

Bertie County Board of Commissioners



April 20, 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

**April 20, 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 (Commissioner’s Room)

Invocation and Pledge of Allegiance by Commissioner Atkins

(A)

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

- (1) Swearing in of Juan Vaughan, II as Bertie County Manager effective April 1, 2020
- (2) Coronavirus Pandemic Update by Emergency Services Director Mitch Cooper & Dr. Michael Lowry
- (3) Bertie County Library/Cooperative Extension Facility Update by Amber Idol and Dani Hoff, MHA Works

Board Appointments (B)

- 1. There are no Board Appointments.

Consent Agenda (C)

- 1. Approve Minutes for Regular Meeting 2-10-20
- 2. Approve Minutes for Work Session 2-18-20
- 3. Approve Minutes for Closed Session 2-18-20
- 4. Approve Minutes for Emergency Meeting 3-26-20
- 5. Approve Minutes for Special Meeting 3-30-20
- 6. Approve Register of Deeds Fees Report – March 2020
- 7. Tax Release Journal – March 2020
- 8. Approve County Manager Employment Agreement

- 9. Approve Contribution & Proclamation for American Cancer Society’s Relay for Life 2020

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

Discussion Agenda (D)

- 1. Budget Amendments & Updates from Finance Director William Roberson
- 2. Update and Discussion of 2020 Board of Equalization & Review dates by Tax Administrator Jodie Rhea – Proposed date of May 4th
- 3. Families First Coronavirus Response Act Update by Risk Management/Human Resources Director Cortney Ward
- 4. Census 2020 Update by Complete Count Committee Liaison & Planning Director Traci White

Commissioners’ Reports (E)

County Manager’s Reports (F)

County Attorney’s Reports (G)

Public Comments

(3 minutes per speaker)

Closed 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 is now utilizing Zoom during the COVID-19 pandemic.

Zoom is available to the public to participate during this meeting.

To call in to our meeting on the phone, use the following information:

Phone #: 1-301-715-8592

Meeting ID: 723 391 6141

To listen to our meeting online, click or copy and paste this link into your browser:

<https://us02web.zoom.us/j/7233916141>

Questions? Call Clerk to the Board, Sarah Tinkham, at 794-6110.



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: April 20, 2020

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

DEPARTMENT: Governing Body

TOPICS:

- (1) Swearing in of Juan Vaughan, II as Bertie County Manager effective April 1, 2020
- (2) Coronavirus Pandemic Update by Emergency Services Director Mitch Cooper & Dr. Michael Lowry
- (3) Bertie County Library/Cooperative Extension Facility Update by Amber Idol and Dani Hoff, MHA Works

COUNTY MANAGER RECOMMENDATION OR COMMENTS: --

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

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---



A-1



A. R. CHESSON

CONSTRUCTION CO., INC.

www.archesson.com
Toll Free: 800-849-4486

Williamston Office:
PO Box 1147
315 W. Main St.
Williamston, NC 27892
252-792-4186 Fax 252-792-9090

Bertie County Library Progress Meeting **April 15, 2020** **Via phone conference**

Passed 30 Days

- **Finished metal stud framing**
- **Started plumbing rough in**
- **Started mechanical rough in**
- **Installed low TPO roof**
- **Structural wood decking delivered to site**
- **Started priming and first coat of paint on tube steel trusses**
- **Started installing and Prepping dens-glass for Air Barrier**

Next 30 Days

- **Complete Dens-glass install/prep ready for Air Barrier**
- **Finish priming and first coat of paint on structural trusses**
- **Start electrical rough in**
- **Start on structural wood decking**
- **Pool mezzanine metal stud framing**
- **Install stairs to mezzanine**

Delays

- **Lowering of beam below Light gauge metal trusses**

CONSTRUCTION OBSERVATION MARCH 25, 2020

MONTHLY MEETING REPORT NO. 032

Project:	Bertie County Library & Coop. Ext.	MHA #:	17154
NTP Date:	August 5 th , 2019	No. of Days:	442 (PER CO 001)
End Date:	October 20 th , 2020 (PER CO 001)	Liq. Damages:	\$500.00

Distribution List By MHAworks (All Attendees VIA Phone & Marked with X):

	Scott Sauer, Bertie County	X	Will Gautier, A. R. Chesson
X	Scott Pearce, Bertie County		Katherine Roberson, A. R. Chesson
	Anthony Rascoe, Bertie County	X	Steve Richards, A. R. Chesson
X	Juan Vaughan, Bertie County		Wilson Pou, Engineering Source
	Allen Castelloe, Town of Windsor		Alex Casey, Engineering Source
X	William Roberson, Bertie County	X	Scott Anderson, ARK Consulting
	Millard Lewis, Town of Windsor		Adam Tysinger, ARK Consulting
X	Billy Barrow, Cooperative Extension	X	Mark Roy, RPA Engineering
	Nancy Hughes, Bertie County Library	X	Dani Hoff, MHAworks
	Carl Bonner, Terracon	X	Matt Johnson, MHAworks
	Luke Fenton, Terracon	X	Amber Idol, MHAworks

Progress of Work:	X	Behind (No updated schedule provided before the meeting call but still tracking about the same time behind as last month approx. 19 days. These days are expected within CO#2 as weather days and PCO #001.)
		On Schedule
		Ahead

Attachments:	1	200226 Furniture Meeting Minutes
	2	200305 Meeting Sign-In Sheet
	3	200325 AR Chesson Meeting Handout (To be provided at a later date)
	4	200325 AR Chesson Meeting Schedule (To be provided at a later date)

INFORMATION TRANSMISSION STATUS:

Note: All changes in contract scope require written sign-off by the architect and Owner prior to commencing any associated work.

Line #	Initiated By Owner/GC/ Designer	Date Initiated	Item Description	Action By Owner/GC/ Designer	Date Due
1	D	12/2/19	AR Chesson to determine 5 year average of weather days to compare actual weather days to average. AR Chesson provided the rainfall days and will provide the back-up to include within upcoming CO #2.	GC	12/23

**BERTIE COUNTY LIBRARY & COOPERATIVE EXTENSION –
03/25/2020 MONTHLY MEETING MINUTES:**

- **Review of pending business from last monthly meeting minutes. Review any corrections:**
 - Owner furnished equipment needs to be on site on August 14th to coincide with PME trim out. MHAworks send updated equipment list to the County since last meeting which has not changed since final mark-ups were made and included with the casework submittal.
 - MHAworks sent the carpet layouts to the User’s when the final submittal was approved.
 - Bottle filler PCO not accepted but a bottle filler can be added to the drinking fountain model being installed.

- **Updates from the entire team on COVID-19 (Novel Coronavirus):**
 - Design Team:
 - Mostly working from home.
 - Still making site visits. Other meetings are virtual.
 - Bertie County:
 - Offices are closed to the public but employees are working.
 - All meetings are virtual.
 - AR Chesson:
 - Working in the office and remotely to create social distancing within the office.
 - Office items may take longer than normal.

- Possibility of material deliveries affected. MHAworks asked that they document any delays and we will inform the entire team.
- Subs are also traveling which could also be affected if travel advisories are put into place.
- Overall we will take the status day-by-day. All parties will keep the team informed of any changes. MHAworks would like to note that following this call, a stop-the-spread-order was put into place for the City of Greenville. See the links below for more information on what is going on in our area. We still plan to visit the site next week and will let everyone know if there are any changes:
 - Greenville Stop the Spread Order (3/26 – 4/10)
<https://greenvillenc.gov/government/city-manager-s-office/public-information-office/greenville-stay-at-home-order>
 - Pitt County Stay Home Order Press Release (3/25 – 4/8)
<https://www.pittcountync.gov/CivicAlerts.aspx?AID=666>
 - Pitt County Stay Home Full Order (3/25 – 4/8)
https://www.pittcountync.gov/DocumentCenter/View/10436/2020-3-24_Sec-ond-Proclamation-of-Emergency-Restrictions-for-COVID-19-Response
- **Work Performed in the Last 30 days and projections of work for the next 30 days:**
 - Past 30 Days:
 - 95% of steel sequence 1 installed
 - Frames are on site
 - 60-70% Sequence 2 Steel is complete
 - Spray foam has been installed and parapet
 - Ductwork started
 - Dens glass installation began
 - Next 30 Days:
 - Metal stud and sheathing completion
 - TPO roof installed
 - PME rough-in started
 - Wood Decking installation began
 - Light gauge metal truss installation started
- **Schedule** - Project expediter distributes updated schedule & discuss project schedule updates:
 - AR Chesson to discuss weather days –
 - Finalizing back-up of the 12 days recorded.
 - Contractors discussion of scheduling opportunities and delays –
 - None other than mentioned above in the COVID-19 related items.
 - Discussion of milestone dates including material/equipment delivery –
 - Wood decking anticipated on site next week.

- Masonry anticipated on site along with all items required to create the mock-up in place for review.
- Discussion of sensitive activities requiring shutdowns, special user accommodations, and owner furnished equipment –
 - County fiber update:
 - The county would like to schedule their in-house wiring team to come out in early April. MHAworks will help coordinate that.
 - Furniture update:
 - MHAworks was trying to reschedule a furniture meeting but due to the current circumstances we will need to postpone those efforts. We would like updates from the County and User Groups on funding efforts. MHAworks will also keep everyone up-to-date on project scheduling and furniture ordering deadlines. All furniture finishes are not critical path items for the furniture order because costs have been included from Carolina Office Exchange to cover the final choices. Once we get closer to the furniture order date and have all the funding nailed down we will provide samples for final selections.
 - The Cooperative Extension would prefer the furniture in the Community Room was back in the Library's scope.
 - Funding for the Library has been allocated and was confirmed by Larry Joyner.
 - Billy, Nancy, the new Bertie County Library Director, Larry Joyner, and Juan Vaughan will coordinate funding.
 - Please inform MHAworks and Carolina Office exchange if you need anything.
- Percentage complete of work in place vs. contract duration reported by the Contractor – 31.25 % (based on payment application #7) WORK IN PLACE VS **53%** OF CONTRACT DURATION.
- The next monthly meeting will be held on **Wednesday, April 15th, 2020 at 2:00 PM.**
 - MHAworks is anticipating that this will be another conference call and will include the call-in information in the meeting invite.
- **Review of shop drawing logs by engineer and architect since last report and outstanding items. Discuss any potential delays:**
 - 006r1 – Casework & Countertop Shops & PD – Received 02/05. Under Review.
 - 007r1 – Casework & Countertop Samples – Received 02/05. Under Review.
 - 017r2 – Flush Wood Doors – Received 03/05. **Returned MCN on 03/17.**
 - **020r1 – Fluid-Applied Membrane Air Barrier – Received 03/16. Returned MCN on 03/17. Still reviewing with the GC.**
 - 023r2 – Signage – Received 02/05. Under Review.

- 026 – Mechanical – Received 09/24. Returned MCN on 10/21. Resubmittal **required for shop drawings.**
 - 034r1 – Interior Lighting – Received 03/16. Under Review.
 - 036 – Raceways, Boxes, Cabinets - Received 10/02. Returned MCN on 10/29. **Need samples.**
 - 038R2 – Masonry – More samples received on 02/20. **Returned RR 03/10. Need resubmittal with final required information before masonry begins.**
 - 039r1 – Thermoplastic Membrane Roofing – Received 11/05. Returned MCN on 11/11. **Need samples for final approval.**
 - 040r2 – Sheet Metal Flashing & Trim – Received 03/05. Under Review.
 - 041r3 – Metal Soffit Panels – Received 02/20. Under Review. **Sample provided while on site 03/05 along with samples. Under Review.**
 - 044r2 – Aluminum Entrances & Storefront – Received 02/25. **Returned RR on 03/13.**
 - 046r2 – Wood Roof Decking – Received 12/11. **Samples received and approved with other exterior samples. Returned MCN on 03/10.**
 - 047 – Snow Guards – Received 11/04. Returned MCN on 11/07. **Need samples.**
 - 048B – Structural Steel Framing – Received 02/17. **Returned MCN on 03/09.**
 - 049r2 – Metal Pan Stairs – Received 02/13. **Returned MCN on 03/20.**
 - 062 – Wood Paneling Samples – Received on 02/14. **Samples received and approved with other exterior samples. Returned NET on 03/10.**
 - 063 – Light Gauge Metal Trusses – Received on 02/24. Returned MCN on 02/27. **Requested resubmittal for confirmation of comments.**
 - 064 – Painting – Received 03/16. Under Review.
 - 065 – Awnings – Received 03/17. Under Review. **Need samples.**
- Review of outstanding change orders:
 - PCO 001 – HSS Beam – **MHAworks reviewed with County after last monthly meeting. No comments noted during the meeting.**
 - PCO 004 – Joist & Structural Steel per ASI 001 – Has been revised by GC. Under Review.
 - PCO 005 – Additional backfill of sanitary sewer line – **MHAworks reviewed with County after last monthly meeting. No comments noted during the meeting.**
 - PCO 006 – Additional stone in undercut – **MHAworks reviewed with County after last monthly meeting. No comments noted during the meeting.**
 - PCO 007 – Credit for steel & gate – Has been revised by GC. Under Review.
 - PCO 008 – Additional steel per ASI 008 – Has been revised by GC. Under Review.
 - Review of outstanding requests for information items:
 - RFI 053 – Metal Pan Stairs / 049r1 – Received 02/13. **Responded 03/20.**
 - RFI 056 – Ductwork – Received 02/27. **Responded 03/20.**
 - RFI 057 – Door 116A – Received 02/27. **Responded 03/10.**
 - RFI 058 – Bent Plate – Received 2/27. **Under Review.**
 - RFI 059 – Fire Extinguisher Cabinets – Received 03/05. **Returned 03/23.**

- RFI 060 – Fire Extinguishers – Received 03/06. Returned 03/23.
 - RFI 061 – Toilet Accessories – Received 03/06. Returned 03/23.
 - RFI 062 – VOID
 - RFI 063 – Fastening Wood Deck – Received 03/16. Returned 03/17.
 - RFI 064 – Window W5 – Received 03/20. Returned 03/20.
 - RFI 065 – Toilet Compartments – Received 03/23. Under Review.
- **Identification of coordination opportunities. Establish meeting if necessary:**
- Consultant Items:
 - ARK:
 - No coordination items at this time.
 - RPA:
 - Currently reviewing RFI #058.
 - MHAworks requested information on the light gauge metal trusses. AR Chesson is still working with their sub-contractor to coordinate the trusses and will keep us updated.
 - Engineering Source:
 - No coordination items at this time.
 - Pre-installation meeting scheduling:
 - The following approximate dates have been submitted by AR Chesson for these meetings. MHAworks will coordinate with AR Chesson to attempt to schedule them before or after the monthly meeting in the month provided below:
 - **Wood Deck – Completed 03/05.**
 - **Roofing – March**
 - **Air Barrier – March**
 - **Masonry – March**
 - Casework – MID JUNE
 - Doors – MID JULY
 - Finishes (Paint, Carpet, etc.) - JULY
 - MHAworks would like the Library & Cooperative Extension to review their areas and all the casework. If there are any cabinets that need locks, please let us know within the week. We would like to respond to the current submittals with this information. If you have any questions, please feel free to call or email us after you have reviewed.
 - The county stated that Golden Leaf grant funding ends in June so an extension will need to be requested. MHAworks can assist with any documentation required by the County needed for that extension.
 - We will leave this item on our agenda until further notice, especially with the impending delays caused by the virus implications.

- Existing roadway conditions.
 - MHAworks has been recording roadway conditions weekly. During the last meeting, the County noted no issues on their end. AR Chesson cleaned the road since the last monthly meeting. See our report for conditions noted on site today.
 - The County did not note any complaints since the last meeting.
- Site conditions/update from AR Chesson. –
 - Any incidents – None noted.
- **Review architect/engineer inspection reports and quality in the project noting any non-conforming work:**
 - The design team shall submit field/CA reports after visiting the site and complete the following sections.
- **Review condition of erosion/sedimentation measures.**
 - See erosion control items noted within the field observations section.
- **Review condition of tree protection:** Any issues will be included in field observations section.
- **Review exterior and interior site cleanness:** Any issues will be included in field observations section.
- **Job Safety:**
 - All visitors to check in with AR Chesson Superintendent prior to walking site.
 - Report any safety instances and/or concerns to AR Chesson and to MHAworks to document as well.
 - AR Chesson has extra PPE in their job site trailer.
- **Special Inspections (as applicable) – Deficiency Notice:**
 - The next inspection will be of the light gauge metal trusses. AR Chesson will coordinate with RPA to schedule this when ready.

Thursday, March 25th, 2020

MHA Observers:	Dani & Amber	Date:	3/25/2020
Bertie Site Observers:	N/A	Time:	9:00 PM – 11:30 PM
Weather:	Overcast	Meeting Duration:	1 Hour Monthly Meeting & 1.5 Hour Site Visit
Humidity:	58%	Temperature:	52 Degrees

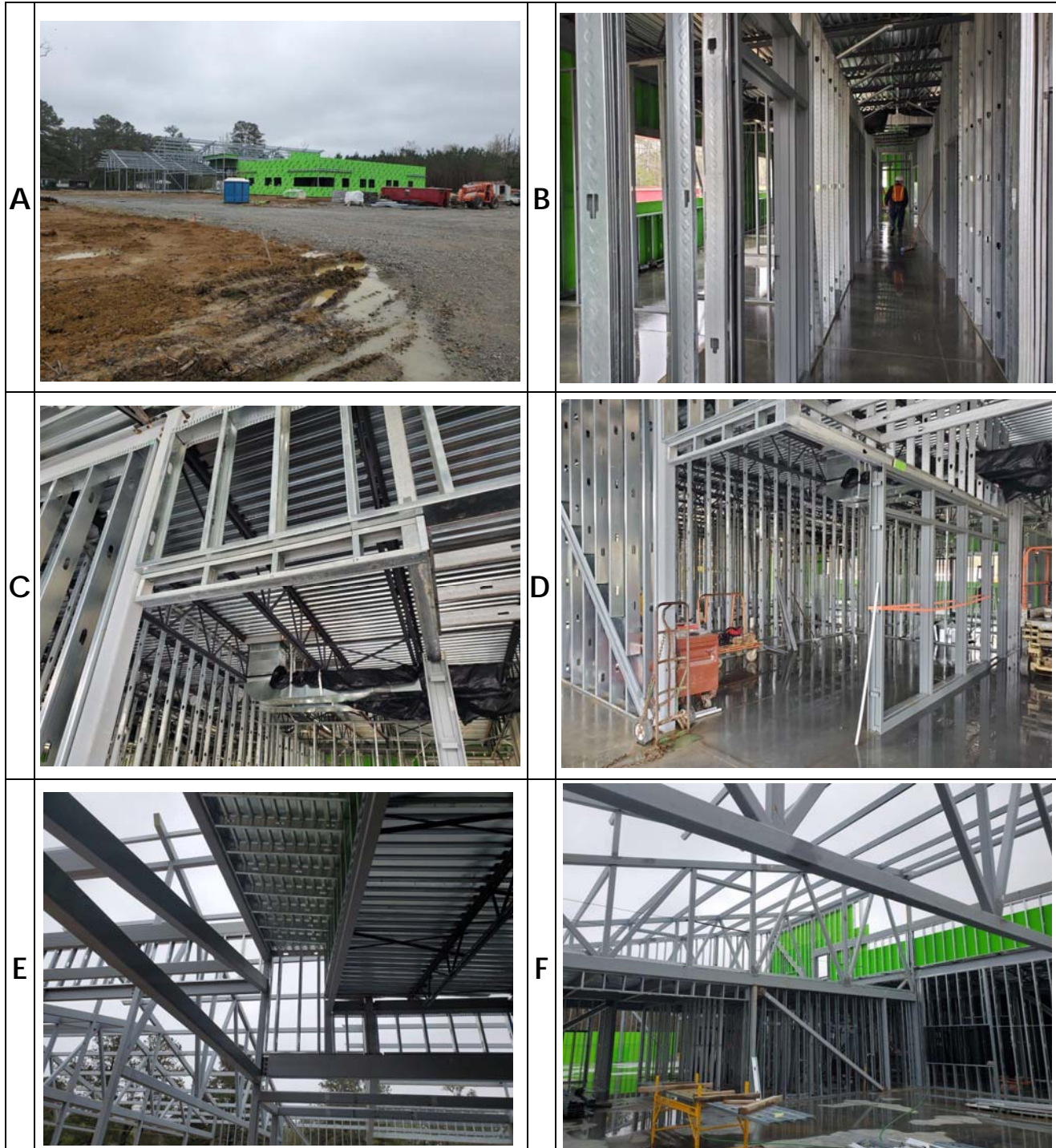
Trades on Site:	Company Name (Quantity)	
General:	A. R. Chesson (2)	Electrical: Taylor Electric Co. (-)
ACT & Grid:	Southeastern Interiors (-)	Doors & Hardware: East Coast Access (-)
Signage:	AOA Signs (-)	Flooring: Full Service Flooring (-)
Tile:	J. Morgan Design (-)	Plumbing: J.R. Plumbing Inc. (-)
Paint/Drywall:	Villeda's Drywall (4)	Cabinets/Counters: Swain Builders (-)
Landscaping:	Peaden & Son (-)	Soil Poisoning: Arrow Exterminators (-)
HVAC:	Performance HVAC (2)	Site Work: Boyd Copeland Contract. (-)
Structural Steel:	Struct. Steel of Car. (4)	Wood Decking: Timber Systems (-)
Joint Sealant:	ABG Caulking & WTPF. (-)	Insulation: Brabble Insulation (-)
Insulation:	Tailored Foam (-)	Roofing: Bardi Davis (-)
Glazing:	MSJ Glass & Glazing (-)	Signs: AOA Signs (-)
Toilet Partitions:	Partition Plus (-)	Canopy: Resolute Fabricators (-)
Doors & Other:	Construction Specialties (-)	Blinds: Commonwealth B & S (-)
Concrete:	Gennarelli Concrete (-)	Masonry: McNair Masonry (-)

FIELD OBSERVATIONS (QUALITY OF WORK IN PROGRESS):

1. The site is wet in low lying areas. The inside of the building is wet. Crew on site actively sweeping out water. See photo A
2. Interior metal framing continues. See photos B, C, D, E, H, I, J, K, and L.
3. Hollow metal frame installation ongoing. See photo B.
4. Hollow metal Z-Frame at Cooperative Extension discussed while on site. MHA is waiting on further information from subcontractor to be submitted for review and approval of last frame. See photos C and D.

5. Exterior sheathing installation almost complete on Cooperative Extension side of the building. Exterior sheathing ongoing on library/community room portion of the building. See photos A, F, H, I and J.
6. The roadway has been cleaned and swept since last on site. Road condition remains stable, and is clean.

PROJECT PHOTOGRAPHS:





Please report any discrepancies to this office within (7) days of receipt otherwise it shall become a matter of record. If no discrepancies are reported, please distribute this document to all appropriate parties.

- END OF REPORT -



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: April 20, 2020

SECTION: Consent (C-1 to C-9)

DEPARTMENT: Governing Body

TOPICS:

1. Approve Minutes for Regular Meeting 2-10-20
2. Approve Minutes for Work Session 2-18-20
3. Approve Minutes for Closed Session 2-18-20
4. Approve Minutes for Emergency Meeting 3-16-20
5. Approve Minutes for Special Meeting 3-30-30
6. Approve Register of Deeds Fees Report – March 2020
7. Tax Release Journal – March 2020
8. Approve County Manager Employment Agreement
9. Approve Contribution & Proclamation for American Cancer Society's Relay for Life 2020

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
February 10, 2020
REGULAR MEETING
Powellsville, NC

The Bertie County Board of Commissioners met for its regularly scheduled meeting today inside the Powellsville Community Center, 105 W. Main Street, Powellsville. 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 Officer William Roberson
Economic Development Director Steve Biggs
TGOW Project Consultant Robin Payne
Board of Elections Director Sheila Holloman
Register of Deeds Annie Wilson
Tax Administrator Jodie Rhea
Sheriff John Holley
Deputy Tahj Smallwood
Deputy Tim Hardy

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

REMARKS FROM JAMES PEELE, MAYOR OF POWELLSVILLE

Mayor Peele welcomed all of those present. He recognized several of his Town Council members in the room, and he thanked everyone here for their participation in tonight’s meeting.

CALL TO ORDER

Chair Wesson called the meeting to order. He thanked all of those present for their attendance, and gave thanks to the Town of Powellsville for hosting tonight's meeting. He reminded the audience that the County has made it a priority once again to visit various communities as part of the regular meeting schedule.

INVOCATION/PLEDGE OF ALLEGIANCE

Commissioner Bazemore gave the Invocation/Pledge of Allegiance.

PUBLIC COMMENTS

Pastor James Barber was present to discuss his feelings on the 2nd amendment resolution being proposed tonight on the Board's agenda. In summary, he stated that the resolution passed in 2013 should suffice for now since he felt that there were no current threats to the 2nd amendment in the State of North Carolina.

Dr. Nayland Collier expressed his concerns about the state of the road within the Creekside Subdivision. Specifically, Pintail Drive and how this area is caught "in the twilight zone" between the Town of Windsor and the unincorporated area of Bertie County. Several challenges and frustrations among homeowners in the area stem from the current ETJ in place. He inquired if the County had discussed with NCDOT on their behalf to have the roads in this subdivision paved to make the area more accessible.

Vice Chair Lee noted that we would be discussing this issue tonight, and Chair Wesson continued and noted that the Road Safety & Maintenance Ordinance is a way for the County to address roads that are no longer accessible to emergency vehicles. He encouraged Dr. Collier to work with the road owner directly to try and address the current road situation.

Willard Carney of Merry Hill came forward to put his concerns on record about the 2nd amendment resolution being proposed on tonight's agenda. He commended the Bertie County Sheriff's Office for keeping the County safe. Mr. Willard noted that he felt safe in the County, and for those that did not, he recommended that they consider going through the appropriate channels to obtain a concealed weapons permit.

Garry Terry, President of the Bertie County Republican Party, came forward to state that he and the Party strongly supported the 2nd amendment.

A citizen residing on Center Grove Road came forward to inquire why only part of this road was paved. Chair Wesson noted that one citizen on this road was not in favor of paving it as it would interfere with private property. He suggested the land owners in the area work to complete the appropriate NCDOT application to petition that the road become a State road. Chair Wesson noted that the road would need to be brought up to State standards first before NCDOT could take it over.

APPOINTMENTS & REPORTS

(1) Public Hearing: Amendment of Road Safety & Maintenance Ordinance as advertised

This public hearing was advertised twice per State statute. Chair Wesson also read the advertisement into the record:

<p>NOTICE OF PUBLIC HEARING Monday, February 10, 2020 6:00PM Ordinance to Admend the Bertie County Road Safety and Maintenance Ordinance</p> <p>The Bertie County Board of Commissioners will hold a public hearing to provide citizens an opportunity to comment on a proposed amendment to the Road Safety and Maintenance Ordinance concerning a change to Section 305 that allows road owners who are in violation and either live outside of Bertie County or live inside the County but against whom personal service by Sheriff is unsuccessful to be served by any of the acceptable means of service set forth and approved in Rule 4 of the North Carolina Rules of Civil Procedure as long as the property is also posted with a notice of the violation by the Sheriff's department of Bertie County when any of these means of service are used. The public hearing has been set for Monday, February 10, 2020 at 6:00 PM and will be held in the Powellsville Town Hall, 160 East Main Street, Powellsville North Carolina.</p>
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At this time, Chair Wesson opened the public hearing. The Chair called for public comments.

Hearing no public comments, Chair Wesson closed the public hearing, and called for a motion to approve the amendment as proposed.

Commissioner Trent made a **MOTION** to approve the proposed amendment. Commissioner Atkins **SECONDED** the motion. The **MOTION PASSED** 4-1 with Commissioner Bazemore voting against.

(2) Presentation by ABC Board Chair, Michael Freeman

Bertie County ABC Board Chair, Michael Freeman, came forward to recognize his other Board members present including Miles Davis, James Pugh, and ABC Store General Manager, Clint Freeman.

Mr. Freeman informed the Board that he was here tonight to present the Board with a check for approximately \$12,000 in profit from the Bertie County ABC Board. He also noted that a check would also be presented to the Bertie County Sheriff's Office in the amount of \$169. He also noted that a \$269 would be presented to the Bertie County Board of Education at an upcoming meeting for the educational component involved in the ABC Board. Lastly, he noted he would present a final check to the Town of Windsor.

Chair Wesson thanked the ABC Board for their diligence and recognized Miles Davis as the current president of the State ABC Board Association.

(3) Education Center Proposal by Dr. Stan Riggs

Dr. Stanley Riggs of NCLOW was present to discuss his proposal for an education center to be built on the property of the Salmon Creek Natural Area. The center could serve as a central location for students and visitors to visit before their exploration of the 1500 square acre state park. The center would also serve as a cultural tribute to those native to the area.

He is requesting that a "skeleton" of his plan be approved tonight, as well as the appointment of Commissioner Ernestine Bazemore to serve on a project committee that will work with the State of North Carolina to get this project off the ground.

Chair Wesson discussed the plans the County had to develop its 147 acre "Tall Glass of Water" property which is located next door to the Salmon Creek Natural Area. He noted that the partnership the County now has with the NC Land Trust is crucial to the development of this area.

Chair Wesson opened the floor to a motion. Commissioner Lee made a **MOTION** to appoint Commissioner Ernestine Bazemore to this project. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

(4) Standards of Care for Dogs in Bertie County by Rachel Bellis & Heather Johnson, PETA

Rachel Bellis and Heather Johnson from PETA were present to provide a short PowerPoint presentation of various photos of chained dogs in Bertie County. They also detailed their work within the County providing pet owners with resources to better care for their dogs including dog houses, access to veterinary care, purchasing of dog food, food bowls, and any other needed supplies for families with dogs in need.

Low to no cost spay and neutering is also coordinated for interested dog owners.

It was the recommendation of PETA for the Board to consider strengthening their Animal Ordinance to outlaw the use of chains.

Ms. Bellis also fielded questions from the Board and audience present as needed.

(5) Request for Support of the 2nd Amendment by Lynne Hughes & Andrew Ownbey

Vice Chair Lee read the proposed resolution which is included in the Board's packet for tonight's meeting.

Lynne Hughes came forward to open this portion of the meeting, and she acknowledged the thoughts and concerns already shared tonight about the 2nd amendment resolution being presented tonight. She noted that this resolution was designed to send a message to Raleigh that citizens would not stand for a reduction in their rights as American citizens.

She also commended local law enforcement, but noted that, "this is a big county, and there are only so many [officers]." At this time, she turned the presentation over to Andrew Ownbey.

Mr. Ownbey thanked the Board for the opportunity to speak, and for their consideration of this matter. He recognized the 2013 resolution that the County passed about public records and concealed carry permit holders. Mr. Ownbey emphasized that the resolution on the Board's agenda tonight would align Bertie County with about 50% of other NC counties. The resolution is a combination of Surry, Bladen, and Lincoln counties.

Commissioner Lee made a **MOTION** to approve the proposed resolution. There was no second. Chair Wesson clarified that without a second, the Board could not take a vote on the resolution at this time.

Mr. Ownbey asked why there was not an opportunity given for he or other members to propose a resolution that served as a compromise. In reply, Chair Wesson said that this would be possible, and Mr. Ownbey could do that if he so chose.

Chair Wesson opened up the floor to his fellow Commissioners for their thoughts on the matter.

Commissioner Atkins noted that he was in support of the 2nd amendment, but that he did not believe the Board could legally enforce the resolution as proposed. He would like to see the Board have additional discussion with the County Attorney and the Board before considering another resolution related to this topic.

Commissioner Trent echoed the same sentiments and that the language within the resolution about “withholding funding” presented a “deep concern” for him. He did not feel that this was enforceable in the event of a new state law.

Commissioner Bazemore noted that she was also in favor of the 2nd amendment, but that she did not understand how stricter background checks would turn into fear about guns being taken away. She noted that her concern was for everyone in the County and not just one particular group.

It was noted by Commissioner Lee that she had hoped to have received more responses via email from the Board so that the language of the resolution could have been ironed out before tonight’s meeting.

There was additional discussion between the Board and audience members present.

To conclude, Chair Wesson left the door open for the Board to consider other versions of the resolution for approval at a later time.

BOARD APPOINTMENTS

Nursing Home/Adult Care Advisory Council

Commissioner Lee made a **MOTION** to appoint Caroline Young (Askew) to the Nursing Home/Adult Care Advisory Council. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

CONSENT AGENDA

1. Approve Minutes for Regular Session 1-6-20, Closed Session 1-6-20, and Work Session 1-22-20

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

2. Approve Register of Deeds Fees Report – January 2020

Commissioner Bazemore made a **MOTION** to approve the Register of Deeds Fee Report for January 2020. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

3. Budget Amendments

Commissioner Trent made a **MOTION** to approve tonight's Budget Amendments. Commissioner Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously.

4. Tax Release Journal – December 2019

Commissioner Bazemore made a **MOTION** to approve the Tax Release Journal for December 2019. Commissioner Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

DISCUSSION

Elections Update by Board of Elections Director, Sheila Holloman

Ms. Holloman addressed concerns about voting machines that are set up at various precincts during the elections. The computers are not connected to the internet and are not vulnerable to interference. She also noted that all poll workers are specifically trained before each election.

She also provided a copy of the early voting schedule and noted the two (2) different voting locations. Citizens may vote during the Early Voting window at the Bertie County Board of Elections Office in Windsor, or at the Powellsville Town Hall in the Town of Powellsville until February 29th. Early Voting also allows citizens the opportunity to register and vote at the same time, if needed. Voting must take place the day of registration during the Early Voting window.

Ms. Holloman fielded questions from the Board and audience as needed. It was clarified that if a citizen took advantage of voting during the Early Voting window, they would not need to vote again until November 2020. The purpose of the primary is to narrow down the candidates to then make way for the two presidential candidates in November.

Chair Wesson also noted that there are several ballots that a voter may receive depending on how they are registered. You may select to be designated in North Carolina as a Libertarian,

Unaffiliated, Democrat, or Republican. Depending on how you are designated in the State system, you will receive that corresponding ballot.

Ms. Holloman also announced that citizens may receive a letter from a third-party, voter participation group about the status of their voter registration. If there is any confusion, the public is encouraged to contact the Bertie County Board of Elections Office at 794-5306.

Economic Development Updates by Director, Steve Biggs

Mr. Biggs discussed a hold up in CDBG funding due to a discrepancy in the wording of the grant and the availability of vendors who supply a specific kind of pole used in already established broadband projects.

He also noted that the event committee will be meeting tomorrow to begin planning the County's annual beach event tentatively slated for June 6, 2020.

Mr. Biggs announced that Trader's Furniture had just taken up residence in Windsor Square in the former Walgreens/Kerr Drug unit.

He also discussed a new barbershop that recently opened in Windsor, and that he was in discussion now with a shed building company.

Register of Deeds Update by NC Association of Registers of Deeds President, Annie Wilson

Before Ms. Wilson came forward, Chair Wesson noted that she is the current President of the NC Association of Register of Deeds for 2020.

In her reports, she noted the various technological advancements that have been made to her department over the last several years including the requesting of respective birth certificates for citizens not born in the County. Electronic requests can now also be made online for birth certificates, as well as electronic recording of deeds and vital records.

Credit card payments are now being accepted at the Register of Deeds Office as well. This has been in place since 2019. Also, the Office had just finished an initiative to create more space in the vault room by adjusting the placement of deed books.

She also announced a new project that she is working to bring to Bertie which is the ability to process and issue passport applications. It was noted that she had limited staff, and that specific training is needed which would take one of her staff members off of vital records. The completion of passport applications is more time consuming, but it would bring additional revenue to the County.

Follow Up on Petitions for DOT Road Additions

The Board was updated on the latest responses from NCDOT related to Chowan Shores and the Creekside Subdivision.

A number of items would be required of homeowners to add these particular roads to the secondary road system.

Bertie-Martin Regional Jail Feasibility Study

Interim County Manager, Juan Vaughan, II noted that the Board agreed to move forward with a feasibility study for the addition of Chowan County to the Bertie-Martin Regional Jail. However, apart of that approval was for the Board to be informed again when the cost of the study was determined.

Commissioner Trent made a **MOTION** to move forward with the feasibility study as proposed. Commissioner Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

Beach Day 2020 – Confirmation of June, 6, 2020

There was consensus from the Board for the event committee to move forward with the planning of a beach event on June 6, 2020. Hours of the event will be 9:00 AM to 4:00 PM.

The event committee will also come back to the Board with a budget proposal in mid-March.

Junior Commissioners' Reports

Qudre Joyner

Mr. Joyner that he participated in the recent TGOW Input Committee meeting and is looking forward to seeing how the project evolves.

Mr. Joyner expressed his disagreement with the 2nd amendment resolution presented tonight.

Alexis Parker

Ms. Parker had no reports at this time.

Commissioners' Reports

Commissioner John Trent

Commissioner Trent reported an update from the NC Army Corps of Engineers specifically as it relates to Weeping Mary Road, and those that are similar, who flooded out nine (9) times in the last several years.

Commissioner Ernestine Bazemore

Commissioner Bazemore reiterated to all of those present that the quarter cent sales tax referendum was on the March 2020 primary ballot. The initiative would create an additional \$175,000 in revenue for public education supplements.

She also alerted that the 2020 Census was coming, and that she wanted to see Bertie County as eligible as possible for grant funding for the next ten years. She encouraged all of those present to participate and that their participation is paramount.

Vice Chair Tammy Lee

The Vice Chair noted that the Tri-County Airport terminal is being replaced thanks to a 0% local match grant. She also noted that she had the opportunity to attend an Advanced Leadership Corps training in Chapel Hill recently, and noted that Commissioners Wesson and Bazemore also completed the class in the past.

Commissioner Greg Atkins

Commissioner Atkins had no reports at this time.

Chairman Ronald Wesson

Chair Wesson noted that Bertie County is now the 6th most impoverished county in the State, and the unemployment rate is now below 5% which is lower than other counties in our region.

He also noted that he attended a NCACC session that discussed funding still available to those who are recovering from Hurricane Matthew. He is currently coordinating a presentation that will be given to the Board at their upcoming work session on February 18th.

Lastly, he strongly encouraged every citizen in the County to complete the Census because for every person that does not complete it, \$1600 is lost in needed funding. If citizens are proactive, and complete their Census surveys as soon as they receive notification, they would not receive a visit from a Census taker.

Interim County Manager's Reports

Interim County Manager Vaughan echoed the same sentiments about the 2020 Census and the quarter cent sales tax initiative. He reminded the public that the TGOW Input Committee would be accepting public input on the development of the property on the evening February 18th, 6:00 PM, Bertie County Senior Center.

County Attorney's Reports

County Attorney, Lloyd Smith, discussed the latest updates with the Carolina Rebuilders Ministry lease. An updated copy and additional items of note would be made available at the Board's work session on February 18.

A citation of statutory authority was requested by Commissioner Bazemore regarding a civil penalty as it related to the Road Maintenance and Safety Ordinance. The statutes did not specify any particular limits to the civil penalty. A concern was raised by Commissioner Bazemore about where in the statute gives the County the authority to fix a private road in the event that they do not comply with said ordinance. A decision on that matter was expected by the Honorable Cy Grant in the coming months.

Mr. Smith also discussed the drafted agreement for archeological findings at the TGOW property. This agreement noted that anything found would be considered the property of Bertie County. All control would be in the hands of the County.

Lastly, he noted that he had reviewed a number of sets of Closed Session minutes, and that Cliff Smith would be present at the Board's work session on February 18th.

Public Comments Continued

Earl Hoggard of Windsor came forward to ask that the Board assist Mr. Ownbey to contact the 50 counties who have already passed a 2nd amendment resolution. He asked that the Board stand up and support the 2nd amendment right of the citizens.

Mr. Ownbey came forward again to state that he would be back with a different resolution for the Board to consider.

Pastor James Barber came forward again with additional suggestions that could be made directly of State legislatures related to background checks.

Shirley Taylor came forward with several questions about the Creekside Subdivision decision made by NCDOT. She noted her frustration because she is not receiving satisfactory assistance from neither the Town of Windsor or County about this issue. After a brief discussion, Commissioner Bazemore strongly suggested that the Board of Commissioners initiate a meeting with the Town of Windsor to better assist this group of citizens as she did not feel it was fair that the members of this division be caught in the middle of the ETJ.

ADJOURN

Chair Wesson called more a motion to **ADJOURN**. Commissioner Lee made the motion to **ADJOURN**. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

The meeting **ADJOURNED** the approximately 9:00pm.

Ronald Wesson, Chairman

Sarah Tinkham, Clerk to the Board



C-2

Windsor, North Carolina
February 18, 2020
WORK SESSION

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

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

Absent: None

Staff Present: Interim County Manager Juan Vaughan, II.
 Assistant County Attorney Clif Smith
 Clerk to the Board Sarah Tinkham

Morning Session Only:
 Special Projects Consultant Scott Sauer

Afternoon Session Only:
 TGOW Project Manager Robin Payne
 Economic Development Director Steve Biggs

No media members were present.

CALL TO ORDER

Chair Wesson called the Work Session to order.

INVOCATION/PLEDGE OF ALLEGIANCE

He led the Pledge of Allegiance.

Chair Wesson also gave the Invocation.

WORK SESSION

Trillium Health Resources Annual Report - Mr. Bland Baker

Bland Baker of Trillium Health Resources came forward to present Trillium's 2019 Annual Health Report especially as it relates to Bertie County.

He thanked Commissioner Ernestine Bazemore for her service on his Advisory Board. He stated that she has served on the Board as a very active, and enthusiastic advocate for Bertie.

Mr. Baker then began his PowerPoint presentation. The Board received a print out of the PowerPoint slides in their folders for this work session.

The presentation noted the various challenges that Trillium is currently facing including difficulty in recruiting providers to their rural health service area, Medicaid transformation, and healthy eating habits.

Some of their recent projects include Oxford Houses in Nash County, an "Eat the Rainbow" program, the availability of Peloton Bikes at various providers throughout their service area, and CHAT which is a mobile app feature available to those dealing with crisis which was made possible by a grant award.

Mr. Baker also dove more deeply into the mental health services that Trillium is working to address especially with adolescents and teens. This includes projects that will better acquaint teachers with the signs and symptoms of teens who are facing mental health challenges. He also briefly discussed crisis intervention training that is still being provided to first responders.

At the end of the presentation, Mr. Baker fields questions from the Board.

Chair Wesson inquired if there were any plans in the near future for additional mental health beds to serve those in Bertie County. Commissioners Trent and Atkins also discussed their concerns with the mobile health crisis unit. They described trying to contact this unit with very little success when it comes to the response rate.

Partnership for the Sounds "River Day: Learning In Your Own Backyard" by Carol Mizelle, and Rod Martin

Chair Wesson noted that Commissioner Trent had to leave suddenly due to health reasons, and that it was uncertain if he would be able to return.

The Clerk to the Board distributed a one-page handout for the Board about a new field trip opportunity for 3rd-5th graders in the public-school system. The project is being dubbed "River Days," and it will provide lots of learning opportunities in the area of science, art, cultural history, recreational safety, and safe water practices.

The event would take place March 30th-April 1st. The planning team is requesting permission for the project to utilize the Tall Glass of Water property as a part of the field trip. Students will experience various educational programming at both the Roanoke-Cashie River Center, and the Tall Glass of Water property on the waterfront.

The program is designed to hit curriculum targets and provide a fun, hands on learning experience, while encouraging open minds and participation in outdoor recreation experiences.

Ecosystems, stewardship, erosion, weatherization, and many other topics will be discussed, and students will have an opportunity to get out on the water in state-of-the-art canoes provided by NC Wildlife Resources.

Mr. Martin discussed that this is a regional partnership bringing together a lot of different entities, and they were elated to start this new tradition in the County.

Commissioner Bazemore noted how excited and elated she was for this event, and that this is one of the main reasons the County purchased this property in the first place.

Chair Wesson echoed her sentiments, and suggested that Dr. Stan Riggs be involved in this project somehow, if he is available. Mr. Martin did note that they were already tapping into the resources available through Dr. Riggs, so they are in regular contact with him about the development of the curriculum.

There was consensus from the Board for the planning committee for these events to occur at the Tall Glass of Water site as requested.

It was also noted that in the event of rain, tents will be put into place if that is a concern. He also noted that the state of the road leading into the site may need some attention especially for safe bus access.

Bertie County CDBG-DR Housing Program - Laura Hogshead, NC Office of Recovery & Resiliency

Laura Hogsheads of NC Offices of Recovery & Resiliency (NCORR) was present with colleagues to discuss the purpose of NCORR. NCORR is now the certified grantee for Hurricane Matthew and Hurricane Florence.

She presented a PowerPoint to the audience as well.

This will be a centralized structure for processing and issuing CDBG-DR awards from the federal government.

The goal of this Office is to process requests and awarding of funds as quickly and efficiently as possible, and to serve as many people as possible.

A total of \$947.1 million in funding has been awarded to the CDBG-DR program for Hurricane Matthew and Florence recovery, and those funds will cover homeowner repair and reconstruction, manufactured home repair and replacement, infrastructure, affordable housing development, flood insurance assistance, construction trades training program, and Code Inspection Program, to name a few.

Ms. Hogshead and the NCORR staff fielded questions from the Board as needed.

Commissioner Lee asked if the NCORR team assists citizens with their intake application. Ms. Hogshead noted that a citizen could visit an intake center, or a Case Manager could travel to them to assist them with the completion and submission of their application.

The Board also expressed their desire to have local general contractors used for eligible projects throughout the County whenever possible.

Mr. Hogsheads assured the Board that for future storms, the process for applying for resiliency and recovery grants will be much easier to attain.

Affordable Housing Options - Scott Farmer, NC Housing Finance Agency

Scott Farmer, Executive Director of the NC Housing Finance Agency, gave a brief presentation about his program. He discussed the resources available to potential homeowners including low cost mortgages, down payment assistance, supportive housing, housing rehabilitation of owner-occupied homes, foreclosure prevention services, and rental assistance.

Chair Wesson discussed a recent opportunity that the County could not take advantage of when it came to a moderate-income housing project. The reasoning, to his knowledge, was that there was no land available for a housing project that was within one (1) mile of a grocery store. Bertie County only has one (1) grocery store in Windsor.

Mr. Farmer fielded other questions from the Board as needed.

Report of Total Unpaid Taxes for Real & Personal Property FY 2018-19

Jodie Rhea, Tax Administrator, presented several items that are normally listed on a Consent Agenda for a regular Board meeting.

The items included in the Board's agenda packet included the 2019 unpaid real tax report for 2019, the order and to advertise the 2020 tax liens.

Commissioner Bazemore made a **MOTION** to approve the 2019 these items as needed. Commissioner Lee **SECONDED** the motion. The **MOTION PASSED** unanimously with the 4 out of 5 Board members being present.

Next, Mr. Rhea discussed the need for new tax software for his office. The current system in place is 39 years old, and he presented a hand out with proposed figures for the software upgrade.

Mr. Rhea also noted that all angles were considered when it comes to cutting costs including the consideration of off-site server hosting.

Chair Wesson commended Mr. Rhea for his work and willingness to stay with the current software all of these years. He would like to lean on Mr. Rhea's recommendation as far as a new vendor is concerned. More specific dollar amounts were also requested to be brought back to the Board during the 2020-2021 County budget cycle.

To conclude, Mr. Rhea discussed this year's required Board of Equalization & Review process. Since it is a revaluation year, the process is slightly different. Mr. Rhea included a hand out on the process for this year in the Board's packet for today's work session.

At this time Commissioner Atkins exited the Work Session due to a scheduling conflict.

Budget Updates & Planning for FY 2020-2021 by William Roberson

Chair Wesson introduced this topic by recalling a conversation he recently had with Finance Officer, William Roberson. He discussed the latest state of the County's fund balance, and that our expenses will continue to outweigh our income. He noted that the County had pulled \$2.1 million from the County's fund balance over the last year, and it will take a significant amount of hard work and diligence from the entire Board to avoid a serious tax increase during the upcoming budget cycle. He encouraged the Board to "manage expenses based on the County's revenue."

At this time, Mr. Roberson began his presentation utilizing a flip chart and his written report.

BERTIE COUNTY FISCAL YEAR 2020 BUDGET FORECAST			
Revenue	Expense	Diff	Comments
\$ (26,014,352.00)	\$ 26,014,352.00	\$ -	Balanced Budget
Rev Forecast	Exp Forecast		
\$ (23,068,719.66)	\$ 23,667,882.99		
\$ (2,945,632.34)	\$ 2,346,469.01	\$ (599,163.32)	Shortage
\$ (1,729,650.00)			Budgeted Fund Balance
\$ (390,800.00)			Budget Amendments
\$ (2,120,450.00)		\$ (2,120,450.00)	Fund Balance Allocated
\$ (825,182.34)	\$ 2,346,469.01	\$ 1,521,286.68	Recapture Fund Balance
		\$ (599,163.32)	

Interim County Managers Reports

At this time, Mr. Vaughan allotted some of his time to TGOW Project Consultant, Robin Payne.

She noted several budget updates and a timeline of grant deadlines in the Board's packets for today.

Ms. Payne also discussed her latest work with the Input Committee which has already met twice, and has the required Public Input meeting tonight, 6:00 PM, Bertie County Council on Aging.

She also discussed that second input meeting would also be hosted to accommodate those who were already scheduled to participate in tonight's Black History dinner. This second meeting will most likely be held in April.

The PARTF grant also requires a presentation to the County 4-H program, and to the Windsor Rotary Club.

She also proposed that the County consider working with "A Destination by Design" which is a group who can assist counties with tourism development, brand design, and marketing

awareness. The first stages would be tourism infrastructure.

The initial investment would be \$2,000 which includes a meet and greet with the team, tour of the area and all historical and sites of current and potential tourism, and then a strategy for how to move forward with information that could also be utilized for grant submission.

Chair Wesson made a **MOTION** to approve the \$2,000 request made by Robin Payne to initiate the Bertie branding project. Commissioner Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously.

Interim County Manager, Juan Vaughan, noted that River Days and the County event on June 6, 2020 will be taking place in the next few months. The important thing right now is addressing road concerns at the Tall Glass of Water site. Quotes will be forthcoming. Holes being used by First Colony Foundation will also need to be filled in except for one or two to be used for the River Days field trip.

There was also a recent request made by John Ed Whitehurst about disking and plowing the parking area at the TGOW site to allow for more archeological digs.

The three Board members present noted that it was simply too close to the beach event in June, and that they had no desire to disturb the much-needed grass in that area. It was the consensus of the Board present to not grant this request at this time.

Also, the Board discussed several resolutions received from other counties regarding the 2nd Amendment resolution that was presented on February 10th in Powellsville.

Chair Wesson noted that he preferred the language in the Harnett County resolution.

An alternative resolution drafted by the Clerk to the Bertie County Board of Commissioners was also included in the packet for today's meeting.

Assistant County Attorney, Cliff Smith, noted his concern with a small part of the resolution specifically naming Sheriff John Holley. He did not feel his name needed to be included and that simply noting the Sheriffs' Office would be sufficient.

Commissioner Lee echoed those comments.

Chair Wesson noted that he had conversations with now absent Commissioners Trent and Atkins. He noted that both Commissioners expressed to him that they preferred the Harnett County resolution as well.

Commissioner Bazemore requested additional time to read and review, and that she would provide her input.

The Board members encouraged each other to work more diligently in the future to discuss the

language of resolutions more internally before bringing them to a Board meeting.

At this time, Commissioner Lee made a **MOTION** to go into Closed Session pursuant to Pursuant to N.C.G.S. § 143-318.11(a)(3) to go into closed session to consult with the County Attorney in order to preserve the attorney-client privilege that exists between the attorney and this public body. Commissioner Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously, and the Board shifted into Closed Session.

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

ADJOURN

Commissioner Trent made a **MOTION** to **ADJOURN**. Vice Chair Lee **SECONDED** the motion. The **MOTION PASSED** unanimously. The meeting adjourned at 5:00 PM.

Ronald Wesson, Chairman

Sarah Tinkham, Clerk to the Board



C-4

Windsor, North Carolina
March 26, 2020
EMERGENCY MEETING

The Bertie County Board of Commissioners met for an EMERGENCY MEETING today inside the Commissioners Room, 106 Dundee Street, Windsor, NC. Due to the COVID-19 pandemic, this meeting was hosted partially in person, and partially via Zoom (conference call). 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 (Zoom)
Ernestine (Byrd) Bazemore, District V

Absent: None

Special Partners Present (Zoom): Windsor Mayor James Hoggard
Windsor Town Administrator Allen Castelleo

Staff Present: Interim County Manager Juan Vaughan, II.
County Attorney Lloyd Smith
Emergency Services Director Mitch Cooper
Economic Development Director Steve Biggs

Staff Present (Zoom): Clerk to the Board Sarah Tinkham
Register of Deeds Annie Wilson
Board of Elections Sheila Holloman

Cal Bryant of the Roanoke-Chowan News Herald and Thadd White of the Bertie-Ledger Advance were present from the media via Zoom.

CALL TO ORDER

Chair Wesson called the Work Session to order.

He welcomed the limited staff present and thanked those on the phone via Zoom for their participation. He acknowledged the current threat of COVID-19 to public health throughout the country. Commissioner John Trent was recognized as one of the participants via phone, and noted that the Board would be checking in with Commissioner Trent throughout today's discussion.

INVOCATION/PLEDGE OF ALLEGIANCE

Powellsville Mayor, James Peele also gave the Invocation.

COVID-19 UPDATES

Chairman Wesson noted that the purpose of today's meeting was to reach consensus about how the County should move forward with a Stay at Home Order.

Emergency Services Director, Mitch Cooper, briefly updated the Board about the latest steps being taken to ensure that emergency responders are equipped with the needed personal protective equipment.

Mr. Cooper also noted that the County should continue to rely on Albemarle Regional Health Services for additional updates, and that everyone should be encouraged to stay at home if they are sick.

Chair Wesson thanked the Bertie County COVID-19 Taskforce for all of their hard work and that when at all possible, he would like to see the County continue to stay ahead of this pandemic.

At this time, Ashley Stoop of Albemarle Regional Health Services was present via Zoom, as well as Executive Director Battle Betts. She noted that several types of coronavirus exist, but that the most dangerous known version of this virus is called COVID-19.

She briefly reviewed confirmed cases on both the worldwide, state, and local levels. At this time, Bertie County reportedly has three (3) cases. She encouraged social distancing and hand washing efforts.

She reminded the public about the symptoms, ways to help prevent infection, those most at risk for complications, and advised that testing kits are being reserved for the most serious of cases. A positive test result would not change method of treatment as there are no proven treatments for COVID-19.

At this time, Chair Wesson asked for Mr. Cooper to discuss the stay at home orders being considered in other counties including Pitt and Mecklenburg.

Mr. Cooper stated that these orders ask for citizens to stay at home unless they are working, in need of supplies, looking to buy food, or need other essential services. The orders have also enforced that no gathering of over 10 people are permitted.

Chair Wesson noted that communication was key for an order like this as it could be easily misunderstood.

Commissioner Trent discussed his concerns with how Perdue is handling transporting their employees from outside of the County in the Lewiston-Woodville plant.

There was a brief discussion about having the Interim County Manager, Juan Vaughan, II to secure that written policy in case any additional recommendations need to be made to protect the health of all employees and citizens at large.

Mr. Cooper noted that all EMS employees are being properly screened with temperature checks before clocking in as well as at other various times during each shift.

After a lengthy discussion, the Board came to a consensus that County staff and legal team should begin adapting the Mecklenburg stay at home order for use in Bertie County. The Board would further consider a stay at home order at their meeting on Monday, March 30th.

The Board also noted that they would pass a stay at home order on a local level for all unincorporated area of Bertie County if Governor Cooper has not done so already by March 30th.

ADJOURN

Chair Wesson adjourned the meeting at approximately 11:30 AM.

Ronald Wesson, Chairman

Sarah Tinkham, Clerk to the Board



C-5

**Windsor, North Carolina
March 30, 2020
SPECIAL MEETING**

The Bertie County Board of Commissioners met for an SPECIAL MEETING today inside the Commissioners Room, 106 Dundee Street, Windsor, NC. Due to the COVID-19 pandemic, this meeting was hosted partially in person, and partially via Zoom (conference call). 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 (Zoom)
Ernestine (Byrd) Bazemore, District V

Absent: None

Special Partners Present (Zoom): Windsor Mayor James Hoggard
Windsor Town Administrator Allen Castelloe

Staff Present: Interim County Manager Juan Vaughan, II.
County Attorney Lloyd Smith
Emergency Services Director Mitch Cooper
Economic Development Director Steve Biggs
Finance Director William Roberson

Staff Present (Zoom): Clerk to the Board Sarah Tinkham

Cal Bryant of the Roanoke-Chowan News Herald and Thadd White of the Bertie-Ledger Advance were present from the media via Zoom.

CALL TO ORDER

Chair Wesson called the Work Session to order. He welcomed the limited staff present and thanked those on the phone via Zoom for their participation. Commissioner John Trent was recognized as one of the participants via phone, and

noted that the Board would be checking in with Commissioner Trent throughout today's discussion.

It was also encouraged that any questions be submitted via the Zoom chat feature. All questions will be answered periodically throughout the meeting.

INVOCATION/PLEDGE OF ALLEGIANCE

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

SPECIAL MEETING

Chairman Wesson noted that the purpose of today's meeting was to address the following items:

Resolution – levy an additional one-quarter percent (.25%) county sales and use tax effective July 1, 2020

Commissioner Bazemore made a **MOTION** to approve the resolution in order to levy an additional one-quarter percent (.25%) county sales and use tax which would become effective on July 1, 2020. The new revenue would be utilized as supplements for public school system employees. Commissioner Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

Additional consideration/discussion of a stay at home order due to COVID-19 pandemic

Chair Wesson requested that Emergency Services Director, Mitch Cooper, provide an updated on the COVID-19 pandemic.

A current confirmed case count of six (6) is in place for Bertie County. He noted that he was continuously monitoring cases in the surrounding counties. The peak of new cases is expected to be reached in mid-April.

Chair Wesson complemented emergency responders as well as the Bertie COVID-19 Taskforce for their hard work in ensuring the public is informed on a regular basis.

In discussions with the legal team, there is no need for Bertie County to approve its own stay at home order, and that Governor Roy Cooper's order is sufficient. The recommendation to supply a simple set of bullet points about the order would be immensely helpful.

Consent Agenda items from March 16, 2020

- Approve Minutes for Regular Meeting 2-10-20

This item was deferred.

- Approve Minutes for Work Session 2-18-20

This item was deferred.

- Approve Minutes for Closed Session 2-18-20

This item was deferred.

- Approve Register of Deeds Fees Report – February 2020
- Budget Amendments
 - Budget for SHIIP grant
 - Increase of Register of Deeds Excise Tax
- Tax Release Journal – January 2020

Commissioner Lee made a **MOTION** to approve the Register of Deeds Fees Report for February 2020, Budget Amendments, and the Tax Release Journal from January 2020. Commissioner Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously.

- March 13th minutes

Commissioner Bazemore made a **MOTION** to approve the March 13, 2020 minutes. Commissioner Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

PUBLIC COMMENTS

At this time, Chairman Wesson noted the public comment period was now open for this meeting.

A citizen via Zoom asked what was being done to assist senior centers and those that are home bound. Any seniors who are in need are asked to contact the Council on Aging Office at 794-5315. Programs are in place to deliver meals to seniors who qualify and the Office also serves as a gateway to other services that could be available in the region.

There were no other questions submitted via Zoom.

Chair Wesson closed the public comment period for this meeting.

Upcoming Grant Application Components

Commissioner Lee made a **MOTION** to approve \$52,500 for technical assistance needs for the TGOW project, Phase #1. Commissioner Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously.

Commissioner Lee made a **MOTION** to approve the Parks & Recreation Master Plan through the year 2028. Commissioner Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously.

COMMISSIONERS REPORTS

Commissioner Tammy Lee

Commissioner Lee noted that she had received a question from the Bertie River Fest Committee about weather or not the committee should continue to plan for the June 6th event. She also encouraged everyone to stay safe and healthy, and to only receive their COVID-19 information from reliable sources.

There was consensus from the Board that planning could continue, but that no financial commitments should be made at this time.

Commissioner Ernestine Bazemore

Commissioner Bazemore noted that recommendations were being made on the State level to have utility disconnections frozen, and that all local entities should consider the same if they have not done so already.

She also encouraged the public to stay safe and to act as if they have already tested positive for COVID-19, and to stay at home to avoid potentially infecting others.

Chairman Ron Wesson

The Chairman noted that the County had recently received Perdue Farm's current health protocols which were mentioned in the Board's meeting on March 26th. The Board is free to provide any additional recommendations.

He encouraged all citizens to take this pandemic seriously, and that all citizens need to do their part to keep themselves and the community healthy and safe during this uncertain time.

Commissioner Greg Atkins

Commissioner Atkins had no remarks at this time.

INTERIM COUNTY MANAGER'S REPORTS

Interim County Manager, Juan Vaughan, II thanked the Board for their guidance during this rapidly changing time.

He also thanked Bertie County staff for their hard work during this time, and thanked citizens for their continued efforts to follow the new guidelines in place for limited the spread of COVID-19.

ADJOURN

Chair Wesson adjourned the meeting at approximately 10:45 AM.

Ronald Wesson, Chairman

Sarah Tinkham, Clerk to the Board



C-6



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 MARCH 2020 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-----	\$4,249.60
10-0030-4344-03	VITAL STATISTICS-----	\$1,292.00
10-0050-4839-02	MISCELLANEOUS(NOTARY OATHS/PHOTO COPIES, ETC)-----	\$208.10
10-0030-4344-04	NO. MARRIAGE LICENSE----- 4 @60.00	\$240.00
		<u>\$5,989.70</u>
10-0018-4240-01	N. C. STATE EXCISE STAMP TAX-----	\$9,862.00
10-0030-4344-10	STATE TREASURER FEE----- 137 @\$6.20	\$849.40
	STATE VITAL RECORDS----- 4 @14.00	\$56.00
		<u>\$16,757.10</u>
10-0000-1251-00	A/R IN/OUT(REFUND)-----	
		<u>\$16,757.10</u>

Annie F. Wilson
REGISTER OF DEEDS - BERTIE COUNTY
By: Shamecia R. Williams, Asst.

FOR INFORMATIONAL PURPOSES

D/T /MORTGAGES-----	27 @\$6.20=	\$167.40
ADDITIONAL PAGES-----	4 @\$0.40=	\$1.60
DEEDS & OTHER INSTRUMENTS-----	121 @\$1.94=	\$234.74



C-7



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

April 02, 2020

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 **March** 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*20*91
Type: A Abatement/Relea
Status: O Open

Group Total:	\$6,181.69-	Group Transaction Count:	24
Transactions Total:	\$6,181.69-	Transaction File Count:	24
Difference:	\$0.00	Difference:	0

=====

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

RLS*20*91	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
2019	3/9/2020	Riggins, Rebecca 19A33766.30 Sold in 2018	G01	\$132.80	\$0.00		\$13.29	\$146.09
	3/9/2020	Early, James 19A34258.70 repoed 2018	G01	\$19.83	\$0.00	\$0.00	\$1.98	\$21.81
	3/9/2020	Powell, Delores 19A18217.40 Listed in error	G01	\$32.26	\$0.00	0	3.23	\$35.49
	3/20/2020	Broadwell, Myron 19A6883101087.1 Interest added to discovery in error	G01	7.38				\$7.38
	3/20/2020	Gautier, David 19A33213.90 Not in Bertie County	G01 C05	2.6 1.8		0.26 0.18		\$2.86 \$1.98
	3/20/2020	Greentree 19A585586172901 Repoed	G01	284.35				\$284.35
	3/20/2020	Watson, John 19A5846187777 Foreclosure	G01	161.45				\$161.45
								\$661.41

RLS*20*91	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
2018	3/20/2020	Gautier, David 18A33213.90	G01	2.49		0.25		\$2.74
		Not in Bertie County	C05	1.8		0.18		\$1.98
	3/20/2020	Greentree 19A58586172901	G01	272.85	2.5			\$275.35
		Repoed						
								\$280.07

RLS*20*91	DATE	NAME	CODE	LEWY	ADV	PEN	INT	TOTAL
2017	3/20/2020	Gautier, David 17A33213.90	G01	2.49		0.25		\$2.74
		Not in Bertie County	C05	1.8		0.18		\$1.98
	3/20/2020	Greentree 17A585586172901	G01	272.85	2.5			\$275.35
		Repoed						
	3/20/2020	Watson, John 17A5846187777	FLF	2275.35				\$2,275.35
		Foreclosure						
								<u>\$2,555.42</u>

RLS*20*91	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
2016	3/20/2020	Greentree 16A585565774202	G01	272.85	2.5			\$275.35
		Repoed						
								\$275.35

RLS*20*91	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
2015	3/9/2020	Greentree 15A585565774202	G01	276.13	0			\$276.13
		Repoed						
	3/20/2020	Davis, Esther 15A26443.80	G01	68.38			6.84	\$75.22
		Sold						
								\$351.35

RLS*20*91	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
2014	3/9/2020	Greentree 14A585565774202	G01	276.13	2.5			\$278.63
		Repoed						
	3/20/2020	Davis, Esther 14A26443.80	G01	71.57				\$71.57
		Sold						
								\$350.20

RLS*20*91	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
2013	3/20/2020	Greentree 13A585565774202	G01	276.13	2.5			\$278.63
		Repoed						
								<u>\$278.63</u>

RLS*20*91	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
2012	3/20/2020	Greentree 12A585565774202	G01	256.41	2.5			\$258.91
		Repoed						
								<u>\$258.91</u>

RLS*20*91	DATE	NAME	CODE	LEWY	ADV	PEN	INT	TOTAL
2011	3/20/2020	Greentree 11A585565774202	G01	230.37	2.5			\$232.87
		Repoed						
								<u>\$232.87</u>

RLS*20*91	DATE	NAME	CODE	LEWY	ADV	PEN	INT	TOTAL
2010	3/20/2020	Greentree 10A585565774202	G01	230.37	4			\$234.37
		Repoed						
								<u>\$234.37</u>

RLS*20*91	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
2009	3/20/2020	Greentree 09A585565774202	G01	230.37	4			\$234.37
		Repoed						
								<u>\$234.37</u>

RLS*20*91	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
2008	3/20/2020	Greentree 08A585565774402	G01	230.37	4			\$234.37
		Repoed						
								<u>\$234.37</u>

RLS*20*91	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
2007	3/20/2020	Greentree 07A585565774402	G01	230.37	4			\$234.37
		Repoed						
								<u>\$234.37</u>



C-8

**BERTIE COUNTY
EMPLOYMENT AGREEMENT**

THIS AGREEMENT, made and entered into this the 1st day of April, 2020, by and between the County of Bertie, a political subdivision of the State of North Carolina, hereinafter called "Employer," as party of the first part, and Juan E. Vaughan, II, hereinafter called "Employee," as party of the second part, both of whom understand as follows:

WITNESSETH:

WHEREAS, Employer desires to employ the services of said Juan E. Vaughan, II as County Manager of the County of Bertie, as provided by NCGS 153A-81;

WHEREAS, it is the desire of the governing board, hereinafter called "Board or Board of County Commissioners," to provide certain benefits, to establish certain conditions of employment, and to set working conditions of said Employee; and

WHEREAS, Employee desires to accept employment as County Manager of Bertie County effective April 1, 2020;

NOW THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

Section 1: Duties

Employer hereby agrees to employ said Juan E. Vaughan, II as County Manager of Bertie County to perform the functions and duties specified in said NCGS 153A-82 and to perform other legally permissible and proper duties and functions as the Board shall from time to time assign. Employee shall have the exclusive right to hire and fire employees, except those specified by state statute to be appointed by the Board of Commissioners.

Section 2: Term

A. Nothing in this agreement shall prevent, limit or otherwise interfere with the right of the Board to terminate the services of Employee at any time, subject only to the provisions set forth in Section 4 of this agreement.

B. Nothing in this agreement shall prevent, limit or otherwise interfere with the right of the Employee to resign at any time from his position with Employer, subject only to the provisions set forth in Section 5 of this agreement.

C. Employee agrees to remain in the exclusive employ of Employer until March 31, 2024, and neither to accept other employment nor to become employed by any other employer until said termination date, unless said termination date is affected as hereinafter provided.

Section 3: Suspension

Employer may suspend the Employee with full pay and benefits at any time during the term of this agreement, but only if:

A majority of the Board votes to suspend Employee for just cause provided, however, that Employee shall have been given written notice setting forth any charges at least 10 days prior by the Board members bringing such charges. Just cause shall be defined as inefficient job performance or unacceptable personal conduct.

Section 4: Termination and Severance Pay

Board reserves right to terminate employee without cause at any time provided, however:

A. In the event Employee is terminated by the Board before expiration of the aforesaid term of employment and during such time that Employee is willing and able to perform his duties under this agreement, then in that event Employer agrees to pay Employee his then existing salary, together with all other benefits on the regular payroll schedule of the Employee, until the expiration of six (6) months from the date of the termination.

B. In the event Employee is terminated for cause or for conviction of any felony; then the Employer shall have no obligation to pay the aggregate severance sum designated in sub-paragraph A above, but the Employee will be entitled to receive his prorated compensation earned as of the date of termination for services already proformed.

Section 5: Resignation

In the event Employee voluntarily resigns his position with Employer before expiration of the aforesaid term of his employment, then Employee shall give Employer six (6) months notice in advance, unless the parties agree otherwise.

Section 6: Disability

If Employee is permanently disabled or is otherwise unable to perform his duties because of sickness, accident, injury, mental incapacity or health for a period of four successive weeks beyond any accrued sick leave, Employer shall have the option to terminate this agreement, subject to the severance pay requirements of Section 4, paragraph A.

Section 7: Salary

Employer agrees to pay Employee for his services rendered pursuant hereto an annual base salary of \$100,000.00, payable in installments at the same time as other management employees of the Employer are paid.

In addition, Employer agrees to increase, at a minimum, said base salary and/or benefits of Employee in such amounts or rates as other employees, on the basis of a salary review of said Employee made at the same time as similar consideration is given other employees generally.

Section 8: Performance Evaluation

A. The Board shall review and evaluate the performance of the Employee at least once annually. Said review and evaluation shall be in accordance with specific criteria developed jointly by Employer and Employee. Further, the Chairman of the Board shall provide the Employee with a summary written statement of the findings of the Board and provide an adequate opportunity for the Employee to discuss his evaluation with the Board.

B. Annually, the Board and Employee shall define such goals and performance objectives that they determine necessary for the proper operation of Bertie County and in the attainment of the Board's policy objectives and shall further establish a relative priority among those various goals and objectives, said goals and objectives to be reduced to writing. They shall generally be attainable with the time limitations as specified and the annual operating and capital budgets and appropriations provided.

C. In effecting the provisions of this Section, the Board and the Employee mutually agree to abide by the provisions of applicable law.

Section 9: Hours of Work

It is recognized that Employee must devote a great deal of time outside the normal office hours to business of the Employer, and to that end Employee will be allowed to take reasonable time off as he shall deem appropriate during said normal office hours. Such time off shall not be considered annual leave and shall not interfere with the normal operation of the Office of the County Manager.

Section 10: Outside Activities

Employee shall not engage in non-Employer related business without the prior approval of the Board.

Section 11: Automobile

Employer shall pay \$400.00 per month for in-county travel expenses. Any travel outside of the county shall be reimbursed at the prevailing IRS travel allowance rate or Employer rate whichever is higher.

Section 12: Other Compensation

A. Employer shall pay to Employee a one time moving expense allowance of \$5,000.00, payable upon the execution of this contract.

B. Employer shall pay to Employee a monthly cell phone expense allowance of \$50 per month for the use of Employees personal cell phone for Employer related business or the amount paid by Employer to other qualified Employees, whichever is greater.

C. Employee shall earn longevity pay in accordance with Employer policy granted to other employees and shall not be entitled to credit for years of prior employment.

Section 13: Vacation, Holidays and Sick Leave; Overtime

Employee shall accrue vacation, holidays, sick leave and other related benefits at the same rate as other general employees of Employer. Employee is not entitled to overtime pay because he is a supervisor/manager/professional and as such is a salaried-exempt Employee as that term is defined in the North Carolina Wage and Hour Act and in Title 29 of the Code of Federal Regulations.

Section 14: Disability, Health, and Life Insurance

During the term of employment, Employer agrees to put into force and to make required premium payments for Employee for insurance policies for accident, sickness, disability income benefits, major medical, dental, and dependent's coverage group insurance equal to that which is provide all other employees of Employer.

Section 15: Retirement

Employer agrees to pay retirement contributions to the North Carolina Local Governmental Employees' Retirement System at the same percentage as provided to other employees. Employer agrees to the transfer of the Employees retirement account in accordance with North Carolina Local Governmental Employees' Retirement System rules and regulations.

Payments shall be paid each pay period. Ownership shall transfer to employee upon Employee's resignation or termination. The parties shall fully disclose to each other the financial impact of any amendment to the terms of Employee's retirement benefit.

Section 16: Dues and Subscriptions

Employer agrees to budget for and pay for professional dues and subscriptions of Employee necessary for his continuation and full participation in County Manager associations and organizations necessary for his continued professional participation, growth, and advancement, and for the good of the Employer.

Section 17: Professional Development

Employer hereby agrees to budget for and pay for travel and subsistence expenses of Employee for professional and official travel, meetings, and occasions adequate to continue the professional development of Employee and to adequately pursue necessary official functions for Employer.

Section 18: Indemnification

In addition to that required under state and local law, Employer shall defend, save harmless, and indemnify Employee against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring within the scope and performance of Employee's duties as County Manager. Employer may compromise and settle any such claim or suit and may pay the amount of any settlement or the Employer at its discretion may defend said claim, demand, or legal action and in the event the County or the Employer should lose, the County should be solely responsible for and pay the judgment, interest, and cost incurred therein.

Section 19: Bonding

Employer shall bear the full cost of any fidelity or other bonds required of the Employee under any law or ordinance.

Section 20: Other Terms and Conditions of Employment

A. The Board, in consultation with the Employee, shall fix any such other terms and conditions of employment, as it may determine from time to time, relating to the performance of Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this agreement or any other law.

B. All provision of the laws, rules and regulations of the Employer relating to vacation and sick leave, retirement and pension system contributions, holidays, and other benefits and working conditions as they now exist or hereafter may be amended, also shall apply to Employee as they would to other employees of Employer, in addition to said benefits enumerated specifically for the benefit of Employee except as herein provided.

Section 21: General Provisions

A. The text herein shall constitute the entire agreement between the parties.

B. This agreement shall be binding upon and inure to the benefit of the heirs at law and executors of Employee.

C. This agreement shall become effective commencing April 1, 2020.

D. If any provision, or any portion thereof, contained in this agreement is held unconstitutional, invalid or unenforceable, the remainder of this agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

E. This Agreement may not be amended except by an instrument in writing and signed by both parties and approved by the Employer and the Bertie County Commissioners.

IN WITNESS WHEREOF, the County of Bertie has caused this agreement to be signed and executed in its behalf by its Chairman, and duly attested by its Clerk, and the Employee has signed and executed this agreement, both in duplicate.

BERTIE COUNTY

BY: 
Ronald Wesson, Chairman

EMPLOYEE


Juan E. Vaughan, II

ATTEST:

CLERK: 
Sarah Tinkham

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.


Finance Officer



C-9

Bertie County Board of County Commissioners,

As an American Cancer Society Relay For Life of Bertie County planning committee member, I thank you for your continued support. This year we will be celebrating our 27th consecutive event on Friday, May 15, 2020 from 6pm - midnight.

Bertie County Government has been a vital partner for the success of Relay For Life in our county. The longstanding tradition is to hold ACS's signature, family friendly event, at Bertie High School Roy L. Bond , Jr. Football Stadium. Over the years, we have been fortunate and grateful for your unwavering assistance to proclaim an event that involves ALL citizens of Bertie County. We are proud to say that the Bertie County Relay For Life was the first Relay event to be held in North Carolina. Our event has maintained state, regional and national recognition the majority of the years. This distinction is because of a county-wide effort. Thank you.

While one of the main goals of Relay For Life is to raise the much needed funds to assist in research through the American Cancer Society, it is also about bringing the community together. Cancer does not discriminate. This annual event allows our community to take up the fight against cancer; regardless of age, race, gender, or socio-economic background. Having our county government participate in this worthy fundraising opportunity instills a sense of accomplishment, while allowing each citizen to honor and remember our family and friends that may be battling cancer. Together we bring HOPE to many.

Thanks to your and the community's support, Relay For Life of Bertie County has raised more than 4 million dollars! This money goes to the American Cancer Society to support research to fight cancer and provide patient support programs. The ACS is the top non-government funder of research projects. The majority of cancer detection options and many treatments were developed through the American Cancer Society.

All donations are changing the course of cancer! According to the American Cancer Society, Inc. in Atlanta, GA; the cancer stats for the cancer death rate in Bertie County is declining. The incidence rate is "stable". Progress is being made to end the suffering from cancer.

Last year the county government's donation was \$2000. Won't you help us again this year? Also the proclamation is attached for your review and approval.

Again, Thank you for your consideration, time, support, and commitment to our 27th Relay For Life of Bertie County. We look forward to our continued partnership with Bertie County Government. Please join Our event this year! May we count on you?

Respectfully, 
Jo Ann Jordan, Volunteer RFL Committee member



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

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

PROCLAMATION FOR AMERICAN CANCER SOCIETY'S RELAY FOR LIFE BERTIE COUNTY – 2020

WHEREAS, the American Cancer Society is the nation's largest and most respected voluntary health organization since 1913 and has funded research which has contributed to every known method for detecting cancer and techniques for treating cancer; thereby increasing the cancer survival rates, and is dedicated to eliminating cancer through research, education, advocacy and service; and

WHEREAS, cancer, (a group of diseases characterized by uncontrolled growth and spread of abnormal cells, which if not controlled, can result in premature death), is predicated to strike one out of every three Americans sometime in our lifetime; and

WHEREAS, 140 new cases of cancer are projected to occur in Bertie County in 2020, and 50 Bertie County citizens are expected to die from cancer this year; and

WHEREAS, Bertie County Relay For Life of the American Cancer Society is a voluntary community coalition of local citizens dedicated to increasing vital financial support to fund research, and also by providing educational awareness for cancer prevention, screenings, and resources available; and

WHEREAS, Bertie County Relay For Life, sponsored by the American Cancer Society, will celebrate, remember, and honor, Bertie County citizens and their families that have been affected by cancer; and

WHEREAS, Bertie County Relay For Life of the American Cancer Society is an event that brings together the entire community with the same goal of making a difference in the battle against cancer and celebrating more birthdays:

NOW THEREFORE, We the Bertie County Board of Commissioners, do hereby proclaim the year of 2020 as "the year of **Relay For Life**" throughout the County and encourage all Bertie County residents to recognize the American Cancer Society's many contributions to improving the quality of life for all of our citizens; and

BE IT FURTHER RESOLVED that We the Bertie County Board of Commissioners do hereby encourage all citizens to join the celebrations and activities of Relay for Life in the year 2020.

This the 20th day of April, 2020.

Ronald Wesson, Chairman



Bertie County

Board of Commissioners

DISCUSSION ITEMS

MEETING DATE: April 20, 2020

SECTION: Discussion (D-1 to D-4)

DEPARTMENT: Governing Body

TOPICS:

1. Budget Amendments & Updates from Finance Director William Roberson
2. Update and Discussion of 2020 Board of Equalization & Review dates by Tax Administrator Jodie Rhea – Proposed date of May 4th
3. Families First Coronavirus Response Act Update by Risk Management/Human Resources Director Cortney Ward
4. Census 2020 Update by Complete Count Committee Liaison & Planning Director Traci White

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

		# 20-08		
		INCREASE		
10-0011-4111-35	\$	2,400	10-4140-5399-01	\$ 2,400
INCREASE BUD FOR CONTRACT SERVICES - AUDITS TO PAY COUNTY TAX SERVICE (CTS)				
		INCREASE		
10-6100-5697-30	\$	25,000	10-0090-4991-99	\$ 25,000
TO SETUP BUDGET FOR BMRJ FEASIBILITY STUDY - APPROVED ON 02-10-20 BOC MEETING				
APPROVED / /2020				

From: Jodi Rhea
Sent: Monday, March 30, 2020 9:10 AM
To: William Roberson
Subject: Audits

I've got an invoice for personal property audits for \$2,400.00

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

BERTIE COUNTY BOARD OF COMMISSIONERS

February 10, 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 Commissioner Bazemore

Public Comments (3 minutes per speaker)

(A)

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

- (1) Presentation by ABC Board Chair, Michael Freeman
- (2) Education Center Proposal by Dr. Stan Riggs
- (3) Standards of Care for Dogs in Bertie County by Rachel Bellis & Daphna Nachminovitch, PETA
- (4) Request for Support of the 2nd Amendment by Lynne Hughes & Andrew Ownbey

Board Appointments (B)

1. Nursing Home/Adult Care Advisory Council

Consent Agenda (C)

1. Approve Minutes for 1-6-20 Regular Session & Closed Session, 1-22-20 Work Session
2. Approve Register of Deeds Fees Report – January 2020
3. Budget Amendments
 - a. Crisis Intervention Funds Received
 - b. Low-Income Home Energy Assistance Funds Received
 - c. Juvenile Crime Prevention Council Funds Received
4. Tax Release Journal – December 2019

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

Discussion Agenda (D)

1. Elections Updates by Board of Elections Director, Sheila Holloman
2. Economic Development Updates by Director, Steve Biggs
3. Register of Deeds Update by NC Association of Registers of Deeds President, Annie Wilson
4. Follow Up on Petitions for DOT Road Additions
5. Bertie-Martin Regional Jail Feasibility Study
6. Beach Day 2020 – Confirmation of June, 6, 2020

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)
- Closed Session minutes reviewed – expected February 18

Public Comments

(3 minutes per speaker)

Closed Session

Adjourn

From: Sarah Tinkham
Sent: Friday, April 3, 2020 2:18 PM
To: William Roberson
Subject: BMRJ

Bertie-Martin Regional Jail Feasibility Study

Interim County Manager, Juan Vaughan, II noted that the Board agreed to move forward with a feasibility study for the addition of Chowan County to the Bertie-Martin Regional Jail. However, a part of that approval was for the Board to be informed again when the cost of the study was determined.

Commissioner Trent made a **MOTION** to move forward with the feasibility study as proposed. Commissioner Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

Sincerely,

Sarah Tinkham, NCCCC

Clerk to the Board

Executive Assistant to the County Manager

Bertie County Board of Commissioners

106 Dundee Street

PO Box 530

Windsor, NC 27983

Main Line: (252) 794-5300

Fax: (252)794-5327

sarah.tinkham@bertie.nc.gov



Pursuant to North Carolina General Statutes Chapter 132, Public Records, this electronic mail message and any attachments hereto, as well as any electronic mail message(s) that may be sent in response to it may be considered public record and as such are subject to request and review by third parties.

July 12, 2019

RE: Bertie Martin Regional Jail Expansion Assessment
Windsor, North Carolina

Mr. Terrence Whitehurst, Jail Administrator
Bertie Martin Regional Jail
230 County Farm Road
Windsor, North Carolina 27983

Dear Mr. Whitehurst:

Moseley Architects is pleased to offer this Agreement for Services with Bertie Martin Regional Jail for the Bertie Martin Regional Jail Facilities Study, referred to hereinafter as the "Project". Our services shall be to provide a jail study with options for expansion and shall consist of the following:

1. Identify long term space needs and solutions.
2. Operations planning.
3. Personnel needs analysis.
4. Project probable costs for both additions and renovations.
5. Design and Construction Administration services – Phase 2.
6. Integration and training of the existing staff upon completion of A/E design and construction services – Phase 2.
7. Financial analysis of the value of Bertie County and Martin County investments in Bertie Martin Regional Jail and reserve funds and an appropriate "buy-in" investment to be made by Chowan County if all parties agree for Chowan County to join in the Bertie Martin Regional Jail Partnership.
8. Study of the retirement liabilities of the combined staffs of Bertie Martin Regional Jail and Chowan County Jail.
9. Potential timetable for the construction and renovation, as well as integration of staff and operations.
10. Work with an Advisory Stakeholders Group.
11. Present the findings to Stakeholders Group.

74,750.00

12. Provide a written report documenting the study findings, options to address needs, and recommendations for next steps.

Compensation for tasks listed above (items 1,2,3,4,9,10,11, and 12) shall be the lump sum of Forty-Eight Thousand, Seven Hundred Fifty and 00/100 Dollars (\$48,750.00). Compensation for Davenport's Financial analysis (items 7 and 8) shall be the lump sum of Twenty Thousand and 00/100 Dollars (\$20,000.00). Travel related expenses (travel, meals, and accommodations) are not included in this amount and are estimated to be the sum of Six Thousand and 00/100 Dollars (\$6,000.00).

Compensation for full architectural and engineering services for the approved option (Design, Bidding and Construction Administration items 5 and 6) shall be considered Phase 2 services and shall be negotiated upon notice to proceed by the Bertie Martin Regional Jail.

For other services not defined herein, compensation shall be as mutually agreed by Moseley Architects and Bertie Martin Regional Jail and shall be computed using the attached Schedule of Hourly Billing Rates, which is an integral part of this Agreement. The attached Terms and Conditions of Agreement for Services are also an integral part of this Agreement.

If this Agreement for Services is acceptable, please indicate your acceptance of and agreement to its terms and your authorization to proceed by signing below and returning one fully executed original for our files.

Thank you for this opportunity to be of service to Bertie Martin Regional Jail. Please let me know if you have any questions.

Sincerely

Daniel R. Mace, AIA
Vice President

Accepted and Agreed: **BERTIE MARTIN REGIONAL JAIL**

By: _____

Printed Name and Title: _____

Date: _____

pte/591910

Attachments:
Schedule of Hourly Billing Rates
Terms and Conditions of Agreement for Services

MOSELEYARCHITECTS

SCHEDULE OF HOURLY BILLING RATES - CALENDAR YEAR 2019

Rates are subject to change on January 1 of each year.

Principals	\$224
Architects	
Senior Project Manager	\$197
Project Manager	\$154
Architect	\$148
Architectural Designer	\$98
Security and Detention Design	
Security Design Specialist	\$186
Engineering Director	\$224
Mechanical/Electrical/Plumbing/Engineering	
Senior Engineer	\$172
Engineer/Designer	\$141
Intern Technician	\$98
Structural Engineering	
Senior Engineer	\$154
Engineer/Designer	\$129
Intern Technician	\$98
Corrections Planner	\$224
Criminal Justice Consultant	\$168
Construction Administration	
Construction Administrator	\$148
Specification Writer	\$148
Sustainability Planning	
Sustainability Planning Director	\$172
Energy Analyst	\$145
Sustainability Coordinator	\$129
Interior Design	
Interior Designer	\$98
Administrative	\$69

MOSELEYARCHITECTS

TERMS AND CONDITIONS OF AGREEMENT FOR SERVICES

These Terms and Conditions are an integral part of the Agreement for Services ("Agreement") between Moseley Architects ("Architect") and its client ("Owner"). In the event of a conflict between the Agreement and these Terms and Conditions, the Agreement shall govern. Architect's services, Instruments of Service, and work product are intended for the sole use and benefit of Owner and are not intended to create any third-party rights or benefits or for any use by any other person or entity or for any other purpose. Architect's Services shall be limited to those expressly set forth in this Agreement. Architect shall have no other obligations or responsibilities for the Project except as agreed to in writing.

1. COORDINATION WITH THE OWNER

The Architect shall confer with the Owner to coordinate its services with the Owner. The Architect shall have the benefit of the Owner's experience and knowledge of its facilities, requirements, and current policies and standards applicable to the Project. To implement this coordination, the Owner shall provide to the Architect at no cost all existing information relevant to the Project and available to the Owner.

2. OWNER'S RESPONSIBILITIES

The Owner shall provide full information in a timely manner regarding its requirements for and limitations on the Project, and the Architect shall be entitled to rely on such information. The Owner shall provide prompt written notice to the Architect if the Owner becomes aware of any fault or defect in the Architect's services, including any errors, omissions or inconsistencies in any documents prepared by the Architect.

3. COMPENSATION

For and in consideration of the services to be rendered by the Architect, the Owner shall pay and the Architect shall receive the compensation set forth in the Agreement. Unless otherwise specified, compensation shall be paid to the Architect on a monthly basis in accordance with monthly billing statements based upon the progress of services performed and reimbursable expenses (if applicable) incurred during that month. Monthly compensation shall be due and payable upon receipt of the billing statement by the Owner. Any payments not made within sixty (60) days on statements rendered shall be subject to a charge for interest at the maximum legal rate of interest, beginning sixty (60) days after the date of the statement, and failure to make any payments when due shall entitle the Architect to suspend services. The Architect's final payment is due and payable upon completion of the Architect's services.

4. OWNERSHIP OF DOCUMENTS AND RECORDS

Upon full payment of all sums due or anticipated to be due the Architect under this Agreement and upon performance of all the Owner's obligations under this Agreement, the latest original Drawings, Specifications and the latest electronic data prepared by the Architect for the Project shall become the property of the Owner. This conveyance shall not deprive the Architect of the right to retain electronic data or other reproducible copies of the Drawings and Specifications or the right to reuse information contained in them in the normal course of the Architect's professional activities.

In the event the Owner uses the Instruments of Service without retaining the authors of the Instruments of Service, the Owner releases the Architect and Architect's consultant(s) from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless the Architect and its consultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Instruments of Service under this Section.

The Architect shall retain all pertinent records relating to the services performed hereunder for a period of three years after completion thereof. The Owner shall have access to such records at all reasonable times during such period as may be required for audit of reimbursable expenses.

5. PROFESSIONAL RESPONSIBILITIES

The Architect's Services shall be limited to those expressly set forth in this Agreement. The Architect makes no warranties, either express or implied, with respect to services provided under this Agreement. The Architect shall have no other obligations or responsibilities for the Project except as agreed to in writing.

The Architect shall provide the following insurance: Worker's Compensation – Statutory; Commercial General Liability – Bodily Injury - \$300,000; Property Damage - \$100,000; Comprehensive Automobile Liability - Bodily Injury - \$300,000; and Property Damage - \$100,000; Professional Liability - \$1,000,000 per claim and \$2,000,000 annual aggregate on a claims-made basis. Certificates of insurance, on an ACORD form, shall be furnished to the Owner upon request.

Upon written request of the Owner, the Architect will provide additional insurance, if available, including increased coverage and/or limits, and the Owner will pay the Architect a mutually agreed amount for the increased coverage. The Architect's liability to the Owner for any indemnity or any damages arising in any way out of the performance of this Agreement is limited to the insurance coverages and amounts stated herein. The Architect shall not be liable to the Owner for any indirect, special or consequential loss or damage arising out of the performance or services hereunder including, but not limited to loss of use, loss of profit, or business interruption whether caused by the negligence of the Architect or otherwise.

In performance of its services, the Architect shall exercise the standard of care ordinarily exercised by members of its profession in the same locale and who are performing their services under the same conditions. Nothing in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Owner or the Architect.

Neither the Architect nor the Architect's consultants will offer or have offered any fiduciary service to the Owner and no fiduciary responsibility shall be owed to the Owner by either the Architect or the Architect's consultants as a result of the Owner and Architect entering into this Agreement.

6. TERMINATION; SUSPENSION OF WORK

The Owner may, at its discretion, terminate the Project or indefinitely suspend the Project under this Agreement by giving the Architect seven-day written notice. In such event, the Owner shall assume all obligations, commitments and claims that the Architect may have in good faith undertaken or incurred in connection with the Project. The Architect shall be equitably paid for services rendered prior to effective termination notice date and for reasonable termination expenses.

7. SUCCESSORS AND ASSIGNS

The Owner and the Architect each binds itself and its partners, successors, executors, administrators, and assigns to the other party to the Agreement and to the partners, successors, executors, administrators, and assigns of such other party, in respect to all covenants of the Agreement. Neither the Owner nor the Architect shall assign, sublet, or transfer its interest in the Agreement without the written consent of the other, and agree that the Agreement represents the entire understanding of the Owner and the Architect and cannot be changed, added to, or modified and any way except in writing, signed by both the Owner and the Architect.

8. NON DISCRIMINATION

The Architect will not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin, except where religion, sex, or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the Architect. The Architect agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. The Architect shall state in all solicitations or advertisements for employees placed by or on behalf of the Architect that the Architect is an equal opportunity employer.

9. DRUG-FREE WORKPLACE

During the performance of services provided under this Agreement, the Architect agrees to (i) provide a drug-free workplace for the Architect's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Architect's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the Architect that the Architect maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses (substituting the consultant or vendor for the Architect as the obligated party) in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each consultant or vendor.

For the purposes of this paragraph, "drug-free workplace" means a site for the performance of work done by the Architect in connection with this Agreement, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession, or use of any controlled substance or marijuana during the performance of such services.

END OF TERMS AND CONDITIONS



D-2

CURRENT YEAR COLLECTIONS AS OF MARCH 31 FOR THE FOLLOWING YEARS

	2017-2018	2018-2019	2019-2020
LEVY	\$9,672,062.20	\$9,623,589.92	\$9,995,119.00
Collections	\$9,008,084.08	\$8,724,944.89	\$9,501,585.67
Account Receivables	\$663,978.12	\$898,645.03	\$493,533.33
Percentage	93.14%	90.66%	95.48%



D-3

EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

▶ PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- $\frac{2}{3}$ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 10 weeks more of paid sick leave and expanded family and medical leave paid at $\frac{2}{3}$ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

▶ ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days* prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

▶ QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to **telework**, because the employee:

- | | |
|---|---|
| <ol style="list-style-type: none">1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;2. has been advised by a health care provider to self-quarantine related to COVID-19;3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); | <ol style="list-style-type: none">5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. |
|---|---|

▶ ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

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For additional information
or to file a complaint:
1-866-487-9243
TTY: 1-877-889-5627
dol.gov/agencies/whd



WH1422 REV 03/20