

# Bertie County Board of Commissioners



May 4, 2020  
**6:00 PM**

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



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**  
**May 4, 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 Chairman Wesson

(A)

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

- (1) Convene as Board of Equalization & Review by Tax Administrator Jodie Rhea
- (2) Update on Efforts to Continue Operation of Sans Souci Ferry- Economic Development Director Steve Biggs
- (3) Legislative Update by NC State Representative Ed Goodwin
- (4) Consideration of Special Meeting to approve the issuance of bonds by The Arizona Industrial Development Authority to finance the acquisition of the Windsor House by Attorney Lloyd Smith & Jeff Poley
- (5) YMCA Annual Update by Executive Director Casey Owens

**Board Appointments (B)**

1. There are no Board Appointments.

**Consent Agenda (C)**

1. Approve Minutes for Regular Meeting 4-20-20
2. Approve Minutes for Closed Session 4-20-20
3. Approve Register of Deeds Fees Report – May 2020
4. Tax Release Journal – March 2020
5. Resolution in support of Sans Souci Ferry - NCDOT
6. Approval of Holland Consulting Planners, Inc. Work Authorization #6

7. Approval of Capital Improvement Plan – re: PARTF grant

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

**Discussion Agenda (D)**

1. Budget Amendments & Updates from Finance Director William Roberson
2. First read: proposed Board of Commissioners rules, policies, and procedures
3. Discussion of 2020 River Fest scheduled for June 6th
4. COVID-19 Update and discussion of Stay at Home Order expiration by Emergency Services Director Mitch Cooper

**Commissioners’ Reports (E)**

**County Manager’s Reports (F)**

**County Attorney’s Reports (G)**

Guidance on  
Virtual Meeting & Voting

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

**Closed Session**

**Adjourn**



# **Bertie County**

## **Board of Commissioners**

### **ITEM ABSTRACT**

**MEETING DATE:** May 4, 2020

**SECTION:** Appointments & Reports (A-1 to A-5)

**DEPARTMENT:** Governing Body

**TOPICS:**

- (1) Convene as Board of Equalization & Review by Tax Administrator Jodie Rhea
- (2) Update on Efforts to Continue Operation of Sans Souci Ferry- Economic Development Director Steve Biggs
- (3) Legislative Update by NC State Representative Ed Goodwin
- (4) Consideration of Special Meeting to approve the issuance of bonds by The Arizona Industrial Development Authority to finance the acquisition of the Windsor House by Attorney Lloyd Smith & Jeff Poley
- (5) YMCA Annual Update by Executive Director Casey Owens

**COUNTY MANAGER RECOMMENDATION OR COMMENTS:** --

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

**ATTACHMENTS:** Yes

**LEGAL REVIEW PENDING:** N/A

**ITEM HISTORY:** ---



A-4

# Memorandum

**TO:** County of Bertie, North Carolina  
County Manager: Juan Vaughan ([juan.vaughan@bertie.nc.gov](mailto:juan.vaughan@bertie.nc.gov))  
County Attorney: Lloyd Smith ([lsmith@windsorlaw.com](mailto:lsmith@windsorlaw.com))  
Clerk to the Board: Sarah Tinkham ([sarah.tinkham@bertie.nc.gov](mailto:sarah.tinkham@bertie.nc.gov))

**FROM:** Jeffrey A. Poley and Carlos E. Manzano

**DATE:** March 16, 2020

**RE:** Public Hearings/Resolutions for Urban Housing & Community Service Corporation

## Introduction

On behalf our client Urban Housing & Community Service Corporation and its affiliates (the “Borrowers”), we are requesting the Board of Commissioners of the County to hold a public hearing and adopt a resolution to help the Borrowers finance the acquisition of the Windsor House assisted living facility located at 336 S. Rhodes Avenue, Windsor, NC 27983 in the County.

## The Borrowers

The Borrowers are nonprofit entities and organizations described under Section 501(c)(3) of the Internal Revenue Code. An affiliate of the Borrowers currently manages the facilities on behalf of the existing owner. The Borrowers intend to finance the acquisition of the facilities with the help of tax “qualified 501(c)(3) bonds” issued by the Arizona Industrial Development Authority. The purpose of using these bonds is to lower financing costs for the Borrower.

## The Arizona Industrial Development Authority

The Arizona Industrial Development Authority (“AZIDA”) is a nonprofit corporation and political subdivision of the State of Arizona. AZIDA is a conduit issuer of municipal revenue bonds with the ability to assist private and public borrowers across the country. AZIDA issues conduit revenue bonds for the benefit of private users. Repayment of the bonds is the obligation of the private user only. The proceeds of these revenue bonds may be used for commercial enterprises of any kind, and the interest on the bonds may be exempt from federal income taxation.

## Requirement for County Action

Federal tax laws require that the elected legislative body (or highest elected representative) of the governmental unit that has jurisdiction over the area in which a facility to be financed with tax-exempt bonds issued by AZIDA is located approve the issuance of the bonds by AZIDA and the financing of the facility. Prior to this approval, a public hearing must be held so that the public is given the opportunity to comment on the bonds and the facility.

**The Bonds are not and will not be deemed to constitute a debt of the County or a pledge of the faith and credit of the County, and are payable solely from the revenues and other funds generated by assisted living facility. Because no taxes or other revenues of the County are pledged to pay these bonds, the staff of the County does not need to do financial analysis of the Bonds, the Borrowers or the assisted living facility.**

### **Request of County**

We request the County to hold a public hearing on the assisted living facilities and their related bonds. After the public hearing, we request the Board of Commissioners to adopt a resolution that approves AZIDA's issuance of the bonds and the financing of the assisted living facilities in the County. **The resolution will provide that: (1) the bonds do not constitute a debt of the County; nor a charge against its general credit or taxing power and (2) the bonds are not an obligation or liability of the County.**

*Specifically, we are requesting this to occur on the April 6, 2020 Board of Commissioner's meeting. Notices of public hearing and the resolution to be adopted will be provided well in advance of the April 6, 2020 meeting.*

### **Questions**

Please feel free to contact Jeff Poley at 919-835-4659 ([jeffpoley@parkerpoe.com](mailto:jeffpoley@parkerpoe.com)) if you have any questions. In addition, please feel free to contact Jose Taylor (252-794-9333/[wind.adm@affinitylivinggroup.com](mailto:wind.adm@affinitylivinggroup.com)) as the executive director of Windsor House.

**PROCEEDINGS OF THE BOARD OF COMMISSIONERS OF THE COUNTY OF BERTIE,  
NORTH CAROLINA AT ITS REGULAR MEETING HELD ON APRIL 6, 2020**

At approximately \_\_\_\_\_, the Chair of the Board of Commissioners of the County of Bertie, North Carolina (the “**Board**”) opened the public hearing relating to the Project and Bonds as set forth in the public hearing notice published on \_\_\_\_\_ and attached as Exhibit A.

A compilation of the comments received is set forth in Exhibit B.

Thereupon, the Chair closed the public hearing and the Board adopted the following resolution:

**A RESOLUTION**

**REGARDING THE ISSUANCE BY THE ARIZONA INDUSTRIAL DEVELOPMENT AUTHORITY OF ITS SENIOR LIVING REVENUE BONDS IN ONE OR MORE SERIES IN THE PRINCIPAL AMOUNT NOT TO EXCEED \$75,000,000, FOR THE PURPOSE OF FINANCING THE ACQUISITION AND CONSTRUCTION OF CERTAIN ASSISTED LIVING FACILITIES LOCATED IN THE COUNTY AND OTHER RELATED MATTERS.**

*WHEREAS*, The Arizona Industrial Development Authority (“**AZIDA**”) is a nonprofit corporation and political subdivision of the State of Arizona. AZIDA is a conduit issuer of municipal revenue bonds with the ability to assist private and public borrowers across the country. AZIDA issues conduit revenue bonds for the benefit of private users. Repayment of the bonds is the obligation of the private user only. The proceeds of these revenue bonds may be used for commercial enterprises of any kind, and the interest on the bonds may be exempt from federal income taxation;

*WHEREAS*, Urban Housing & Community Services Corporation, a California nonprofit corporation and an organization described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the “**Code**”), or affiliates thereof (collectively, the “**Borrower**”), has applied to AZIDA to issue its Senior Living Revenue Bonds (the “**Bonds**”) in one or more series in an aggregate principal amount of \$75,000,000, of which approximately \$8,650,000 will be loaned to the Borrower to be used, in part, to (1) finance the acquisition, construction and equipping of the 60-bed Windsor House assisted living facility located at 336 S. Rhodes Avenue, Windsor, North Carolina 27983-9611 (collectively, the “**Project**”), (2) fund a portion of the interest on the Bonds, (3) fund certain reserve and other funds related to the Bonds, and (4) pay costs associated with the issuance of the Bonds. The Bonds will constitute “qualified 501(c)(3) bonds” within the meaning of Section 145(a) of the Code;

*WHEREAS*, the Project will be initially owned and operated by the Borrower;

*WHEREAS*, pursuant to Section 147(f) of the Code and the Treasury Regulations promulgated thereunder (collectively, the “**Federal Tax Requirements**”), prior to the issuance of the Bonds by AZIDA, and after a public hearing held following reasonable public notice, the Borrower has requested the Board of Commissioners of the County (the “**Board**”), as the highest elected representatives of the County, the governmental unit having jurisdiction over the area in which the Project is located, to approve AZIDA’s issuance of the Bonds and the financing the Project in the County;

*WHEREAS*, on this date, prior to any deliberations regarding this Resolution, the County held a public hearing at which all interested persons have been given a reasonable opportunity to express their views on the location of the Project, the issuance of the Bonds and other related matters. The public hearing was duly noticed by publication, attached as Exhibit A, in a newspaper having general circulation in the County, not less than 7 days prior to the date hereof; and



WHEREAS, at the Borrower's request, the Board now desires to approve AZIDA's issuance of the Bonds and the financing of the Project in order to satisfy the Federal Tax Requirements.

NOW, THEREFORE, BE IT RESOLVED by the Board as follows:

**Section 1.** It is hereby found, determined and declared that Project and the Bonds will give rise to no pecuniary liability of the County, or a charge against its general credit or taxing power.

**Section 2.** As required by and in accordance with the Federal Tax Requirements, the Board, as the applicable elected representatives of the governmental unit having jurisdiction over the area in which the Project is located, approves AZIDA's issuance of the Bonds and the financing of the costs of the Project in the County solely for the Federal Tax Requirements.

**Section 3.** **The County has no responsibility for the payment of the principal of or interest on the Bonds or for any costs incurred by the Borrower with respect to the Bonds or the Project. The County pledges neither its taxing power nor revenues for the Bonds. The County has no responsibility for, and has not reviewed the Borrower or the Project, and has no responsibility for the success of the Project.**

**Section 4.** All orders and resolutions and parts thereof in conflict herewith are to the extent of such conflict hereby repealed, and this resolution shall take effect and be in full force and effect from and after its adoption.

*[Signature Page Follows]*

Adopted this 6th day of April 2020.

**COUNTY OF BERTIE, NORTH CAROLINA**

(SEAL)

By: \_\_\_\_\_  
Clerk to the Board  
County of Bertie, North Carolina

**EXHIBIT A**

**NOTICE OF PUBLIC HEARING**

[Attached]

**EXHIBIT B**

**COMMENTS**

[Attached]

**NOTICE OF A PUBLIC HEARING  
WITH RESPECT TO NOT TO EXCEED  
\$75,000,000 ARIZONA INDUSTRIAL DEVELOPMENT AUTHORITY  
SENIOR LIVING FACILITIES REVENUE BONDS**

**NOTICE IS HEREBY GIVEN** that, as required by Section 147(f) of the Internal Revenue Code of 1986, as amended (the “*Code*”), a public hearing will be held by the Board of County Commissioners (the “*Board*”) for the County of Bertie, North Carolina (the “*County*”), on \_\_\_\_\_ at \_\_\_\_\_ or as soon as practicable thereafter, in the Spivey Meeting Room of the Roanoke Cashie River Center at 112 W. Water Street, Windsor, NC 27983 concerning the proposed issuance by the Arizona Industrial Development Authority (the “*Authority*”) of its revenue bonds (the “*Bonds*”).

The Bonds are expected to be issued by the Authority in the maximum principal amount of \$75,000,000, a portion of proceeds of which, in the amount not to exceed \$8,650,000, will be loaned to Urban Housing & Community Services Corporation, a California nonprofit corporation and an organization described in Section 501(c)(3) of the Code, or affiliates thereof (collectively, the “*Borrower*”), and used, in part, to (1) finance the acquisition, construction and equipping of the 60-bed Windsor House assisted living facility located at 336 S. Rhodes Avenue, Windsor, North Carolina 27983-9611 (collectively, the “*Project*”), (2) fund a portion of the interest on the Bonds, (3) fund certain reserve and other funds related to the Bonds, and (4) pay costs associated with the issuance of the Bonds. The Bonds will constitute “qualified 501(c)(3) bonds” within the meaning of Section 145(a) of the Code.

The Project will be owned and operated by the Borrower.

The Bonds, including the principal of (premium, if any) and interest thereon, do not constitute a debt or a loan of credit or a pledge of the full faith and credit or taxing power of the Authority, the Arizona Finance Authority, the State of Arizona, or any political subdivision thereof, within the meaning of any State of Arizona Constitutional provision or statutory limitation and shall never constitute or give rise to a pecuniary liability of the Authority, the Arizona Finance Authority, the State of Arizona, or any political subdivision thereof. The Bonds shall not constitute, directly or indirectly, or contingently obligate or otherwise constitute a general obligation of or a charge against the general credit of the Authority, the Arizona Finance Authority, the State of Arizona, or any political subdivision thereof, but shall be special limited obligations of the Authority payable solely from the sources provided for in the proceedings for the issuance of the Bonds. The Authority has no taxing power.

The Bonds will be special limited obligations of the Authority payable solely from the loan repayments to be made by the Borrower to the Authority, and certain funds and accounts established by the trust indenture pursuant to which the Bonds are issued.

At the time and place fixed for the public hearing, all persons who appear will be given a reasonable opportunity to express their views, both orally and in writing, for or against the proposed issuance of the Bonds, the location and nature of the Project and other related matters. The Board will also be requested to consider and take action on a resolution regarding the issuance of the Bonds by the Authority for the Project at the Board’s regularly scheduled April 6, 2020, meeting.

Any person wishing to submit written comments regarding the proposed issuance of the Bonds, the location and nature of the Project and other related matters should do so by submitting comments no later than 5:00 PM on April 5, 2020 to Jeffrey Poley, Esq. at the contact information listed below.

Additional information regarding the Project may be obtained from Jeffrey Poley, Esq., 301 Fayetteville Street, Suite 1400, Raleigh, North Carolina 27601; phone – 919-835-4659; email – jeffpoley@parkerpoe.com.



# Bertie County

## Board of Commissioners

### ITEM ABSTRACT

**MEETING DATE:** May 4, 2020

**SECTION:** Consent (C-1 to C-7)

**DEPARTMENT:** Governing Body

**TOPICS:**

1. Approve Minutes for Regular Meeting 4-20-20
2. Approve Minutes for Closed Session 4-20-20
3. Approve Register of Deeds Fees Report – May 2020
4. Tax Release Journal – March 2020
5. Resolution in support of San Souci Ferry - NCDOT
6. Approval of Holland Consulting Planners, Inc. Work Authorization #6
7. Approval of Capital Improvement Plan – re: PARTF grant

**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**  
**April 20, 2020**  
**REGULAR MEETING**

The Bertie County Board of Commissioners met for a REGULAR 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 (**Zoom**)

Absent:         None

Special Partners Present (Zoom): Medical Director Dr. Michael Lowry

Staff Present: County Manager Juan Vaughan, II.  
                     Assistant County Attorney Jonathan Huddleston  
                     Register of Deeds Annie Wilson

Staff Present (Zoom): Clerk to the Board Sarah Tinkham  
                             Emergency Services Director Mitch Cooper  
                             Finance Director William Roberson  
                             Tax Administrator Jodie Rhea  
                             Human Resources Director Cortney Ward  
                             Planning & Inspections Director Traci White  
                             Emergency Services Director Mitch Cooper  
                             Finance Director William Roberson

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



## **INVOCATION/PLEDGE OF ALLEGIANCE**

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

## **CALL TO ORDER**

He welcomed the limited staff present and thanked those on the phone via Zoom for their participation. Commissioner John Trent and Commissioner Bazemore were recognized as two of the participants via Zoom, and noted that the Board would be checking in with both commissioners throughout tonight's discussions.

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

## **APPOINTMENTS & REPORTS**

### **Swearing in of Juan Vaughan, II as Bertie County Manager effective April 1, 2020**

At this time, Register of Deeds, Annie Wilson came forth to administer the oath for Bertie's new County Manager, Juan Vaughan, II.

The oath was completed and the Board congratulated Mr. Vaughan on his promotion.

County Manager Vaughan thanked the Board for their support, and stated that he was looking forward to the job ahead. He thanked his wife, Austin, and daughter, Adé, for being present at tonight's meeting.

## **Coronavirus Pandemic Update by Emergency Services Director Mitch Cooper & Dr. Michael Lowry**

Emergency Services Director, Mitch Cooper, was present on Zoom to provide a quick update about Bertie County's response to COVID-19.

At this time, Bertie had 25 cases with 10 of those cases being active, 14 are recovered, and one (1) death.

He also noted that Three Rivers Health and Rehabilitation was moving forward in screening all of their patients. He noted that his EMS personnel were being constantly updated on personal protective equipment protocols.

Dr. Michael Lowry, Bertie County's Medical Director, was present via Zoom as a representative of VIDANT-Bertie. Dr. Lowry discussed the VIDANT wide reduction in ER visits. He noted that testing is still a challenge, but that there were several types of tests available. The processing of test results varies – one hour to nine (9) days.

Rapid tests are being sought after the most as they would be best to properly track the spread of the virus.

Dr. Lowry emphasized that studies are highlighting asymptomatic individuals, and that upwards of 40% of these cases are not showing any major symptoms.

Chair Wesson thanked Dr. Lowry, Mr. Cooper, and the EMS staff for their hard work and for always keeping the Board informed.

Citizens are still encouraged to contact their healthcare provider or the ER, in advance, to discuss any possible COVID-19 symptoms. Dr. Lowry also emphasized that besides assistance with breathing treatments, IV fluids, and fever control, there is no proven treatment for COVID-19. If symptoms are not severe, Dr. Lowry recommended self-quarantining at home with every opportunity to rest, and avoid over exertion.

Commissioner Lee asked if or when antibody tests would be available. Dr. Lowry noted that these types of tests were in development, but that there is no data at this point to support the theory that individuals are immune to COVID-19 once they have recovered. Re-infection can not be ruled out at this time.

At this time, Commissioner Atkins noted a question for Mr. Cooper which was if there are any issues with Non-Emergency Transport calls at this time.

There were no other questions at this time. Dr. Lowry noted his phone number so that the Board could reach out to him with any questions.

**Bertie County Library/Cooperative Extension Facility Update by Amber Idol and  
Dani Hoff, MHA Works**

Ms. Idol and Ms. Hoff were present via Zoom to discuss the progress of the Bertie County Library/Cooperative Extension facility.

The project is currently 26-days behind due to initial coordination with contractors taking longer than originally anticipated, limited staffing of subcontractors due to COVID-19, and weather conditions. However, some staff is still on site every day.

At this time, MHA Works is working with each contract to ensure proper task tracking which will be shared with the Board soon.

Chair Wesson gave all Commissioners the opportunity to provide their comments. There were no questions at this time.

**BOARD APPOINTMENTS**

**JCPC Board**

Commissioner Lee made a **MOTION** to appoint Register of Deeds, Annie Wilson, to the JCPC Board. Commissioner Atkins **SECONDED** the motion. The **MOTION PASSED** unanimously.

**CONSENT AGENDA**

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 3-30-30

Vice Chair Lee made a **MOTION** to approve minutes (#1-5) on tonight's agenda. Commissioner Bazemore **SECONDED** the motion.

At this time, several members of the Board discussed whether or not voting remotely was permissible per NC General Statute as it related to Commissioner Bazemore's second for the previous consent items. The Chairman asked for the opinion of Assistant County Attorney Huddleston, and Attorney Huddleston said that in his opinion and in the opinion of County Attorney Lloyd Smith, Jr. the law does not clearly allow remote voting. Attorney Huddleston said that he would consult with Attorney Smith, and they would email the Commissioners with an update later in the week on any changes to their opinion on remote voting.

Out of an abundance of caution, Commissioner Bazemore noted that she would allow her second be carried by Commissioner Atkins with the expectation that voting remotely be properly discussed by the Legal Team and a new update from them be sent to the Commissioners later in the week.

The **MOTION PASSED** unanimously.

6. Approve Register of Deeds Fees Report – March 2020

7. Tax Release Journal – March 2020

Vice Chair Lee made a **MOTION** to approve items #6 and #7 above. Commissioner Atkins **SECONDED** the motion. The **MOTION PASSED** unanimously.

8. Approve County Manager Employment Agreement

Vice Chair Lee made a **MOTION** to approve item #8 above (County Manager Employment Agreement). Commissioner Atkins **SECONDED** the motion. The **MOTION PASSED** unanimously.

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

Vice Chair Lee made a **MOTION** to approve items #9 above (Contribution and Proclamation for American Cancer Society's Relay for Life 2020) including both the \$2,000 contribution and a new proclamation for this year's event in Bertie County. Commissioner Atkins **SECONDED** the motion. The **MOTION PASSED** unanimously.

Commissioner Lee noted that May 15<sup>th</sup> is still tentatively scheduled as this year's event date, but further orders from the Governor would be needed to fully secure that date.

## **DISCUSSION AGENDA**

### **Budget Amendments & Updates from Finance Director William Roberson**

Finance Officer, William Roberson, was present on the phone via Zoom to present two (2) budget amendments (#20-08). The proposed budget amendments and supporting documentation from the Finance Officer read as follows:

BUDGET AMENDMENT				
		# 20-08		
	INCREASE			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			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				

William Roberson

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**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 2<sup>nd</sup> 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**

William Roberson

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**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](mailto: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.

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



Vice Chair Lee made a **MOTION** to approve the budget amendments as presented. Commissioner Atkins prompted the Chairman to ensure that the two commissioners on the phone do not have any questions or concerns.

Commissioner Bazemore and Commissioner Trent had no comments at this time.

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

Next, Mr. Roberson noted that a press release was submitted to local media on March 20<sup>th</sup> which waived late fees, convenience fees, and suspended cut offs for a period of 30-days. This would end on April 22<sup>nd</sup> unless the Board acted at tonight's meeting.

It was also noted by Mr. Roberson that Governor Cooper had issued an Executive Order suspending utility late fees, cut offs and cancellations due to non-payment through May 31, 2020. The County would simply need to address convenience fees, and how those would be handled beyond April 22<sup>nd</sup>.

The Board present in the room and on the phone discussed this matter, and noted that being fair to the citizens was first priority especially since the County building is closed to the public for an indefinite amount of time.

Chairman Wesson made a **MOTION** for the County to stay in line with Governor Cooper's Executive Order regarding utility payments, late fees, suspension in any utility cut offs, and the absorption of convenience fees for those who choose to pay online. The extension would be in place until May 31, 2020 which coincides with Governor Cooper's order. Vice Chair Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

Lastly, Mr. Roberson provided a brief update about the current ad valorem tax collection rate which is 94.95%. He noted that this number should change over the next two and a half months as payments are still being received. He reported that we are projected to meet or surpass the goal set last year which was 96.4%.

Regarding vehicle tax collection, the collection rate for Bertie stands at 76.7%, for nine (9) out of 12 months. Projections are looking favorable to finish the fiscal year on June 30<sup>th</sup> despite any decreases in the next couple of months due to COVID-19.

To address sales tax, the County has received seven (7) out of 12 months of payments, and we are currently sitting at a 61.5% which is ahead of schedule. In summary, Mr. Roberson noted that this percentage is something to watch as it could impact the County's bottom line by the end of the fiscal year.

Thus far, the County is absorbing costs related to COVID-19 purchases, but those expenses are being heavily tracked to be compliant for FEMA reimbursement. Mr. Roberson noted that these items will continue to be monitored so any new updates can be presented to the Board.

There was a brief discussion regarding legislation currently on the floor in the NC General Assembly which would bring considerable funding to counties in North Carolina to address shortfalls due to COVID-19.

As a point of discussion, Commissioner Bazemore cited an email and blog post received from Kevin Leonard regarding voting remotely as part of the governing body.

**Families First Coronavirus Response Act Update by Risk Management/Human Resources Director Cortney Ward**

At this time, Cortney Ward, Human Resources and Risk Management Director, provided a brief presentation about a new federal law entitled the Families First Coronavirus Response Act (FFCRA).

It was noted that all employees had received copies of the corresponding flyers distributed through the Department of Labor. Posters were also present in various places for employees for immediate access as needed.

The Board reviewed a hard copy of Ms. Ward's PowerPoint and discussed as needed.

**Census 2020 Update by Complete Count Committee Liaison & Planning Director Traci White**

Traci White, Planning & Inspections Director, noted the latest statistics for 2020 Census response rates including the national rate of 53.2%, North Carolina's rate of 48.5%, and Bertie County as 38.7%. Town specific response rates would be periodically updated on the County's Facebook page, and the Bertie County 2020 Census page.

Ms. White discussed the present challenges that exist due to the pandemic. Suggestions of flyers in school delivered lunches, Census parades, and creative videos that could be compiled together. Chair Wesson also noted that a Census bus may be available to help.

She also noted a video contest currently underway with the top prize of \$30,000. Chair Wesson also asked if there was any delay in citizens receiving their Census surveys during the pandemic, and Ms. White noted that there was a delay. She informed those on the call that citizens did not have to wait to receive their surveys, and that they could call, provide their address, and complete the Census over the phone.

She also briefly updated the Board on the current response rates in each town.

**Update and Discussion of 2020 Board of Equalization & Review dates by Tax  
Administrator Jodie Rhea – Proposed date of May 4th**

Jodie Rhea, Tax Administrator, came on the line to provide an update about the 2020 Board of Equalization & Review dates.

Per the latest revaluation, the County has 19,058 parcels and 307 informal appeals. 110 are from the Scotch Hall community. There is a total of 13 appeals scheduled to be presented to the Board during their annual review as the Board of Equalization and Review.

Proposed dates for the presentation of those appeals are Monday, May 4<sup>th</sup> and Thursday, June 4<sup>th</sup>.

After a brief discussion, there was consensus among the Board to tentatively conduct the first half of appeals as the Board of Equalization and Review on Monday, May 4<sup>th</sup>.

Mr. Rhea recommended that anyone who has concerns about their property value to please contact the Tax Office, but that two years of market research is conducted in assigning property values. Citizens are encouraged to bring supportive documentation about why they believe their property value was not properly considered.

**Commissioners' Reports (E)**

**Commissioner Trent**

Commissioner Trent asked for clarification about Dr. Lowry's remarks earlier in the meeting about 30-40% of people carrying COVID-19 without any symptoms. Mr. Cooper confirmed this information, and emphasized that new CDC guidance should be available soon to address this issue in particular. Commissioner Trent promoted the continuance of social distancing and heeding the stay at home order to help better prevent the spread.

**Commissioner Bazemore**

Commissioner Bazemore noted that she was muted during the conversation regarding the 2020 Census, but added her idea of an additional robocall for the community reminding them to complete their survey. She also noted that she had sent a blog post to the Legal Team about remote voting during a state of emergency. She inquired if anyone at the Council on Aging had applied for funding that has become available for aging seniors due to the pandemic. Chair Wesson noted he could assist in this endeavor as President of the Mid-East Commission. Lastly, she noted that small businesses are able to go online at [savesmallbusiness.com](http://savesmallbusiness.com) to apply for needed business funding during the pandemic.

### **Vice Chair Lee**

Vice Chair Lee noted that work has continued on the new terminal building at the Tri-County Airport near Woodland, NC. The pandemic and recent weather has thus far not impacted the construction schedule. She also received correspondence today from the Office of Intergovernmental Affairs that NC just received approval for additional money to the electronic benefits transfer (EBT) program. Additional funding will be available directly on program participants' EBT cards. Eligibility and amount of additional funding is dependent on how many school aged children are currently living in the household.

### **Chairman Wesson**

Chairman Wesson read a brief statement about how he encouraged citizens to be aware but not overcome by fear when it comes to this pandemic. He cited his wife as a mental health professional and shared that irrational fears are more dangerous than the virus itself. He thanked everyone for listening and stated that he was praying for the families of Bertie County during this difficult time.

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

Mr. Vaughan thanked the public for their support thus far, as well as the Board for entrusting him in this next step. He also acknowledged the dynamic staff working diligently during this pandemic.

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

Assistant County Attorney, Jonathan Huddleston, had no reports at this time.

### **PUBLIC COMMENTS**

At this time, Chairman Wesson opened up the floor to public comments.

A citizen submitted a question via the Zoom chat feature that was related to demolition and "eye sore" properties, and how these effect property values of adjacent properties.

Assistant County Attorney Huddleston noted that this would depend on the location of the home, inside or outside of a town limit, and whether or not the property presented a particular nuisance or litter concern.

The citizen was encouraged to contact the County directly about their specific property so that it could be investigated further.

There were no other public comments at this time.



**CLOSED SESSION**

Vice Chair Lee made a **MOTION** to go into 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. Commissioner Atkins **SECONDED** the motion. The **MOTION PASSED** unanimously.

The Board shifted into Closed Session.

**ADJOURN**

Vice Chair Lee made a **MOTION** to adjourn the meeting at approximately 8:30 PM. Commissioner Atkins **SECONDED** the motion. The **MOTION PASSED** unanimously.

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Ronald Wesson, Chairman

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Sarah Tinkham, Clerk to the Board



C-3



# 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](http://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 APRIL 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-----	\$2,537.10
10-0030-4344-03	VITAL STATISTICS-----	\$860.00
10-0050-4839-02	MISCELLANEOUS(NOTARY OATHS/PHOTO COPIES, ETC)-----	\$171.55
10-0030-4344-04	NO. MARRIAGE LICENSE----- <u>5</u> @60.00	\$300.00
		<u>\$3,868.65</u>
10-0018-4240-01	N. C. STATE EXCISE STAMP TAX-----	\$2,173.00
10-0030-4344-10	STATE TREASURER FEE----- <u>79</u> @\$6.20	\$489.90
	STATE VITAL RECORDS----- <u>2</u> @14.00	\$28.00
		<u>\$6,559.55</u>
10-0000-1251-00	A/R IN/OUT(REFUND)-----	<u>\$6,559.55</u>

*Annie F. Wilson*

REGISTER OF DEEDS - BERTIE COUNTY  
*By: Shamecia K. Williams, Asst.*

## FOR INFORMATIONAL PURPOSES

D/T /MORTGAGES-----	<u>15</u> @\$6.20=	\$93.00
ADDITIONAL PAGES-----	<u>10</u> @\$0.40=	\$4.00
DEEDS & OTHER INSTRUMENTS-----	<u>71</u> @\$1.94=	\$237.74



C-4



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

May 01, 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 **April** 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\_\_\_\_

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Balance a Group

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Group: RLS\*20\*121  
Type: A Abatement/Relea  
Status: O Open

Group Total:	\$348.75-	Group Transaction Count:	12
Transactions Total:	\$348.75-	Transaction File Count:	12
Difference:	\$0.00	Difference:	0

=====

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



Seq Nbr	Date	Account Number	Taxbill Number	Tax Code	Transaction Amount	Levy Amount	Penalty Amount	Addl Chgs	Interest Amount	Disctn Amount	Trn Cde	Check Number	Trans Rev	Descriptn
				Tax Code Totals										
				G01*10-	78.51-	71.37-	7.14-	0.00	0.00	0.00				
				BRT TAX	70.36-	63.96-	6.40-	0.00	0.00	0.00				
				G01*11-	75.25-	68.41-	6.84-	0.00	0.00	0.00				
				BRT TAX	9.24-	8.40-	0.84-	0.00	0.00	0.00				
				G01*12-	9.24-	8.40-	0.84-	0.00	0.00	0.00				
				BRT TAX	9.24-	8.40-	0.84-	0.00	0.00	0.00				
				G01*13-	9.13-	8.30-	0.83-	0.00	0.00	0.00				
				BRT TAX	9.13-	8.30-	0.83-	0.00	0.00	0.00				
				G01*14-	9.13-	8.30-	0.83-	0.00	0.00	0.00				
				BRT TAX	9.52-	8.65-	0.87-	0.00	0.00	0.00				
				G01*15-	60.00-	0.00	0.00	60.00-	0.00	0.00				
				BRT TAX										
				G01*16-										
				BRT TAX										
				G01*17-										
				BRT TAX										
				G01*18-										
				BRT TAX										
				G01*19-										
				BRT TAX										
				GAR*19-										
				GAR										
				Total for Group	348.75-	262.49-	26.26-	60.00-	0.00	0.00				
				RLS*20*121										

\*\*\*\*\* Totals By Tax Cycle \*\*\*\*\*  
 Cycle Current Delinquent  
 A 0.00 348.75-



RLS*20*121	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
2019	4/20/2020	Winborne, Joyce 19A24329.80 Torn down in 2011	G01	\$8.65	\$0.00	\$0.87		\$9.52
	4/20/2020	Futrell, Edward 19A5828561926 Gr. Fee added to wron acct. #	G01	\$60.00	\$0.00	\$0.00		\$60.00
				\$0.00				\$0.00
								\$69.52

RLS*20*121	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
2018	4/20/2020	Winborne, Joyce 18A24329.80	G01	\$8.30	\$0.00	\$0.83		\$9.13
		Torn down in 2011						
								<u>\$9.13</u>

RLS*20*121	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
2017	4/20/2020	Winborne, Joyce 17A24329.80	G01	\$8.30	\$0.00	\$0.83		\$9.13
		Torn down in 2011						
								<u>\$9.13</u>

RLS*20*121	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
2016	4/20/2020	Winborne, Joyce 16A24329.80	G01	\$8.30	\$0.00	\$0.83		\$9.13
		Torn down in 2011						
								<u>\$9.13</u>

RLS*20*121	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
2015	4/20/2020	Winborne, Joyce 15A24329.80	G01	\$8.40	\$0.00	\$0.84		\$9.24
		Torn down in 2011						
								<u>\$9.24</u>

RLS*20*121	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
2014	4/20/2020	Winborne, Joyce 14A24329.80	G01	\$8.40	\$0.00	\$0.84		\$9.24
		Torn down in 2011						
								<u>\$9.24</u>

RLS*20*121	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
2013	4/20/2020	Winborne, Joyce 13A24329.80	G01	\$8.40	\$0.00	\$0.84		\$9.24
		Torn down in 2011						
								<u>\$9.24</u>

RLS*20*121	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
2012	4/20/2020	Winborne, Joyce 12A24329.80	G01	\$7.80	\$0.00	\$0.78		\$8.58
		Torn down in 2011						
	4/20/2020	Carter, Lewis 12A2405.80	G01	\$60.61		\$6.06		\$66.67
		Listed in error						
								\$75.25



RLS*20*121	DATE	NAME	CODE	LEWY	ADV	PEN	INT	TOTAL
2011	4/20/2020	Carter, Lewis 11A2405.80	G01	\$63.96	\$0.00	\$6.40		\$70.36
		Listed in error						
								<u>\$70.36</u>

RLS*20*121	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
2010	4/20/2020	Carter, Lewis 10A2405.80	G01	\$71.37	\$0.00	\$7.14		\$78.51
		Listed in error						
								<u>\$78.51</u>



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

May 01, 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 **April** 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\_\_\_\_

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Balance a Group

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Type: A Abatement/Relea  
Status: O Open

Group Total:	\$348.75-	Group Transaction Count:	12
Transactions Total:	\$348.75-	Transaction File Count:	12
Difference:	\$0.00	Difference:	0

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

Seq Nbr	Date	Account Number	Taxbill Number	Tax Code	Transaction Amount	Levy Amount	Penalty Amount	Addl Chgs	Interest Amount	Discnt Amount	Trn Check Number	Trans Rev Descriptn
1	04/20/20	24329	19A24329.80	G01	9.52-	8.65-	0.87-	0.00	0.00	0.00	PG286	
***		WINBORNE, JOYCE										
2	04/20/20	24329	18A24329.80	G01	9.13-	8.30-	0.83-	0.00	0.00	0.00	PG260	
***		WINBORNE, JOYCE										
3	04/20/20	24329	17A24329.80	G01	9.13-	8.30-	0.83-	0.00	0.00	0.00	PG246	
***		WINBORNE, JOYCE										
4	04/20/20	24329	16A24329.80	G01	9.13-	8.30-	0.83-	0.00	0.00	0.00	PG187	
***		WINBORNE, JOYCE										
5	04/20/20	24329	15A24329.80	G01	9.24-	8.40-	0.84-	0.00	0.00	0.00	PG104	
***		WINBORNE, JOYCE										
6	04/20/20	24329	14A24329.80	G01	9.24-	8.40-	0.84-	0.00	0.00	0.00	PG32	
***		WINBORNE, JOYCE										
7	04/20/20	24329	13A24329.80	G01	9.24-	8.40-	0.84-	0.00	0.00	0.00	PG13	
***		WINBORNE, JOYCE										
8	04/20/20	24329	12A24329.80	G01	8.58-	7.80-	0.78-	0.00	0.00	0.00	PG272	
***		WINBORNE, JOYCE										
9	04/20/20	24524	19A5828561926	GAR	60.00-	0.00	0.00	60.00-	0.00	0.00	PG286	
***		FUTRELL, EDWARD E										
10	04/20/20	2405	10A2405.80	G01	78.51-	71.37-	7.14-	0.00	0.00	0.00	PG210	
***		CARTER, LEWIS, HEIRS										
11	04/20/20	2405	11A2405.80	G01	70.36-	63.96-	6.40-	0.00	0.00	0.00	PG251	
***		CARTER, LEWIS, HEIRS										
12	04/20/20	2405	12A2405.80	G01	66.67-	60.61-	6.06-	0.00	0.00	0.00	PG272	
***		CARTER, LEWIS, HEIRS										

Tax Code	Tax Code Totals	Transaction Amount	Levy Amount	Penalty Amount	Addl Chgs	Interest Amount	Disctn Amount	Trn Cde	Check Number	Trans Rev	Descriptn
G01*10-	BRT TAX	78.51-	71.37-	7.14-	0.00	0.00	0.00				
G01*11-	BRT TAX	70.36-	63.96-	6.40-	0.00	0.00	0.00				
G01*12-	BRT TAX	75.25-	68.41-	6.84-	0.00	0.00	0.00				
G01*13-	BRT TAX	9.24-	8.40-	0.84-	0.00	0.00	0.00				
G01*14-	BRT TAX	9.24-	8.40-	0.84-	0.00	0.00	0.00				
G01*15-	BRT TAX	9.24-	8.40-	0.84-	0.00	0.00	0.00				
G01*16-	BRT TAX	9.13-	8.30-	0.83-	0.00	0.00	0.00				
G01*17-	BRT TAX	9.13-	8.30-	0.83-	0.00	0.00	0.00				
G01*18-	BRT TAX	9.13-	8.30-	0.83-	0.00	0.00	0.00				
G01*19-	BRT TAX	9.52-	8.65-	0.87-	0.00	0.00	0.00				
GAR*19-	GAR	60.00-	0.00	0.00	60.00-	0.00	0.00				

Total for Group  
 RLS\*20\*121  
 348.75-      262.49-      26.26-      60.00-      0.00      0.00

\*\*\*\*\*  
 Cycle  
 A  
 \*\*\*\*\*  
 Totals By Tax Cycle  
 Current      0.00  
 Delinquent      348.75-

RLS*20*121	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
2019	4/20/2020	Winborne, Joyce 19A24329.80 Torn down in 2011	G01	\$8.65	\$0.00	\$0.87		\$9.52
	4/20/2020	Futrell, Edward 19A5828561926 Gr. Fee added to wron acct. #	G01	\$60.00	\$0.00	\$0.00		\$60.00
				\$0.00				\$0.00
								\$69.52

RLS*20*121	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
2018	4/20/2020	Winborne, Joyce 18A24329.80	G01	\$8.30	\$0.00	\$0.83		\$9.13
		Torn down in 2011						
								<u>\$9.13</u>



RLS*20*121	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
2017	4/20/2020	Winborne, Joyce 17A24329.80	G01	\$8.30	\$0.00	\$0.83		\$9.13
		Torn down in 2011						
								<u>\$9.13</u>

RLS*20*121	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
2016	4/20/2020	Winborne, Joyce 16A24329.80	G01	\$8.30	\$0.00	\$0.83		\$9.13
		Torn down in 2011						
								<u>\$9.13</u>

RLS*20*121	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
2015	4/20/2020	Winborne, Joyce 15A24329.80	G01	\$8.40	\$0.00	\$0.84		\$9.24
		Torn down in 2011						
								<u>\$9.24</u>

RLS*20*121	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
2014	4/20/2020	Winborne, Joyce 14A24329.80	G01	\$8.40	\$0.00	\$0.84		\$9.24
		Torn down in 2011						
								<u>\$9.24</u>

RLS*20*121	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
2013	4/20/2020	Winborne, Joyce 13A24329.80	G01	\$8.40	\$0.00	\$0.84		\$9.24
		Torn down in 2011						
								<u>\$9.24</u>

RLS*20*121	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
2012	4/20/2020	Winborne, Joyce 12A24329.80	G01	\$7.80	\$0.00	\$0.78		\$8.58
		Torn down in 2011						
	4/20/2020	Carter, Lewis 12A2405.80	G01	\$60.61		\$6.06		\$66.67
		Listed in error						
								\$75.25

RLS*20*121	DATE	NAME	CODE	LEWY	ADV	PEN	INT	TOTAL
2011	4/20/2020	Carter, Lewis 11A2405.80	G01	\$63.96	\$0.00	\$6.40		\$70.36
		Listed in error						
								<u>\$70.36</u>

RLS*20*121	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
2010	4/20/2020	Carter, Lewis 10A2405.80	G01	\$71.37	\$0.00	\$7.14		\$78.51
		Listed in error						
								<u>\$78.51</u>





C-5



**BOARD OF COMMISSIONERS**  
RONALD "RON" WESSON, Chair  
TAMMY LEE, Vice Chair  
ERNESTINE BAZEMORE  
JOHN TRENT  
GREG ATKINS

**RESOLUTION REQUESTING ADDITIONAL FUNDING PROVISION FOR  
SANS SOUCI FERRY OPERATIONS IN BERTIE COUNTY**

**WHEARAS**, passenger ferries represent one of the most cost-effective options for providing transportation capacity and service between communities and destinations located in Northeastern North Carolina rural communities; and

**WHEREAS**, passenger ferries represent a multimodal regional transportation capacity option that can be implemented more economically and greater efficiency than other options; and

**WHEREAS**, the Sans Souci Ferry is an important piece of history from a by-gone era dating back to the 1930's, and still serves as a local landmark in Bertie County; and

**WHEREAS**, the Ferry was prominently featured in the 2019 Cycle NC Coastal Ride where several hundred cyclists utilized it to complete the race; and

**WHEREAS**, Sans Souci Ferry connects Sans Souci to the Woodard Road side of Bertie County by way of the Cashie River at the southeastern tip of Bertie County's world-class water system; and

**WHEREAS**, the North Carolina Department of Transportation plans to terminate its contract with Mr. David Hunt for Ferry Operations of Sans Souci Ferry in Bertie County effective Saturday, June 13<sup>th</sup>, 2020; and

**WHEREAS**, in response to the attached Sans Souci Ferry Operation cancellation notice the Bertie County Board of Commissioners believe that:

- 1) the loss of funds to the operation of Sans Souci Ferry will have a particular adverse effect on the economy beyond that of COVID-19
- 2) the continued operation of Sans Souci Ferry is beneficial to the Bertie County community and the region; and

**NOW THEREFORE, BE IT RESOLVED**, that the County of Bertie hereby requests that the State of North Carolina provide additional funding for the continued operation of Sans Souci; and

**BE IT FURTHER RESOLVED**, that the Bertie County Board of Commissioners is in support of additional funding from the State of North Carolina to be awarded and specified to the North Carolina Department of Transportation for the continued operation of Sans Souci Ferry transportation services.

This resolution will become effective immediately upon its adoption.

Adopted this \_\_\_\_ day of May 2020.

BERTIE COUNTY BOARD OF COMMISSIONERS

---

Ronald "Ron" Wesson,  
Chairman

ATTEST:

---

Sarah Tinkham,  
Clerk to the Board



C-6

Work Authorization #6 (January 1, 2020 through June 30, 2020)  
Contract for Consultant Services  
Holland Consulting Planners, Inc. and Bertie County  
Hurricane Matthew NC Disaster Recovery Act of 2017 (NC-DRA) Project, HCP #5644

Background

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

General Conditions

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

Tasks Approved By This Work Authorization

*General Administration and Contract Administration Tasks*

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

*Programmatic Tasks*

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

Fee

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

Staff Position	Hourly Rate
<b>Holland Consulting Planners, Inc.</b>	
T. Dale Holland, AICP, Principal	\$160.00
Chris Hilbert, Program Manager	\$105.00
Jessie Miars, Program Administrator/Coordinator	\$90.00
Gary Miller, Senior Housing Inspector	\$85.00
Keith Jenkins, Housing Inspector	\$75.00
Donna Blackmon, Asst/ Program Administrator/Coordinator	\$75.00
Administrative Services	\$60.00

Time Schedule

The tasks approved by this Work Authorization shall extend through December 30, 2020.

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

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

HOLLAND CONSULTING PLANNERS, INC.

BERTIE COUNTY, NC



T. Dale Holland, President

Ron Wesson, Chair



Witness

Clerk to the Board

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

Finance Officer

Date

(SEAL)



C-7

**Bertie County Capital Improvements Plan**

Date Adopted:

Page 1 of 2

FY 2021 -- 2025 General Fund Departments

**Total Project Estimate**

**Fiscal Year**

2020-21 2021-22 2022-23 2023-24 2024-25 2025-26

Notes & further description

		2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	
<b>Governing Body -- Special Initiatives</b>								
Teacher Housing Initiative	\$2,800,000					\$2,800,000		The Board of Commissioners has identified these projects for potential federal funding when the opportunity for a Congressional earmark becomes available through Rep. G.K. Butterfield's Office.
Bertie High School pedestrian crossing (tunnel)	\$650,000				\$650,000			
Broadband expansion in remote areas	\$500,000			\$500,000				
<b>Public Buildings</b>								
Library, Cooperative Extension and Community Room	\$550,000	\$550,000						
Demolition--Library, Coop Ext, Queen Street Duplex (for parking)	\$180,000			\$180,000				
Courthouse and Administration restroom renovations	\$120,000							In progress
Parking lot resurfacing at multiple locations	\$50,000	\$50,000						
Animal Shelter renovations	\$85,000	\$85,000						
Courthouse clock tower restoration	\$15,000		\$15,000					
<b>Board of Elections</b>								
New voting machines mandated by the State	\$200,000	\$200,000						
<b>Emergency Management</b>								
Mobile generators for school emergency shelters	\$150,000		\$150,000					
Central receiving & distribution point for joint use logistics facility (20,000 s.f.)	\$2,200,000			\$2,200,000				
<b>Sheriff's Office</b>								
Secure storage warehouse for court ordered evidence retention including demolition of old school bus garage (15,000 s.f.)	\$1,125,000				\$1,125,000			
<b>Communications</b>								
VIPER radios for volunteer fire departments	\$2,000,000		\$2,000,000					
<b>EMS Paramedic and Non-Emergency Transport Services</b>								
Back-up generators for Aulander and Colerain stations	\$75,000		\$75,000					
Station One building addition for NETS staff & operations facility size estimate (7,000 s.f.)	\$875,000			\$875,000				
<b>Register of Deeds</b>								
Hardware & Software system upgrade	\$90,000	\$90,000						
<b>Tax Office</b>								
Hardware & Software system upgrade	\$203,500	\$58,500	\$110,000	\$35,000				
<b>Information Technology</b>								
Document Imaging System	\$100,000		\$100,000					
<b>Page 1 Total</b>	\$11,968,500	\$1,033,500	\$2,450,000	\$3,790,000	\$1,775,000	\$2,800,000	\$0	

CONTINUED NEXT PAGE



FY 2021 -- 2025 General Fund Departments	Total Project Estimate	Fiscal Year						Notes & further description
		2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	
<b>Parks &amp; Recreation</b>								
Tall Glass of Water (TGOW) land acquisition-- <b>completed</b>	-\$1,000,000							2016 PARTF Grant of \$500,000
<u>TGOW Phase One</u> --Beach Access improvements(ADA), restrooms, picnic shelter, hiking trails, primitive camping and signage	\$1,100,000	\$600,000	\$500,000					<b>See Master Plan</b> 500,000 PARTF; 75,000 CAMA; 75,000 NCTRAILS; 150,000 USDA
<u>TGOW Phase Two</u> --Outdoor event space, restrooms, showers and picnic pavilion, multi-purpose pavilion, parking, expanded camping, additional trails and shoreline stabilization	\$5,500,000		\$500,000	\$1,500,000	\$1,500,000	\$2,000,000		Shoreline Stabilization first
<u>TGOW Phase Three</u> --Cabin camping, comfort station, concessions, archeological site interpretation, community center, road paving, and infrastructure for water, sewer and electricity.	\$12,300,000			\$4,000,000	\$2,300,000	\$3,000,000	\$3,000,000	Need infrastructure early to initiate Rv and camping
<u>TGOW Phase Four</u> --RV camping facilities, additional picnic, restroom showers and maintenance facility for on-site staff	\$1,500,000				\$1,000,000	\$500,000		Park based income stream commences
<u>TGOW Phase Five</u> --NC Dept. of Transportation (I-87) Welcome Center								Requires further discussion with NCDOT
<u>Blue Jay Recreation Park Phase One</u> (indoor basketball courts, paved walking trail and parking lot improvements)-- <b>completed</b>	-\$419,644							
<u>Blue Jay Park Phase Two</u> (update ballfields, dug outs, lighting)	\$250,000							
Powellsville Family Wellness Center -- <b>Recreation Plan</b>	\$75,000		\$75,000					Three (3) year lease
Aulander Place of Possibilities -- <b>Recreation Plan</b>	\$105,000			\$105,000				Three (3) year lease
Merry Hill John P. Law Elementary School -- <b>Recreation Plan</b>	\$1,200,000				\$1,200,000			
Lewiston-Woodville John B. Bond Elementary School -- <b>Rec. Plan</b>	\$1,500,000					\$1,500,000		
All Terrain Vehicle (ATV) facility -- <b>Rec. Plan</b>	\$350,000			\$35,000				99 acre County owned land (former landfill)
<b>Page 2 Total</b>	\$22,460,356	\$600,000	\$1,075,000	\$5,640,000	\$6,000,000	\$7,000,000	\$3,000,000	
<b>Total CIP estimate for all projects FY 2021-2025</b>	\$46,397,356	\$2,667,000	\$5,975,000	\$13,220,000	\$9,550,000	\$12,600,000	\$3,000,000	



# **Bertie County**

## **Board of Commissioners**

### **ITEM ABSTRACT**

**MEETING DATE:** April 20, 2020

**SECTION:** Discussion

**DEPARTMENT:** Governing Body

**TOPIC(S):**

1. Budget Amendments & Updates from Finance Director William Roberson
2. First read: proposed Board of Commissioners rules, policies, and procedures
3. Discussion of 2020 River Fest scheduled for June 6th
4. COVID-19 Update and discussion of Stay at Home Order expiration by Emergency Services Director Mitch Cooper

**COUNTY MANAGER RECOMMENDATION OR COMMENTS:** Discussion requested.

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

**ATTACHMENTS:** Yes

**LEGAL REVIEW PENDING:** N/A

**ITEM HISTORY:** ---



D-1

# BUDGET AMENDMENT

		# 20-09		
	INCREASE			INCREASE
10-0025-4433-25	\$ 2,500		10-5860-5400-13	\$ 2,500
TO SETUP BUDGET FOR PERDUE GRANT AWARDED TO COA FOR COVID-19 RESPONSE AND RECOVERY AFTER THE CRISIS RESOLVES				
	INCREASE			INCREASE
10-0025-4583-01	\$ 7,250	CHILDREN MATTERS	10-6100-5695-62	\$ 6,500
		TEEN COURT	10-6100-5695-50	\$ 1,200
		SECOND CHANCE	10-6100-5695-79	\$ 750
TO INCREASE JCPC FUNDING TO MATCH DISCRETIONARY (EXPANSION) FUNDING AWARD				
APPROVED ___ / ___ /2020				

# BUDGET AMENDMENT

		# 20-09	
	INCREASE		INCREASE
10-0025-4433-25	\$ 2,500		10-5860-5400-13 \$ 2,500
TO SETUP BUDGET FOR PERDUE GRANT AWARDED TO COA FOR COVID-19			
RESPONSE AND RECOVERY AFTER THE CRISIS RESOLVES			

Check Date	04/16/2020	Check No.	246727	Payee	BERTIE COUNTY CENTER ON AGING	Check Amount	\$2,500.00
Reference No.	398744	Description	Grant Purpose: COVID-19 Response of Your Organization and Recovery After the Crisis Resolves	Date		Amount	2,500.00

Franklin P. and Arthur W. Perdue Foundation, Inc. Foundation Source, Administrator 246727

**Franklin P. and Arthur W. Perdue Foundation, Inc.**  
 Foundation Source, Administrator  
 501 Silverside Road, Suite 123  
 Wilmington, DE 19809  
 (800) 839-1754

STERLING NATIONAL BANK  
 21 SCARSDALE ROAD  
 YONKERS, NY 10707  
 50-7044/2219

**246727**  
**04/16/2020**

**PAY \*\*\*\*\*Two Thousand Five Hundred Dollars And 00 Cents\*\*\*\*\***

**\$2,500.00**

VOID AFTER 180 DAYS

To The **BERTIE COUNTY CENTER ON AGING**  
 Order Of: **103 W. SCHOOL STREET**  
**WINDSOR, NC 27983**

  
 Susan Calzona

Memo.

⑈ 246727⑈ ⑆ 221970443⑆ 3310001201⑈

**FRANKLIN P. AND ARTHUR W. PERDUE FOUNDATION, INC.**

April 16, 2020

Bertie County Center on Aging  
103 W. School Street  
Windsor, NC 27983

Dear Sir or Madam:

The Franklin P. and Arthur W. Perdue Foundation, Inc. is pleased to enclose a check in the amount of \$2,500 for COVID-19 Response of Your Organization and Recovery After the Crisis Resolves administered by the Bertie County Center on Aging. This grant is subject to the terms set forth in the attached Grant Terms and Conditions and, by cashing the grant check, you are indicating that you agree to its terms.

We welcome you to re-apply for the grant for the kitchen construction after the Covid-19 Crisis resolves.

Please send any receipts, grant confirmations or other correspondence regarding this contribution to the fax number or mailing address specified below.

The Franklin P. and Arthur W. Perdue Foundation, Inc. wishes you and your organization every success in your important work during this time. If you have any questions concerning this grant agreement, please contact Foundation Source, the administrator for the Franklin P. and Arthur W. Perdue Foundation, Inc., at 1-800-839-1821.

Sincerely,

Foundation Source  
Administrator, Franklin P. and Arthur W. Perdue Foundation, Inc.

Address for expressions of your organization's appreciation of this grant	Fax number for grant receipts and confirmations
Kim R. Nechay c/o Franklin P. and Arthur W. Perdue Foundation, Inc. PO Box 1537 Salisbury, MD 21802	Fax: (203) 549-0835

(203)

**FRANKLIN P. AND ARTHUR W. PERDUE FOUNDATION, INC.  
GRANT TERMS AND CONDITIONS**

**Grant Amount:** \$2,500.00

**Grant Recipient:** Bertie County Center on Aging (the "Grantee")

- a. **Tax-Exempt Status of the Grantee:** The Grantee is an exempt governmental unit treated as a public organization under Internal Revenue Code Section 509(a)(1).
- b. **Grant Purpose and Expenditure of Funds:** The Grantee agrees to apply the grant funds exclusively toward COVID-19 Response of Your Organization and Recovery After the Crisis Resolves, as administered by the Grantee. The grant funds are not to be used for any other purpose without the Foundation's prior approval in writing. However, if such use would require the Grantee to distribute the grant funds without the Grantee's discretion to another entity or individual, this grant will be deemed general and unrestricted with a non-binding recommendation that the grant funds be used for the specified purpose. The Grantee further agrees to use the grant proceeds only for educational, scientific, literary, religious or other charitable purposes consistent with the Grantee's above described tax-exempt status. The Grantee will not use any of the grant funds to influence any legislation or the outcome of any election, to conduct a voter registration drive, or to pay the overhead expenses attributed to any such activities. Additionally, the Grantee will not use any of the grant funds to satisfy a charitable pledge or obligation of any person or organization other than the Foundation, or to provide any tangible economic benefit to any Foundation manager or substantial contributor or their respective family members.
- c. **Return of Grant Funds:** The Grantee agrees to return any grant funds not expended for the purposes described above to the Foundation, c/o Foundation Source at 55 Walls Drive, Suite 302, Fairfield, CT 06824-5163. The rules governing private foundations also require the Grantee to return the enclosed grant if the Grantee is no longer recognized by the Internal Revenue Service as having the above described tax-exempt status.
- d. **Foundation Connection:** If the Foundation, its officers, directors, trustees, substantial contributors, and the family members of the foregoing individuals, acting separately or together, "controls" the Grantee, additional terms may apply. Here, the term "control" means the ability to require the Grantee to make or refrain from making an expenditure, or to perform (or prevent it from performing) any act which significantly affects its operations. While it is our understanding that the Grantee is not so controlled, if the Grantee believes otherwise, the Grantee agrees to notify the Foundation immediately and refrain from expending the grant funds until mutually agreed upon terms are reached. Any notification required under this paragraph shall be sent to the Foundation c/o Foundation Source at the above address.
- e. **Other Terms:** These Grant Terms and Conditions encompass the entire agreement between the Foundation and the Grantee, and supersede all previous understandings and agreements between the Foundation and the Grantee, whether oral or written. This grant is subject to these Grant Terms and Conditions; by cashing the grant check the Grantee indicates its agreement to these terms. The term "Foundation" means the foundation making this grant.



# BUDGET AMENDMENT

# 20-09				
INCREASE				INCREASE
10-0025-4583-01	\$ 7,250	CHILDREN MATTERS	10-6100-5695-62	\$ 6,500
		TEEN COURT	10-6100-5695-50	\$ 1,200
		SECOND CHANCE	10-6100-5695-79	\$ 750
TO INCREASE JCPC FUNDING TO MATCH DISCRETIONARY (EXPANSION) FUNDING AWARD				



# North Carolina Department of Public Safety

Adult Correction and Juvenile Justice-Juvenile Community Programs

Roy Cooper, Governor  
Erik A. Hooks, Secretary

Timothy D. Moose, Chief Deputy Secretary  
William L. Lassiter, Deputy Secretary  
Cindy Porterfield, Director

April 27, 2020

Dear Marcia Watford:

Congratulations! The Juvenile Community Programs Section is pleased to announce that the Children Matters Program in Bertie County, has been awarded discretionary funding in the amount of \$6,500 for FY 2019 - 2020! This award is to fund the request for recertification, certified training materials and Summer Camp. As a reminder, discretionary awards for the 2019-2020 are being treated as expansion funds and require no match unless the funds are used for the purchase of equipment or capital outlay (valued at \$500 or more with a useful life in excess of one year). In order to complete the award process, please access NCALLIES, complete a Program Agreement Revision, and prompt your Area Consultant via email once the revision is completed. If you have any questions or need technical assistance to complete the revision process, please contact your consultant.

We are providing this notification of discretionary fund award to your agency to ensure that all local approvals by the JCPC and local county commission boards may be accomplished. However, there may be some modifications to this process locally, given the effects of COVID-19 and direct impacts on public meetings. Please check with your local county government officials to ensure that all local actions taken to complete this process are in accordance with locally approved/adjusted protocols.

Please note the following timeline to ensure timely disbursement of discretionary fund awards:

- **April 30, 2020 (COB)** Discretionary Award Notifications made to providers/ JCPCs.
- **May 6, 2020 - May 22, 2020-** Programs/JCPCs awarded discretionary funds submit Program Agreement Revisions in NCALLIES for Consultant review, approval, and release for DocuSign electronic signatures.

*Note: Program providers must follow the practices of the local JCPC when requesting discretionary funds to insure that JCPCs and County Commission Boards have ample time to approve county allocation increases via discretionary awards.*

**MAILING ADDRESS:**  
4212 Mail Service Center  
Raleigh, NC 27699-4212  
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**OFFICE LOCATION:**  
3010 Hammond Business Place  
Raleigh, NC 27603  
Telephone: (919) 733-3388

- **May 25, 2020-** Deadline for completion of all DocuSign signatures. Programs completing all Program Agreement Revision DocuSign e-signatures prior to May 25<sup>th</sup> will be eligible for a May disbursement.
- **June 8, 2020-**Program Revisions with completed DocuSign e-signatures by June 8<sup>th</sup> (by close of business) will receive discretionary funds in the June disbursement. (Note: Failure to meet the June 8<sup>th</sup> DocuSign e-signature deadline may result in termination of the award of discretionary funds.)

Thank you for your continued investment in the youth and families of North Carolina through the valuable services that you offer, particularly during this time of significant challenges for our state and for the youth and families that we serve. It is our hope that this discretionary fund award will further enhance and offer the needed support for your agency to provide continuity of services for our juveniles and their families.

Kind regards,



Cindy Porterfield, Director  
Juvenile Community Programs

Cc: JCPC Chairperson  
County Finance Officer



# North Carolina Department of Public Safety

Adult Correction and Juvenile Justice-Juvenile Community Programs

Roy Cooper, Governor  
Erik A. Hooks, Secretary

Timothy D. Moose, Chief Deputy Secretary  
William L. Lassiter, Deputy Secretary  
Cindy Porterfield, Director

April 27, 2020

Dear Bonnie Powell:

Congratulations! The Juvenile Community Programs Section is pleased to announce that the Conflict Resolutions Teen Court Program has been awarded **discretionary funding** in the amount of **\$1,200** for FY 2019 - 2020! This award is to fund the request for a lap top and mobile hotspot. As a reminder, discretionary awards for the 2019-2020 are being treated as expansion funds and require no match unless the funds are used for the purchase of equipment or capital outlay (valued at \$500 or more with a useful life in excess of one year). In order to complete the award process, please access NCALLIES, complete a Program Agreement Revision, and prompt your Area Consultant via email once the revision is completed. If you have any questions or need technical assistance to complete the revision process, please contact your consultant.

We are providing this notification of discretionary fund award to your agency to ensure that all local approvals by the JCPC and local county commission boards may be accomplished. However, there may be some modifications to this process locally, given the effects of COVID-19 and direct impacts on public meetings. Please check with your local county government officials to ensure that all local actions taken to complete this process are in accordance with locally approved/adjusted protocols.

Please note the following timeline to ensure timely disbursement of discretionary fund awards:

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Kind regards,



Cindy Porterfield, Director  
Juvenile Community Programs

Cc: JCPC Chairperson  
County Finance Officer



# North Carolina Department of Public Safety

Adult Correction and Juvenile Justice-Juvenile Community Programs

Roy Cooper, Governor  
Erik A. Hooks, Secretary

Timothy D. Moose, Chief Deputy Secretary  
William L. Lassiter, Deputy Secretary  
Cindy Porterfield, Director

April 27, 2020

Dear Olivia Taylor,

Congratulations! The Juvenile Community Programs Section is pleased to announce that the Second Chance Counts Program in Bertie County, has been awarded **discretionary funding** in the amount of **\$750** for FY 2019 - 2020! This award is to fund the request for a laptop and mobile hotspot.. As a reminder, discretionary awards for the 2019-2020 are being treated as expansion funds and require no match unless the funds are used for the purchase of equipment or capital outlay (valued at \$500 or more with a useful life in excess of one year). In order to complete the award process, please access NCALLIES, complete a Program Agreement Revision, and prompt your Area Consultant via email once the revision is completed. If you have any questions or need technical assistance to complete the revision process, please contact your consultant.

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Kind regards,



Cindy Porterfield, Director  
Juvenile Community Programs

Cc: JCPC Chairperson  
County Finance Officer



D-2



## RULES AND PROCEDURES FOR CONDUCTING VIRTUAL/TELEPHONIC MEETINGS BERTIE COUNTY BOARD OF COMMISSIONERS

The Bertie County Board of Commissioners is committed to efficient, effective, and transparent government administration while maintaining the health and safety of Bertie County and its constituents. In efforts to provide reasonable access to meetings while promoting health and safety, the Board does hereby establish the following rules and procedures for conducting virtual and/or telephonic meetings:

1. The Board affirms the use of Roberts' Rules of Order as the basis for the Rules of Procedure which govern regular, special, and emergency meetings of the Bertie County Board of Commissioners.
2. The Board authorizes the use of telephone and/or video conference technology to accommodate the needs of members who cannot attend meetings due to circumstances beyond their control. Such telephone and/or video conference technology shall only be permitted at meetings where a means of technology is available that allows all persons participating to hear each other at the same time, thereby offering the opportunity for simultaneous communication and deliberation.
3. When possible, a quorum of the Bertie County Board of Commissioners and staff will be stationed in the meeting chambers to maintain the recommended social distancing of at least 6 feet. Some commissioners may also call into the meeting.
4. During times when it is unsafe to meet and mass gatherings are prohibited, such as a pandemic, only County government staff necessary to conduct the meeting or to speak on scheduled agenda items will physically attend the meeting.
5. Board Members participating electronically via videoconference or telephone will mute his/her phone when he/she is not speaking, unmute his/her phone and address the Board Chair when seeking to obtain the floor, and shall wait until the Board Chair recognizes him/her before asserting control of the floor.
6. A Board member participating by telephone and/or video conference technology means shall explicitly notify the board when the remote participant will be leaving the meeting or rejoining the meeting by terminating or restarting the electronic connection, and will not be considered present if the connection is lost unintentionally due to technical problems.
7. During times when it is unsafe to meet and mass gatherings are prohibited, such as a pandemic, meetings will not be open to members of the public to attend in person. The public will have the opportunity to listen to the meeting by a means provided by the County, such as calling in by phone and/or web access using a computer or electronic device.
8. There will be a public comment period once a month. Members of the public may contact the Clerk to the Board directly by phone or email prior to the meeting, or during the meeting utilizing the means made available, such as Zoom or Facebook. The length of time and content of comments must adhere to the Board's Public Comments Rules & Procedures.