure the same space (pg. 3) used in 2018 for a County advertisement. Commissioner Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously.

County staff was directed to work with Ms. Phipps in drafting an ad and submitting it to the Board for comments and approval.

BOARD APPOINTMENTS

Nursing Home/Adult Care Home Advisory Council

Commissioner Wesson made a **MOTION** to appoint Michael Askew and Dr. Susia Smallwood to the Nursing Home/Adult Care Home Advisory Council. Commissioner Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

Planning Board

Commissioner Lee made a **MOTION** to appoint Jim Wiggins to the Planning Board. Commissioner Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

CONSENT AGENDA

1. Minutes for Regular Meeting 12-3-18, Work Session 12-13-18, Closed Session 12-13-18
2. Register of Deeds Fees Report – December 2018
3. Tax Department Release Journal – November 2018
4. Soil & Water documents including MOU with USDA, NC DOA, and Bertie Soil and Water Conservation District
5. Budget Amendment #19-05

Chairman Trent called for the approval of the consent items above.

At this time, Commissioner Wesson called for a **POINT OF ORDER** regarding the minutes from the Regular Meeting held on 12-3-18.

Commissioner Wesson requested clarification from Commissioner Lee and other Board members about the 2018 restructure.

After a brief discussion, Chairman Trent interjected and continued with the meeting per the agenda.

Commissioner Wesson made a **MOTION** to approve the regular minutes from 12-3-18. Commissioner Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously.

Commissioner Lee made a **MOTION** to approve the work session minutes from 12-13-18. Commissioner Atkins **SECONDED** the motion. The **MOTION PASSED** unanimously.

Commissioner Wesson made a **MOTION** to approve the closed session minutes from 12-13-18. Commissioner Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

Commissioner Lee made a **MOTION** to approve the Register of Deeds Fees Report for December 2018. Commissioner Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously.

Commissioner Wesson made a **MOTION** to approve the Tax Release Journal from November 2018. Commissioner Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously.

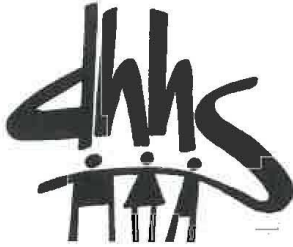
Commissioner Wesson made a **MOTION** to approve the Soil & Water documents including MOU with USDA, NC DOA, and Bertie Soil and Water Conservation District. Commissioner Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

Commissioner Lee made a **MOTION** to approve Budget Amendment #19-05. Commissioner Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously.

The budget amendment reads as follows:

BUDGET AMENDMENT

BUDGET AMENDMENT					
			# 19-05		
INCREASE				INCREASE	
12-0025-4586-18	\$	32,059	DSS	12-5380-5411-50	\$ 32,059
TO INCREASE BUDGET TO MATCH REVISED LIEAP MONEY BY THE STATE					
(LOW-INCOME HOME ENERGY ASSISTANCE)					



DIVISION OF SOCIAL SERVICES

Low-Income Home Energy Assistance (LIEAP)

FUNDING SOURCE: Federal Low Income Home Energy Assistance Funds

EFFECTIVE DATE: 12/01/2018

AUTHORIZATION NUMBER: 1

ALLOCATION PERIOD

FROM DECEMBER 2018 THRU MAY 2019 SERVICE MONTHS

FROM JANUARY 2019 THRU JUNE 2019 PAYMENT MONTHS

Co. No.	COUNTY	Initial (or Previous) Allocation Funding Authorization		Additional Allocation		Grand Total Allocation	
		Federal	Total	Federal	Total	Federal	Total
01	ALAMANCE	675,849.00	675,849.00	0.00	0.00	675,849.00	675,849.00
02	ALEXANDER	140,461.00	140,461.00	0.00	0.00	140,461.00	140,461.00
03	ALLEGHANY	58,627.00	58,627.00	0.00	0.00	58,627.00	58,627.00
04	ANSON	195,889.00	195,889.00	0.00	0.00	195,889.00	195,889.00
05	ASHE	119,165.00	119,165.00	0.00	0.00	119,165.00	119,165.00
06	AVERY	73,029.00	73,029.00	0.00	0.00	73,029.00	73,029.00
07	BEAUFORT	298,941.00	298,941.00	0.00	0.00	298,941.00	298,941.00
08	BERTIE	164,662.00	164,662.00	0.00	0.00	164,662.00	164,662.00
09	BLADEN	295,779.00	295,779.00	0.00	0.00	295,779.00	295,779.00
10	BRUNSWICK	480,405.00	480,405.00	0.00	0.00	480,405.00	480,405.00
11	BUNCOMBE	950,669.00	950,669.00	0.00	0.00	950,669.00	950,669.00
12	BURKE	435,920.00	435,920.00	0.00	0.00	435,920.00	435,920.00
13	CABARRUS	604,103.00	604,103.00	0.00	0.00	604,103.00	604,103.00
14	CALDWELL	389,749.00	389,749.00	0.00	0.00	389,749.00	389,749.00
15	CAMDEN	25,158.00	25,158.00	0.00	0.00	25,158.00	25,158.00
16	CARTERET	238,040.00	238,040.00	0.00	0.00	238,040.00	238,040.00
17	CASWELL	128,401.00	128,401.00	0.00	0.00	128,401.00	128,401.00
18	CATAWBA	598,814.00	598,814.00	0.00	0.00	598,814.00	598,814.00
19	CHATHAM	206,192.00	206,192.00	0.00	0.00	206,192.00	206,192.00
20	CHEROKEE	137,696.00	137,696.00	0.00	0.00	137,696.00	137,696.00
21	CHOWAN	88,830.00	88,830.00	0.00	0.00	88,830.00	88,830.00
22	CLAY	46,805.00	46,805.00	0.00	0.00	46,805.00	46,805.00
23	CLEVELAND	591,111.00	591,111.00	0.00	0.00	591,111.00	591,111.00
24	COLUMBUS	417,574.00	417,574.00	0.00	0.00	417,574.00	417,574.00
25	CRAVEN	446,686.00	446,686.00	0.00	0.00	446,686.00	446,686.00
26	CUMBERLAND	1,900,282.00	1,900,282.00	0.00	0.00	1,900,282.00	1,900,282.00
27	CURRITUCK	65,580.00	65,580.00	0.00	0.00	65,580.00	65,580.00
28	DARE	100,791.00	100,791.00	0.00	0.00	100,791.00	100,791.00
29	DAVIDSON	708,446.00	708,446.00	0.00	0.00	708,446.00	708,446.00
30	DAVIE	136,831.00	136,831.00	0.00	0.00	136,831.00	136,831.00
31	DUPLIN	363,780.00	363,780.00	0.00	0.00	363,780.00	363,780.00
32	DURHAM	1,259,769.00	1,259,769.00	0.00	0.00	1,259,769.00	1,259,769.00
33	EDGECOMBE	451,306.00	451,306.00	0.00	0.00	451,306.00	451,306.00
34	FORSYTH	1,675,564.00	1,675,564.00	0.00	0.00	1,675,564.00	1,675,564.00
35	FRANKLIN	275,236.00	275,236.00	0.00	0.00	275,236.00	275,236.00
36	GASTON	1,003,487.00	1,003,487.00	0.00	0.00	1,003,487.00	1,003,487.00
37	GATES	56,703.00	56,703.00	0.00	0.00	56,703.00	56,703.00
38	GRAHAM	44,064.00	44,064.00	0.00	0.00	44,064.00	44,064.00
39	GRANVILLE	228,580.00	228,580.00	0.00	0.00	228,580.00	228,580.00
40	GREENE	134,783.00	134,783.00	0.00	0.00	134,783.00	134,783.00
41	GUILFORD	2,554,335.00	2,554,335.00	0.00	0.00	2,554,335.00	2,554,335.00
42	HALIFAX	450,911.00	450,911.00	0.00	0.00	450,911.00	450,911.00
43	HARNETT	600,560.00	600,560.00	0.00	0.00	600,560.00	600,560.00
44	HAYWOOD	273,765.00	273,765.00	0.00	0.00	273,765.00	273,765.00
45	HENDERSON	349,999.00	349,999.00	0.00	0.00	349,999.00	349,999.00
46	HERTFORD	193,441.00	193,441.00	0.00	0.00	193,441.00	193,441.00
47	HOKE	311,671.00	311,671.00	0.00	0.00	311,671.00	311,671.00

DISCUSSION AGENDA

Teacher Housing Initiative and next steps following approval of SB804 by the NC General Assembly

Commissioner Wesson and Economic Development Director, Steve Biggs, briefly reviewed the timeline of events related to the teacher housing initiative that has been in the works for the last year.

Commissioner Wesson reported that the State Employees Credit Union Foundation has approved fifteen (15) year financing at zero percent interest for this project, and that the Windsor Township Development Commission has received a waiver for the first six (6) months of debt service payments once the project is completed.

Commissioner Wesson noted that Senator Erica Smith will file the local bill on January 28th and it should be on the floor for a vote on February 4th.

There will be 24 apartments with two bedrooms and two bathrooms each, and the construction contract should be ready by the end of January.

Fred Mills Construction of Raleigh, has validated the budget estimates for this project and the plan is to have the apartments ready to open in the spring of 2020.

Commissioner Wesson also noted that the State Employees Credit Union Foundation will not be holding the contract, and this is a change from prior arrangements.

Windsor Township Development Commission will also hold the contract for construction according to Commissioner Wesson.

County Attorney Lloyd Smith clarified that the Windsor Township Development Commission will need to publicly bid this project as required by NC General Statutes, and will likely use a method such as construction manager at risk which was used by the County construct the health department building several years ago.

Commissioner Wesson noted that the schedule will need to be adjusted to include the procurement process.

Mr. Wesson also asked for the Legal Team and County staff to follow the correct procedures and work to ensure this project is ready to move forward once the legislative bill is fully effective.

Calendar Review

Chairman Trent reviewed the following calendar reminders:

- **January 9th Chair, Vice Chair NCACC training in Raleigh**
- **January 10-11th NCACC Legislative Goals Conference in Raleigh. Commissioner Bazemore is voting delegate**
- **January 10th 7:00 p.m. Mayors and Commissioners meeting at Heritage House restaurant**
- **January 14th 2:00 p.m. Board work session with MHA works to review final design for Library & Cooperative Extension project, and other items as necessary.**

COMMISSIONERS' REPORTS

Chairman Trent reiterated the \$150,000 grant received by Lewiston-Woodville for community and recreation needs. He also discussed some new programs being offered at Roanoke-Chowan Community College. Lastly, he discussed the The HIVE House and how it was near completion.

Commissioner Atkins had no reports at this time.

Commissioner Wesson requested clarification from Commissioner Lee about comments made on a Facebook posting. There was a short discussion before items from the agenda were resumed.

Commissioner Bazemore discussed recent swearing in ceremonies she had attended, and thanked Commissioner Wesson for addressing “the elephant in the room.”

Commissioner Lee also discussed her experience at recent swearing in ceremonies, and encouraged citizens to stay involved with their government even if that means they find themselves wanting to run for office themselves in 2020.

JUNIOR COMMISSIONERS' REPORTS

Najella Williams commended the Board for the teacher housing initiative and that she knew teachers at her school were always looking for housing options in Bertie. She also suggested that the Board consider a periodic meeting to “reset and address altercations.”

Qudre Joyner applauded his counterpart for her comments, and stated that “united we stand, divided we fall,” and that we “cannot push forward while we pull each other backward,” and that any issues that may arise should be addressed privately.

COUNTY MANAGER'S REPORTS

The County Manager had no remarks at this time.

COUNTY ATTORNEY'S REPORTS

County Attorney Smith reminded the Board of the need for a Closed Session.

PUBLIC COMMENTS

Monica Lassiter of Lewiston-Woodville expressed her concerns about comments made at tonight's meeting, and encouraged the Board to “unite themselves,” to forgive, and to move forward in order to become “better and stronger.”

CLOSED SESSION

Commissioner Wesson made a **MOTION** to go into Closed Session under the following statutes:

Pursuant to **N.C.G.S. § 143-318.11(a)(3)** to go into closed session to consult with the County Attorney in order to preserve the attorney-client privilege that exists between the attorney and this public body.

Pursuant to **N.C.G.S. § 143-318.11(a)(5)** to establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.

Commissioner Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously.

At this time, Commissioner Wesson made a **MOTION** to return to Open Session.

Commissioner Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

Chairman Trent made a **MOTION** to move forward in adopting the documents submitted by the County Attorney including: Memorandum of Action, Notice of Intent of an Action to Condemn, and Notice of Resolution Authorizing Exercise of the Power of Eminent Domain for the 10.35-acre tract which adjoins the County's 137-acre Tall Glass of Water site. Commissioner Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

As a point of clarification, Finance Officer Roberson inquired how the Board would like to cover the needed expenses to move forward in the future with this item. The Board came to a consensus to allow the required \$120,000 be transferred from the Capital Outlay line item in the Recreation Department budget to a line item for land acquisition.

RECESS

Chairman Trent **RECESSED** the meeting until 2:00 PM on Monday, January 14, 2019 where the Board will hold a work session with MHAworks.

John Trent, Chairman

Sarah S. Tinkham, Clerk to the Board



C-2

Windsor, North Carolina
January 14, 2019
WORK SESSION

The Bertie County Board of Commissioners **RECESSED** their regular meeting on January 7, 2019 in order to meet today inside the Commissioners Room, 106 Dundee Street, Windsor, NC. The following members were present or absent:

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

Absent: None

Staff Present: County Manager Scott Sauer
 Clerk to the Board Sarah Tinkham
 Assistant County Attorney Jonathan Huddleston (2:30pm)
 Assistant County Attorney Cliff Smith (3:30 pm)
 Finance Officer William Roberson
 ICMA/NCACC Management Fellow Dominique Walker
 Cooperative Extension Director Billy Barrow
 Deputy Doug Jernigan
 Deputy Beverly Peele
 Deputy Tim Hardy

There were no media members present.

RECONVENE

Chair Trent reconvened the meeting.

WORK SESSION

Final site layout and design review MHAworks by Albi McLawhorn and Danielle Hoff

Albi McLawhorn and Danielle Hoff were present on behalf of MHAworks to present the final design of the joint Bertie County Library and Cooperative Extension facility.

A PowerPoint was reviewed as well as handouts.

The updated presentation reflected the requested changes from the Board at their last work session on December 13, 2018.

Some of those changes included: movement of joint facility towards Lancaster Avenue to present more room for overflow parking potential/additions in the future, change in amount of “port hole” windows facing Lancaster Avenue, as well as other minor cosmetic preferences.

The Board was also given the opportunity to view and touch samples of materials that could be used for the exterior of the building.

There was a lengthy discussion regarding the budget of the project and items to fund if lower, overall project bids are received.

The Board discussed furnishing the facility especially the industrial kitchen that will serve as a teaching area and event planning feature. It was reported by County Manager Sauer that the Bertie County Library had secured a \$400,000 grant to furnish their part of the facility.

Cooperative Extension Director, Billy Barrow, stated that he would meet with his team to discuss where funding could be secured to furnish the industrial kitchen in particular.

Commissioner Bazemore suggested the NC State Surplus in combination with any other grants that could be secured.

Mr. Sauer also mentioned that this stage would not come until close to the planning phase of the FY2019-2020 budget cycle, and arrangements could be made for this endeavor at that time as well.

The Board spent a great deal of time receiving answers to their questions about the project as a whole, and a request was made from MHAworks to allow them to move forward with preparing this project for bid as soon as possible.

Commissioner Bazemore made a **MOTION** for MHAworks to work with the County Manager and other County staff to complete and prepare this project for the bidding process. Commissioner Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

RECESS

At this time, the Board took a brief 5-minute recess.

Calendar Updates

County Manager Sauer briefly reviewed a print out calendar of upcoming meetings, events, and conferences on the horizon for the Commissioners.

Changes or additions were made as needed.

Items highlights included the Essentials of County Government conference at the end of January as well as the NACo Legislative Conference in Washington, D.C. in early March which could affect the Board's regular meeting schedule.

At this time, the regular Board meeting in March was tentatively rescheduled for March 11th at 6:00 PM. Confirmation would be given at an upcoming meeting or work session.

Distribution of revised discussion points for planning session

The Board received a new draft of items needed for discussion at their upcoming Work Session on Monday, February 18, 2019 beginning at 10:00AM.

Safety and Maintenance Ordinance

After tabling this item in early 2018, several Board members had requested this proposed ordinance be updated and brought back to the Board for additional review.

The Legal Team provided an updated copy of the ordinance which addressed a lot of the concerns raised by the Board early last year.

It was noted by Assistant County Attorney, Cliff Smith, that this new ordinance was more "defendable and enforceable" than the original ordinance.

The Board also reviewed a pertinent statute that could assist the County in receiving help from NCDOT for the most poorly maintained roads in the County, but it would not put those roads under NCDOT ownership. The fixing of certain roads would only be done at a minimum and there would be no guarantee of a permanent solution.

Commissioner Bazemore expressed her concerns about the affordability to citizens to fix some of these roads, as well as a proposed fine that could be fined if repairs were not made to the effected road by the County's deadline within the ordinance.

She stated cost could easily be a factor in preventing some owners to pay for the needed road repairs, and charging additional penalties presents more of a hard ship.

Commissioner Wesson encouraged the Board to vote on this matter as soon as possible as it is one of the main concerns he hears from citizens.

Chairman Trent opted to have the ordinance read aloud into the record:

SAFETY AND MAINTENANCE ORDINANCE

FOR

BERTIE COUNTY, NORTH CAROLINA

January 2019

**ARTICLE I
INTRODUCTORY PROVISIONS**

Section 101 Title

This Ordinance is entitled the *Bertie County Safety and Maintenance Ordinance*, and may be cited as the *Safety and Maintenance Ordinance*.

Section 102 Authority & Purpose

Whereas, in order to promote the health, safety, and general welfare of the citizens of Bertie County, North Carolina; to allow for and provide for safe and timely emergency services to those citizens of Bertie County; and to abate and repair any deterrence to these services because of the conditions of any roadways which have been deemed to be detrimental to the public health, safety, and general welfare of a citizen of this county and said conditions have been determined to be a "public nuisance"; it is desirable and necessary to adopt the *Safety and Maintenance Ordinance*, for the territorial jurisdiction of Bertie County as herein set forth.

Section 103 Jurisdiction

Upon adoption, this ordinance shall govern every private and public road not maintained by the North Carolina Department of Transportation within Bertie County, North Carolina, where said road provides for public or private access to, at a minimum, one residence or dwelling which is used for residential purposes.

**ARTICLE II
DEFINITIONS**

Section 201 General

For the purpose of this ordinance, certain terms or words used herein shall be interpreted as set forth herein:

Section 202 Words Interpretation

For the purpose of this Ordinance, certain words shall be interpreted as follows:

weather the owner shall have the same time allotted in Article IV Section 5.1 to repair said damage and bring said private road in compliance with this ordinance.

Obstacle: Any natural or manmade impediment or debris acting as a hinderance to vehicular travel on a road or street.

Vehicles: Two or Four Wheel drive vehicles owned and operated by law enforcement, emergency management services or any fire department which are used in the execution of public services.

ARTICLE III SPECIFICATIONS FOR PRIVATE ROADS

Section 401 General Provisions

Any Private Road within the jurisdiction of this ordinance will be subject to the specifications set forth within this article.

Section 402 Specifications

(a) All Private Roads must be passable for all vehicles defined in Article II Section 203.

(b) The Private Road must be passable. "Passable" is defined as being clear of obstacles and capable of being traveled upon safely. Travel will be deemed safe when said private road is devoid of any and all holes, cracks, crevices, potholes or other breaks in the road which cause the bottom chassis of the vehicle to come into contact with the ground or water during non-extreme weather conditions.

(c) The determination of what constitutes "passable" will be determined by the Enforcement Officer based upon the specifications contained herein.

Section 403 Exceptions

The specifications set forth in this ordinance do not apply during extreme weather conditions, or to situations where a private road becomes unpassable based upon extreme weather conditions.

Section 404 Maintenance

The owner of said Private Roads shall have a specific duty to maintain, repair, and bring up to standard, all private roads within the jurisdiction of this ordinance. Any and all private roads subject to this ordinance shall be subject to inspection by the Enforcement Officer to ensure compliance with the specification set forth in Article III, Section 402 above.

- a) The word "may" is permissive
- b) The words " shall" and "will" are mandatory
- c) The present tense includes the future tense and the future tense includes the present tense.
- d) The singular includes the plural and plural includes the singular.
- e) The word "county" shall mean Bertie County, North Carolina
- f) The words "County Commissioners" shall mean the Bertie County Board of Commissioners.
- g) The word "person" includes firm, association, organization; trust, company, corporation, or any legal entity as well as an individual.
- h) The words "used" or "occupied" include the phrases: "intended to be occupied or used".

Section 203 Definitions

Dwelling- For the purpose of this Ordinance a dwelling, means any building, structure, manufactured home or mobile home, occupied, maintained or intended for use as a residence.

Enforcement Officer- The enforcement officers for Bertie County shall be the Emergency Management Services Director and Sheriff of Bertie County. Each is vested with the powers and authority granted under Article III of this Ordinance.

Private Road- A road or street that has not been accepted nor planned for acceptance by North Carolina Department of Transportation or other governmental entity, and which provides vehicular access to residential areas containing a minimum of two dwellings. A Private Road shall not include a private driveway providing ingress and egress to a single private residence.

Owner- The legal owner of the parcel or real property upon which any part of the private road is situated as documented in the Bertie County Tax Office. An owner will only be responsible pursuant to Article III of this ordinance for that portion or section of the private road which is found within the boundary of their parcel as defined by the Bertie County Tax and Mapping Department.

Residence- A place where a person or group of persons resides on a permanent or temporary basis.

Extreme Weather Conditions- For the purpose of this statute extreme weather conditions are those meteorological conditions which result in excessive precipitation, including ice, rain, or snow, that would make an otherwise passable private road unpassable; or a meteorological condition resulting in damage which causes a private road to not be passable. In the event said road is damaged as a result of said extreme

Section 405 Compliance

Any current owner of a private road subject to this Ordinance shall have 45 days to come into compliance with said Ordinance. All new private roads subject to this Ordinance shall be built in compliance with the Specifications set forth in Article III, Section 402 above.

**ARTICLE IV
ENFORCEMENT**

Section 501 General Provisions

If the specifications required by this Ordinance are not met within the 45 day period, the owner of said private road shall be guilty of a Class III misdemeanor and assessed a fine of five hundred dollars (\$500.00) pursuant to N.C.G.S. §14-4. In lieu of or in addition to the criminal penalties outlined above, the private road owner may be subject to a civil penalty pursuant to N.C.G.S. 153A-123(c) of \$1,000 per day for each day the violation continues, recoverable by the County in a civil action in the nature of a debt. In addition to all other remedies available either at law or in equity, as violation of this order is deemed a public nuisance the County may institute an action in the General Court of Justice, more specifically the Superior Court of Bertie County, seeking enforcement of the ordinance by injunction and order of abatement pursuant to N.C.G.S. §153A-123(d) and (e), including but not limited to, action by the County seeking an order of abatement requiring the private road owner to make the necessary improvements to said private road within the time allowed by the Court, whereupon noncompliance with the abatement order the County may execute the Order, making the necessary repairs and maintenance, creating a lien upon the owner's real property for the costs of executing said order.

Chairman Trent also requested that the Board carefully review this ordinance as presented and be ready to vote at the Board's upcoming work session so that the correct procedure could be followed in scheduling the needed public hearings.

At this time, the County Manager requested a brief Closed Session.

CLOSED SESSION

Commissioner Wesson made a **MOTION** to go into Closed Session pursuant to N.C.G.S. § 143-318.11(a)(5) to establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract and pursuant to N.C.G.S. § 143-318.11(a)(6) to consider the qualifications, competence, performance, character, fitness, conditions of employment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. Commissioner Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously.

OPEN SESSION

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

Per a Personnel item discussed in Closed Session, the Board came to a consensus to have County Manager Sauer discuss a potential position with the County for current ICMA/NCACC Management Fellow, Dominique Walker. The Board asked that the County Manager provide an update to the Board about the matter prior to the next meeting.

Before adjournment, Commissioner Wesson inquired about the process that was followed with Lewiston-Woodville and a grant that they recently received.

The County Manager stated that he could gather additional information for the Board's review, if desired.

ADJOURN

Chairman Trent **ADJOURNED** the meeting approximately 4:30PM.

John Trent, Chairman

Sarah S. Tinkham, Clerk to the Board



C-4



C-5



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

January 15, 2018

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 **December** 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*18*365
Type: A Abatement/Relea
Status: O Open

Group Total:	\$284.07-	Group Transaction Count:	1
Transactions Total:	\$284.07-	Transaction File Count:	1
Difference:	\$0.00	Difference:	0

=====

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

RLS*18*365	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
2018	12/19/2018	Worthington, Margaret 18A5870868580	G01	\$0.00		\$284.07		\$284.07
		Penalty added in error						
								<u>\$284.07</u>



C-6

BUDGET AMENDMENT

		# 19-06		
		INCREASE		
10-0025-4495-15	\$	2,500	10-4950-5400-25	\$ 2,500
SETUP BUDGET FOR AG CAROLINA GRANT - BERTIE 4-H (LIVESTOCK)				
MONEY RECEIVED ON 12/11/18.				
		INCREASE		
10-0050-4839-04	\$	6,650	10-4340-5353-00	\$ 6,650
ALLOCATE CLAIM MONEY TO TRANSPORT BUDGET FOR MAINT./REPAIRS VEHICLES				
ACCIDENT REPORTED ON 11/19/18.				
		INCREASE		
40-0050-4851-10	\$	60,000	40-8150-5395-02	\$ 60,000
ADDITIONAL FUNDING FROM FEMA TO COVER RENT FOR APPROVED FILE EXTENSIONS				
PENDING FEMA'S FINAL INSPECTION				
APPROVED _ / _ /2019				

BERTIE COUNTY COOPERATIVE EXTENSION
DAILY CASH COLLECTIONS/TURNOVER REPORT

Date: 1/2/2019

After filling in the date at the top of the report, enter a summary of all cash collections/turnover for the day in the column below. Adding machine tapes should be attached to the report to indicate amounts for checks and money orders.

SUMMARY

Checks/Money Orders (Attach Tape)	\$	<u>2,500.00</u>
Currency	\$	<u> \</u>
Change	\$	<u> \</u>
TOTAL	\$	<u>2,500.00</u>

10-0000-2110-05	IPM Pest Management		
10-0000-2110-09	4H Activities	\$ 2,500.00	R 100025 449515
10-0050-4839-82	Program Revenues		E 104950 540025
<u>Rec# 703905</u>		<u>Ag Caroline Grant</u>	

Sheela Powell
 Signature of Preparer

Distribution: Original-Finance Office Duplicate-Retain
 Rev/09



November 20, 2018

Guy A. Holley
Bertie County 4-H
104 Dundee St
Windsor, NC 27938

Dear Guy:

The grant application you submitted on behalf of Bertie County 4-H through the *Fund for Rural North Carolina* corporate giving program has been approved for a \$2,500 grant.

A luncheon will be held on **Tuesday, December 11** at Rose Hill Plantation 3815 Rose Hill Lane, Nashville, NC beginning at 11:30 a.m. to recognize the grant recipients. Checks will be presented at that time to the selected organizations.

Please RSVP to Skipper Jones at 800.951.3276 x849 or email sjones@agcarolina.com, by December 8. Please feel free to bring another representative or guest with you.

Sincerely,

David W. Corum
President & CEO

Ag Carolina Farm Credit
 4000 POOLE ROAD
 PO BOX 14789
 RALEIGH, NC 27620-4789

661567531

00030822

December 10, 2018

Valid after 90 days

Amount \$2,500.00***

PAY

****TWO THOUSAND FIVE HUNDRED AND XX / 100 DOLLAR****

TO THE

ORDER OF BERTIE COUNTY 4-H
 104 DUNDEE ST
 WINDSOR, NC 27938

Dael W. Com

Electronic Signature

⑈905590009702⑈ ⑆195101450⑆ ⑆2803000⑈

Check Number	Date	Total Gross Amount	Total Discounts	Total Late Charges	Total Paid Amount
00030822	December 10, 2018	\$2,500.00	\$0.00	\$0.00	\$2,500.00
2018 Fund for Rural NC Grant	December 06, 2018	2,500.00	0.00	0.00	2,500.00
Invoice Number	Invoice Date	Voucher ID	Discount Taken	Late Charge	Paid Amount
00030822	December 10, 2018	00062613	0.00	0.00	2,500.00
Vendor Number: 00003470	Check No. 00030822	212			

Sedgwick Claims Management Services, Inc
 P O Box 14436
 Lexington, KY 40512-4436



BERTIE COUNTY
 106 DUNDEE STREET
 P.O. BOX 530
 WINDSOR NC 27983

DATE	CHECK AMOUNT	CHECK NUMBER
01/16/2019	6,650.40	100625450
PAYEE		TAX ID
BERTIE COUNTY		None
SCMS UNIT		PAGE
184 Sedgwick Claims Management Services, Inc		01 of 01

Claimant Name	Loss Date	Claim Number
BERTIE COUNTY	11/19/2018	30181421425-0001
Amt Paid: 6,650.40	Description: Miscellaneous CL/Other	
Dates: 11/19/2018 - 11/19/2018	Comment: 2017 Ford Ambulance VIN# 5046 - REPAIRS	

EMS

SWK:RM.SDM.OO.NP



BANK TRANSIT NO.	\$ CHECKS	\$ CASH	NET	DATE	NAME	DESCRIPTION	RECEIVED BY
	6650.40		6650.40	11/19/18	Sedgwick Claims	2017 Ford Ambulance DOL 11-19-18 (EMS)	en

IF **(ENCIRCLED)** INDICATES CASH RETURNED FOR ADJUSTMENT TO NET AMOUNT OF ACTUAL PAYMENT

WILLIAM ROBERSON
 BERTIE COUNTY FINANCE OFFICER

108127

↑
INVALID WITHOUT SIGNATURE

RETAIN THIS RECEIPT FOR YOUR RECORDS

William Roberson

From: Mitch Cooper
Sent: Monday, August 20, 2018 3:02 PM
To: William Roberson
Subject: FW: [External] Re: EMS FEMA Money

FYI

From: Glasscock, Mary <Mary.Glasscock@ncdps.gov>
Sent: Monday, August 20, 2018 2:53 PM
To: Mitch Cooper <mitch.cooper@bertie.nc.gov>
Subject: [External] Re: EMS FEMA Money

CAUTION: External email. Do not click links or open attachments unless verified. Send all suspicious email as an attachment to [Report Spam](#).

Hey Mitch,

If approved, you will get additional funding. It was submitted to FEMA on May 18. We should have an answer any time. Hang in there.

Construction looking good!

Sent from my iPhone

On Aug 20, 2018, at 10:08 AM, Mitch Cooper <mitch.cooper@bertie.nc.gov> wrote:

Ms. Mary I hope your doing well, I know we have filed for extensions in the past for the temporary EMS Station while we undergo construction and we are hoping to be in by Christmas. (Fingers Crossed). A question we have is with the extensions, does that add money to the end total or does that just repurpose the already existing construction grant to be used for the temporary rent?

Also please see a picture of the progress as of now.

Thank you for all your help.

Mitch Cooper

<image003.png>

E-mail correspondence sent to and from this address may be subject to the provisions of G.S. 132-1, the North Carolina Public Records Law, and may be subject to monitoring and disclosed to third parties, including law enforcement personnel, by an authorized state official.

<IMG_1265.jpg>

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Bertie County

Board of Commissioners

DISCUSSION ITEMS

MEETING DATE: February 4, 2019

DEPARTMENT: Governing Body

TOPICS:

1. Calendar Review:

- Previously advertised: February 19, 2019 – Planning Session
- NACo Legislative Conference – Washington D.C. – March 2-6, 2019
- Tentative date for March meeting – March 11th

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Discussion requested.

SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S): Discussion and/or approval as recommended.

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---