

# Bertie County Board of Commissioners



October 18, 2021  
6:00 PM

	Ronald "Ron" Wesson	District I
	Greg Atkins	District II
Chair	Tammy A. Lee	District III
Vice Chair	John Trent	District IV
	Ron Roberson	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 the County Manager's Office at 794-5300.

**BERTIE COUNTY BOARD OF COMMISSIONERS**  
**October 18, 2021**  
**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** Call to Order & Roll Call by Board Chair Tammy Lee, Commissioners Room, Windsor

Invocation and Pledge of Allegiance by Commissioner Ron Wesson

Public Comments (*3-minute limit per speaker*)

**(A)**  
**\*\*\* REPORTS & APPOINTMENTS \*\*\***

- (1) Presentation of 2021 NC Cooperative Extension County Partnership Award – Bertie County Extension Director Billy Barrow & Northeast District Director Art Bradley
- (2) Presentation of Youth Program Graduate – 4-H Extension Agent Guy Holley
- (3) Reports from Tax Administrator Jodie Rhea:
  - (a) Request for Approval of Late Application for Property Tax Exemption
  - (b) Request for Relief of Motor Vehicle Collection

**Board Appointments (B)**

No appointments.

**Consent Agenda (C)**

1. Approve 4-7-2021 Work Session Minutes
2. Register of Deeds Fee Report – September 2021
3. ABC Funds Report for FY 2020-2021 prepared by Trillium Health Resources
4. Resolution Establishing a HOME Program Housing Consortium

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

1. Discussion of Rotation for Chair & Vice Chair of Board of Commissioners
2. Road Safety & Maintenance Ordinance Update by Attorney Lloyd Smith

**Commissioners' Reports (E)**

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

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

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

**Closed Session**

Pursuant to NCGS § 143-318.11(a)(3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged.

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

**Adjourn**



# Bertie County

Board of Commissioners

## ITEM ABSTRACT

**MEETING DATE:** October 18, 2021

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

**DEPARTMENT:** Governing Body

**TOPICS:**

- (1) Presentation of 2021 NC Cooperative Extension County Partnership Award - Bertie County Extension Director
- (2) Presentation of Youth Program Graduate - 4-H Extension Agent Guy Holley
- (3) Reports from Tax Administrator Jodie Rhea:
  - (a) Request for Approval of Late Application for Property Tax Exemption
  - (b) Request for Relief of Motor Vehicle Collection

**COUNTY MANAGER RECOMMENDATION OR COMMENTS:**

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

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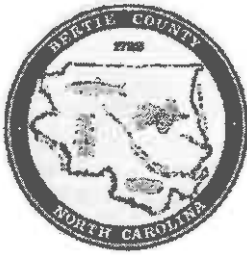
**ATTACHMENTS:** Yes

**LEGAL REVIEW PENDING:** N/A

**ITEM HISTORY:** ---



A-3



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

October 18, 2021

Bertie County Board of Commissioners Regular Meeting

Re: Approval of late application for Property Tax Relief-Elderly/Disabled Exclusion

On September 28, 2021, a late application for Property Tax Relief for Elderly/Disabled Exclusion was received in the Tax Office from Ms. Verna Mitchell Bazemore. In 2005 Mr. & Mrs. Bazemore were receiving the elderly exclusion. In 2005 the property was deeded to their children causing for the removal of the exclusion. In 2020, Ms. Bazemore was given a life time right to live on the property making her eligible to receive the exclusion again. Ms. Bazemore has stated she was unaware that she had to re-apply for the exclusion.

N.C.G.S. 105-282.1(a1) states the following: "Upon showing of good cause by the applicant for failure to make a timely application, an application for exemption or exclusion filed after the due date may be approved by the Department of Revenue, the Board of Equalization and Review, the Board of County Commissioners, or the governing body of a municipality, as appropriate. An untimely application for exemption or exclusion approved under this subsection applies only to property taxes levied by the County or Municipality in the calendar year in which the untimely application is filed."

On July 5, 2016, the Bertie County Board of Commissioners adopted a resolution entitled: "Interpretation of "Good Cause" Regarding Late Filing For Tax Relief (Exemption/Exclusion)" The Board decided to take a lenient approach towards the interpretation of "Good Cause" when dealing with untimely applications due to the broadness of the term and recommendations from the UNC School of Government and the North Carolina Department of Revenue.

Giving these facts, I request the Board to approve Ms. Bazemore's application.

Jodie Rhea  
Tax Administrator  
Bertie County



## BERTIE COUNTY

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

## BOARD OF COMMISSIONERS

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

### INTERPRETATION OF "GOOD CAUSE" REGARDING LATE FILING FOR TAX RELIEF (EXEMPTIONS/EXCLUSIONS)

According to 105-282.1 (a1) of the North Carolina General Statutes, "upon showing of cause by the applicant for failure to make a timely application, an application for exemption or exclusion filed after the close of the listing period may be approved by... the Board of Equalization and Review. An untimely application for exemption or exclusion approved under this subsection applies only to property taxes levied by the county or municipality in the calendar year in which the untimely application is filed."

After considering the recommendations of the University of North Carolina's School of Government, the North Carolina Department of Revenue's Local Government Section, and after review of the practices of several counties in North Carolina, the 2016 Bertie County Board of Equalization and Review (BER) has decided to adopt a lenient approach towards the interpretation of "good cause" when dealing with applications for tax exemption and exclusion filed at the June 1<sup>st</sup> deadline.

If all necessary criteria for approval have been met except for the timeliness of the filing, the BER is inclined to grant approval to the application.

The BER believes that this policy is consistent with the sentiments of the Bertie County Board of County Commissioners as related to providing fair and reasonable customer service experience to those individuals or organizations most in need of the tax relief opportunities offered the Machinery Act of North Carolina.

This 5th day of July, 2016.

A handwritten signature in black ink, appearing to read "John Trent", is written over a horizontal line. The signature is stylized and somewhat circular.

Chairman John Trent

A handwritten signature in black ink, appearing to read "Sarah S. Tinkham", is written over a horizontal line. The signature is cursive and flows across the line.

Sarah S. Tinkham, Clerk to the Board



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

October 18, 2021

Request for relief from collecting taxes on classified motor vehicles

Under NCGS 105-373(h) attached; the Board may relieve the tax collector of the charge of taxes on classified motor vehicles when it appears the taxes are uncollectible.

These are motor vehicle taxes from 2012-2017 that we have exhausted all remedies in trying to collect. The most recent payments we have received have been rare and came from the Debt Setoff Program.

The IT department has a workstation specifically setup for these taxes, which are not a part of the State Tag & Tax system, and has to pay an annual \$100.00 license fee along with maintaining and powering the station. For the past 3 years we have actually lost money due to the upkeep of this system.

I am asking the Board to be relieved of the charge for these taxes and that they be written off as uncollectible.

Jodie Rhea  
Tax Administrator



**§ 105-373(h) Relief from Collecting Taxes on Classified Motor Vehicles.** The board of county commissioners may, in its discretion, relieve the tax collector of the charge of taxes on classified motor vehicles listed pursuant to G.S. 105-330.3(a)(1) that are one year or more past due when it appears to the board that the taxes are uncollectible. This relief, when granted, shall include municipal and special district taxes charged to the collector.

**REGISTERED MOTOR VEHICLES  
AMOUNT DELINQENT AS  
TAX YEAR OF 9/30/21**

2012	\$23,539.79
2013	\$17,866.75
2014	\$472.61
2015	\$916.35
2016	\$342.56
2017	<u>\$38.32</u>
	<b>\$43,176.38</b>

<b>FISCAL YEAR</b>	<b>PAYMENTS RECEIVED</b>
2016-2017	\$3,585.08
2017-2018	\$3,896.20
2018-2019	\$1,602.63
2019-2020	\$281.20
2020-2021	\$105.61
2021-2022	\$3.12
<b>AMOUNT COLLECTED OVER 6 YEARS</b>	<b>\$9,473.84</b>



# **Bertie County**

## **Board of Commissioners**

### **ITEM ABSTRACT**

**MEETING DATE:** October 18, 2021

**SECTION:** Consent (C-1 to C-4)

**DEPARTMENT:** Governing Body

**TOPICS:**

1. Approve 4-7-21 Work Session Minutes
2. Register of Deeds Fee Report - September 2021
3. ABC Funds Report for FY 2020-2021 prepared by Trillium Health Resources
4. Resolution Establishing a HOME Program Housing Consortium

**COUNTY MANAGER RECOMMENDATION OR COMMENTS:**

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

**ATTACHMENTS:** Yes

**LEGAL REVIEW PENDING:** N/A

**ITEM HISTORY:** ---



C-1

**Windsor, North Carolina**  
**April 7, 2021**  
**WORK SESSION**

The Bertie County Board of Commissioners met for a work session meeting today inside the Council on Aging Gymnasium 103 West School Dr, Windsor, NC. Because of 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:** Greg Atkins, District II  
Tammy A. Lee, District III  
John Trent, District IV  
Ronald “Ron” Roberson, District V

**Absent:** Ronald “Ron” Wesson, District I

**Staff Present:** County Manager Juan Vaughan II  
Assistant County Attorney Jonathan Huddleston  
Clerk to The Board LaShonda Cartwright (Zoom)  
Human Resource Director Cortney Ward (Zoom)

**CALL TO ORDER**

Chair Lee called the meeting to order.

**INVOCATION/PLEDGE OF ALLEGIANCE**

Chair Lee provided the invocation and led the Pledge of Allegiance.

**UPDATE & DISCUSSION OF 2021 BOARD OF EQUALIZATION & REVIEW**  
**MEETING DATE BY TAX ADMINISTRATOR JODIE RHEA**

Tax Administrator Jodie Rhea stated that after talking with the County Manager, the first meeting with the Board of Equalization and Review meeting has been scheduled for April 26, 2021. Jodie Rhea stated he has to advertise this meeting at least ten days before that date.

Chair Lee asked, “How many appeals do we have?” Jodie responded, “None.” Chair Lee advised they would convene and adjourn on that same day, April 26<sup>th</sup>, 2021 at 6:00 PM.

**TGOW UPDATES BY PROJECT CONSULTANT ROBIN PAYNE**  
**NC RESILIENT COASTAL COMMUNITIES PROGRAM GRANT AWARDED –**  
**NEXT STEPS**

Consultant Robin Payne provided updates on TGOW and discussed the NC Resilient Coastal Communities Program Grant awarded.

Commissioner Trent suggested Robin converse with the company about using a composite material to prevent rot and paint issues or other issues that would be high maintenance.

Robin Payne continued with her presentation, showing the different options of schematics.

Chair Lee asked Robin if their recommendation, was Option 1 and Robin confirmed it was. They agreed that it flowed with the property lines better and fits the space.

More discussion about the property line and the access to the beach by emergency vehicles ensued.

Chair Lee asked the Board which option was preferred and there was CONSENSUS to move forward with Option 1.

Chair Lee asked how soon the TGOW site would be ADA compliant. Robin stated that it was going to be in the Fall and a lot of that is dictated by process, government paperwork process, and the funding availability. Robin also advised that they had one more grant to apply for.

Chair Lee stated that she and Robin plan to attend a meeting tomorrow with Dominion for another grant opportunity at the TGOW site at 9:00 AM. Chair Lee invited the Commissioners to join them and stated this could be a multi-year grant opportunity.

**BOARD OF ELECTIONS VOTING EQUIPMENT UPDATE BY BOARD OF**  
**ELECTIONS DIRECTOR SHEILA HOLLOMAN**

Board of Elections Director Sheila Holloman greeted the Board of Commissioners and recognized several members of the Board of Elections who joined her at the meeting: Board Chair William Michael Freeman, Board Secretary Rev. Anthony Ward, and Board Member Michael Fields.

Director Holloman stated the Elections equipment has reached the end of its life. Sheila stated the current equipment was purchased in 2006 with HAVA Grant funds. Director Holloman advised that because of the pandemic, they have been awarded another HAVA Grant to purchase new equipment. She stated that they used a portion of that grant to install security cameras in their building and they have approximately \$40,000 left to purchase equipment. Director Holloman informed the Board that in their packets they have a quote from ES&S, which is the preferred vendor.

County Manager Vaughan informed the Commissioners that on the right side of their packets is a letter from the state Executive Director Board of Elections. The second page shows the total

amount of the grant, and the last two pages are the quote for the equipment and software that Director Holloman mentioned.

Chair Lee asked Director Holloman if there was a mandate to replace the equipment by a certain time. Director Holloman stated that there is currently no requirement to replace the equipment; however, they are beginning to have problems with the equipment, batteries, and the chips that are used to store data.

Commissioner Roberson asked if it was the consensus of the Board to purchase the equipment and the Board confirmed a CONSENSUS.

Chair Lee asked the Finance Director and County Manager to research and recommend the best payment arrangement at the next regular meeting on April 26,2021.

### **DISASTER RECOVERY UPDATE ON DISPLACED FAMILIES**

County Manager Vaughan provided an update on the disaster recovery. County Manager Vaughan stated there are thirteen families residing in trailer campers located; some are located on property owned by citizens residing in them and some on properties the County is renting. The two families who had extended stay at the hotel are no longer there. Three families have moved out of the trailer campers.

County Manager Vaughan stated that DSS is doing a great job with case management and speaking with these residents and working with CADA to provide more permanent housing options. He stated that a number of these residents have gotten vouchers from CADA.

County Manager Vaughan stated he plans to continue working closely with DSS and being informed of the housing options being offered to these citizens.

County Manager Vaughan advised that the contract stated the length of the contracts for citizens in trailer campers is for six months to a year with an option to renew for an additional six months. It further states that it is temporary housing and if other options become available, those options should be chosen. County Manager Vaughan stated the trailer campers are not meant to be long term housing.

Commissioner Roberson stated that a lot of people may not be willing to leave their community.

Commissioner Roberson asked County Manager Vaughan if he would converse with DSS about educating our citizens and inform them that they may to leave their community so that they can have more permanent housing.

Chair Lee stated that August is the year mark.

County Manager Vaughan advised that the tornado took place in August but the citizens were not in the campers until October. So, they are just at the six-month mark right now.

County Manager Vaughan asked if the Board has ever voted on waiving inspection fees for citizens who have damaged or destroyed properties when natural disasters occur. If houses had to be worked on the inspection fees would be waived so the tenants did not have to pay for them.

Chair Lee stated that she didn't recall that.

Commissioner Trent stated that it sounded familiar to him. He advised that he didn't remember when, but if any house was destroyed by some type of disaster we would waive those fees as far as rebuilding when it comes to receiving inspection.

Chair Lee asked if that happened after Hurricane Matthew and Commissioner Trent stated he thought so.

Commissioner Trent made a **MOTION** for permit fees to be **WAIVED** for citizens who experience disasters of any sort and homes are destroyed. Commissioner Roberson **SECONDED** the **MOTION**. The **MOTION PASSED** with a **4-0** vote.

Commissioner Roberson stated he will volunteer his time to assist DSS with making sure these people get relocated into a home.

### **WATER RATE DISCUSSION**

County Manager Vaughan presented the Board with a spreadsheet that calculated potential revenues with various water rates based on the average use of water.

Chair Lee stated to the citizens, the reason they are considering the rate increase is because the water department is losing money.

A discussion was then held by the Board and County Manager Vaughan about the consideration of increasing the water rates.

The Board, County Manager and the Finance Director also discussed the need to move forward with the Lewiston project as soon as funds allow.

### **OTHER ITEMS AS NEEDED**

Chair Lee stated since they were ahead of schedule we were going to move down to the bottom of the agenda.

Chair Lee stated that this past week, she inquired about the use of the multipurpose room at the Cooperative Extension Library building. Chair Lee stated that the County Manager had provided the policy for the use of the room they sit in today, the Senior Center, as a guide. Chair Lee stated that County Manager Vaughan will lead this discussion.

County Manager Vaughan advised the Commissioners that the last handout on the right side of their packet is The Bertie County Senior Center Use Policy.



A brief discussion about allowable uses of the new multipurpose room at the new Cooperative Extension was held by the Board and the County Manager.

Commissioner Trent stated that no one should be allowed to use the kitchen to cook because it could cause a fire.

Finance Director William Roberson suggested not using it for anything but meetings and then revisit this conversation in a year.

Commissioner Roberson stated that he believed the building was designed for meeting and special conferences and not for cooking.

Commissioner Trent stated that the room should be used for meeting and special conferences only and not for banquets or anything like that.

Chair Lee stated that they certainly could follow those guidelines for this first year.

A consensus was made by the Board that the room would be just used for meetings and conferences hosted by Bertie County agencies, educational institutions, Vidant Hospital, or state agencies.

Commissioner Trent suggested that if anyone else would like to request use, they can come before the County Commissioners for review.

Chair Lee stated to also add the no smoking, no alcohol, no weapons because it is the County's property.

County Manager Vaughan stated the other item that he would like to bring before the Board, is the next regularly scheduled meeting is April 26<sup>th</sup>, 2021 and there is another regular scheduled meeting for May 3, 2021, which is one week later. County Manager Vaughan stated that it would be great if we could add another week between meetings instead of having two meetings a week apart. He recommended cancelling the May 3<sup>rd</sup> meeting or amending the schedule to have a meeting on May 10<sup>th</sup>, 2021 instead of May 3<sup>rd</sup>, 2021 in the Commissioners Room at 6:00 PM if their schedules permit.

A **MOTION** was made to amend the schedule from May 3<sup>rd</sup>, 2021 at 6:00 PM to May 10<sup>th</sup>, 2021 to 6:00 PM by Commissioner Trent. The **MOTION** was **SECONDED** by Commissioner Atkins. The **MOTION PASSED** with a **4-0** vote.

### **WATER RATE DISCUSSION CONTINUED**

Chair Lee stated we are now being joined by the Water Superintendent Ricky Spivey. Chair Lee stated that she believed that they had finished that discussion. Chair Lee informed Superintendent Spivey that the Board asked County Manager Vaughan and Finance Director Mr. William to give them the amount or percentage increase after the last water increase.

Superintendent Spivey stated that the last increase was 2016.

Commissioner Trent stated that they needed to make sure before they enacted anything, we should make sure their percentages are not too high because then they would not qualify for some federal grants.

Chair Lee stated they don't want to price themselves out of grant opportunities.

County Manager Vaughan stated he and staff would meet and follow up with the Board regarding the rates of increase and the amount of revenue projected based on new rates.

Commissioner Trent requested to attend the meeting with County Manager Vaughan and staff to discuss rates of increase and projected revenues.

## **2020 AUDIT UPDATE & BUDGET DISCUSSION**

### **-FIRE DEPARTMENTS' BUDGET UPDATE**

#### **FIRE STUDY: NEXT STEPS**

County Manager Vaughan distributed a packet of budgets received from 10 of 12 fire departments in the county.

County Manager Vaughan stated that he did not receive budgets Aulander and Askewville fire departments. County Manager Vaughan stated the budgets are arranged in alphabetical order starting with Blue Jay ending with Windsor.

The Board took a few moments to review the budgets.

Finance Director William asked was there a reason those two departments had not submitted anything.

Chair Lee asked County Manager Vaughan if he knew what the request was for this budget year.

County Manager Vaughan stated the request they received from the Bertie County Fire Association was to increase the current contribution of \$30,000 to each fire department to \$50,000 plus \$500 per call.

Chair Lee stated that many of the fire departments have money in the bank but with the price of equipment, it will not take long for them to go through that money.

Commissioner Trent asked when was the last time they gave them an increase.

Chair Lee stated that it was three years ago.

Chair Lee stated they got a \$10,000 increase; it went from \$20,000 to \$30,000.

Chair Lee stated that personally she thinks \$500 a call is a bit too much.

County Manager brought to the Boards attention that the Fire study does mention options of establishing rural fire protection districts and establishing a single county fire and rescue district.

County Manager Vaughan stated if the Board is interested, we can invite them to a meeting to further explain those options.

In response to previous inquiries from the Board regarding the audit, County Manager Vaughan stated the auditor sent him a very rough draft yesterday evening around 6:00 PM and plans to send a more updated draft in two weeks, which will be before our next work session.

County Manager stated that after a quick review, he and William noted several things that need to be brought to the auditor's attention.

County Manager Vaughan stated that William predicted that we ended fiscal year 2020 with a deficit of approximately \$500,000. County Manager Vaughan stated that William's prediction fell just a bit short and it looks like there is a deficit of approximately \$750,000.

Finance Director Roberson stated that he did want to follow up on that. He stated it looked like the auditors reduced the accounts receivable from previous years for EMS and he thinks they took a little bit more off than he anticipated. Finance Director Roberson stated that he has to find out where they got their numbers from and that figure of \$750,000 could possibly come down a little bit.

County Manager stated the audit is showing that our final fund balance appropriation is \$1.9 Million. He stated that he and William have been looking at the budget and past budgets and for the past few years, there has been quite a bit of fund balance appropriated just to balance the budget. County Manager Vaughan stated that it's just no way we can continue doing this without depleting fund balance.

Chair Lee stated we didn't last year.

County Manager Vaughan stated that he wasn't referring to the year, but prior years.

County Manager Vaughan stated the American Rescue Plan looks like it's going to be a great resource.

County Manager stated that we just have to acknowledge that any time we increase our expenses, we also have to balance that out with identifying another source of revenue.

Commissioner Trent reminded everyone about the number of natural disasters we had and the money used for them were pulled out of the fund balance, some of which has still not been reimbursed. Chair Lee stated that they had some projects that they didn't have a choice like the courthouse.

Finance Director William Roberson stated that he will go on record to say, based on their attempt to do a budget this year with no fund balance, if their trend holds true, we should definitely look a lot better at the end of 2021 than we have looked in the last several years.

Commissioner Roberson stated to Chair Lee that employees have told him they hadn't gotten a raise in two years.

Chair Lee advised Commissioner Roberson that they didn't get one last year. It's the first year they didn't get one.

Commissioner Roberson stated that he would hope at some point they provide an increase for employees.

Chair Lee stated that she agreed, but they can't have the LGC and others from Raleigh looking at them because of their fund balance and not being fiscally responsible.

County Manager Vaughan stated that they were going to get back with the auditor as soon as possible to talk about a few things that they noticed and as soon as they get a better draft they will have a discussion.

Chair Lee stated that she wanted the auditors in Bertie County in August preparing their next year's audit.

County Manger Vaughan stated that he had also made it clear that the he and the Board wanted to see a final audit as soon as possible in order to plan appropriately for the upcoming year.

**HOME CONSORTIUM PROGRAM PRESENTATION BY MERRILL FLOOD, ECU,  
DIRECTOR OF LOCAL COMMUNITY AFFAIRS**

Mr. Merrill Flood provided a brief introduction of himself and began a presentation via Zoom.

Mr. Flood stated the State Employees Credit Union Foundation asked ECU to help with the challenge of affordable housing in Northeast North Carolina.

Mr. Flood stated that they begin a process with County Mangers back in November. A meeting was held with members of Bertie, Halifax, Hertford, North Hampton and Martin County to discuss how to increase the availability and funding for affordable housing in this five-county region.

Mr. Flood stated that through this conversation, the idea of a Home Consortium Program was generated.

Commissioner Trent asked Mr. Flood if this program provides financing for developers to build homes. Mr. Flood stated that was possible.

Mr. Flood stated that the Home Consortium Program bases eligibility on the Hud formula. He also stated that the five counties would be eligible for \$657,000 annually. This money would be divided amongst the five counties.

Mr. Flood stated that if they wanted to do this, they must have all five counties to participate.

Chair Lee asked Mr. Flood how the money is divided.

Mr. Flood stated that how the money is divided will be decided among the five counties.

Chair Lee asked if they could bank the money and draw double next year.

Mr. Flood stated in a sense you have to spend the money because HUD will only allocate no more than one and half times your grant amount in the Treasury. You can bank it in your consortium, but not it in the Treasury.

Mr. Flood stated that you can do housing rehabilitation is also an option with the funds.

### **RECESS**

Chair Lee called for a recess and advised that they would come back at 12:00 PM.

### **LIBRARY/NC COOPERATIVE EXTENSION FACILITY UPDATE BY PROJECT ARCHITECTS AMBER IDOL & DANI HOFF**

Ms. Amber Idol provided an update and began by stating that everything very close to completion. Amber stated the parking lot was the biggest milestone that happened last week. She stated the only thing that hadn't been completed was the signage and that should be complete very soon as well as the pond fence.

Amber stated that there were a few things delayed; the main thing on the inside was the fire extinguisher cabinets. She advised that they've hung the extinguishers, but the cabinets are just on back order and that should be in soon. She stated that shouldn't hold anything up with the building inspection. The window boxes were scheduled to be finished today.

She stated the building inspector was there on Monday. He provided a list of things he wanted to see completed before he would grant a certificate of occupancy. Amber stated that the inspector was suppose to be back on Friday and will hopefully grant the certificate of occupancy.

Amber stated that this coming Monday, if everything goes as planned, they will be back onsite to assess masonry and the outside of the building. Move-in should be possible within the next couple of weeks.

Chair Lee asked if we still have a year for repairs after taking possession of this building,

Dani stated confirmed those repairs would be considered warranty items and from the final completion date you have twelve months for anything that breaks, wears unusually fast, or has malfunctions. She advised the County to call the contractor if this happens and they will come out and fix it. At the eleventh month mark, they will come back with the contractor and complete another punch list to catch anything that needs to be fixed before the warranty expires.

Dani stated that through the life of the building, if you see something not looking right, give them a call and they will come back out and take a look at the building. Doing so will help address any issues that might come up at any time.

### **OTHER ITEMS**

Chair Lee stated that the North Carolina Association of County Commissioners Annual Conference is August 12-14<sup>th</sup> and if Commissioners would like to attend, please let Ms. Cartwright know so she can make the arrangements.

Chair Lee asked the Board to come dressed to take a picture on the April 26<sup>th</sup> if Commissioner Wesson is able be with them.

A **MOTION** to adjourn the meeting was made by Commissioner Trent and the **MOTION** was **SECONDED** by Commissioner Roberson. The **MOTION PASSED** with a **4-0** vote.

### **ADJOURNMENT**

Chair Lee adjourned the meeting.



C-2

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 SEPTEMBER 2021 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-----		\$3,836.80
10-0030-4344-03	VITAL STATISTICS-----		\$1,242.00
10-0050-4839-02	MISCELLANEOUS(NOTARY OATHS/PHOTO COPIES, ETC)-----		\$249.55
10-0030-4344-04	NO. MARRIAGE LICENSE-----	<u>3</u> @60.00	\$180.00
			<b>\$5,508.35</b>
10-0018-4240-01	N. C. STATE EXCISE STAMP TAX-----		\$5,616.00
10-0030-4344-10	STATE TREASURER FEE-----	<u>        </u> @\$6.20-----	\$688.20
	STATE VITAL RECORDS-----	<u>10</u> @14.00    \$140+5	\$145.00
		1 Extra Cert.	<b>\$11,957.55</b>
10-0000-1251-00	A/R IN/OUT(REFUND)-----		\$21.00
			<b>\$11,978.55</b>

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REGISTER OF DEEDS - BERTIE COUNTY

FOR INFORMATIONAL PURPOSES

D/T /MORTGAGES-----	<u>26</u> @\$6.20=	\$161.20
ADDITIONAL PAGES-----	<u>4</u> @\$0.40=	\$1.60
DEEDS & OTHER INSTRUMENTS-----	<u>95</u> @\$1.94=	\$184.30

**EBRS \$14 PER SEARCH & \$5 PER ADDITIONAL SEARCH**





C-3

**From:** [Bland Baker](#)  
**To:** [Juan Vaughan II](#); [William Roberson](#)  
**Cc:** [Jacqueline Waller](#)  
**Subject:** [External] ABC Annual Report 2020  
**Date:** Thursday, September 30, 2021 10:25:13 AM  
**Attachments:** [ABC Funds Report for FY 20 Bertie.docx](#)

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

Good morning,

Hope you are doing well.

Per GS 18B-805(h) since Trillium Health Resources received Alcoholism (ABC) Funds from your county, we are required to provide an annual report to the Board of County Commissioners describing how funds were spent. Please find attached a brief description of the expenditures that were paid from July 1, 2020 – June 30, 2021. If you have any questions please let us know.

Take care, Bland

**Public Records Law Statement:** Please be advised that any e-mail sent to and from this e-mail account is subject to the NC Public Records Law and may be disclosed to third parties.

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## **ABC Funds Report for FY 20**

County: Bertie

Amount of ABC Funds Received \$ 4,800

ABC Funds Restrictions per County Allocation: None

Per GS 18B-805(h) since Trillium Health Resources received Alcoholism (ABC) Funds from your county, we are required to provide an annual report to the board of county commissioners describing how the funds were spent. Please find below to a brief description of the expenditures that were paid from July 1, 2020 to June 30, 2021.

Healing Transitions in Wake County: \$5,985.00 was paid for 133 days for individuals from your county to the Healing Transitions in Wake County for substance abuse treatment and specifically for detoxification services and recovery treatment.

Purchase of Naloxone Kits: Trillium purchased and distributed in Bertie County 22 Naloxone kits at \$1650.00 to Bertie County Sheriff.

Access Point Kiosk – The Kiosk provides anonymous evidence-based self-conducted screenings for mental health and substance use to potentially link individuals to appropriate services. The **annual** cost is \$1181.00 for these kiosk per year.

\*Substance Abuse Treatment Services: \$ 252,089.00 was paid for 83 individuals from your county to providers for substance abuse treatment.

These Substance abuse treatment expenditures were spent for the treatment of alcoholism or substance abuse. These funds were paid to providers who contracted with Trillium to provide substance abuse treatment to consumers with an address in your county. Services provided include but are not limited to the below:

- Assessment/evaluation
- Outpatient treatment and counseling, including face to face and telepsychiatry and both individual and group
- Mobile Crisis

- Substance Abuse Intensive Outpatient Therapy
- Facility Based Crisis
- Opioid Treatment

\*Denotes State and ABC funds paid for services for consumers residing in Bertie County with substance abuse diagnosis. This does NOT include Medicaid funds paid for the same.



C-4



**RESOLUTION**  
**Establishing a HOME Program Housing Consortium**

**WHEREAS**, Bertie County, North Carolina, has determined that the health and welfare of the citizens within the jurisdiction may benefit from increasing the availability of safe, affordable and standard housing; and

**WHEREAS**, Bertie County has determined that providing safe, affordable and standard housing will benefit workforce productivity and area economic development; and

**WHEREAS**, a Consortium of local governments will be entitled to receive funds from the U.S. Department of Housing and Urban Development that the local governments would be ineligible to receive individually; and

**WHEREAS**, the Cranston-Gonzalez National Affordable Housing Act of 1990, as amended, makes provisions whereby units of general government may enter into cooperative agreements and form Consortiums to undertake and assist in undertaking affordable housing pursuant to the HOME Investment Partnership Program; and

**WHEREAS**, Bertie County, along with Halifax County, Hertford County, Martin County, and Northampton County, and the municipalities contained therein (the Consortium members), desires to establish the Choanoke Area Housing Consortium to undertake and assist in undertaking affordable housing under the Cranston-Gonzalez National Affordable Housing Act of 1990; and

**WHEREAS**, Article 20, Chapter 160A of the North Carolina General Statutes authorizes units of local government to enter into interlocal agreements with each other in order to execute an undertaking such as the contemplated Choanoke Area Housing Consortium;

**Now, Therefore Be It Resolved**, by the Bertie County Board of Commissioners that

1. Bertie County hereby supports the establishment of the Choanoke Area Housing Consortium.
2. The County Manager is hereby authorized to pursue a Cooperation Agreement with the Consortium members and present the proposed agreement to the Board of Commissioners for ratification.

**Be It Further Resolved**, that this resolution shall be in full force and effect from and after its adoption this the \_\_\_\_\_ day of \_\_\_\_\_ 2021.

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Tammy Lee, Chair  
Bertie County Board of Commissioners

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LaShonda Cartwright, Clerk to the Board  
Bertie County Board of Commissioners

## **Bertie, Halifax, Hertford, Martin, and Northampton Counties HOME Consortium Information Sheet.**

Beginning in November of 2020, representatives of Bertie, Halifax, Hertford, Martin, and Northampton counties began a process to address the needs of affordable housing in the 5-county region. The work was supported by the State Employees Credit Union's Foundation and the office of Economic Development and Community Engagement of East Carolina University. In an effort to provide long term funding that could leverage other funds, the HOME Consortium program was identified as one way to address the issues of the region. Below is information about the HOME Consortium Program.

### **What is the HOME Consortium Program?**

The HOME Program is a federally funded grant of the U.S. Department of Housing and Urban Development (H.U.D) designed to address the needs of low to moderate income families and individuals. Funds in the program are used to assist in the preservation and production of affordable housing options. A HOME Consortium is a group of local governments that meet certain statistical characteristics as defined by HUD and receive direct funding as one unit. These programs were created in 1992. The HOME program has several similarities to the Community Development Block Grant program (CDBG).

### **What are some advantages of forming a HOME Consortium?**

By forming a Consortium, the region is eligible for continuous funding that the County and its municipalities are not eligible to receive on their own. The Consortium allows communities with similar characteristics and needs to be funded continuously as long as the Consortium administers the HOME Program in accordance with program standards. Lastly, it takes many years and continuous funding streams to address housing, this program allows for communities to plan for housing improvements and use the funds to leverage other dollars to address the many issues in these communities.

### **How much funding could a Consortium made up of the 5 counties receive?**

If a Consortium is formed WITH the municipalities, towns, and villages that are located within the 5-county area, the annual funding that could be received by the Consortium is approximately \$650,000. Of this \$650,000, 15% must be allocated to a Community Housing Development Organization or CHDO. A CHDO is a non-profit housing development organization that meets certain qualifications and must use the funds for affordable housing programs and developments.

### **What is required to participate in the HOME Consortium?**

First, the 5-County area must identify a lead entity that agrees to provide program oversight and receive the funds on behalf of the Consortium. Halifax County has agreed to serve as the lead entity.

Second, the participants form a HOME Consortium Board and submit a letter of intent to the U.S. Department of Housing and Urban Development and North Carolina Housing Finance Agency notifying them of the intent to form a HOME Consortium. Once this is accepted, a Joint Cooperation Agreement is developed with all of the participants and submitted to H.U.D.

Third, the Consortium will prepare a 5 Year Consolidated Plan and Annual Action Plan document and must submit it prior to the beginning of the program year (now anticipated for the 2022/23 Fiscal Year).

Once approved, an Environmental Review is completed, a grant agreement is signed, and activities identified in the Annual Action Plan can start.

*Important note, the participating communities form a HOME Consortium Board that determines how the received funds will be allocated each year and to which communities.*

**How much is required for participation in the program?**

Annually the program requires a match of 25% of the awarded grant amount. This is not solely cash and can include other non-federal expenditures for eligible activities that assist low to moderate income housing initiatives.

In the first year of the program the 5-county area must provide approximately \$90,000 that may be divided among all of the participants. This amount is required because the first-year award is less than the program statutory award of \$750,000. However, this is only for year one and is not required beyond the first year.

Other expenses will include preparation of the 5-year Consolidated Plan and Annual Action Plan. This cost may be up to \$40,000 and may be provided by the State Employees Credit Union's Foundation to the Consortium.

**It is critical that municipalities, towns, and villages participate in the program to ensure full funding of the Consortium at \$650,000.**

If you have additional questions, please contact Christina Wells, Halifax County Senior Management Analyst, at 252-583-1131 ext. 2254 or wellsc@halifaxnc.com.