

# Bertie County Board of Commissioners



September 3, 2019  
**4:00 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**  
**September 3, 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.*

**4:00 Work Session**

- a) Closed Session - Pursuant to N.C.G.S. § 143-318.11(a)(4) – Economic Development – Solar project update
- b) Closed Session – Pursuant to N.C.G.S. § N.C.G.S. § 143-318.11(a)(6) - Personnel –Transitional operations - Administration

**6:00 Call to Order and Welcome by Chairman Trent, Commissioners Room, Windsor**

Invocation and Pledge of Allegiance by Commissioner Atkins

Public Comments (3-minute time limit per speaker)

**(A)**

**\*\*\* REPORTS AND APPOINTMENTS \*\*\***

- (1) Parks and Recreation Update by Parks and Recreation Director, Donna Mizelle
- (2) Formal introduction of Superintendent Dr. Otis Smallwood, Bertie County Public Schools
- (3) Impassable Roads Report – re: Road Safety & Maintenance Ordinance by Emergency Services Director, Mitch Cooper

**Board Appointments (B)**

- 1. Albermarle Regional Library Board

**Consent Agenda (C)**

- 1. Approve Minutes for Regular Meeting 8-5-19
- 2. Approve Minutes for Work Session 8-5-19
- 3. Approve Minutes for Closed Session 8-5-19
- 4. Register of Deeds Fees Report – August 2019
- 5. Budget Amendments
- 6. Water District I – AIA Grant Application

**\*\*\*OTHER ITEMS\*\*\***  
**Discussion Agenda (D)**

- 1. Discuss combining Fire Marshal duties with the new building inspector position for Fire Prevention Code Enforcement
- 2. Review proposed 2020 meeting schedule and proposed calendar for Board meetings held in various community locations, plus consider adoption of the 2020 holiday schedule to coincide with the State calendar for office closings.
- 3. Confirmation of 2019 Employee Appreciation Luncheon date – Thursday, December 5th
- 4. Agenda Preview – Work Session, September 16, 2019
- 5. Other Items

**Commissioners' Reports (E)**

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

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

**Public Comments Continued**

**Closed Session**

Pursuant to N.C.G.S. § 143-318.11(a)(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)(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:** September 3, 2019

**SECTION:** Work Session

**DEPARTMENT:** Governing Body

**TOPICS:**

- a) Closed Session - Pursuant to N.C.G.S. § 143-318.11(a)(4) – Economic Development – Solar project update
- b) Closed Session – Pursuant to N.C.G.S. § 143-318.11(a)(6) - Personnel – Transitional operations - Administration

**COUNTY MANAGER RECOMMENDATION:** Discussion requested.

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

**ATTACHMENTS:** No

**LEGAL REVIEW PENDING:** N/A

**ITEM HISTORY:** ---

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**Adjourn**



# **Bertie County**

## **Board of Commissioners**

### **ITEM ABSTRACT**

**MEETING DATE:** September 3, 2019

**SECTION:** Appointments & Reports (A-1 to A-4)

**DEPARTMENT:** Governing Body

**TOPICS:**

- (1) Parks and Recreation Update by Parks and Recreation Director, Donna Mizelle
- (2) Formal introduction of Superintendent Dr. Otis Smallwood,  
Bertie County Public Schools
- (3) Impassable Roads Report – re: Road Safety & Maintenance Ordinance by Emergency  
Services Director, Mitch Cooper – **Please see attachment (s)**
- (4) Poverty Commission Update by Chair Patricia Ferguson

**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

# BERTIE COUNTY SCHOOLS

P.O. BOX 10  
715 US HWY 13 N  
WINDSOR, NORTH CAROLINA 27983  
PHONE (252) 794-3173 – FAX: (252) 794-9727



Otis L. Smallwood, Ed.D.  
Superintendent

**BOARD MEMBERS**  
TARSHA DUDLEY, Chair  
HORMAN CHERRI, Vice-Chairman  
CHRISTINE DUBBLEY  
ROBEY FISHMAN  
ROBEY OCCONA

August 23, 2019

Mr. John Trent, Chairman  
Bertie County Board of Commissioners  
PO Box 530  
Windsor, NC 27983

RE: 2019-20 Bertie County Schools Current Expense Fund Appropriation

Dear Chairman Trent and Commissioners:

On behalf of the Bertie County Board of Education, and Executive Director of Finance Mr. Steven Harrell, I am inquiring about the possibility of requesting additional funds from the county for Bertie County Schools' Current Expense Fund.

Earlier this year, the school board requested \$3,178,937.74 for current expenses. However, \$3,027,671 was appropriated. The difference is \$151,266.74. I am requesting that the said difference be appropriated to the Bertie County Schools Current Expense Fund in order to fund local supplements at an average of 3% for *all* staff in Bertie County Schools. If acquired, the additional funding you would provide will only cover about half of the supplements. The other half will be appropriated from existing local funds and/or the existing fund balance.

According to the latest edition of The State of the Teaching Profession released by the NC Department of Public Instruction (2018), Bertie County Schools is listed as one of five districts with the highest attrition rates (22.7%). Since July 1, 2019, there have already been approximately 10% of the teaching staff who have separated from the district and have gone to work in surrounding local education agencies (LEAs). Please note that each of those LEAs offers a **local supplement** and or signing bonuses. As of 2018, Bertie County Schools is one of only four LEAs state-wide that **DO NOT** offer any local supplement at all to its staff (*NC Policy Watch, 2018* – Please see attachment).

In my plan to move the district forward academically and produce positive outcomes for students, I will focus on three (3) major tenets: Learning and Teaching, Recruitment and Retention of Highly Qualified Staff, and Relationships among all Stakeholders. The research is clear that the focus and drive surrounding these three tenets have yielded positive results in transitioning high poverty school districts into high *performing* school districts. It is our ardent desire that Bertie County Public Schools will become one of these high performing districts in the near future. Please note that a high performing school district is synonymous, or “congruent,” if you will, with a thriving and prosperous local economy. If you choose to appropriate the

additional funds and match what was awarded for Current Expense the previous year, this expression of gratitude toward the employees of this school district will have a deep impact upon morale; and ultimately, staff and student performance.

As your new Superintendent of Schools, it is already very impressive to see the cooperation and support of these two governing bodies as we work together to Build a Better Bertie! I look forward to discussing this request at your next regular board meeting.

Sincerely,

A handwritten signature in black ink, appearing to read "Dr. Otis L. Smallwood". The signature is fluid and cursive, with a large initial "O" and "S".

Dr. Otis L. Smallwood  
Superintendent



Year	LEA	Selected Statistics of Local Salary Supplements										Assistant Principals Average Supplmt.
		LEA Name	Teacher No. of Position	Teacher No. Rec. Supplmt	Teacher Average Supplmt	Principal No. of Position	Principal No. Rec. Supplmt.	Principal Average Supplmt	Assistant Principals No. of Position	Assistant Principals No. Rec. Supplmt.		
2018	10	Alamance-Burlington Schools	1,711	1,711	4,647	36	36	14,567	53	53	7,543	
2018	20	Alexander County Schools	323	323	2,797	11	11	8,206	7	7	5,229	
2018	30	Alleghany County Schools	125	125	200	4	4	7,632	2	2	200	
2018	40	Anson County Schools	254	254	1,117	11	11	3,121	3	3	2,381	
2018	50	Ashe County Schools	256	256	500	5	5	4,848	7	7	1,000	
2018	60	Avery County Schools	193	193	1,416	7	7	9,122	3	3	1,752	
2018	70	Beaufort County Schools	515	515	1,659	14	14	4,179	14	14	1,650	
2018	80	Bertie County Schools	134	0	0	7	0	0	3	0	0	
2018	90	Bladen County Schools	334	334	1,833	13	13	3,584	9	9	2,429	
2018	100	Brunswick County Schools	829	829	2,879	20	20	7,500	31	31	4,313	
2018	110	Buncombe County Schools	1,931	1,901	5,276	43	43	9,459	49	49	8,082	
2018	111	Asheville City Schools	411	411	4,397	9	9	8,662	11	11	5,425	
2018	120	Burke County Schools	897	897	2,229	26	26	4,692	19	19	3,327	
2018	130	Cabarrus County Schools	2,203	2,203	3,140	39	39	15,515	74	74	6,687	
2018	132	Kannapolis City Schools	398	398	2,656	8	8	6,538	12	12	3,798	
2018	140	Caldwell County Schools	845	819	1,743	26	26	6,636	17	17	4,312	
2018	150	Camden County Schools	133	133	1,603	5	5	5,607	4	4	2,000	
2018	160	Carteret County Schools	690	690	2,703	17	17	11,593	12	12	4,546	
2018	170	Caswell County Schools	203	203	1,161	6	6	4,833	4	0	0	
2018	180	Catawba County Schools	1,113	1,113	3,755	172	28	7,731	34	34	5,284	
2018	181	Hickory City Schools	319	319	3,249	9	9	8,071	8	8	4,437	
2018	182	Newton-Conover City Schools	230	230	3,086	7	7	11,612	5	5	4,756	
2018	190	Chatham County Schools	603	603	5,057	17	17	5,871	14	14	5,448	
2018	200	Cherokee County Schools	271	2	1,000	0	0	0	0	0	0	
2018	210	Edenton-Chowan County Schools	150	150	1,827	4	4	7,417	6	6	3,147	
2018	220	Clay County Schools	85	0	0	3	3	5,145	2	1	4,060	

2018	230	Cleveland County Schools	1,233	1,233	1,884	29	29	10,076	39	38	3,739
2018	240	Columbus County Schools	393	393	2,247	18	18	3,330	7	7	2,754
2018	241	Whiteville City Schools	172	172	2,361	5	5	3,275	5	5	2,566
2018	250	Craven County Schools	925	925	3,243	25	25	16,733	33	33	5,196
2018	260	Cumberland County Schools	3,046	3,046	3,523	86	86	10,919	126	126	5,641
2018	270	Currituck County Schools	291	291	3,736	10	10	13,107	8	8	8,917
2018	280	Dare County Schools	443	443	4,218	11	10	24,161	10	9	8,756
2018	290	Davidson County Schools	1,376	1,354	2,828	36	36	5,730	34	34	3,666
2018	291	Lexington City Schools	248	242	3,810	7	7	8,835	10	10	6,008
2018	292	Thomasville City Schools	189	189	2,872	4	4	10,826	6	6	5,701
2018	300	Davie County Schools	423	423	2,540	12	12	6,660	13	13	3,663
2018	310	Duplin County Schools	625	625	3,216	14	14	7,388	20	20	3,203
2018	320	Durham County Schools	2,352	2,285	6,931	54	54	33,902	78	78	8,293
2018	330	Edgecombe County Schools	434	434	3,079	14	14	8,132	15	15	3,886
2018	340	Forsyth County Schools	3,981	3,979	3,727	79	79	25,694	117	117	7,188
2018	350	Franklin County Schools	617	617	3,117	17	15	5,547	20	20	2,900
2018	360	Gaston County Schools	2,001	1,918	2,826	55	55	6,507	69	69	7,038
2018	370	Gates County Schools	133	133	550	5	5	4,800	3	3	800
2018	380	Graham County Schools	92	0	0	3	3	3,500	2	2	625
2018	390	Granville County Schools	554	554	4,306	19	19	8,026	19	19	5,308
2018	400	Greene County Schools	231	231	1,000	6	6	6,333	8	8	1,375
2018	410	Guilford County Schools	5,377	5,377	4,764	126	126	18,432	133	133	10,684
2018	420	Halifax County Schools	206	206	1,928	10	10	10,251	4	4	5,571
2018	421	Roanoke Rapids City Schools	222	222	2,344	4	4	13,777	7	7	2,500
2018	422	Weldon City Schools	72	20	625	4	4	4,548	3	1	1,000
2018	430	Harnett County Schools	1,474	1,474	2,273	28	28	5,070	40	40	2,871
2018	440	Haywood County Schools	503	503	2,466	15	15	4,570	12	12	3,018
2018	450	Henderson County Schools	910	910	3,885	23	23	6,258	23	23	5,099
2018	460	Hertford County Schools	205	197	1,352	7	7	4,479	7	7	2,453
2018	470	Hoke County Schools	559	559	2,506	14	14	4,323	19	19	3,289
2018	480	Hyde County Schools	70	70	664	3	3	9,264	2	2	4,296
2018	490	Iredell-Statesville Schools	1,211	1,211	2,853	36	36	14,376	37	37	4,022
2018	491	Mooreville City Schools	392	392	3,142	8	8	12,380	14	14	8,224
2018	500	Jackson County Schools	284	284	941	9	9	3,357	6	6	1,250

2018	510	Johnston County Schools	2,376	2,376	4,993	46	46	17,449	78	78	8,460
2018	520	Jones County Schools	104	104	2,500	6	6	8,467	2	2	6,134
2018	530	Lee County Schools	764	764	4,390	16	16	8,000	20	20	6,688
2018	540	Lenoir County Schools	625	625	2,000	17	17	3,462	12	12	2,367
2018	550	Lincoln County Schools	914	914	2,894	24	24	7,810	32	32	4,546
2018	560	Macon County Schools	351	351	972	11	11	1,398	5	5	1,006
2018	570	Madison County Schools	201	201	300	6	6	300	3	3	300
2018	580	Martin County Schools	284	284	1,199	10	10	4,928	11	11	2,286
2018	590	McDowell County Schools	513	513	1,343	13	13	4,448	9	9	2,522
2018	600	Charlotte-Mecklenburg County Schools	10,676	10,624	7,159	174	164	26,568	248	237	12,003
2018	610	Mitchell County Schools	139	139	108	7	7	3,400	1	1	3,600
2018	620	Montgomery County Schools	312	312	1,545	12	12	6,824	7	7	2,000
2018	630	Moore County Schools	818	817	3,647	23	23	18,930	28	28	6,490
2018	640	Nash-Rocky Mount Schools	950	950	4,657	28	28	11,987	40	40	5,317
2018	650	New Hanover County Schools	2,043	2,043	3,976	45	45	17,063	60	60	6,418
2018	660	Northampton County Schools	121	121	1,231	7	7	4,876	6	6	2,696
2018	670	Onslow County Schools	1,637	1,637	4,305	36	36	14,202	46	46	7,429
2018	680	Orange County Schools	626	626	6,274	13	13	14,455	18	18	9,411
2018	681	Chapel-Hill/Carrboro City Schools	1,061	1,061	7,904	20	20	29,484	24	24	11,478
2018	690	Pamlico County Schools	119	119	2,539	4	4	10,043	3	3	2,950
2018	700	Pasquotank County Schools	419	419	1,749	13	12	7,872	11	11	2,033
2018	710	Pender County Schools	565	565	2,805	16	16	8,491	22	22	2,806
2018	720	Perquimans County Schools	115	115	1,301	4	4	7,980	2	2	2,000
2018	730	Person County Schools	352	352	4,506	11	11	10,208	7	7	7,592
2018	740	Pitt County Schools	1,785	1,785	2,262	34	34	11,737	47	47	3,705
2018	750	Polk County Schools	183	183	2,131	6	6	5,377	3	3	2,862
2018	760	Randolph County Schools	1,240	1,230	3,037	31	31	11,176	32	32	9,019
2018	761	Asheboro City Schools	377	377	3,335	8	8	13,878	10	10	7,852
2018	770	Richmond County Schools	503	503	1,303	15	15	5,060	18	18	2,004
2018	780	Robeson County Schools	1,664	1,664	2,728	42	42	4,446	33	33	2,755

2018	790	Rockingham County Schools	889	889	2,279	25	25	6,995	15	15	4,182
2018	800	Rowan-Salisbury County Schools	1,443	1,443	2,831	38	38	6,316	52	52	3,806
2018	810	Rutherford County Schools	539	539	1,157	18	0	0	18	0	0
2018	820	Sampson County Schools	611	611	3,200	18	18	3,200	13	13	3,200
2018	821	Clinton City Schools	213	213	4,278	5	5	7,683	7	7	5,573
2018	830	Scotland County Schools	476	476	1,875	12	12	14,124	14	14	4,020
2018	840	Stanly County Schools	675	654	2,169	21	21	5,300	13	13	2,500
2018	850	Stokes County Schools	487	487	1,530	19	19	6,887	10	10	3,623
2018	860	Surry County Schools	592	592	1,388	19	19	3,969	19	19	1,999
2018	861	Elkin City Schools	93	93	2,352	3	3	11,441	2	2	4,408
2018	862	Mount Airy City Schools	116	116	1,482	4	4	10,514	2	2	2,662
2018	870	Swain County Schools	135	0	0	4	4	5,250	2	2	3,250
2018	880	Transylvania County Schools	315	315	3,757	9	9	5,749	7	6	4,838
2018	890	Tyrrell County Schools	53	53	998	3	3	2,667	2	2	1,000
2018	900	Union County Schools	2,477	2,477	4,524	51	51	19,120	92	92	6,441
2018	910	Vance County Schools	429	401	2,618	17	17	10,899	18	2	9,250
2018	920	Wake County Schools	10,105	10,105	8,649	181	181	30,670	318	318	13,436
2018	930	Warren County Schools	176	176	1,845	8	8	3,313	3	3	2,267
2018	940	Washington County Schools	117	117	600	6	6	7,629	3	2	2,652
2018	950	Watauga County Schools	396	396	2,355	9	9	6,894	7	7	2,814
2018	960	Wayne County Schools	1,400	1,400	2,962	31	31	5,249	33	33	3,854
2018	970	Wilkes County Schools	610	610	2,260	22	22	10,776	15	15	3,615
2018	980	Wilson County Schools	778	770	3,726	26	26	13,938	24	24	6,277
2018	990	Yadkin County Schools	419	419	2,679	14	14	3,866	7	7	3,033
2018	995	Yancey County Schools	168	168	300	9	9	300	2	2	300
2018	999	STATE TOTAL	101,949	100,818	4,337	2,585	2,402	13,799	2,888	2,829	7,116



A-3

<b>Road Name:</b>	<b>Intersecting Road</b>	<b>Township</b>	<b># of Residents</b>	<b>Rating</b>
Copeland LN.	Black Jack Rd.	Kelford	5	Moderate
Liverman Farm LN	Governors Rd	Kelford		Good
Tina LN	Ted Cherru LN	Kelford	4	Major
Ted Cherry LN	Governors Rd	Kelford	9	major
Nancy Blvd	Ted Cherry Ln	Kelford	0	Major
David Dr	Governors Rd	Kelford	9	Major
Country Court	Piney Woods Rd	Lewiston	3	Moderate
Lake Drive	Governors Rd	Lewiston	20	Moderate
Pine St	Governors Rd	Lewiston	19	Minor
Washington St	Pine St	Lewiston	16	Minor
Lassiter Ln	Governors rd.	Lewiston	3	Moderate
Kens Ct	Governors Rd	Windsor	0	Good
Mebane Cir	Governors rd.	Windsor	0	Good
Pine Forest In	Governors Rd	Windsor	0	Good
Tiffany's Lane	Governors Rd	Windsor	7	Minor
Jerrys Ln Ext	Tony's Ln	Windsor	3	Minor
Jerrys Ln	Tony's Ln	Windsor	20	Minor
Tony's Ln	Governors Rd	Windsor	18	Minor
Madison	School Rd	Windsor		Good
Tryon	School Rd	Windsor		Good
Dobbs Ln	School Rd	Windsor		Good
Thomasville Ln	Pierce Ln	Windsor	7	Moderate
Pierce Ln	School Rd	Windsor	2	Minor
Sand Pitt In	School Rd	Windsor		Good
Cabin Rd	Meadow Rd	Colerain	5	Major
Pioneer Ave	Meadow Rd	Colerain	12	major
Taylor park Rd	Meadow Rd	Colerain	4	Minor
Castello Park	Meadow Rd	Colerain	10	Minor

**ROAD SAFETY AND MAINTENANCE ORDINANCE**

**FOR**

**BERTIE COUNTY, NORTH CAROLINA**

**February 18, 2019**

**ARTICLE I  
INTRODUCTORY PROVISIONS**

**Section 101 Title**

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

**Section 102 Authority & Purpose**

Bertie County being granted the authority under N.C.G.S. §153A-340 *et. seq.* and all other relevant North Carolina General Statutes, and, 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" and/or "safety hazard"; it is desirable and necessary to adopt the *Road 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, two residences or dwellings which are 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:

- 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



weather the owner shall have the same time allotted in Article IV Section 501 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 301      General Provisions**

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

#### **Section 302      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 303      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 304      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 302 above.

**Section 305 Compliance**

Any current owner of a private road subject to this Ordinance shall have 45 days to come into compliance with said Ordinance when served with a notice of violation. This notice of violation shall be served upon the land owner by the Bertie County Sheriff's Department. All new private roads subject to this Ordinance shall be built in compliance with the Specifications set forth in Article III, Section 302 above.

**ARTICLE IV  
APPEAL**

**Section 401 Notice of Appeal**

Any current owner cited with a violation of said ordinance pursuant to this order, shall have ten (10) days upon service of notice of violation to file written notice of appeal with the County Clerk.

**Section 402 Process of Appeal**

- (a) If any owner or occupant makes a written request to the Board of Commissioners for hearing, such hearing shall be held before the Bertie County Board of Commissioners.
- (b) The hearing shall be held at the next available meeting after the request for a hearing was received.
- (c) The County shall mail a notice to the appealing party of the time and place of the hearing at least 10 calendar days prior to the hearing.
- (d) All parties shall have full opportunity to respond to and present evidence and witnesses.
- (e) The appellant shall have the burden of proving its position by clear and convincing evidence.
- (f) Hearings shall be informal and the rules of evidence as applied in the courts shall not apply. Irrelevant, immaterial and repetitious evidence shall be excluded.
- (g) The hearing shall be recorded, and the minutes of the meeting shall be approved by the Board of Commissioners at their next scheduled meeting.
- (h) The decision of the Board of Commissioners shall be issued within 10 calendar days following the hearing. Unless otherwise provided by law, the decision of the Board of Commissioners shall constitute the final decision.

## **ARTICLE V ENFORCEMENT**

### **Section 501        General Provisions**

If the specifications required by this Ordinance are not met within 45 days following service of notice the violation, the private road owner shall be subject to a civil penalty pursuant to N.C.G.S. 153A-123(c) of \$100.00 per day for each day the violation continues, recoverable by the County in a civil action in the nature of a debt. The purpose of this civil fine is not punitive but intend to help defray any potential costs associated with repairing said private roads. 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.

Bertie County does hereby under the powers granted it pursuant to in N.C.G.S. §153A-123(c), specifically state and hold that violation of this ordinance shall not be a misdemeanor under N.C.G.S §14-4, and that a violation of this ordinance shall not be subject to a criminal penalty, other than those penalties assessed by a court pursuant to it's contempt powers.

**PROCESS FOR ENFORCEMENT OF ROAD SAFETY**  
**ORDINANCE**

**1. Notice of Violation**

- a. Upon complaint by citizen or any other concerned party, the Sheriff or Director of EMS will investigate designated area
- b. Sheriff or Director of EMS will determine if Road in Violation of Ordinance
- c. The County shall have Sheriff Department Personally serve a written notice of violation on any landowners in violation providing 45 days to repair Road

**2. Appeal**

- a. Land Owner will have ten days to provide written notice of appeal to County
- b. After appeal County will set the hearing at the next regularly scheduled meeting
- c. Following the hearing on the Appeal, the County has 10 days to provide a written decision

**3. Enforcing Violation**

- a. If after appeal or the expiration of the 45-day time limit the land owner has not made repairs, the County may file an action against the land owner in Superior Court. A fine of \$100.00 a day runs during this time period following the 45-day reprieve.
- b. Court may initially order the landowner to repair the road at cost within a certain time period.
- c. If landowner still refuses, County may get an order of abatement and hold the landowner in contempt.
- d. If County receives an Order of Abatement, the County can then go make repairs to road and place lien upon the property for the cost of said repair.

## **ADOPTION**

The immediate operation of the provisions of this Ordinance is necessary for the preservation of the public health, public safety, and general welfare of Bertie County residents, 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.

Ordinance hereby adopted on the \_\_\_\_ day of \_\_\_\_\_, 2019.

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John Trent, Chairman  
Bertie County Commissioners

**ATTEST:**

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Sarah Tinkham, Clerk to the Board  
Bertie County



# **Bertie County**

**Board of Commissioners**

## **ITEM ABSTRACT**

**MEETING DATE:** September 3, 2019

**SECTION:** Board Appointments (B-1)

**DEPARTMENT:** Governing Body

**TOPICS:**

1. Albemarle Regional Library Board- **Please see attachment(s)**

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

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

**ATTACHMENTS:** Yes

**LEGAL REVIEW PENDING:** N/A

**ITEM HISTORY:** ---

**Albemarle Regional Library Board**

**Immediate Vacancies:** 0

**Position Vacancy:**

<b>Board</b>	<b>Term</b>	<b>Name</b>	<b>Began</b>	<b>End</b>
Albemarle Regional Library Road	3 years	Irene Walker	8/22/16	8/31/19

**Special requirements:** N/A

**Notes:**

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

**Applications Received:**

1

**Current Members (unexpired):**

1. Marion Lee
2. Jane Barner



# **Bertie County**

## **Board of Commissioners**

### **ITEM ABSTRACT**

**MEETING DATE:** September 3, 2019

**SECTION:** Consent (C-1 to C-6)

**DEPARTMENT:** Governing Body

**TOPICS:**

1. Approve Minutes for Regular Meeting 8-5-19 - **Please see attachment(s)**
2. Approve Minutes for Work Session 8-5-19 - **Please see attachment(s)**
3. Approve Minutes for Closed Session 8-5-19
4. Register of Deeds Fees Report – August 2019 - **Please see attachment(s)**
5. Budget Amendments - **Please see attachment(s)**
6. Water District I – AIA Grant Application - **Please see attachment(s)**

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

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

**ATTACHMENTS:** Yes, all items.

**LEGAL REVIEW PENDING:** N/A

**ITEM HISTORY:** ---





C-1

**Windsor, North Carolina  
August 5, 2019  
REGULAR SESSION**

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  
Assistant County Manager Juan Vaughan, II  
Assistant County Attorney Jonathan Huddleston  
Assistant to the County Manager Dominique Walker  
Finance Director William Roberson  
4-H Agent Guy Holley  
Clerk of Superior Court Vashti F. James  
Tax Administrator Jodie Rhea  
Economic Development Director Steve Biggs  
Deputy Tim Hardy  
Emergency Services Director Mitch Cooper

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

**CALLED TO ORDER**

Chairman Trent called the meeting to order.

## **PLEDGE OF ALLEGIANCE/INVOCATION**

Commissioner Wesson led the Pledge of Allegiance and gave the Invocation.

## **PUBLIC COMMENTS**

No public comments were made at this time.

## **APPOINTMENTS and Reports**

### **(1) Bertie County 2018-2028 Comprehensive Recreation Plan final presentation by David Hodges of Good Consulting Services, LLC.**

David Hodges of Good Consulting Services, LLC. provided an overview of the final copy of the Bertie County 2018-2028 Comprehensive Recreation Plan. He shared that the Plan would be available online.

### **(2) Introduction of 2019 Youth Voice nominee, Taylor Cotten, by 4-H Agent Guy Holley**

Bertie County 4-H Agent Guy Holley introduced Taylor Cotton, 2019 NCACC Youth Voice nominee to the Board. Ms. Cotton provided remarks on her 4-H experiences to the Board.

Assistant County Manager Juan Vaughan, II introduced EMS intern Ashley Moring to the Board. Ms. Moring is a graduating senior at Elizabeth City State University. She will be graduating with a degree in Emergency Management. She gave an overview of her internship projects and thanked the Board for the opportunity.

### **(3) Reappointment of Tax Administrator, Jodie Rhea, and Oath of Office for additional 4-year term by Clerk of Superior Court, Vashti F. James**

County Manager Scott Sauer recommended to the Board to consider reappointing Tax Administrator, Jodie Rhea for four additional years. Commissioner Wesson made a **MOTION** to reappoint Jodie Rhea as Tax Administrator for four additional years. Commissioner Lee **SECONDED** the motion. The motion **PASSED** unanimously.

The reappointment of Tax Administrator, Jodie Rhea was administered by Clerk of Superior Court, Vasti F. James.

#### **(4) 2020 Revaluation Project Update by Gary Piner**

Mr. Gary Piner provided an update on the 2020 Revaluation Project to the Board. Tax Administrator, Jodie Rhea gave an overview of the project calendar to the Board including a public hearing on the proposed schedule of values on September 30<sup>th</sup> which will be adopted at the Board's regular meeting on October 7<sup>th</sup>.

#### **BOARD APPOINTMENTS**

##### **Tri-County Airport Authority**

Commissioner Lee made a **MOTION** to appoint Economic Development Director Steve Biggs for an additional term. Chairman Trent **SECONDED** the motion. The motion **PASSED** unanimously.

##### **Region Q Workforce Development Board**

County Manager Scott Sauer recommended to the Board to consider approaching new Bertie County Schools Superintendent Dr. Otis L. Smallwood to serve on the board.

#### **CONSENT AGENDA**

1. Approve Minutes for Regular Meeting 7-1-19
2. Approve Minutes for Work Session 7-1-19
3. Register of Deeds Fees Report – July 2019
4. Approval of Tax Collection Order – FY2019-2020; Report of settlements per N.C.G.S. 105-373 (a)(1) including: list of 2018 Unpaid Real and Personal Property taxes of \$265,328.65, list of 2018 unpaid personal property taxes (insolvents report) of \$54,024.58, statement regarding delinquent personal property taxes, resolution declaring No One Insolvent and Recharging Delinquent Collections to the Tax Administrator.
5. Budget Amendments
6. Close Out - Contract Amendment – Jeff Best, CPA
7. Home and Community Care Block Grant (HCCBG) FY2019-2020, Council on Aging

Commissioner Wesson made a **MOTION** to approve items 1 through 5 of the Consent Agenda. Commissioner Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

Commissioner Bazemore made a **MOTION** to approve items 6 through 7 of the Consent Agenda. Commissioner Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

Commissioner Lee made a **MOTION** to approve item 8 of the Consent Agenda. Commissioner Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously.

## **DISCUSSION AGENDA**

### **Teacher Housing project update**

Mr. Sauer shared with the Board that the Golden Leaf Foundation grant for the Teacher Housing project will no longer be available after September 30<sup>th</sup>. Commissioner Wesson shared that the House Bill 375 has not moved out of the Rules Committee. He shared upcoming discussions with local representatives about legislative assistance.

Commissioner Bazemore suggested taking a group of teachers to Raleigh to advocate for the project.

### **Library & Cooperative Extension project update**

Mr. Sauer gave an update to the audience about the Library & Cooperative Extension project. The \$3.8 million construction project is grant funded by the Golden Leaf Foundation.

### **OPIOID lawsuit update by Assistant County Attorney, Jonathan Huddleston**

Assistant County Attorney Jonathan Huddleston gave the Board an update on the Opioid lawsuit. He shared that the lawsuit has been filed and that additional information for discovery will be needed from county departments for the case.

### **Discuss proposed 2020 meeting schedule for the Board of Commissioners, 2020 State Holiday schedule**

Mr. Sauer gave an overview of the current meeting schedule and asked the Board to consider moving future meetings out into the community. Commissioner Wesson expressed his support of having meetings around the county community.

### **Elizabeth Dole Foundation Dinner – Hidden Heroes Campaign**

Commissioner Lee shared with the Board her experience attending the Elizabeth Dole Foundation dinner at the NACo annual conference and the Hidden Heroes Campaign. Commissioner Lee made a **MOTION** that Bertie County become a Hidden Heroes community. Commissioner Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

### **West Roanoke Missionary Baptist Church – promotional ad**

County Manager Scott Sauer shared with the Board that the West Roanoke Missionary Baptist Church Association is looking for sponsorships for an upcoming event. Commissioner Bazemore made a **MOTION** to donate \$100 for a promotional ad. Chairman Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

### **Voting Delegate – 2019 NCACC Annual Conference**

Commissioner Wesson will serve as the Voting Delegate for the 2019 NCACC Annual Conference.

### **Review of September 3<sup>rd</sup> Agenda draft**

Mr. Sauer provided an overview of the September 3<sup>rd</sup> Agenda draft with the Board, including the upcoming report of “impassable roads” for review in accordance with the County’s Road Safety and Maintenance Ordinance.

### **Other Items**

The next work session is scheduled for September 16<sup>th</sup> and the agenda will include: TGOW Site Development Planning, Animal Shelter renovation plans, and review status of other projects in progress. Mr. Sauer shared that the TGOW Site Development will be on August 27<sup>th</sup> at 10AM at the Roanoke-Cashie River Center.

### **COMMISSIONERS’ REPORTS**

**Commissioner Bazemore** inquired about using the customer credit cards for the Water Department. She also inquired about the progress of the Blue Jay Recreation site. She also shared that she attended the swearing-in of new Bertie County Schools Superintendent Dr. Otis L. Smallwood. She expressed the concerns of citizens regarding the lack of teacher supplements and putting the quarter-cent sales tax back on the ballot.

**Commissioner Lee** shared her experience attending the NACo Annual Conference in Nevada. She thanked the public for the opportunity to attend.

**Commissioner Atkins** had no reports at this time.

**Chairman Trent** had no reports at this time.

**Commissioner Wesson** shared that he accepted appointment on the Martin Community College Board and that the Board is open to all suggestions pertaining to the College. He expressed that he has been pushing for more vocational training. Commissioner Wesson also shared that he will be serving as the Vice-Chair on the Selection Committee for the new president of the College.

### **PUBLIC COMMENTS**

Ms. Kiwa Spivey of Windsor expressed that the County needs to work with teachers and the community to help students. She expressed vocation training options for students and additional motivational support for students.

### **COUNTY MANAGER'S REPORTS**

The County Manager had no remarks at this time.

### **COUNTY ATTORNEY'S REPORTS**

The County Attorney had no remarks at this time.

### **CLOSED SESSION**

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

### **OPEN SESSION**

At this time, Commissioner Wesson made a **MOTION** to return to Open Session. Commissioner Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously.

**AJOURN**

Chairman Trent **ADJOURNED** the meeting at 8:00 PM.

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John Trent, Chairman

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Assistant to the County Manager, Dominique Walker





C-2

**Windsor, North Carolina**  
**August 5, 2019**  
**WORK SESSION**

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  
                  Assistant County Manager Juan Vaughan, II  
                  Assistant County Attorney Jonathan Huddleston  
                  Assistant to the County Manager Dominique Walker  
                  Finance Director William Roberson  
                  Water Superintendent Ricky Spivey  
                  DSS Director Cindy Perry  
                  Emergency Services Director Mitch Cooper  
                  Deputy Doug Jernigan  
                  Water Department Staff Connie Coburn  
                  Accountant Samantha Ellis

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

**CALLED TO ORDER**

Chairman Trent called the meeting to order.

## **WORK SESSION**

### **Review latest updates to the BMRJ/Chowan County feasibility study and fee proposal**

County Manager Scott Sauer reviewed the latest updates to the BMRJ/Chowan County feasibility study and fee proposal with the Board. He provided an overview of the March 28<sup>th</sup> Joint Special Meeting with Bertie, Martin, and Chowan counties as well as the Bertie-Martin Regional Jail Commission. The Board discussed the fee proposal and potential benefits of the study. The estimated cost is \$74,750 or \$24,917 per County. The Board continued discussion regarding future construction costs and the purpose of the feasibility study. Chairman Trent expressed his concern about not being a part of the conversation related to costs with the Chowan County board. He shared that more discussion about the study and fee proposal is needed. The Board discussed scheduling another meeting with Martin and Chowan counties for a later date.

### **Discuss required DSS/NCDHHS salary plan compliance and implementation for existing staff**

Mr. Sauer shared with the Board that several of existing DSS employee classifications are out of compliance with the state salary compliance report with the NC Department of Health and Human Services. Bertie County staff have been working with the state to provide recommendations to bring the County into compliance.

DSS Director Cindy Perry provided additional remarks regarding low salaries compared to surrounding counties. Mr. Sauer stated that the County is in violation with the Memorandum of Understanding with the state. The Board discussed next steps which include bringing the existing DSS employees into compliance with state classifications and research the regional market rate of DSS salaries and classifications.

Commissioner Bazemore made a **MOTION** to bring the existing DSS employees into compliance with state salary plan and research the regional market rate of DSS salaries and classifications. Commissioner Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

### **South Windsor water customers – initial rate subsidy and transition to current water system rates**

County Manager Sauer gave an overview of the system consolidation with Water District III, and noted that the South Windsor Water System contributed \$56,000 as part of the consolidation which has been used to subsidize the rate differential for the past five years. Rev. Anthony Ward provided remarks about the project and shared that he would work with the County to send a notice out to customers of South Windsor that reduced rates would expire. The Board thanked Rev. Ward for his leadership on the project.

## **AVOCA – supplemental fire suppression water line extension**

Mr. Sauer provided an overview of a supplemental fire suppression water line extension administered by County staff, Green Engineering, and AVOCA management to provide for redundant fire protection capability and construction of a fire line extension at the company's expense. Commissioner Bazemore inquired about how the extension would affect residents in the area.

## **First Colony Foundation**

Mr. Sauer shared that the First Colony Foundation would like the Board to consider to take official action to continue archaeological work on the 31BR49 tract, the NC Department of Natural and Cultural Resources that covers the entire TGOW site, as evidence has been found on the site. Commissioner Wesson expressed that he was glad the Foundation found evidence on the site and that is was an advantage for the County. He shared that the Board consider asking the Foundation to put together something in writing to describe the future potential of their work. Mr. Sauer also shared with the Board that TGOW project consultant Robin Payne would like to schedule a meeting to discuss further planning for the TGOW site. The Board scheduled Tuesday, August 27<sup>th</sup> to meet with Ms. Payne at 10AM.

Commissioner Lee made a **MOTION** that the Board approve for the First Colony Foundation continue its archaeological work on the TGOW site, noted as 31BR49, as long as there is no interference with ongoing activities. Commissioner Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

## **New Library and Cooperative Extension Building**

County Manager Sauer advised the Board that following the County's approval of the construction contract with A.R. Chesson Company, a pre-construction meeting was held on August 1, and the architect (MHAworks) has issued the notice to proceed effective August 5, 2019. Mr. Sauer noted that the construction contract allows for 420 calendar days to complete the project. He also reported that Mr. Allen Castello, Windsor Town Administrator is assisting the County with the removal of several old utility poles on the site. Mr. Sauer reminded the Board that the County's local funding responsibility is \$149,695 of which \$71,675 is allocated for the Cooperative Extension furniture and teaching kitchen. The remaining \$78,020 is for technology installation, security and termination of all data connections for each computer in the building. Most critical from a scheduling standpoint is the extension of underground fiber optic cable along South King Street which will cost approximately \$29,000.

Mr. Sauer provided the Board with an update of a shed located on the new library and cooperative extension property. The Board discussed notifying the owner about the removal of the shed. Mr. Sauer suggested inviting the Golden LEAF Foundation, Governor Roy Cooper, and local legislatures to a special groundbreaking of the new building. Mr. Sauer shared construction updates with the Board.

### **Close Out – Contract Amendment – Jeff Best, CPA**

Mr. Sauer gave the Board the corrected document related to the final contract agreement for Jeff Best, CPA to finalize the closeout process for this engagement, and noted that this document is a replacement for the related attachment on the consent agenda – item C-6.

### **Algae Blooms – Chowan River**

Mr. Sauer informed the Board about an upcoming meeting on August 24<sup>th</sup> regarding algae bloom. Chairman Trent expressed that this information be available for the public. Mr. Sauer shared that the fecal water tests from the TGOW site came back negative. The Board discussed having Water Superintendent test the water on a monthly basis.

### **Reappointment of Tax Administrator, Jodie Rhea**

Mr. Sauer shared that the appointment of Tax Administrator Jodie Rhea runs out in November and suggested to the Board that Mr. Rhea’s reappointment coincide with his November date.

The County Manager also emphasized the importance of finalizing this reappointment in advance of the revaluation process. Mr. Sauer also noted the results in the audit for the fiscal year ended June 30, 2018 with a tax collection rate of 97.29 percent – the highest in County history.

### **Platform Design – Mr. Danny Jernigan**

The Board discussed platform designs with Mr. Danny Jernigan. The Board votes unanimously on a platform design. Additionally, the Board discussed alternative spaces for board meetings. Construction is set to begin on August 12<sup>th</sup>. The cost for construction is \$12,000. Commissioner Wesson inquired about additionally funding for public seats.

At this time, County Manager Scott Sauer asked the Board to go into Closed Session under **N.C.G.S. § 143-318.11(a)(6)**.

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John Trent, Chairman

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Dominique Walker, Assistant to the County Manager



C-5

# BUDGET AMENDMENT

		# 19-10	
	INCREASE		INCREASE
40-0050-4851-10	\$ 60,000		40-8150-5396-01 \$ 60,000
ADDITIONAL FUNDING FROM FEMA TO COVER RENT FOR APPROVED FILE EXTENSIONS			
PENDING FEMA'S FINAL INSPECTION			
APPROVED      / /2019			





# Bertie County Emergency Services

Mitchell Cooper,  
Emergency Services Director  
PO Box 590  
Windsor, NC 27983  
(252) 794-5302  
Fax: (252) 794-5327  
Email: [mitch.cooper@bertie.nc.gov](mailto:mitch.cooper@bertie.nc.gov)  
Website: [www.co.bertie.nc.us](http://www.co.bertie.nc.us)

10/04/2018

Dear Mr. Stanton:

This correspondence is to request consideration for a time extension submitted by Bertie EMS for DR-4285-FEMA. The time extension is necessary for us to start, and complete, a temporary facility (Category B) project. We are requesting a six-month time extension. This extension allows us the time to continue to ensure our temporary EMS facility can serve our communities. Construction was delayed several weeks do to a very wet fall / winter.

Pursuant to 44 CFR 206.2049(c)(2)(ii), North Carolina Emergency Management, as Grantee, is authorized to grant time extensions for this category of work for up to 6-months at a time. With this request, the Bertie EMS will have until April 4, 2019, to complete the work. Therefore, we request this necessary extension.

The State of North Carolina supports Bertie EMS's request and would appreciate FEMA's favorable consideration as well. If you have any questions or need any additional information, please contact either Mitch Cooper at 252-794-5302 or Charles Tripp at 252-558-5443.

Thank you in advance for your consideration,

Mitch Cooper  
Emergency Services Director



C-6

# North Carolina Department of Environmental Quality

## Division of Water Infrastructure

### Application for Funding

(Last updated: June 2019)



#### 1. General Information

<b>Applicant Name</b> Bertie County Water District I	<b>County</b> Bertie	<b>DUNS Number</b> 079990509
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<b>Project Name</b> Asset Inventory and Assessment Project	<b>Total Project Cost</b> 157,500	<b>Total Funding Requested</b> 150,000
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#### Applicant Type

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

#### Funding Type(s) Requested

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Asset Inventory and Assessment Grant | <input type="checkbox"/> Community Development Block Grant for Infrastructure† |
| <input type="checkbox"/> Merger/Regionalization Feasibility Grant        | †All CDBG-I grants are 100% grants.  |
| <input type="checkbox"/> Construction Project                            | LMI determination method:  |
| <input type="checkbox"/> Drinking Water (all funding except CDBG-I)      | <input type="checkbox"/> Survey <input type="checkbox"/> ACS                   |
| <input type="checkbox"/> Wastewater (all funding except CDBG-I)          | LMI Percentage: _____  |
| <input type="checkbox"/> Stormwater, stream restoration                  |  |

#### 2. System Parameters

<b>Residential Sewer Connections</b>	<b>Residential Water Connections</b>	
	1830	
<b>Non-Residential Sewer Connections</b>	<b>Non-Residential Water Connections</b>	
	20	
<b>Sewer Bill per 5,000 gallons</b>	<b>Water Bill per 5,000 gallons</b>	
	38.00	
<b>Percentage of Utility Bills and Rate Increase Percentages</b>		
<b>Year</b>	<b>Percentage of Utility Bills Collected</b>	<b>Rate Increase Percentage</b>
2018	99.8	0
2017	99.7	0
2016	97.9	0
2015	100.92	0
2014	99.92	7.9

Complete only if applying for construction projects or CDBG-I (Questions #2 and #3 do not apply to CDBG-I only applicants).

1. I am willing to accept funding that includes federal conditions.  Yes  No
2. Estimated grant percentage:  
 0%  25%  50%  75%  100%
3. If grant funding is not available at the percentage provided above, I am willing to accept a minimal grant amount of\*:  
 0% (100% Loan)  25%  50%  75%  100%

\*If available grant amount is below the percentage listed above, project will not be funded.

(OVER)

**3. Applicant Contact Information**

**Authorized Representative Name:** Scott T. Sauer  
**Authorized Representative Title:** County Manager  
**Mailing Address Line 1:** P.O. Box 530  
**Mailing Address Line 2:**  
**City:** Windsor  
**State:** NC  
**Zip Code:** 27983  
**Physical Address Line 1:** 106 Dundee St  
**Physical Address Line 2:**  
**Physical Address City:** Windsor  
**Physical Address State:** NC  
**Physical Address Zip Code:** 27983  
**Phone Number:** 2527945300  
**E-Mail Address:** Scott.sauer@bertie.nc.gov

**4. Application Preparer Contact Information**

**Firm Name:** Green Engineering, PLLC  
**Contact Name:** Leo Green III  
**Mailing Address Line 1:** P.O. Box 609  
**Mailing Address Line 2:**  
**City:** Wilson  
**State:** NC  
**Zip Code:** 27893  
**Physical Address Line 1:** 303 Goldsboro St E.  
**Physical Address Line 2:**  
**Physical Address City:** Wilson  
**Physical Address State:** NC  
**Physical Address Zip Code:** 27893  
**Phone Number:** 2522375365  
**E-Mail Address:** Elg3@greeneng.com

**5. Engineer Contact Information**

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

**Engineering Firm Name:**  
**Contact Name:**  
**Mailing Address 1:**  
**Mailing Address 2:**  
**City:**  
**State:**  
**Zip Code:**  
**Physical Address Line 1:**  
**Physical Address Line 2:**  
**Physical Address City:**  
**Physical Address State:**  
**Physical Address Zip Code:**  
**Phone Number:**  
**E-Mail Address:**

**6. Project Description**

Number of New Connections Served by Project (if applicable):

The project will include a complete inventory and assessment of the Bertie County Water District I water system assets.

These assets include approximately 126 miles of water mains, with 649 gate valves and 79 hydrants, 42 blow offs, two (2) 500,000 gallon elevated water tanks; five (5) water supply wells and 1,374 water services.

All assets, with the exception of buried water mains, will be field located with GPS grade field equipment for development of Geographic Information System (GIS) shapefiles, maps and databases. Key attributes pertaining to the size, material of construction, make and model, age and condition assessment of each asset component will be recorded during the field survey for inclusion in the GIS system. Each asset in the database/shapefile will be given its own record; each with a unique identifier, so that as service is performed, the asset is replaced, or the condition of the asset changes, the database/shapefile can be updated.

Once the asset inventory and assessment is complete and the database/shapefiles have been prepared, system maps will be generated to aid in visualizing the condition of this infrastructure. These maps, in conjunction with the GIS database, will provide the County with valuable information that can be used to prioritize utility fund resources and to plan capital improvement projects.

Bertie County's Water District I water rates have risen to over 1.55% of the County's Median Household Income (for 5,000 gallons per month) in order to provide sufficient revenues to maintain an operating ratio greater than 1.00. These water rates have directly impacted utility fund revenues as existing customers conserve to reduce their expenses and non-customers resist connection to the system. Implementation of an Asset Management Plan will assist the County in proper planning for capital projects and for the efficient performance of routine operations and maintenance efforts. The data generated by this project will provide the County with the information needed to identify critical infrastructure and to reduce water loss. By reducing water losses, the County will have more revenues for future expansion and/or maintenance projects while limiting increases to user rates. In 2014, the DNER declared that the County had excessive water loss around 43%.

The County's four water districts are continuing to reduce water loss thru proper mapping that has been available through the previous Asset Grants issued by the State. Should District I receive an offer, this will complete all the mapping to allow the County to have all four water Districts completely assessed, inventoried and mapped with digital accuracy.

**7. Additional Information for Consideration**

(OVER)

<b>8. Project Budget (for Construction Projects Only)</b>			
	<b>Division Funding Requested</b>	<b>Other Secured Funding Source(s)</b>	<b>Total Cost Amount</b>
Indicate construction costs by line item (e.g., linear feet of different-sized lines)			
<b><u>Construction Costs</u></b>			
<i>Contingency (10% of construction costs):</i>			
<b><i>Construction Subtotal:</i></b>			
<b><u>Engineering Costs</u></b>			
Engineering Design			
Permitting			
Land Surveying Costs			
<b><i>Engineering Subtotal:</i></b>			
<b><u>Administration Costs</u></b>			
Planning			
Easement Preparation			
Grant Administration (if applicable)			
Loan Administration (if applicable)			
ER Preparation			
Environmental Documentation Preparation			
Legal Costs			
Other			
<b><i>Administration Subtotal:</i></b>			
<b>TOTAL PROJECT COST:</b>			
<p><b>A PE Seal for the estimate <i>must be provided</i> in the space to the right for the application to be considered complete.</b></p>			

### Certification by Authorized Representative

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

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

(OVER)

**Completeness Checklist\***

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

STS	Resolution by Governing Body of Applicant with Certification by Recording Officer
STS	Division Financial Information
STS	Division Fund Transfer Certification
STS	Applicable Priority Rating System Form with supporting narratives and documentation
STS	Current Rate Sheets
STS	PE Seal on project budget (construction projects only)

\*All forms are available separately on the DWI website.

**\*\*For each application, please provide copies that are bound (e.g., report cover with fasteners, plastic report combs, spiral or 3-ring binders.) No paper clips, staples or binder clasps, for each application. \*\***

**Submittal Information**

- For CDBG-I (Fall only), send one (1) original and two (2) copies of the Application.
- For all other programs, send one (1) original and one (1) copy of the Application.
- If submitting for both CDBG-I and construction projects, send (1) original and (3) copies of the Application.

Send complete Application package to:

**Mailing Address† (US Postal Service only)**

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

**Physical Address (FedEx, UPS)‡**

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

†Please allow a week for delivery if mailing via the US Postal Service.

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

**Application Signature**

**Please note: Original signatures are required for each application.**



SIGNATURE OF AUTHORIZED REPRESENTATIVE

Scott T. Sauer  
TYPED NAME

County Manager  
TYPED TITLE

DATE





**North Carolina Department of Environmental  
Quality  
Division of Water Infrastructure  
Water & Sewer Financial Information Form**  
(revised June 2019)



Complete the following information related to your system's enterprise fund. If your enterprise funds are separate for water and sewer, *please supply sheets for both.*

1. Supply the required information below.

Combined System                       Water System                       Sewer System

Unit Name: Bertie County Water District 1

Fund Name: Asset Inventory and Assessment Project

2. Provide the following information for the past three fiscal years *for which an audit has been completed* and submitted to the Local Government Commission.

	Fiscal Years		
	2016	2017	2018
<b>Operating Revenues</b>			
Customer Charges	408,582	490,541	530,659
Impact Fees	0	0	0
Other Revenue	1,545	1,170	4,918
<b>Total Operating Revenues</b>	<b>410,127</b>	<b>491,711</b>	<b>535,577</b>
<b>Expenditures</b>			
<i>Administration</i>			
Salaries	41,229	52,730	54,560
Other	84,116	103,344	101,974
<i>Operations</i>			
Salaries	50,390	64,448	66,686
Other	39,460	62,785	114,259
<b>Total Expenditures</b>	<b>215,195</b>	<b>283,307</b>	<b>337,479</b>
<b>Other (do not include depreciation)</b>			
Debt principal	85,000	90,000	90,000
Interest	91,225	89,883	85,818
Capital outlay	0	0	2,802
Capital reserve	0	0	0
Transfer from (to) other funds	0	0	0
Other (list):	0	0	0
<b>Total Other</b>	<b>176,225</b>	<b>179,883</b>	<b>178,620</b>
<b>Net Income (Loss)</b>	<b>18,707</b>	<b>28,521</b>	<b>19,478</b>

(OVER)

3. Certification. Please read and sign below.

I attest that the fiscal information provided in this form, to the best of my knowledge, is accurate, complete, true, and matches audits for the past three years. I further attest that, to the best of my knowledge, if Bertie County Water District 1 has made any transfers within the past three years, these transfers are shown in Item #2 of this form.

---

**SIGNATURE OF  
FINANCE OFFICER**

---

**DATE**

---

William Roberson

---

Finance Director

---

**TYPED NAME**

---

**TYPED TITLE**



North Carolina Department of Environmental Quality

Division of Water Infrastructure Fund Transfer Certification

(Not needed for CDBG-I only projects)

(revised June 2019)



§ 159G-37.(b) requires that all local governments applying for funding from the Clean Water State Revolving Fund, the Wastewater Reserve, the Drinking Water State Revolving Fund, or the Drinking Water Reserve for water or wastewater projects certify that no funds received from water or wastewater utility operations have been transferred to the local government's general fund for the purpose of supplementing the resources of the general fund since July 1, 2014. The prohibition contained in § 159G-37.(b) shall not be interpreted to include payments made to the local government to reimburse the general fund for expenses paid from that fund that are reasonably allocable to the regular and ongoing operations of the utility, including, but not limited to, rent and shared facility costs, engineering and design work, plan review, and shared personnel costs.

Applicant's Certification:

I, as a representative of Bertie County Water District 1, hereby certify that since July 1, 2014, funds received from the water and/or wastewater utility have: (choose one)

[ ] been transferred from the water and/or sewer enterprise fund to the general fund AND were reasonably allocable to the regular and ongoing operations of the utility in accordance with § 159G-37.(b), OR

[x] not been transferred from the water and/or sewer enterprise fund to the general fund.

Any transfers must be consistent with the information provided in the Division's Water & Sewer Financial Information Form and must be accurately reflected in the audits as reported by the Local Government Unit the Local Government Commission since July 1, 2014.

Signature of Scott T. Sauer

SIGNATURE OF AUTHORIZED REPRESENTATIVE

DATE

Scott T. Sauer

TYPED NAME

County Manager

TYPED TITLE

## RESOLUTION BY GOVERNING BODY OF BERTIE COUNTY WATER DISTRICT I

- WHEREAS, The Federal Clean Water Act Amendments of 1987 and the North Carolina the Water Infrastructure Act of 2005 (NCGS 159G) have authorized the making of loans and grants to aid eligible units of government in financing the cost of construction of Asset and Inventory Assessments, and
- WHEREAS, The Bertie County Water District I intends to perform said project in accordance with the agreed scope of work, and
- WHEREAS, The Bertie County Water District I intends to request state grant assistance for the project,

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

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

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

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

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

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

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

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

Adopted this the ( \_\_\_\_\_ ) at Bertie County, North Carolina.

---

(Signature of Chief Executive Officer)  
John Trent, Chairman of the Board of Commissioners

---

**CERTIFICATION BY RECORDING OFFICER**

The undersigned duly qualified and acting (title of officer) of the **Bertie County Water District I** does hereby certify: That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a legally convened meeting of the **Bertie County Water District I** duly held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this - \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Signature of Recording Officer)

\_\_\_\_\_  
(Title of Recording Officer)



# **Bertie County**

## **Board of Commissioners**

### **DISCUSSION ITEMS**

**MEETING DATE:** August 5, 2019

**SECTION:** Discussion (D-1 to D-9)

**DEPARTMENT:** Governing Body

**TOPICS:**

1. Discuss combining Fire Marshal duties with the new building inspector position for Fire Prevention Code Enforcement - **Please see attachment(s)**
2. Review proposed 2020 meeting schedule and proposed calendar for Board meetings held in various community locations, plus consider adoption of the 2020 holiday schedule to coincide with the State calendar for office closings. - **Please see attachment(s)**
3. Confirmation of 2019 Employee Appreciation Luncheon date – Thursday, December 5<sup>th</sup> - **Please see attachment(s)**
4. Agenda Preview – Work Session, September 16, 2019 - **Please see attachment(s)**
5. Other Items

**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:** ---



D-2

## 2020 MEETING SCHEDULE - BERTIE COUNTY BOARD OF COMMISSIONERS

Meeting Date	Time	Meeting Area	Meeting Location
1/6/20	6:00 PM	Commissioners Room	106 Dundee Street, Windsor, NC
1/20/20	6:00 PM	<b>Powellville</b>	Town Hall, 160 E. Main Street, Powellville, NC 27967
2/3/20	6:00 PM	Commissioners Room	106 Dundee Street, Windsor, NC
2/17/20	10:00 AM	Commissioners Room	106 Dundee Street, Windsor, NC -- <i>Board Work Session</i>
	6:00 PM	Commissioners Room	
3/2/20	6:00 PM	Commissioners Room	106 Dundee Street, Windsor, NC
3/23/20	6:00 PM	<b>Aulander</b>	Community Bldg., 116 S. Commerce Street, Aulander, NC 27805
4/6/20	6:00 PM	Commissioners Room	106 Dundee Street, Windsor, NC
4/20/20	6:00 PM	<b>Blue Jay</b>	Fire Department, 1653 Indian Woods Road, Windsor, NC 27983
5/4/20	6:00 PM	Commissioners Room	106 Dundee Street, Windsor, NC
5/18/20	10:00AM	Commissioners Room	106 Dundee Street, Windsor, NC -- <i>Board Work Session</i>
	6:00PM	Commissioners Room	
6/1/20	6:00 PM	Commissioners Room	106 Dundee Street, Windsor, NC
<b>6/15/20</b>	<b>7:00PM**</b>	Commissioners Room	106 Dundee Street, Windsor, NC -- <b>**BUDGET PUBLIC HEARING</b>
7/6/20	6:00 PM	Commissioners Room	106 Dundee Street, Windsor, NC
8/3/20	6:00 PM	Commissioners Room	106 Dundee Street, Windsor, NC
8/17/20	6:00 PM	<b>Colerain</b>	Training Center, 108 N. Main Street, Colerain, NC 27924
9/7/20	6:00 PM	Commissioners Room	106 Dundee Street, Windsor, NC
9/14/20	10:00 AM	Commissioners Room	106 Dundee Street, Windsor, NC -- <i>Board Work Session</i>
	6:00PM	Commissioners Room	
10/5/20	6:00 PM	Commissioners Room	106 Dundee Street, Windsor, NC
10/19/20	6:00 PM	<b>Lewiston-Woodville</b>	Perdue Farms Training Room, 3539 Governors Rd., Lewiston-Woodville, NC 27849
11/2/20	6:00 PM	Commissioners Room	106 Dundee Street, Windsor, NC
12/7/20	6:00 PM	Commissioners Room	106 Dundee Street, Windsor, NC
***If there are any questions regarding this calendar, please call the Clerk to the Board at (252) 794-6110.***			
<b>This schedule is subject to change.</b> Please visit the County website ( <a href="http://co.bertie.nc.us">http://co.bertie.nc.us</a> ) to receive information			
about cancellations or meeting location changes. <b>All meetings are scheduled on Mondays unless denoted with an asterick (*).</b>			



## 2020 Holiday Schedule

<b>Holiday</b>	<b>Observance Date</b>	<b>Day of Week</b>
New Year's Day	January 1, 2020	Wednesday
Martin Luther King, Jr. Birthday	January 20, 2020	Monday
Good Friday	April 10, 2020	Friday
Memorial Day	May 25, 2020	Monday
Independence Day	July 3, 2020	Friday
Labor Day	September 7, 2020	Monday
Veterans Day	November 11, 2020	Wednesday
Thanksgiving	November 26 & 27, 2020	Thursday & Friday
Christmas	December 24, 25 & 28, 2020	Thursday, Friday & Monday



D-4



## **BERTIE COUNTY**

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

## **BOARD OF COMMISSIONERS**

JOHN TRENT, Chairman  
GREG ATKINS, Vice Chairman  
RONALD WESSON  
ERNESTINE (BYRD) BAZEMORE  
TAMMY A. LEE

September 16, 2019  
10:00AM

### **WORK SESSION AGENDA**

1. Presentation of 2020 Revaluation Schedule of Values prior to public hearing on September 30<sup>th</sup>
2. Animal Shelter project update
3. Review proposed revisions & amendments for Ambulance Franchise Ordinance
4. Review land transfer & acquisition agreement for Cashie Golf and Country Club property
5. TGOW additional follow-up
6. BMRJ-Chowan feasibility and next steps for 3 county meeting
7. Review proposed landfill host agreement extension (2 years) for Republic Services