

Bertie County Board of Commissioners



January 6, 2020
6:00 PM

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

BERTIE COUNTY BOARD OF COMMISSIONERS

January 6, 2020

Meeting Agenda

This agenda is only a tentative schedule of matters the Commissioners may address at their meeting and all items found on it may be deleted, amended or deferred. The Commissioners may also, in their absolute discretion, consider matters not shown on this agenda.

6:00 PM Welcome and Call to Order by Board Chairman, Ronald Wesson

Invocation and Pledge of Allegiance by Chairman Wesson

Public comments

(A)

***** APPOINTMENTS & REPORTS*****

- (1) 2020 Crossroads/annual progress edition by Media Specialist at Roanoke-Chowan Publications, Anna Phipps
- (2) Hurricane Matthew recovery and grant update by Chris Hilbert of Holland Consulting Planners
- (3) ABC Board audit findings by ABC Board member, Michael Freeman

Board Appointments (B)

- 1. FYI – most recent Board vacancy advertisement

Consent Agenda (C)

- 1. Approve Minutes for Regular Session 12-2-19, 10-29-19
- 2. Approve Register of Deeds Fees Report – December 2019
- 3. Tax Release Journal – November 2019
- 4. Approve sealed bid recently received for foreclosed property located at 532 Woodard Road – accept advertising for 10-day upset bid per NCGS 45-21.27(a)
- 5. Resolution of termination agreement with NCORR, CDBG-DR program per recommendation from Holland Consulting Planners

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

Discussion Agenda (D)

- 1. Budget Amendments by Finance Director William Roberson
- 2. Human Resources Update by Human Resources/Risk Management Director Cortney Ward
- 3. Cooperative Extension Request for County to Increase Contribution by Cooperative Extension Director Billy Barrow
- 4. Revaluation & Tax Collection Rate Update by Tax Administrator Jodie Rhea
- 5. Fire Prevention Code Enforcement Update by Building Inspector Chris Surgeon
- 6. Discuss rescheduling the February 3rd regular meeting in Powellsville

Commissioners’ Reports (E)

County Manager’s Reports (F)

County Attorney’s Reports (G)

- Carolina Rebuilders’ Ministry lease
- Road Safety Maintenance Ordinance
- Contract agreement for ownership of artifacts (TGOW)

Public Comments

(3 minutes per speaker)

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.

Adjourn



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: January 6, 2020

SECTION: Appointments & Reports (A-1 to A-3)

DEPARTMENT: Governing Body

TOPICS:

- (1) 2020 Crossroads/annual progress edition by Media Specialist at Roanoke-Chowan Publications, Anna Phipps
- (2) Hurricane Matthew recovery and grant update by Chris Hilbert of Holland Consulting Planners
- (3) ABC Board audit findings by ABC Board member, Michael Freeman

COUNTY MANAGER RECOMMENDATION OR COMMENTS: --

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

ATTACHMENTS: No

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: January 6, 2020

SECTION: Board Appointments

DEPARTMENT: Governing Body

TOPICS:

1. FYI – most recent Board vacancy advertisement
- **Please see attachment(s)**

COUNTY MANAGER RECOMMENDATION OR COMMENTS: FYI only.

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

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---

The Bertie County Board of Commissioners is accepting applications for the following openings on boards/commissions/committees. Copies of the application to serve and appointment policy can be picked up at the County Manager's Office, 106 Dundee Street, Windsor, NC 27983 and are also available on the web at www.co.bertie.nc.gov. **If you have submitted an application, and would like to know the status, please contact Sarah Tinkham at 252-794-5300.**

Immediate Openings

<u>Board/Commission/Committee</u>	<u>Positions Available</u>	<u>Position Requirement</u>
Child Fatality Prevention/Comm. Child Protection Team	1	N/A
JCPC	1	N/A
Bertie County Public Library	2	N/A
Northeast Tourism Development	1	N/A
Nursing Home/Adult Care CAC Adv. Committee	4	Cannot be an immediate family member of a resident of any Bertie County nursing home/adult care home facility
Planning Board	3	District 2 (Tammy Lee), At Large (2 seats)
Mid-East Commission	1	N/A
Albemarle Regional Library	1	N/A
Tri-County Airport Authority	1	N/A
Workforce Development Board	1	State Union employee
Bertie County Public Library	3	N/A

Upcoming Appointments by Month

February 2020

Applications due by January 20, 2020

<u>Board/Commission/Committee</u>	<u>Positions Available</u>	<u>Position Requirement</u>
BMRJ Board	2	N/A

April 2020

Applications due by March 23, 2020

<u>Board/Commission/Committee</u>	<u>Positions Available</u>	<u>Position Requirement</u>
Voluntary Ag. District	4	Colerain II White's Township Windsor I (2)

June 2020

Applications due by May 20, 2020

<u>Board/Commission/Committee</u>	<u>Positions Available</u>	<u>Position Requirement</u>
ABC Board	1	N/A
CPTA Board	1	N/A



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: January 6, 2020

SECTION: Consent (C-1 to C-5)

DEPARTMENT: Governing Body

TOPICS:

1. Approve Minutes for Regular Session 12-2-19, 10-29-19
2. Approve Register of Deeds Fees Report – December 2019
3. Tax Release Journal – November 2019
4. Approve sealed bid recently received for foreclosed property located at 532 Woodard Road – accept advertising for 10-day upset bid per NCGS 45-21.27(a)
5. Resolution of termination agreement with NCORR, CDBG-DR program per recommendation from Holland Consulting Planners

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Recommend approval.

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

ATTACHMENTS: Yes, see each particular agenda item.

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---



C-1

**Windsor, North Carolina
December 2, 2019
REGULAR MEETING**

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

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

Absent: None

Staff Present: Interim County Manager Juan Vaughan, II.
County Attorney Lloyd Smith
Clerk to the Board Sarah Tinkham
Finance Director William Roberson
Emergency Services Director Mitch Cooper
Finance Officer William Roberson
Economic Development Director Steve Biggs
Planning & Inspections Director Traci White
Register of Deeds Annie Wilson
Deputy Register of Deeds Sasha Lee
Assistant Register of Deeds Shakedia Williams
TGOW Project Consultant Robin Payne
Veteran Services Director Denise Clark
Board of Elections Director Sheila Holloman
Maintenance Director Anthony Rascoe
Administrative Assistant Sheila Powell

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

CALL TO ORDER

Chairman Trent called the meeting to order.

INVOCATION/PLEDGE OF ALLEGIANCE

Commissioner Bazemore gave the Invocation/Pledge of Allegiance.

OATHS OF OFFICE

Annie Wilson, Bertie County Register of Deeds, was present to administer the oaths of office to the 2020 Junior Commissioners.

The Junior Commissioners for 2020 include: Jakhia Basnight, Alexis Parker, Qudre' Joyner

All are currently students in the Bertie County Public School System, and will be involved during Board meetings throughout their term.

**ELECTION OF CHAIRMAN PRESIDED BY
INTERIM COUNTY MANAGER VAUGHAN**

Interim County Manager, Juan Vaughan, II, presided over the election of the 2020 Chairman. The Board voted to elect a 2020 Vice Chairman. This process was completed in accordance with **NCGS § 153A-39**.

The full statute is listed below:

NCGS § 153A-39

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

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

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

The floor was opened to nominations for the 2020 Board Chairman.

Commissioner Lee made a **MOTION** to nominate Ronald Wesson as the 2020 Chairman of the Bertie County Board of Commissioners. Commissioner Trent **SECONDED** the motion.

At this time, Commissioner Trent made a **MOTION** to close the floor to new nominations for Chairman. Commissioner Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

Regarding the motion on the floor for Commissioner Wesson to serve as the 2020 Board Chairman, a vote was called. The **MOTION PASSED** unanimously.

ELECTION OF VICE-CHAIRMAN

At this time, the floor was open to nominations for 2020 Vice Chairman.

Commissioner Wesson made a **MOTION** to elect Tammy Lee as the 2020 Vice Chairman. Commissioner Trent **SECONDED** the motion.

After hearing no further nominations, a motion was needed to close the floor to nominations.

Commissioner Bazemore made a **MOTION** to close the floor to nominations for 2020 Vice Chairman. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

Regarding the motion on the floor for Commissioner Lee to serve as the 2020 Board Chairman, a vote was called. The **MOTION PASSED** unanimously.

5-MINUTE RECESS

At this time, the meeting was recessed for a 5-minute break. Name plates were changed and board seats were swapped per the restructure.

COMMENTS FROM THE COMMISSIONERS

Commissioner Trent thanked the Board for allowing him to serve as Chairman for 2019.

Commissioner Bazemore acknowledged that although these annual meeting can be contentious; she is looking forward to continuing to serve the citizens of Bertie County and providing a “voice to the voiceless.”

Commissioner Atkins thanked the Board for allowing him to serve as Vice Chairman for 2019. He reminded all of those present that the Board’s job is to serve the citizens of Bertie County, and he congratulated the Junior Commissioners on their terms as well.

Commissioner Lee thanked the Board for their nomination making her Vice Chairman for 2020.

Commissioner Wesson also thanked the Board for “the vote of confidence” from his fellow Board members about his nomination for 2020 Chairman. He also took this time to thank Commissioner Trent for his service over the past year as Chairman. He encouraged transparency by all and for all as well as open communication.

PUBLIC COMMENTS

There were no public comments at this time.

REPORTS & APPOINTMENTS

MHAWorks Update – Project Architects Matt Johnson & Amber Idol

Matt Johnson and Amber Idol of MHAWorks were present to discuss the recent leadership changes made within the firm, and to assure the Board that joint facility project still underway would not be affected.

Mr. Johnson will now be the direct point of contact for the County.

Ms. Idol noted that steel would be delivered to the site somewhere around December 19th, and the Board has the option of christening the steel or “topping out” the steel in a respective ceremony.

More details on a ceremony will be announced at a later date.

Fire Department Study – Emergency Services Director Mitch Cooper

Emergency Services Director, Mitch Cooper, reported on an initiative recently brought to him about a fire department study that could provide new GIS maps that could be utilized by EMS, Sheriff, and local fire departments.

The Board as a whole discussed an option for this study and mentioned being in more contact with the League of Municipalities before making a final decision.

The study would cover an upgrade to the County’s GIS maps and peer review analysis.

A copy of the proposal from Enviorsafe was included in the Board’s agenda package.

Collectively, the work represents approximately 104 hours of work. The company is the North Carolina League of Municipalities sole fire service consulting provider and will honor the League’s contracted, discounted hourly rate of \$124 per hour for Bertie County.

This would place a budget cap for the project as outlined above at **\$12,896** plus reimbursement of mileage at the current federal rate.

The Board noted that they wanted to review all options, but to also respect the timeline currently proposed as it does not conflict with planting season for volunteer firefighters that farm for a living.

Commissioner Bazemore made a **MOTION** for the Board to review all options and come to a decision (called meeting or electronic vote) in early 2020 Vice Chair Lee **SECONDED** the motion The **MOTION PASSED** unanimously.

Emergency Services Director Cooper also noted that he had just been contacted by East Carolina University. ECU has begun offering an Emergency Management curriculum, and they would like to spend an entire semester updating Bertie County's Emergency Operations Plan. According to Mr. Cooper, that plan is in need of updates, and he is excited about this opportunity.

The Board commended Mr. Cooper and encouraged him to keep up the good work.

Operation Round-Up Care Trust Grant – Veteran Services Director Denise Clark & NCCE Administrative Assistant, Shelia Powell

Veteran Services Director, Denise Clark, and NCCE Administrative Assistant, Sheila Powell, announced a \$5,000 grant that the County has just received called the Operation Round-Care Trust grant. The grant will provide transportation to veterans so that they are better able to access their doctor's appointments in and around Eastern NC.

The grant can be reapplied for every quarter and the next cycle is in March 2020.

The Board congratulated Ms. Powell and Ms. Clark for their hard work.

Chair Wesson discussed an issue that was brought to his attention by a veteran in his district, and once the veteran contacted Ms. Clark, the issue was handled to the best outcome possible for the veteran. He encouraged Ms. Clark to continue her diligence in this position as she was making a real difference.

Commissioner Bazemore also congratulated Ms. Powell and Ms. Clark, and hoped that they would continue to reapply for the grant so that more and more Bertie veterans could be assisted.

BOARD APPOINTMENTS

Choanoke Public Transportation Authority (CPTA)

Commissioner Trent made a **MOTION** to appoint Denise Clark to the CPTA Board. Vice Chairman Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

Nursing Home/Adult Care Home CAC

Commissioner Bazemore made a **MOTION** to conditionally appoint Caroline Young. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

Mid-East Commission

Commissioner Trent made a **MOTION** to reappoint Chairman Wesson to the Mid-East Commission. Commissioner Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

Region Q Workforce Development Board

The Board briefly discussed possible recommendations as the Labor representative for the Region Q Workforce Development Board.

CONSENT AGENDA

1. **Minutes:** Closed Session 10-7-19 and 11-4-19, Regular Meeting 11-4-19

Commissioner Lee made a **MOTION** to approve the minutes listed above. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

2. **2020 Bonds** – Tax Administrator, Sheriff, Finance Officer, Register of Deeds

Commissioner Bazemore made a **MOTION** to approve the 2020 Bonds. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

3. **Fees Report** – November 2019

Commissioner Trent made a **MOTION** to approve the November 2019 fees report. Vice Chair Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

4. **2020 Meeting Schedule** – Bertie County Board of Commissioners

Vice Chair Lee made a **MOTION** to approve the 2020 Board meeting schedule with the exception of the February 3rd meeting which will be moved to February 10th (or another date has specified by the Board) instead. Chair Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

5. **Budget Amendments** – #20-04

Vice Chair Lee made a **MOTION** to approve the Budget Amendment(s). Commissioner Atkins **SECONDED** the motion. The **MOTION PASSED** unanimously.

The budget amendment and supporting documentation is attached:

BUDGET AMENDMENT			
		# 20-04	
	INCREASE		INCREASE
60-0050-4839-04	\$ 16,254	60-7110-5399-00	\$ 16,254
ALLOCATE INSURANCE PROCEEDS BACK TO WATER DEPARTMENT (WATER DAMAGE TO HOME - C. FREEMAN)			
APPROVED	/	/2019	

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



BERTIE COUNTY
P O BOX 530
COUNTY MANAGERS OFFICE
WINDSOR NC 27983

DATE	CHECK AMOUNT	CHECK NUMBER
11/05/2019	16,253.99	110308570
PAYEE		TAX ID
BERTIE COUNTY		*****0276
SCMS UNIT		PAGE
184 Sedgwick Claims Management Services, Inc		01 of 01

Claimant Name	Loss Date	Claim Number
FREEMAN, CAROLYN	08/16/2019	30193462402-0001
Am't Paid: 16,253.99	Description: Settlement of all claims	ICN:301934624020001
Am't Billed: 16,253.99	Invoice: 124/125	
Dates: 08/16/2019 - 11/05/2019	Comment: Settlement for Carolyn Freeman 30193462402-0001	

For additional information about this payment or other bills, visit us at <https://raonabillservice.sedgwickcms.net/!user/!login>

BANK-POST-ONLY



BANK TRANSIT NO.	\$ CHECKS	\$ CASH	NET	DATE	NAME	DESCRIPTION	RECEIVED BY
	16,253.99		16,253.99	11/5/19	Sedgwick Claims	Carolyn Freeman case	ge
		IF ENCIRCLED INDICATES CASH RETURNED FOR ADJUSTMENT TO NET AMOUNT OF ACTUAL PAYMENT		WILLIAM ROBERSON BERTIE COUNTY FINANCE OFFICER		110163	INVALID WITHOUT SIGNATURE

**RETAIN THIS RECEIPT
FOR YOUR RECORDS**

SIGNATURE

PROJECT ORDINANCE						
		# PROJ 20-01				
		INCREASE		INCREASE		
36-8181-5396-01	\$	8,180	CONST	36-8181-5991-00	\$	8,180
	\$	8,180			\$	8,180
TO ALLOCATE CHANGE ORDER #1 CONTRACT #2 - APPROVED ON 05/07/18.						
TO ALLOCATE CHANGE ORDER #2 CONTRACT #2 - APPROVED ON 10/09/18.						
37-8200-5396-01	\$	27,353	CONST	37-8200-5991-00	\$	35,203
37-8200-5396-12	\$	7,850	ENGINEERING			
	\$	35,203			\$	35,203
TO ALLOCATE CHANGE ORDER #2 - APPROVED ON 3/11/19.						
APPROVED / /2019						

6. **Work Authorization #5** – Holland Consulting Planners, Hurricane Matthew NC-DRA program

Vice Chair Lee made a **MOTION** to approve the Work Authorization#5 by Holland Consulting Planners. Commissioner Atkins **SECONDED** the motion. The **MOTION PASSED** unanimously.

7. **Tax Release Journal** – October 2019

Vice Chair Lee made a **MOTION** to approve the October 2019 Tax Release Journal. Commissioner Atkins **SECONDED** the motion. The **MOTION PASSED** unanimously.

8. **Contract services agreement** - special projects and consultation with Scott Sauer

Commissioner Bazemore reiterated her concerns about the \$5,000 monthly rate for Mr. Sauer, as well as his work location (on vs. offsite).

Chair Wesson asked for Commissioner Bazemore’s concerns about the monthly rate be noted on the record, but that the Board was ready to move forward at this time.

Vice Chair Lee expressed her concern for Mr. Vaughan’s transition into the Interim County Manager role with Mr. Sauer still present onsite.

Chair Wesson acknowledged each concern, but assured the Board that Mr. Sauer’s activities would be logged on a regular basis, and that all decisions related to work schedule and location could be handled at the discretion of the Interim County Manager, Mr. Vaughan.

Commissioner Trent made a **MOTION** to approve the contract services agreement for special project consultant, Scott Sauer. Vice Chair Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

9. **Resolution for Special Election** – one-quarter cent County sales and use tax – March 2020 “Super Tuesday” ballot

Commissioner Bazemore made a **MOTION** to approve the Work Authorization#5 by Holland Consulting Planners. Vice Chair Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

DISCUSSION

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

County Attorney, Lloyd Smith, discussed a statute prohibiting a local government from dispersing funds for any reason without a budget appropriation. For this reason, the Legal Team did not recommend that the County honor the invoice submitted by David Hodges for the Long Branch Community Grantsmanship.

Chair Wesson stated no vote was needed and that the County would take the Legal Team's recommendation.

DOT Petition for Road Addition – Creekside Subdivision

Shirley Taylor, on behalf of the residents of Creekside Subdivision, has asked for the Board's support in the submission of a DOT petition for Road Addition. The subdivision is looking to have the road paved.

Bertie County must be listed as a resident since it falls out of the Windsor ETJ.

The needed Form SR-1 is enclosed in the Board's agenda packet for tonight's meeting.

Commissioner Bazemore made a **MOTION** for the residents of the Creekside Subdivision to move forward with their petition listing Bertie County. Vice Chair Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

Discuss list of suggested names for an Input Committee – TGOW/Bertie Beach project

TGOW Special Project Consultant, Robin Payne, was present for the Board to review a list of potential names for an Input Committee.

Interim County Manager Vaughan presented a memo that was included in the Board's agenda packet, and also outlined that all of the firms that responded to the related RFQ deemed this committee as a beneficial piece to the project.

At this time, the Board also discussed some additional recommendations for committee members.

Junior Commissioners' Reports

Junior Commissioner, Qudre Joyner, stated that it was a "pleasure & honor" to serve another year as the Junior Commissioner.

Alexis Parker and Jahkia Basnight thanked the Board for an interesting meeting and stated they were excited for the upcoming year.

Commissioners' Reports

Chair Wesson noted that he had been recommended by the Governor to serve on the Martin Community College Board of Trustees, and since his swearing in, he has worked diligently with MCC to secure additional course offerings at the Bertie-Martin campus in Windsor.

He also announced that he would soon be tapped as President of the Mid-East Commission, and that Bertie was not receiving more grant opportunities than ever before.

Interim County Manager's Reports

Interim County Manager Vaughan briefly discussed the response to the TGOW RFQ process. In total, 15 firms responded to the RFQ advertisement, and he outlined the top 5 firms for the Board's consideration (in no particular order): Ratio, TSW, Vines, McAdams, and Albemarle.

It was discussed that the Board would host a special meeting to hear presentations at the first available time for each firm hopefully later this month, or in early January.

County Attorney's Reports

County Attorney Smith discussed that road owner, Ted Cherry, had been contacted, but had not responded to the violations under the Road Safety & Maintenance Ordinance.

Mr. Smith discussed the Board's options but recommended that consider amending the County's ordinance to allow for serving of violations outside of Bertie County.

Vice Chair Lee made a **MOTION** to move forward with the amending of the ordinance as recommended. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** with all Commissioners voting in support except Commissioner Bazemore.

County Attorney Smith also provided a brief update about his recent discussions with the Sawyers who are not interested in a cross easement.

Commissioner Trent made a **MOTION** to move forward with a surveying of the area so that the County is aware of where the property lines lie, and revisiting the discussions with the Sawyers after. Vice Chair Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

The Board also took this time to discuss the archeological digs currently taking place at the TGOW site. There were concerns raised by Commissioner Trent about the ownership and control of any recovered artifacts. Commissioner Lee discussed a potential partnership with the Town of Windsor as well.

County Attorney Smith recommended that a contract or agreement be prepared addressing the issue as follows:

1. The County would be recognized as the owner of all artifacts found.
2. The County would control disposition, examination, and display of the artifacts.
3. The contract would contain a provision similar to a nondisclosure agreement that if any entity takes possession of an artifact for any reason and would not return it, then the parties recognize there is not an adequate monetary remedy and the County would be entitled to specific performance and to go Superior Court to get an order ordering the return of the artifacts as well as legal fees incurred immediately and the other party waives any defenses.

Commissioner Trent made a **MOTION** for the Legal Team move forward with the above outlined contract agreement. Vice Chair Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

Public Comments Continued

There were no public comments during this session.

ADJOURN

Commissioner Bazemore made a **MOTION** to ADJOURN the meeting. Vice Chair Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

Ronald Wesson, Chairman

Sarah Tinkham, Clerk to the Board

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Windsor, North Carolina
October 29, 2019
WORK SESSION

The Bertie County Board of Commissioners met for a WORK SESSION today inside the Roanoke-Cashie River Center, Spivey Meeting Room, at 112 W. Water Street, Windsor, NC. The following members were present or absent:

Present: Ronald “Ron” Wesson, I
 Greg Atkins, II
 Tammy A. Lee, District III
 John Trent, District IV

Absent: Ernestine (Byrd) Bazemore, District V

Staff Present: County Manager Scott Sauer
 Assistant County Manager Juan Vaughan, II
 Assistant County Attorney Jonathan Huddleston
 Finance Director William Roberson
 Economic Development Director Steve Biggs

No media members were present.

Chairman Trent opened the meeting and noted that Commissioner Bazemore was not present. Commissioner Lee explained that Commissioner Bazemore had a medical appointment that conflicted with today’s meeting.

County Manager Sauer noted that Clerk to the Board, Sarah Tinkham, was coordinating open enrollment sessions Tuesday, Wednesday and Thursday in her expanded temporary role to assist with the staff coverage for the vacant Human Resources position.

Mr. Sauer noted that he and Mr. Vaughan were covering the minutes for this meeting and will be working to assist Ms. Tinkham with final components needed to distribute the November 4th agenda package by Thursday evening.

Review of November 4th agenda

Mr. Sauer distributed the draft agenda for the Board's next meeting and noted that the final package will be distributed on Thursday, October 31st.

Administrative, Budget and HR updates:

Audit for the fiscal year ended June 30, 2019 – and preparation of the MD&A

County Manager Sauer noted the two pages attached to the draft agenda, the first of which outlined the project expenditures and grant reimbursements pending as of June 30, 2019.

Finance Officer William Roberson explained that these items totaling \$1,047,072 will be treated as receivables and when combined with the recent expenditures for the revaluation project, the estimated drop in fund balance for the General Fund will reflect a decrease of a minimum of \$1.4 million for the fiscal year ended June 30, 2019. The new audit firm is working on the initial draft documents which have not yet been presented to management for review. Mr. Sauer noted that part of his role during the transitional consulting period will be to assist with preparation of the "management discuss and analysis" write up describing county operations in the audit report.

Commissioner Wesson stated that the Board needs to start working on the budget as soon as possible and that the Board's first goal should be to ensure that there is not a tax increase two years in a row. There was a discussion of various budget challenges and the potential savings anticipated due to continued staff vacancies.

Mr. Sauer noted that the Revaluation project is tracking on schedule, with the anticipated notice to property owners by February 2020 to present the new assessment values. Budget development for FY 2020-2021 will occur with the receipt of the final audit report and Mr. Vaughan has had a couple of brief discussions with Mr. Roberson and Mr. Sauer about the budget process.

On November 4th, Mr. Vaughan stated that during his report, the new Human Resources Director will be introduced and that the starting date will be November 25th.

Mr. Sauer noted that the second page attached to the draft agenda was a listing of publicly owned land tracts totaling 1,442 acres including the County's TGOW tracts (147 acres), Salmon Creek State Natural Area, and the 300 acres now under contract with the NC Coastal Land Trust. When the combined assessed property values are adjusted for the previous agricultural tax deferments, the revenue loss for the General Fund in property taxes is \$77,109 as reported by Tax Administrator Jodie Rhea. County Manager Sauer then referred the Board to review the green agenda packet containing summary information on the development of the Tall Glass of Water (TGOW) project.

There was a brief discussion led by Assistant County Attorney Jonathan Huddleston regarding the status of securing permanent easements and clearly defined access to NC 17, future Interstate 87. The Board confirmed its commitment to working with the NC Department of Transportation

to secure a Welcome Center located on County property to serve as the gateway to the outer banks.

Projects

Mr. Sauer reviewed progress to date on the TGOW initiative and provided comments highlighting the key role of Dr. Stan Riggs as outlined below:

Big Picture—“From the Rivers to the Sound in the Bertie Water Crescent” the first report presented by NC LOW

Bertie County’s leadership with property acquisition, and NCCLT and State of NC efforts that followed totaling 1,442 acres preserved on the Albemarle Sound. Dr. Riggs has stated that the Bertie County Board of Commissioners’ letter of support was a key factor in the NC Clean Water Management Trust Fund decision to approve grant funding for 300 acre Bal Gra tract.

Dr. Riggs and NC LOW are taking the lead on the “Educational Component” with a focus on development of facilities on the Salmon Creek State Natural Area.

Dr. Riggs is also facilitating discussions with the NC Coastal Land Trust (NCCLT) regarding acquisition of Hoggard’s Mill Pond for flood control and historical preservation (eco-tourism too).

Dr. Riggs leading a high-level philanthropic campaign to assist the State with funding for a Cultural Heritage & Education Center at the Salmon Creek State Natural Area.

Additionally, Dr. Riggs is similarly engaged with raising funds to support the NCCLT’s effort to acquire property north of Colerain to preserve the high bluffs of the Wiccomoco Terrace on the Chowan River.

As the County seeks to implement recommendations from Dr. Riggs and his team, the County’s focus is on the “Recreational Component” in providing facilities, programming and activities for Bertie County residents, and to develop the eco-tourism and commercial aspects (NCDOT Welcome Center on I-87 and an upscale RV camping center for the travelers headed to the coast).

The County’s “Tall Glass of Water” project is rapidly developing with the organizational leadership of Ms. Robin Payne and efforts to enlist various regional support, stakeholders and partners.

The initial response to the request for qualifications (RFQ) for a project design team has been very strong, including multiple site visits. Proposals are due to the County on November 15th.

Mr. Sauer explained that the Board will need to schedule interviews with each firm and allow at least 90 minutes for presentations, plus questions and answers—similar to the RFQ process for

the library and cooperative extension project. He reported that the response to the site visit for interested design firms was very strong, with approximately twenty representatives in attendance. He also explained that when firms inquired about the project budget, it was explained and understood that the successful firm will be able to present both a phased project design meeting the Board's priorities, plus a financial plan to secure grant funds and other revenue sources. Mr. Sauer compared this engagement to the selection of Green Engineering for the water projects where the firm worked "at risk" while preparing the preliminary engineering report for the USDA Rural Development grant and financing for Water District III.

There was a brief discussion about the next cycle for the NC Parks and Recreation Trust Fund grant process and the project support activities that Ms. Robin Payne will continue to assist the County with as the various phases of site development and programming are brought to completion—including tourism authority structure, marketing and establishment of a nonprofit organization to support this project.

The Board also discussed the archeological efforts planned for this fall by the First Colony Foundation on the County's TGOW property and Chairman Trent indicated that he will be attending a meeting with the First Colony Foundation at the River Center on November 6th.

Hurricane Matthew Recovery activities:

EMS Station One – Reimbursements pending from FEMA and NC Department of Commerce.

Library & Cooperative Extension with Community Room – under construction and on schedule.

HMPG – State Historic Preservation Office has five properties deferred for more than one year.

DRA 2017 – In process and Mr. Chris Hilbert with Holland Consulting Planners will be scheduled at an upcoming meeting to brief the Board in more detail.

During this review of Hurricane Matthew recovery activities, Mr. Sauer focused primarily on the Hurricane Matthew CDBG DR funding and noted that senior staff for the State Office of Resiliency & Recovery were on site on October 24 to explain the changes in the CDBG-DR program and the possibility of additional grant funds for Bertie County.

Meeting attendees: Norma Huston, UNC-SOG representing Laura Hogshead (Director NC ORR), Ivan Duncan, Chief Program Delivery Officer (NC ORR Construction Supervisor), Jonathan Doerr, NCDPS Deputy General Counsel (Lead Counsel for NC ORR), Chris Hilbert and Dale Holland, Holland Consulting Planners.

Bertie County--Scott Sauer, William Roberson, Steve Biggs, and Allen Castelloe, Windsor Town Administrator.

Mr. Sauer highlighted the recent events leading up to the meeting on October 24, 2019 as follows:

Norma Huston called Bertie County Manager Sauer late Friday July 12, 2019 and she reported that NC Office of Recovery and Resiliency had approved 3 applications for Bertie County under the CDBG-DR program. Mr. Sauer explained to Ms. Houston that prior to her telephone call there had been no communication from the NC Office of Resiliency and Recovery despite many efforts initiated by the County.

Mr. Sauer reminded the Board that Bertie County staff in addition to Commissioner Wesson attended the Recovery & Resiliency meeting at ECU August 28, 2019. Following the meeting at ECU, County staff met briefly with several NC ORR representatives requesting a site visit for Bertie County and the Town of Windsor.

Approximately six weeks later, Norma Huston called County Manager Sauer on October 12, 2019 to set a meeting to visit Bertie County. In the meantime, there had still been no formal communication from the NC ORR.

In the meantime, Chris Hilbert received a call from a County resident on Jack Branch Road indicating her property was approved for CDBG-DR funding, and had been told that Bertie County was the “hold-up.”

During the October 24, 2019 meeting with Ms. Norma Houston and the NC ORR staff, County Manager Sauer reminds the group that October 24th is an important date for Bertie County and NC EM’s Mary Glasscock held a Hurricane Matthew “hot spot” meeting two years earlier on October 24, 2017 to resolve outstanding recovery issues. Mr. Sauer reminded the group that Bertie County still has no grant agreement with the State for CDBG-DR. Bertie County submitted CDBG-DR application October 20th 2017 and receives Notice of Award letter December 13, 2017 for \$777,500 for rehabilitation and reconstruction of four residential properties, and temporary library leasing costs.

To date, the CDBG-DR grant agreement has not been approved by the State.

Norma Huston informed the County on 10-24-2019 that NC ORR has approved 68 applications for Bertie County and has sent 59 award letters to residents totaling \$5.97 million and there are 9 additional award letters “awaiting approval” in the amount of \$ 597,000 for a total of \$6.549 million. There are 7 applications “in process” for a total of 75 potential letters of award in Bertie County.

County Manager Sauer explained to Ms. Houston and the NC ORR representatives that Bertie County still has no communication from NC ORR detailing these application awards.

According to Ms. Houston, the NC ORR will be presenting Bertie County with a new grant agreement in the near future.

County Manager Sauer explained to the Board that when the NC ORR finally provided the County with access to the online CDBG-DR data base known as “Sales Force,” the applications which were approved were not in areas of the County impacted by flooding. One example from

the Lewiston-Woodville area was an application to repair plumbing for a home and roof replacement. He emphasized that residents impacted by Hurricane Matthew have been waiting for three years to receive assistance, and the NC ORR program is taking applications from other non-flood related properties.

Board should seriously consider utilizing all available CDBG-DR grant funds for acquisitions of property (buyouts) rather than rehab or reconstruction given the long list of unfunded buyout applications on file for HMGP which have not been funded on the approved list.

Mr. Sauer summarized that this portion of the recovery process (CDBG-DR) will require continued effort and persistence as the County must advocate on behalf of the citizens and families which have been displaced from their homes. Mr. Chris Hilbert of Holland Consulting Planners is scheduled to provide an update at the December Board meeting and he will have several recommendations for the Board to consider regarding the CDBG-DR grant administration process and reporting.

Mr. Sauer proceeded with a briefing which highlighted several project updates as follows:

Water System:

Construction phases now complete.

Asset & Inventory projects – two remaining, out of six (6) funded.

Water rate study has been initiated, and recommendations will be included in FY 2020-2021 proposed budget.

Training for System management reports and SCADA calibration is ongoing—and needs to be a priority for the department.

Other:

Blue Jay Recreation Center construction continues and grant reporting is pending for the \$80,000 state appropriation.

Animal Shelter – in an unrelated matter, a PETA representative was scheduled to visit Bertie County on Tuesday October 29th at 2:00 p.m. but called to cancel due to a conflict with their schedule.

Fire Service consultant study—Fire Association President Jodey Sary has been requested to provide list of priorities for this project.

Update on public safety radio communications--and future budget impact should be presented by Mitch Cooper before the budget process begins.

Software upgrades for Tax Office and Register of Deeds—and future budget impact are currently being evaluated by both departments.

Legal

Opioid litigation and response by the County regarding potential damages—There was significant discussion regarding the County’s efforts to provide data requested by the outside counsel and Jonathan Huddleston will be coordinating with various department heads about the information needed for the County’s request.

Republic Services – review of basic parameters for landfill host agreement should be scheduled in the very near future, including legal review. Assistant County Attorney Jonathan Huddleston reported that he and Lloyd Smith are following up on the Board’s earlier request to examine landfill host agreements between NC counties and other private regional landfills.

BMRJ Commission – County Manager Sauer noted that copies of recent correspondence prepared by the County Attorney is included as a handout in the Board packet for information and review.

Road Safety & Maintenance Ordinance – Mr. Sauer noted that property owners have been notified of violations and the timeline for compliance

NC Code Qualifications Board – Mr. Sauer noted that each Commissioner agenda packet contains documentation regarding recent disciplinary action and a voluntary settlement agreement (dated October 22, 2019) based on the complaint filed by Ms. Nekima Gilliam of 179 Cooper Hill Road. There was discussion with the Board about the impact of this issue for the residents of a newly constructed home and the potential damages incurred due to the poor quality of construction and the lack of adequate code enforcement and appropriate inspections. Management will continue to review this situation and bring a report to the Board.

Commissioner Lee noted that this was the final meeting for Mr. Sauer with the Board of Commissioners and thanked him for his service and hard work.

Commissioner Wesson made a **MOTION** to adjourn the work session. Commissioner **SECONDED** the motion. The **MOTION PASSED** unanimously.

John Trent, Chairman

Sarah Tinkham, Clerk to the Board



C-2



Bertie County Register of Deeds

Annie F. Wilson
Register of Deeds

P.O. Box 340
Windsor, NC 27983
252-794-5309
www.bertie-live.inttek.net

NORTH CAROLINA
BERTIE COUNTY

TO: THE BOARD OF COUNTY COMMISSIONERS:

Agreeable to and in compliance with Chapter 590 of the Public Local Laws of North Carolina, Sessions 1913, I beg leave to submit the following statement of all fees, commissions, etc. of any kind collected by me as Register of Deeds for the month of DECEMBER 2019 and for an itemized statement thereof, I respectfully refer you to the following books in my office.

AMOUNT SUBJECT TO GS 161-50.2

10-0030-4344-01	REAL ESTATE REGISTRATION-----	\$4,043.00
10-0030-4344-03	VITAL STATISTICS-----	\$850.00
10-0050-4839-02	MISCELLANEOUS(NOTARY OATHS/PHOTO COPIES, ETC)-----	\$267.90
10-0030-4344-04	NO. MARRIAGE LICENSE----- 5 @60.00	\$300.00
		<u>\$5,460.90</u>
10-0018-4240-01	N. C. STATE EXCISE STAMP TAX-----	\$16,493.00
10-0030-4344-10	STATE TREASURER FEE----- 135 @\$6.20-----	\$837.00
	STATE VITAL RECORDS----- 5 @14.00	\$70.00
		<u>\$22,860.90</u>
10-0000-1251-00	A/R IN/OUT(REFUND)-----	
		<u>\$22,860.90</u>

Handwritten signature of Annie F. Wilson in cursive.

REGISTER OF DEEDS - BERTIE COUNTY

By: *Shamecia R. Williams, Asst.*

FOR INFORMATIONAL PURPOSES

D/T /MORTGAGES-----	24 @\$6.20=	\$148.80
ADDITIONAL PAGES-----	@\$0.40=	
DEEDS & OTHER INSTRUMENTS-----	<u>122</u> @\$1.94=	<u>\$236.68</u>



C-3



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

December 02, 2019

William Roberson
Bertie County Finance Officer
Windsor, NC 27983

Dear Mr. Roberson:

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

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

Respectfully Submitted,



Tax Administrator

Approved on _____ 20____

=====

Balance a Group

=====

Group: RLS*19*334
Type: A Abatement/Relea
Status: O Open

Group Total:	\$3,741.77-	Group Transaction Count:	6
Transactions Total:	\$3,741.77-	Transaction File Count:	6
Difference:	\$0.00	Difference:	0

=====

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

Group Number RLS*19*334

Abatement

Effective Date 11/07/19

Seq Nbr	Date	Account Number	Taxbill Number	Tax Code	Transaction Amount	Levy Amount	Penalty Amount	Addl Chgs	Interest Amount	Discnt Amount	Trn Cde	Check Number	Trans Rev Descriptn
1	11/07/19	4253	19A6803453559	G01	108.13-	108.13-	0.00	0.00	0.00	0.00	R	PG259	
***			EDGEWOOD BAPTIST CHURCH OF WIN										
2	11/07/19	4253	19A6803452890	G01	3099.38-	3099.38-	0.00	0.00	0.00	0.00	R	PG259	
***			EDGEWOOD BAPTIST CHURCH OF WIN										
3	11/07/19	13999	19A685617592201	G01	161.79-	161.79-	0.00	0.00	0.00	0.00	R	PG259	
***			WHITE, BARRY										
4	11/07/19	13999	18A685617592201	G01 AO	155.24- 2.50-	155.24-	0.00	2.50-	0.00	0.00	R	PG259	
***			WHITE, BARRY										
5	11/07/19	13999	17A685617592201	G01 AO	157.74- 155.24- 2.50-	155.24-	0.00	2.50-	0.00	0.00	R	PG259	
***			WHITE, BARRY										
6	11/25/19	34481	19A34481.10	G01	56.99-	51.81-	5.18-	2.50-	0.00	0.00	R	PG245	
***			SESSOMS, JAMES ARELIA										
Tax Code Totals													
AO*17 - ADVERT					2.50-	0.00	0.00	2.50-	0.00	0.00			
AO*18 - ADVERT					2.50-	0.00	0.00	2.50-	0.00	0.00			
G01*17 - BRT TAX					155.24-	155.24-	0.00	0.00	0.00	0.00			
G01*18 - BRT TAX					155.24-	155.24-	0.00	0.00	0.00	0.00			
G01*19 - BRT TAX					3426.29-	3421.11-	5.18-	0.00	0.00	0.00			
Total for Group					3741.77-	3731.59-	5.18-	5.00-	0.00	0.00			
RLS*19*334													

Cycle
A

Totals By Tax Cycle
Current 0.00
Delinquent 3741.77-

RLS*19*334	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
2017	11/7/2019	White, Barry 17A685617592201	G01	\$157.74		\$0.00		\$157.74
		Destroyed 2016						
								<u>\$157.74</u>

RLS*19*334	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
2018	11/7/2019	White, Barry 18A685617592201	G01	\$157.74		\$0.00		\$157.74
		Destroyed 2016						
								<u>\$157.74</u>

RLS*19*334	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
2019	11/7/2019	Edgewood Baptist Church 19A6803453559 Exempt per N.C.D.O.R.	G01	\$108.13		\$0.00		\$108.13
	11/7/2019	Edgewood Baptist Church 19A6803452890 Exempt per N.C.D.O.R.	G01	\$3,099.38		\$0.00		\$3,099.38
	11/7/2019	White, Barry 19a685617592201 Destroyed 2016	G01	\$161.79	\$0.00	0		\$161.79
	11/25/2009	Sessoms, James 19A34481.10 Listed in Pitt County	G01	51.81		5.18		\$56.99
								\$3,426.29



C-4

Anthony Rascoe
1132 Cedar Landing Rd
Windsor, NC 27983
(252)794-5522
(252)799-1595

December 15, 2019

Bertie County Manager
Mr. Vaughn
106 Dundee St.
Windsor, NC 27983

Mr. Vaughn:

I am interested in the property on 532 Woodard Rd, Windsor, NC 27983. I am making an offer of \$2,000 for this property. There is a tremendous amount of work to get to inhabitable condition; it will be a costly project. Please consider my offer and notify me as soon as possible.

I have submitted a deposit of \$750 toward this property to Bertie County Finance Dept.

Please contact (252)799-1595 if you have any questions.

Sincerely,



Anthony Rascoe



532 Woodard Road, Windsor, NC

Current Tax Value: \$64,757

Taxes Owed: \$6,506.63

Legal Fees & Court Costs: \$3,538.65

Taxes Owed + Legal Fees & Court Costs = \$10,045.28



C-5



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
RON WESSON, Chair
TAMMY LEE, Vice Chair
ERNESTINE BAZEMORE
JOHN TRENT
GREG ATKINS

BERTIE COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT – DISASTER RECOVERY PROGRAM

**Resolution Authorizing Execution of Termination Agreement with
NC Department of Public Safety, Office of Recovery and Resiliency**

WHEREAS, Bertie County (the County) executed a Grant Agreement with the NC Department of Public Safety, Office of Recovery and Resiliency (NCORR), which became effective February 1, 2018, for a Community Development Block Grant Disaster Recovery (CDBG-DR) Program; and

WHEREAS, the County has accepted the State’s proposal to allow NCORR to administer the approximately \$6.5 million housing program allocation funded by the CDBG-DR Program;

NOW, THEREFORE, the Bertie County Board of Commissioners hereby authorizes Juan Vaughan II, Interim County Manager, to execute the Termination Agreement for the Community Development Block Grant – Disaster Recovery Grant Agreement between the NC Department of Public Safety, Office of Recovery and Resiliency, and Bertie County, NC, which document is attached and made a part of this Resolution, with the following additional terms and conditions:

1. The County will retain its current license or renew its license (as appropriate) with the Salesforce software program which allows access to CDBG-DR Program applicant eligibility records; and
2. NCORR will obtain all required building and other permits associated with the construction and/or demolition work for the eligible applicants’ dwellings from the County’s Planning and Inspections Department; and
3. NCORR will provide written quarterly reports to the Board of Commissioners for progress updates on the county’s CDBG-DR Program, to include quarterly attendance by NCORR representative(s) at a regularly scheduled Board of Commissioners’ meeting; and
4. The County’s Interim County Manager (or County Manager, as appropriate) and its Director of Planning and Inspections will be consulted by NCORR representatives for prioritization of applicants for the CDBG-DR Program.

Adopted this 6th day of January, 2020.

Ronald Wesson, Chair
Bertie County Board of Commissioners

ATTEST:

Sarah Tinkham, Clerk to the Board

TERMINATION AGREEMENT

FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT – DISASTER RECOVERY GRANT AGREEMENT BETWEEN THE NC DEPARTMENT OF PUBLIC SAFETY, OFFICE OF RECOVERY AND RESILIENCY; AND BERTIE COUNTY, NC

This is an agreement to terminate the Grant Agreement now between the NC Department of Public Safety, Office of Recovery and Resiliency (“NCORR”); and Bertie County, North Carolina (“Subrecipient”), which became effective on February 1, 2018.

WHEREAS, on November 20, 2017, The Department of Public Safety, Division of Emergency Management (“NCEM”) and the North Carolina Department of Commerce (“DOC”) finalized an award and grant agreement with the Subrecipient to implement the State’s Community Development Block Grant for Disaster Recovery (“CDBG-DR”) Action Plan that was approved by the United States’ Department of Housing and Urban Development on August 7, 2017; and

WHEREAS, that agreement included an allocation for a CDBG-DR–funded housing program that would be administered by the Subrecipient; and

WHEREAS, the Subrecipient now has agreed to allow the State to administer that housing program allocation; and

WHEREAS, on January 1, 2019, NCORR assumed from NCEM the duty of managing the State’s CDBG-DR program; and

WHEREAS, on July 1, 2019 NCORR was officially named grantee for the State’s CDBG-DR program transferring that role from DOC to NCORR; and

WHEREAS, pursuant to Section 5.04 of the original agreement, NCORR, as the Grantee is the successor and assignee of both NCEM and DOC; and

WHEREAS, the Parties desire to enter into this Termination Agreement and intend to be bound by its terms;

NOW, THEREFORE, the Parties mutually agree as follows:

The CDBG-DR Grant Agreement between DOC, NCEM, and Subrecipient, which was made effective on February 1, 2018, is hereby terminated, pursuant to Section 4.02 of that agreement.

IN WITNESS WHEREOF, the Subrecipient and NCORR have executed this Agreement as of the Effective Date, with one original being retained by NCORR.

[Signature page follows.]

AGREED:

Bertie County

Authorized Official, Bertie County

Date

Title

NCORR

**Laura H. Hogshead, Chief Operating Officer
NCORR**

Date



Bertie County

Board of Commissioners

DISCUSSION ITEMS

MEETING DATE: January 6, 2020

SECTION: Discussion (D-1 to D-5)

DEPARTMENT: Governing Body

TOPICS:

1. Budget Amendments by Finance Director William Roberson
2. Human Resources Update by Human Resources/Risk Management Director Cortney Ward
3. Cooperative Extension Request for County to Increase Contribution by Cooperative Extension Director Billy Barrow
4. Revaluation & Tax Collection Rate Update by Tax Administrator Jodie Rhea
5. Fire Prevention Code Enforcement Update by Building Inspector Chris Surgeon
6. Discuss rescheduling the February 3rd regular meeting in Powellsville

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-1

BUDGET AMENDMENT

# 20-05				
INCREASE				INCREASE
10-5860-5399-95	\$ 32,200	EDTAP	10-0025-4586-03	\$ 32,200
12-5380-5399-95	\$ 32,200	EDTAP	12-0025-4586-03	\$ 32,200
12-5380-5399-94	\$ 8,632	WF	12-0025-4531-10	\$ 8,632
10-6100-5695-20	\$ 66,530	RGP	10-0025-4585-04	\$ 66,530
TO SETUP BUDGET FOR ROAP TRANSPORTATION MONEY FROM STATE				
INCREASE				INCREASE
10-0025-4433-24	\$ 8,235		10-4330-5433-24	\$ 8,235
TO SETUP BUDGET FOR HAZARDOUS MATERIAL EMERGENCY PREPAREDNESS GRANT HMEP				
INCREASE				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 12/18/19.				
APPROVED / /2019				

BUDGET AMENDMENT

# 20-05				
INCREASE				INCREASE
10-5860-5399-95	\$ 32,200	EDTAP	10-0025-4586-03	\$ 32,200
12-5380-5399-95	\$ 32,200	EDTAP	12-0025-4586-03	\$ 32,200
12-5380-5399-94	\$ 8,632	WF	12-0025-4531-10	\$ 8,632
10-6100-5695-20	\$ 66,530	RGP	10-0025-4585-04	\$ 66,530
TO SETUP BUDGET FOR ROAP TRANSPORTATION MONEY FROM STATE				

From: NCDOT Public Transportation - CTP
Sent: Tuesday, December 10, 2019 2:07 PM
To: angela.andrew@co.beaufort.nc.us; cange@martincountyncgov.com; Baker, Reid Baker (rbaker@myguilford.com); Beck, David (dbeck@vancecounty.org); kellie.blue@co.roberson.nc.us; sblumenstein@co.iredell.nc.us; Bowen, Sarah (bowens@co.surry.nc.us); Brafford, Kathy (kbrafford@pendercountync.gov); finance@granvillecounty.org; mtbryan@co.pitt.nc.us; bulmans@co.pasquotank.nc.us; Burlison, Brandi (bburlison@yanceycountync.gov); Cahoon, Angela (angela.cahoon@nhcnc.net); acannon@co.cumberland.nc.us; wmcawaran@tyrrellcounty.net; Chestnutt, Tracy (tracy.chestnutt@duplincountync.com); Chestnutt, Tracy (tchestnutt@co.lenoir.nc.us); davec@co.dare.nc.us; finance@bladenco.org; Crepps, Christopher (chris.crepps@montgomerycountync.com); 'drhinehart@madisoncountync.gov'; Clack, David (davec@sampsonnc.com); jhdavis@haywoodnc.net; Kowal, Dean (dean.kowal@swaincountync.gov); dena.diorio@mecklenburgcountync.gov; donna.clark@buncombecounty.org; jedwards@co.stokes.nc.us; Epley, Brian (brian.epley@clevelandcounty.com); Faircloth, Bobbie (bfaircloth@columbusco.org); Fearing, Susan (sbfearrington@cabarruscounty.us); Fentress, Bill (bill.fentress@pamlicocounty.org); Ferguson, Garvin (gferguson@hokecounty.org); darlenefox@jacksonnc.org; Frye, Tonya (tonya.frye@gastongov.com); fultonpl@co.forsyth.nc.us; Garner, Cary (cgarner@co.anson.nc.us); Gibbs, Corrine (cgibbs@hydecourtync.gov); Grier, Clarence (cgrier@orangecountync.gov); Groce, Gary (ggroce@yadkincountync.gov); Hall, Lori (lhall@maconnc.org); jharrell@co.edgecombe.nc.us; Hawks, Jodie (jhawks@gatescountync.gov); heidrickl@co.rowan.nc.us; Helton, Anthony (thelton@caldwellcountync.org); jherman@co.alexander.nc.us; Karen Evans; Hinson, Toby (thinson@co.stanly.nc.us); Hobbs, Lynne (lynn.hobbs@nashcountync.gov); finance@clayconc.com; Honeycutt, Kimberly (khoneycutt@harnett.org); Huffman, Chris (chuffman@wilkescounty.net); shughes@polknc.org; Humphries, Stephanie (shumphries@camdencountync.gov); pijames@co.burke.nc.us; Kiker, Jane; Finance, Avery; lisa.jones@ncmail.net; karekenn@nc-chokeee.com; Kingston, Stephanie (steph@co.rockingham.nc.us); Minter, Lisa (lminter@leecountync.gov); finance@ashcountync.gov; john.massej@johnstonnc.com; wlmassie@co.randolph.nc.us; McCole, David (david_mccole@onslowcountync.gov); McCullen, Susan (smcullen@wakegov.com); deem@cartercountync.gov; Milzai, Frank (fmilazi@washconc.org); Miller, Julie Miller (julie.miller@brunswickcountync.gov); RMiller@catawbacountync.gov; amorgan@mcdowellgov.com; Murray, Chuck (chuckmurray@warrencountync.gov); Holt, Pamela M. (pam.holt@waynegov.com); mitfin@mitchell.main.nc.us; kpatterson@scotlandcounty.org; Pierce, Margaret (margaret.pierce@watgov.org); Pittman, Sandy (sandy.pittman@hertfordcountync.gov); Poor, Gay (gpooor@transylvaniancounty.org); Quick, George (gquick@dcconc.gov); Rebecca Garland (becky.garland@ncmail.net); Reece, Brenda (breece@jonescountync.gov); Reynolds, Samantha (sreynolds@hendersoncountync.org); Deanna Rios (drios@lincolncounty.org); Roach, Paula (paula.roach@rutherfordcountync.gov); William Roberson; Roberts, Candy M. (candy.roberts@chokeeecounty-nc.gov); Roberts, Jessica (jessica_roberts@onslowcountync.gov); Robinson, Mitchell (mrobinson@franklincountync.us); Rogers, Johnna (johnna.rogers@wakegov.com); Hill, Sandra (sandra.hill@currituckcountync.gov); rm.steagall@ncmail.net; Stewart, Marea (marea.stewart@pamlicocounty.org); taylorl@halifaxnc.com; gvaughn@caswellcountync.gov; pvick@wilson-co.com; McConnell, Vicki (vicki.mcconnell@chathamnc.org); sward@perquimanscountync.gov; Warren, Craig (cwarren@cravencountync.gov); amy.weaver@alamance-nc.com; Wehrenberg, Amy (amyw@personcounty.net); West, Robin (rwest@daviecountync.gov); Wooten, Shawna (swooten@co.greene.nc.us); Wurtzbacher, Lisa (lwurtzbacher@nhcgov.com); Xiong, Caroline (cxiong@moorecountync.gov); Yates, Jeffrey (jyates@unioncountync.gov)
Subject: ROAP Application Posted to Website

Good afternoon. This e-mail is to announce the Integrated Mobility Division (IMD) has posted the ROAP application package to the IMD website and in the Documents Library under Operating grants. The URL to help you navigate to the website is: <https://connect.ncdot.gov/business/Transit/Documents/Forms/AllItems.aspx>.

The ROAP application is due by January 17, 2020 and should be uploaded to the EBS system.

The ROAP allocation for FY2020 is made up of the amount appropriated to NCDOT by the legislature plus returned, unspent ROAP funds from FY2019. ROAP funding will be disbursed in two lump sum payments in the Rural General Public (RGP) program, however, counties have the flexibility to use the funding as needed. The first disbursement (50%) will be made on January 3, 2020 and the second disbursement (50%) will be made on March 6, 2020.

If you have any questions please contact your Mobility Development Specialist or give me a call at 919-707-4677 or an e-mail at cmfreitag@ncdot.gov.

Thank you.

Carolyn Freitag

William Roberson

From: Pam Perry <pperry@choanokepta.org>
Sent: Tuesday, December 10, 2019 8:51 AM
To: 'Jacqueline White'; diedra.evans@hertfordcountync.gov; 'Joslyn Reagor'; Rose Battle; venita.thompson@ncmail.net; Shelia Evans
Cc: William Roberson; 'Angela Cahoon'; 'Mary Duncan'; Loria Williams
Subject: [External] FW: ROAP
Attachments: FY2020 ROAP Allocation Table 20191206.xlsx

CAUTION: External email. Do not click links or open attachments unless you verify. Send all suspicious email as an attachment to report_spam@nc.gov

Good Morning to Everyone,

Please the attached FY2020 Allocation Table for ROAP.

Plans for disbursement --- mid January and March.

At this point I have not heard anything about the application process - I will let you know something as soon as I do.

Wishing everyone a wonderful Christmas and a Happy New Year!!!

Pamela Perry, Executive Director
Choanoke Public Transportation Authority
P. O. Box 320, 505 N. Main Street
Rich Square, NC 27869
Tel: (252) 539-2022 Ext. 226
Fax: (252) 539-2533

Please visit our website [@choanokepta.org](http://choanokepta.org)

This email and any files transmitted with it are confidential and intended for the use of the individual or entity to which they are addressed. Opinions and views presented in this email are solely those of the author and do not necessarily represent those of Choanoke Public Transportation Authority. Email correspondence to and from this address may be subject to the North Carolina Public Records Laws and may be disclosed to third parties.

From: Montanez, Tammy [<mailto:tmontanez@ncdot.gov>]
Sent: Friday, December 06, 2019 1:41 PM
To: Herb Mullen; Camille Sterling (csterling@wprta.org)
Subject: ROAP

CAUTION: This message originated from an email address outside the agency. Please do not click any links or open any attachments unless verified. Send all suspicious email as an attachment to [Report Spam](#).

Per your request.

Here's what I have - this is the annual amount, disbursements are planned for mid January and mid March

Tammy

2020	FY2020 Total Allocation			
COUNTIES	EDTAP	EMPL	RGP	Total
Alamance	\$ 122,776.71	\$ 40,837.67	\$ 89,255.42	\$ 252,869.80
Alexander	\$ 72,123.73	\$ 11,581.36	\$ 78,141.07	\$ 161,846.16
Alleghany	\$ 59,468.28	\$ 5,519.12	\$ 56,010.37	\$ 120,997.77
Anson	\$ 66,546.47	\$ 9,395.28	\$ 72,415.89	\$ 148,357.64
Ashe	\$ 67,688.67	\$ 9,759.31	\$ 72,761.90	\$ 150,209.88
Avery	\$ 61,467.37	\$ 7,169.19	\$ 62,909.59	\$ 131,546.16
Beaufort	\$ 81,868.12	\$ 14,786.53	\$ 94,032.58	\$ 190,687.23
Bertie	\$ 64,399.42	\$ 8,632.28	\$ 66,529.71	\$ 139,561.41

Application for Transportation Operating Assistance

FY2020 Rural Operating Assistance Program (ROAP) Funds

Name of Applicant (County)	Bertie County
County Manager	Juan Vaughan II
County Manager's Email Address	<u>juan.vaughan@bertie.nc.gov</u>
County Finance Officer	William Roberson
CFO's Email Address	<u>william.roberson@bertie.nc.gov</u>
CFO's Phone Number	252-794-5360
Person Completing this Application	Venita Thompson
Person's Job Title	Aging Services Director
Person's Email Address	<u>venita.thompson@bertie.nc.gov</u>
Person's Phone Number	252-794-5315
Community Transportation System	Choanoke Public Transportation Authority
Name of Transit Contact Person	Pamela Perry
Transit Contact Person's Email Address	<u>pperry@choanokepta.org</u>

Application Completed by: _____ Date: _____
Signature

I certify that the content of this application is complete and accurately describes the county's administration of the ROAP Program, and the use of the ROAP funds in accordance with applicable state guidelines. I certify and understand that if the bi-annual and annual milestone reports and any other status reports required by the Integrated Mobility Division (IMD) are not submitted on or before the due dates, the next scheduled disbursement will be held until all reports are submitted.

I certify and understand that the county will be invoiced by NC DOT for any unspent funds at the end of the period of performance and that funds for the next fiscal year will not be disbursed until re-payment has been made.

County Manager: _____ Date: _____
Signature

County Finance Officer: William Roberson _____ Date: _____
Signature

Transportation Needs and Public Involvement in Funding Decisions		Yes	No
A. Did the county ask the Community Transportation Advisory Board (TAB), which is affiliated with the Community Transportation System, to recommend how the ROAP funds should be sub-allocated?			X
B. Were outreach efforts conducted to inform agencies about the availability of ROAP funds and to discuss transportation needs BEFORE the county decided how to sub-allocate the ROAP funds?			X
C. Is the method used to sub-allocate the ROAP funds fair and equitable? Open and transparent?	X		
Financial Management of ROAP Funds		Yes	No
D. Does the county pass through any ROAP funds to agencies or organizations that are not county governmental departments or agencies?	X		
E. If yes, does the county have a written agreement with these agencies that addresses the proper use, return and accountability of these funds? (Include a sample agreement with application)	X		
F. Do any of the organizations or departments receiving ROAP funds plan to use private transit contractors to provide the ROAP funded trips? (Their procurement practices will need to meet all federal and state requirements for procurement of professional services.)	X		
G. Are ROAP funds deposited in an interest-bearing account?	X		
H. Does the county provide local funds for transportation operating assistance to any of the ROAP sub-recipients in addition to the state ROAP funds?			X
Monitoring and Oversight Responsibilities		Yes	No
I. Subrecipients of ROAP funds are required to provide sufficiently detailed progress reports and statistical data about trips provided and rider eligibility with ROAP funds. How frequently are these provided to the county? In what format? The County must be prepared to provide documentation that an eligible citizen was provided an eligible service or trip on the billed date, by whatever conveyance, at a specific cost. Data Forms are kept in the individual department offices and the Pos are sent to the Finance What form of documentation is collected? Department. Data forms are available upon request	X		
J. Does the county require the subrecipients of ROAP funds to use the coordinated transportation services of the federally funded Community Transportation System operating in the county?			X
K. Will any of the subrecipients use their ROAP sub-allocation as matching funds for any of the following programs? (Matching funds for operating assistance or purchase of service only.) 5310 – Elderly Individuals and Individuals with Disabilities Program 5311 - Non-urbanized Area Formula Program 5316 – Job Access and Reverse Commute Program (JARC) 5317 – New Freedom Program			
L. Will any of the subrecipients charge a fare for a ROAP funded trip? YES			
M. Describe the eligibility criteria to be used in this county to determine who will be provided ROAP funded trips. What documents are used to determine eligibility? 60 & older and disabled clients. Data forms, date of birth, drivers' license, proof of disability, etc.			
N. Since the subrecipient can only use RGP funds to pay for 90% of the cost of a trip, will the Community Transportation System use fare revenue to generate the local 10% match requirement for RGP funds?		Yes	

CERTIFIED STATEMENT
FY2020
RURAL OPERATING ASSISTANCE PROGRAM
County of **Bertie**

WHEREAS, the state-funded, formula-based Rural Operating Assistance Program (ROAP) administered by the North Carolina Department of Transportation, Integrated Mobility Division provides funding for the operating cost of passenger trips for counties within the state;

WHEREAS, the county uses the most recent transportation plans (i.e. CCP, CTIP, LCP) available and other public involvement strategies to learn about the transportation needs of agencies and individuals in the county before determining the sub-allocation of these ROAP funds;

WHEREAS, the county government or regional public transportation authorities created pursuant to Article 25 or Article 26 of Chapter 160A of the General Statutes (upon written agreement with the municipalities or counties served) are the only eligible recipients of Rural Operating Assistance Program funds which are allocated to the counties based on a formula as described in the Program Guidelines included in the ROAP State Management Plan. NCDOT will disburse the ROAP funds only to counties and eligible transportation authorities and not to any sub-recipients selected by the county;

WHEREAS, the county finance officer will be considered the county official accountable for the administration of the Rural Operating Assistance Program in the county, unless otherwise designated by the Board of County Commissioners;

WHEREAS, the passenger trips provided with ROAP funds must be accessible to individuals with disabilities and be provided without discrimination on the basis of national origin, creed, age, race or gender (FTA C 4702.1B, FTA C 4704.1A, Americans with Disabilities Act 1990); and

WHEREAS, the period of performance for these funds will be July 1, 2019 to June 30, 2020 regardless of the date on which ROAP funds are disbursed to the county.

NOW, THEREFORE, by signing below, the duly authorized representatives of the County of Bertie North Carolina certify that the following statements are true and accurate:

- The county employed a documented methodology for sub-allocating ROAP funds that involved the participation of eligible agencies and citizens. Outreach efforts to include the participation of the elderly and individuals with disabilities, persons with limited English proficiency, minorities and low income persons in the county's sub-allocation decision have been documented.
- The county will advise any sub-recipients about the source of the ROAP funds, specific program requirements and restrictions, eligible program expenses and reporting requirements. The county will be responsible for invoicing any sub-recipients for unexpended ROAP funds as needed.
- The county will monitor ROAP funded services routinely to verify that ROAP funds are being spent on allowable activities and that the eligibility of service recipients is being properly documented. The county will maintain records of trips for at least five years that prove that an eligible citizen was provided an eligible transportation service on the billed date, by whatever conveyance at the specified cost.
- The county will be responsible for monitoring the safety, quality and cost of ROAP funded services and assures that any procurements by subrecipients for contracted services will follow state and federal guidelines.
- The county will conduct regular evaluations of ROAP funded passenger trips provided throughout the period of performance.

Revised 12-6-19

- The county will only use the ROAP funds to provide trips when other funding sources are not available for the same purpose or the other funding sources for the same purpose have been completely exhausted.
- The county assures that the required matching funds for the FY2020 ROAP can be generated from fares and/or provided from local funds.
- The county will notify the Mobility Development Specialist assigned to the county if any ROAP funded services are discontinued before the end of the period of performance due to the lack of funding. No additional ROAP funds will be available.
- The county will provide an accounting of trips and expenditures in bi-annual milestone reports to NCDOT – Integrated Mobility Division or its designee. **Back-up documentation is required to support the bi-annual and annual reports, failure to provide documentation will affect future disbursements.**
- Any interest earned on the ROAP funds will be expended for eligible program uses as specified in the ROAP application. The County will include ROAP funds received and expended in its annual independent audit on the schedule of federal and state financial assistance. Funds passed through to other agencies will be identified as such.
- The county is applying for the following amount of FY2020 Rural Operating Assistance Program funds:

State-Funded Rural Operating Assistance Program	Allocated	Requested
Rural General Public Program (RGP)	<u>139,561.41</u>	<u>139,561.41</u>
TOTAL	<u>139,561.41</u>	<u>139,561.41</u>

WITNESS my hand and county seal, this 16th day of December, 2019.

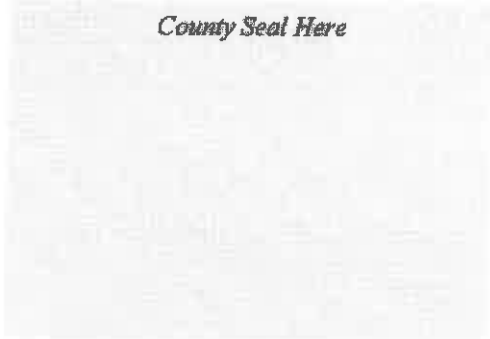
Signature of County Manager/Administrator

William Roberson
Signature of County Finance Officer

Printed Name of County Manager/Administrator

WILLIAM ROBERSON
Printed Name of County Finance Officer

State of North Carolina County of Bertie



Memorandum of Understanding
Choanoke Public Transportation Authority
Rural General Public Funds

In accordance with the North Carolina Department of Transportation Rural Operating Assistance Program (ROAP) State Management Plan, Choanoke Public Transportation Authority (CPTA) is eligible for an additional flexibility to be able to transfer funds between Counties being a Regional Transit System.

When General Funds are depleted in one of the following counties (Bertie, Halifax, Hertford and Northampton), Choanoke Public Transportation Authority will have the need to transfer funds from one County to another due to the transportation service demands.

Date _____

County Manager

William Reiser

Date _____

County Finance

Patricia Perry

Date 12-11-19

CPTA Transportation Director

FY 2019-2020 ROAP Application Submission Checklist

Applicant Name Here _____		Bertie County	
	ITEM	Signed & Scanned Copy to PTD	Due Date (not later than)
<input checked="" type="checkbox"/>	<u>Certifications</u> Certification Statement		1/17/2020
<input checked="" type="checkbox"/>	<u>Program Documents</u> FY2019-2020 ROAP Program Application		1/17/2020
<input checked="" type="checkbox"/>	<u>Other Documents</u> ROAP Application Submission Checklist		1/17/2020

All documents must be scanned separately and submitted in the Drop Box in Enterprise Business Services (EBS) by the County Finance Director or the leader of the Community Transportation System in your county.

IMPORTANT!!

NCDOT will not accept any ROAP documents that are mailed or emailed to our office.

BUDGET AMENDMENT

		# 20-05		
		INCREASE		INCREASE
10-0025-4433-24	\$	8,235	10-4330-5433-24	\$ 8,235
TO SETUP BUDGET FOR HAZARDOUS MATERIAL EMERGENCY PREPAREDNESS GRANT				
HMEP				



North Carolina Department of Public Safety

Emergency Management

Roy Cooper, Governor
Erik A. Hooks, Secretary

Michael A. Sprayberry, Director

Hazardous Material Emergency Preparedness Grant Program (HMEP)

Fiscal Year 2019

CFDA#: 20.703

Grant#: 693JK31940033HMEP

SUBAWARD NOTIFICATION

Mitchell Cooper
Bertie County
106 Dundee St.
Windsor, NC 27983

Period of Performance: October 1, 2019 to September 30, 2020
Project Title: RAP Regional HazMat Tabletop
Total Amount of Award: **\$8,235.00**
MOA #: 1906

North Carolina Emergency Management (NCEM) is pleased to inform you that the federal Fiscal Year (FY) 2019 Hazardous Material Emergency Preparedness Grant Program (HMEP) has been approved for funding. In accordance with the provisions of FY 2019 HMEP award, NCEM hereby awards to the foregoing subrecipient a grant in the amount shown above.

Payment of Funds: The grant shall be effective upon final approval by NCEM of the grant budget and program narrative and the execution of the forthcoming Memorandum of Agreement. Grant funds will be disbursed (according to the approved project budget) upon receipt of evidence that funds have been invoiced and products received and/or that funds have been expended (i.e., invoices, contracts, itemized expenses, etc.).

Conditions: The subrecipient shall understand and agree that funds will only be expended for those projects outlined in the funding amounts as individually listed above. Subrecipient shall also certify the understanding and agreement to comply with the general and fiscal terms and conditions of the grant including special conditions; to comply with provisions of the 2 CFR 200 and all applicable laws governing these funds and all other federal, state and local laws; that all information is correct; that there has been appropriate coordination with affected agencies; that subrecipient is duly authorized to commit the applicant to these requirements; that costs incurred prior to grant application approval will result in the expenses being absorbed by the subrecipient; and that all agencies involved with this project understand that federal funds are limited to the period of performance. Subrecipient must read and sign forthcoming Memorandum of Agreement for acceptance of the award.

For projects involving construction or the installation of equipment:

Prior to funds being expended from this award the subrecipient must complete and submit an Environmental Planning and Historical Preservation form to NCEM for approval. On receipt of the approval letter from NCEM the subrecipient may begin to expend grant funds.

Supplanting: The subrecipients confirm that sub-grant funds will not be used to supplant or replace local or state funds or other resources that would otherwise have been available for homeland security activities. In compliance with that mandate, the subrecipient will certify that the receipt of federal funds through NCEM shall in no way supplant or replace state or local funds or other resources that would have been made available for homeland security activities.

GRANT AWARD NOTICE: THIS AWARD IS SUBJECT TO THE GRANT SPECIAL CONDITIONS AND FINAL APPROVAL BY THE DEPARTMENT OF PUBLIC SAFETY, NORTH CAROLINA EMERGENCY MANAGEMENT GRANT PROGRAM BUDGET AND NARRATIVE



MAILING ADDRESS
4236 Mail Service Center
Raleigh NC 27699-4236
www.readync.org
www.ncdps.gov

62

OFFICE LOCATION
1636 Gold Star Drive
Raleigh, NC 27607-3371
Telephone: (919) 825-2500
Fax: (919) 825-2685

BUDGET AMENDMENT

		# 20-05		
		INCREASE		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 12/18/19.				

Fwd: AgCarolina Grant

Inbox



Guy Holley
to me

Wed, Dec 11, 10:04 AM (12 days ago)



Here we go

----- Forwarded message -----

From: Jones, Skipper <sjones@agcarolina.com>
Date: Wed, Dec 11, 2019 at 6:50 AM
Subject: RE: AgCarolina Grant
To: Guy Holley <gaholley@ncsu.edu>

Guy,



Bertie County is a recipient this year! We just had our grant meeting this morning, and I'm sending out letters today via mail and email. It's short notice, but the grant luncheon is next week, Dec. 18th at 11:30am at Rose Hill Plantation. I hope you can attend, and feel free to take someone with you. I'll send the letter shortly.

Thanks!

Skipper Jones

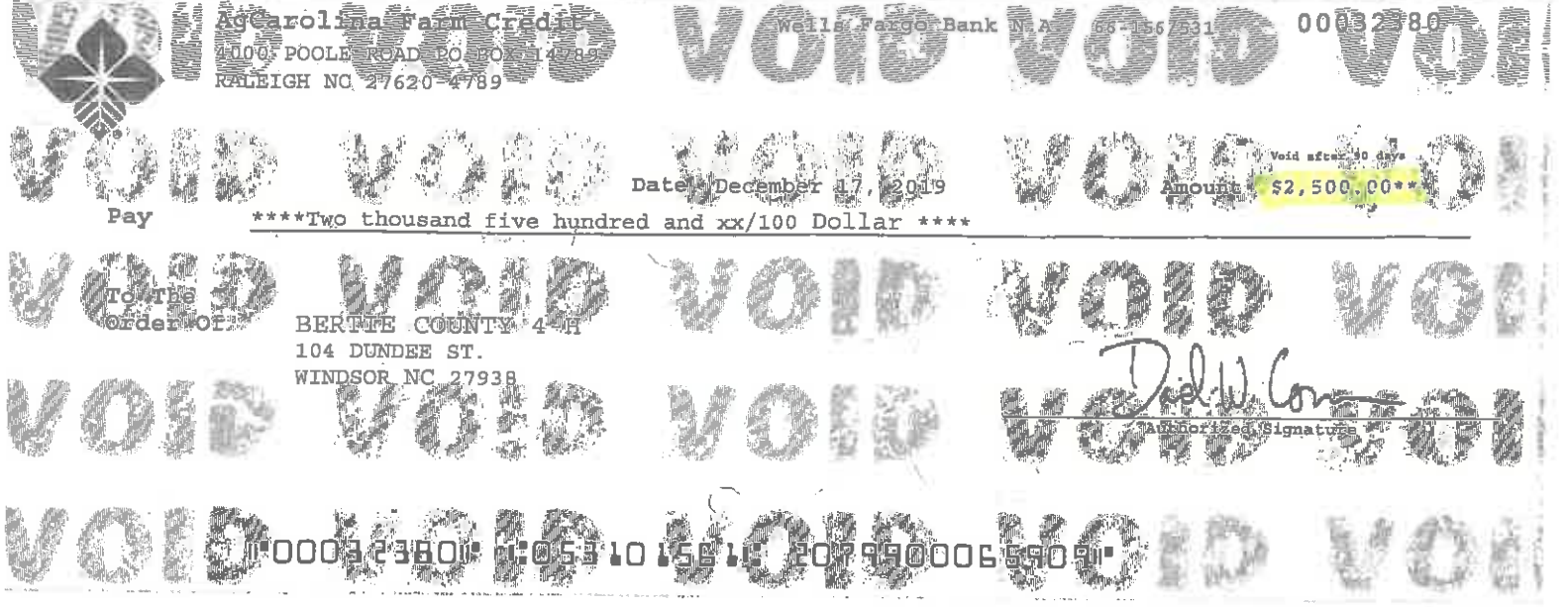
SVP -- Marketing and Communications
AgCarolina Farm Credit

From: Guy Holley <gaholley@ncsu.edu>
Sent: Tuesday, December 10, 2019 3:35 PM
To: Jones, Skipper <sjones@agcarolina.com>
Subject: AgCarolina Grant

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

Wells Fargo Bank N.A. 66-156/531

00032380



Void after 90 days

Date: December 17, 2019

Amount: \$2,500.00**

Pay ****Two thousand five hundred and xx/100 Dollar ****

To the
order of:

BERTHE COUNTY 4-H
104 DUNDEE ST.
WINDSOR NC 27938

Did W. Com
Authorized Signature

⑆00032380⑆ ⑆053101581⑆ 20199000659091⑆

William

**BERTIE COUNTY COOPERATIVE EXTENSION
DAILY CASH COLLECTIONS/TURNOVER REPORT**

Date: December 23, 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~~ ~~_____~~ JPM Pest Management _____

~~10-0000-2110-09~~ ~~_____~~ 4H Activities \$ 2,500.00 10-4980-5400-25

10-0050-4839-82 _____ Program Revenues _____

REC# 704022 10-0025-4495.15 Ag Farm Grant

Alicia Powell
Signature of Preparer

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



D-2

Corrective Counseling Form

Name: _____ Title: _____
Department: _____ Date: _____

Communication Type

- Coaching Mediation Warning
 Verbal
 Written

Action Type

- No Action Suspension
Duration: _____ days
Dates: start _____ end _____ Dismissal
Date: _____

Please document all details of event below

Policy Violation? Yes or No

If yes, please list all applicable policies

Required Improvement

Failure to improve will result in further disciplinary action up to and including dismissal.

Employee Statement

Employee Signature _____ Date _____

Manager Signature _____ Date _____

Human Resources Signature _____ Date _____

Incident Reporting Form

Instructions:

Please complete this form when reporting incidents, injuries or any other event that requires documentation. Please complete all applicable sections. Please complete form within 24 hours of incident or injury.

Management: This form is part one to a two-part structure. Once this form is received, please be sure to complete part two, immediately.

Reporter Information.

Name: _____

Time: _____: _____

Date: _____

Department/Supervisor: _____

Incident information.

Please be sure to document all details of incident below.

If this is an incident report that involves injury to multiple people, please be sure to complete separate reporting forms for each individual.

Date: _____

Time: _____: _____

Location: _____ EMS of police contacted? **YES** or **No**

Describe the incident in detail. Be sure to document what happened, where it happened, etc.

Is this an injury report: **YES** or **No**

Name of person injured: _____

Please list all injuries. Please be sure to be very specific with the type of injury and location of injury.

Is this a lost/damaged property report: **YES** or **No**

Please be sure to submit a copy of this form to Risk Management

Please list all effected items. Please be sure to include all damage details. List vehicle/item ID, if applicable.

Any witnesses: YES or No

If yes, please list name and contact information of all witnesses below.

Reporter Signature

OFFICE USE ONLY

Please document all follow up action pertaining to the above reported incident report.

Date	Action Taken

Please be sure to submit a copy of this form to Risk Management

Incident Investigation Form

Associated incident (please provide incident date and brief description)

Completed by: _____ Department: _____

Position (must be completed by department head): _____

Location of incident: _____

Time of incident: _____ : _____

Was the incident during business hours? Yes or No

Time incident was reported to supervisor? _____ :

Was this an employee injury or illness? Yes or No

If yes, did employee miss work due to injury or illness? Yes or No

Has this incident been reported to Risk Management? Yes or No

If not? Please indicate why

Please list all witnesses to incident

_____	_____	_____
_____	_____	_____
_____	_____	_____

Please list all attached witness items to associated incident (photographs, statements, maps, etc.)

_____	_____	_____
_____	_____	_____
_____	_____	_____

Please be sure to submit a copy of this form to Risk Management

Why did this incident occur (please check all applicable reasons)?

- | | |
|---|--|
| <input type="checkbox"/> Defective device | <input type="checkbox"/> Hazardous workstation |
| <input type="checkbox"/> Improper storage | <input type="checkbox"/> Lack of protective equipment |
| <input type="checkbox"/> Unsafe lighting | <input type="checkbox"/> Lack of appropriate equipment |
| <input type="checkbox"/> Insufficient training | <input type="checkbox"/> Operating without permission |
| <input type="checkbox"/> Overall unsafe operation | <input type="checkbox"/> Improper procedure |
| <input type="checkbox"/> Distraction | <input type="checkbox"/> Incapacitated |

Would this be considered an avoidable incident? Yes or No

If yes, please explain

Has there been similar incidents to this? Yes or No

If yes, please list all applicable incidents including incident date

Please provide suggestions to prevent incident reoccurrence.

Please provide ways to carry out suggestions for reoccurrence prevention.

Sign

Date

Please be sure to submit a copy of this form to Risk Management



D-3



October 28, 2019

Dear Friend of Cooperative Extension:

Cooperative Extension at N.C. A&T State University is a unique organization that translates university research and know-how into programs and educational opportunities that strengthen agriculture, small farmers, families and communities, enhance health and family well-being, and equip youth with skills they need to succeed in a global economy. Our work has profound impacts across the state: A March 2019 report by TEconomy shows that **Extension work statewide (N.C. A&T and NC State) increases our state’s economic output by nearly \$2.1 billion and that for each dollar spent on Extension activities, the state receives about \$27 in value—a very healthy return on investment.** At N.C. A&T, Extension has a broad reach. Our most recent annual data shows we made more than 500,000 contacts with North Carolinians, helped more than 27,000 youth gain knowledge about STEM disciplines, and taught nearly 26,000 adults and children how to adopt healthier lifestyles.

How do we do it? By employing talented professionals at the county level who understand local needs, supported by subject matter experts on campus who are tapped into the latest research. We also depend on partnerships at the federal, state and county levels. In North Carolina and across the nation, cost share arrangements are a critical component of our partnerships with local governments. Cost sharing means county-based Extension positions are matched to local needs. It results in programs with local impact and positions that are more secure when state and federal budgets are tight.

We believe that Extension can be most effective in addressing local needs when our local partners’ cost share level for county positions is at least 50 percent. This truly shares the responsibility for local Extension positions between the counties that benefit from local staff and the university that supports them with research-based knowledge. At N.C. A&T our cost share level for county positions ranges from 11 percent to about 55 percent, with an average cost share of 33 percent. Some positions are funded entirely by state or federal funds. To develop a cost share program that is fair and equitable and to ensure that important positions and programs are maintained, **we are asking all our county partners to participate in cost sharing at the level of 50 percent.** We are calling this effort the ***Campaign for Sustainable County Partnerships*** because it is about more than simply sharing costs; it is an effort to strengthen and deepen our partnerships and expand our outreach.

North Carolina A&T State University and North Carolina State University commit themselves to positive action to secure equal opportunities regardless of race, color, sex, national origin, religion, social class, marital status, or disability. In addition, the two Universities welcome all persons without regard to sexual orientation. North Carolina A&T State University, North Carolina State University, U.S. Department of Agriculture, and local governments cooperating.

What does this mean for you and your county? Most importantly, it means the programs your residents depend on will have a stable source of funding. The professionals they have come to trust and who understand local needs will be able to maintain or even expand their programs. It also shows our federal and state partners that the local communities we serve believe in our work and are willing to support it.

We understand this plan requires an increased financial commitment to Extension, and to make that new level of investment more feasible, we plan to phase it in over the next three years. Counties that now provided minimal or no cost share support will have until 2023 to increase their cost share to 50 percent. Counties that now provide cost sharing at a level of 15 to 30 percent will be asked to raise their support to 50 percent by 2022. Counties that now provide more than 30 percent in cost share funding will be expected to increase their support to 50 percent by the next fiscal year.

We are confident that this arrangement will ensure that Cooperative Extension at N.C. A&T will be able to sustain the programs and professional staff that have proven so effective at solving problems and helping people and communities reach their full potential. In the coming weeks, we will work diligently to make sure your questions about the new cost share program are answered. **First, we invite you to participate in one of our web-based informational sessions on Zoom. These will take place Wednesday, Nov. 6, from 2 p.m. – 3 p.m. and Friday, Nov. 8, from 10 a.m. – 11 a.m.** Please check your email for an official invite to these sessions. These online meetings will target county managers and will provide more details about the cost share program and allow us to answer your questions. Following the Zoom sessions, your Regional Extension Director will reach out to you to make sure your questions have been answered and help you develop a plan to enhance our successful partnership.

Once again, thank you for your support of Cooperative Extension and your belief in our mission. By working together and sharing costs, we can translate the research and knowledge of N.C. A&T into programs that build healthy, happy, and productive citizens and communities.

Sincerely,



Dr. Rosalind Dale
Associate Dean and Extension Administrator

CC County Extension Directors