

# Bertie County Board of Commissioners



**March 6, 2023  
6:00 PM**

Chair	Ronald "Ron" Wesson	District I
Vice Chair	Michael White	District II
	Corey Ballance, Sr.	District III
	John Trent	District IV
	ona d 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**

**March 6, 2023**

**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, Call to Order & Roll Call by Board Chair Ronald Wesson, Commissioners Room, Windsor  
Invocation and Pledge of Allegiance by Commissioner John Trent  
Public Comments (3-minute limit per speaker)

**(A)**

**\*\*\* APPOINTMENTS \*\*\***

- (1) Introduction by Senator Bobby Hanig
- (2) Presentation by NC Department of Transportation
- (3) Presentation of revised Master Plan for Occano by Planning & Inspections Director Traci White
- (4) Presentation of Animal Shelter Assessment by Bill Daggett, DWG Architects
- (5) Presentation of Audit for FY 2021-22 by Thompson, Price, Scott, Adams & Co., P.A.
- (6) Financial Summary by Finance Director William Roberson

**Board Appointments (B)**

None

**Consent Agenda (C)**

1. Approve Register of Deeds Fees Report – February 2023
2. Approve Minutes 12-5-22
3. Approve Minutes Open & Closed Session 1-19-23
4. Approve Minutes Open & Closed Session 2-6-23
5. Resolution Requesting Revision and Expansion of the Good Samaritan Law
6. Resolution Authorizing Execution of Opioid Settlements & Approving

Supplemental Agreement for Additional Funds

7. Approve Mid-East ARPA Funding
8. Budget Amendments
9. Project Amendment

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

**Discussion Agenda (D)**

1. Identification of Top Priorities for Congressionally Directed Spending
2. Review List of Surplus Property
3. Schedule Convening of the Board of Equalization and Review

**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)(6)

**Adjourn**



# Bertie County

Board of Commissioners

## ITEM ABSTRACT

**MEETING DATE** March 6, 2023

**SECTION** Appointments & Reports (A-1 to A-6)

**DEPARTMENT** governing body

### TOPICS

- (1) Introduction by Senator Robby Hanig
- (2) Presentation by the Department of Transportation
- (3) Presentation of revised Master Plan for Occano by Planning & Inspections Director Traci Hite
- (4) Presentation of Anima Shelter Assessment by Maggett, Architects
- (5) Presentation of Audit for FY 2021-22 by Thompson, Price, Scott, Adams & Co., P.A.
- (6) Financial Summary by Finance Director William Johnson

**COUNTY MANAGER RECOMMENDATION OR COMMENTS** --

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

**ATTACHMENTS:** Yes

**LEGAL REVIEW PENDING** A

**ITEM HISTORY** ---



A-3



# BERTIE COUNTY PLANNING BOARD

PO Box 530 106 DUNDEE STREET  
WINDSOR, NC 27983  
(252)794-6185

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## *MEMORANDUM*

**TO:** Bertie County Board of Commissioners

**FROM:** Bertie County Planning Board  
Traci White, Planning & Inspections Director

**RE:** **REVISED MASTER PLAN FOR OCCANO (FORMERLY SCOTCH HALL PRESERVE)**

**DATE:** February 22, 2023

A revised Master Plan for Occano (formerly Scotch Hall Preserve) has been submitted for approval. On February 21, 2023, the Planning Board voted to recommend approval of the revised Master Plan to the Board of Commissioners contingent upon the following:

1. Submittal of a construction plan for review by the County Engineer and a plat depicting revised property lines, if any, as described in the proposed Revised Master Plan; and
2. Fire hydrants are installed according to the Midway Fire Department Fire Chief's recommendations.

Maps and other documentation is attached.

---

estd **occano** 2022

MERRY HILL, NORTH CAROLINA

February 10, 2023

Ms Tracy White  
Bertie County Planning & Inspections Department  
PO Box 530  
106 Dundee St  
Windsor, NC 27983

RE: Occano Club Village  
105 Scotch Hall Court, Merry Hill, NC 27957  
PUD Revision

Tracy,

Portions of the existing development formerly known as Scotch Hall Preserve, located off of Sutton Road in Bertie County, were purchased by Occano Golf Course Holding, LLC. The development has been renamed as Occano. Bertie County previously approved a Planned Unit Development (PUD) based on a Master Plan by Quibble & Associates dated 7/20/11 (attached).

We are hereby requesting that Bertie County approve this letter request for a PUD revision to the Occano development.

If you have any questions or concerns, then please contact Stephen Ballentine of Rivers and Associates at [sballentine@riversandassociates.com](mailto:sballentine@riversandassociates.com).

Sincerely,



Michael Eskra  
President  
Occano Golf Course Holding, LLC

## **Occano Club Village**

### **PUD Revision**

Feb 3, 2023

A new project is proposed at the location shown in red on the attached map. The project will consist of three main buildings, which will contain a new golf clubhouse, wellness center, restaurant, retail uses, resort swimming pool, pool house/restrooms, pickleball courts, event barn, parking lots, sidewalks, and golf cart parking areas.

This project is proposing a permanent road closure to a portion of existing Clubhouse Drive. This road closure is requested by the developer in order to create room to construct the proposed amenities in a central location for the golf course. The portion of existing Clubhouse Drive (50-foot wide private right-of-way), which is between Scotch Hall Court (formerly Villa Way) and Rieder Blvd (formerly Regency Circle), will be permanently closed, and the most of the existing asphalt will be removed. The project will retain a new emergency fire lane (15 foot wide asphalt + 5 foot wide GrassPave) in the location of Clubhouse Drive. The existing private water main in Clubhouse Drive will be retained in a new water easement. The existing asphalt parking lot on Clubhouse Drive will be removed, and a new parking lot will be constructed.

The existing PUD Master Plan shows 10 recorded, undeveloped single family residential lots along Scotch Hall Court (formerly Willa Way). Up to three of the existing single family residential lots will be removed as needed to create room for the proposed clubhouse parking lot.

In the future, the developer will submit construction drawings and building plans to Bertie County for review and approval, which will depict the revised property lines, right-of-way lines, and other improvements as described above. After the County approves the construction drawings, then the developer will submit a plat for review and recordation.

This project will not disturb any existing streams nor wetlands, and it is not located within a FEMA floodplain. This project will be in compliance with state stormwater regulations, and will obtain a state stormwater permit modification from NCDEQ. This project will connect to the existing private water and sanitary sewer mains in Clubhouse Drive.

Please approve this proposed PUD revision, so that this project may proceed. If you have any questions or concerns, then please contact Stephen Ballentine at [sballentine@riversandassociates.com](mailto:sballentine@riversandassociates.com).



Aerial Photo of Existing Site:



ALBEMARLE SOUND



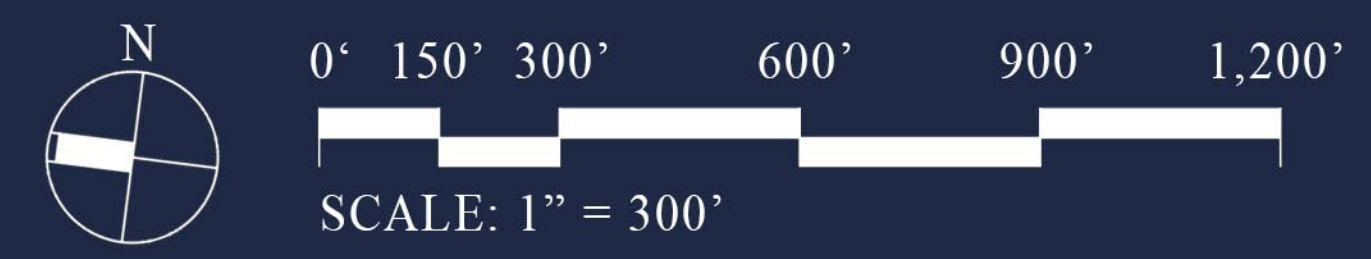
PLAN IS CONCEPTUAL AND SUBJECT TO CHANGE



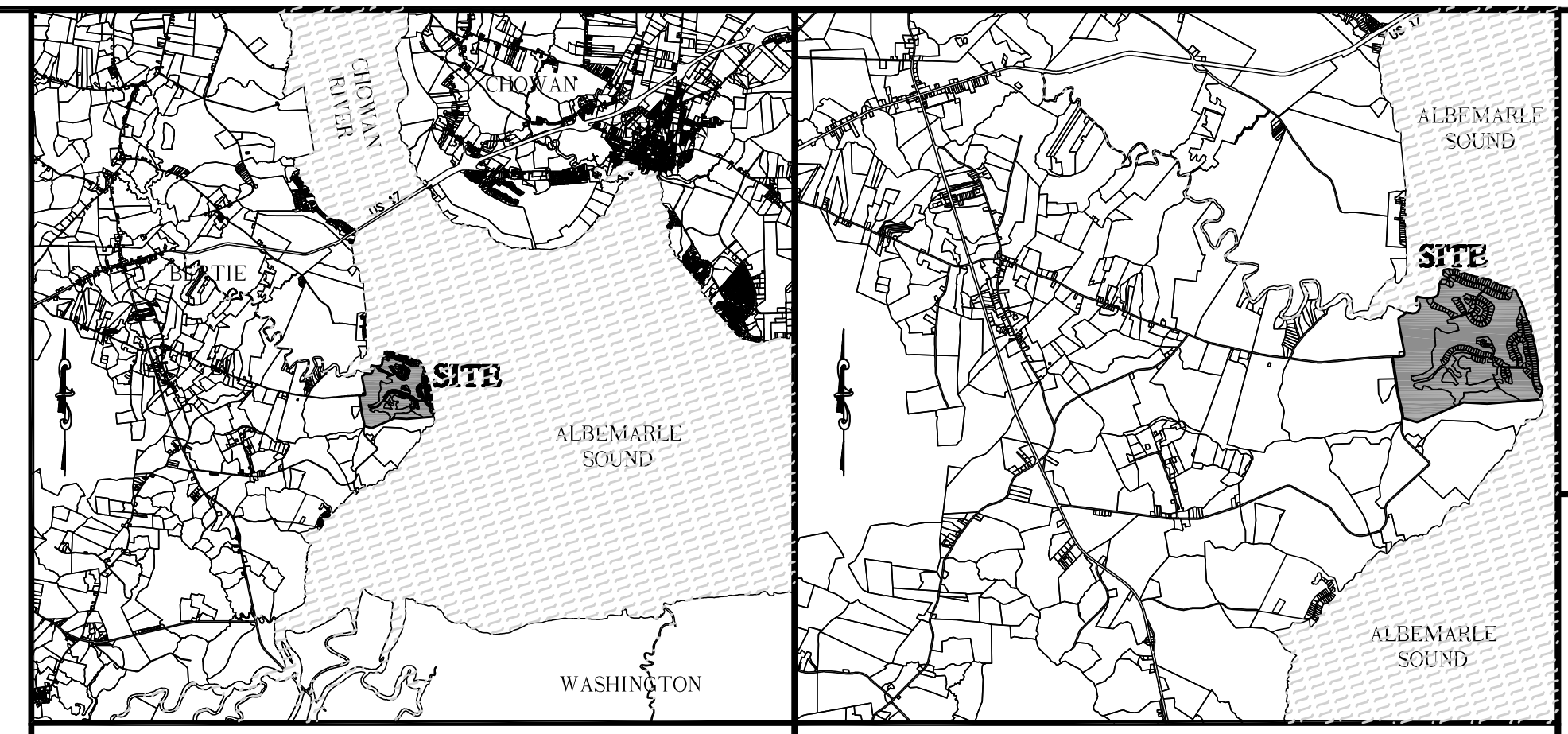
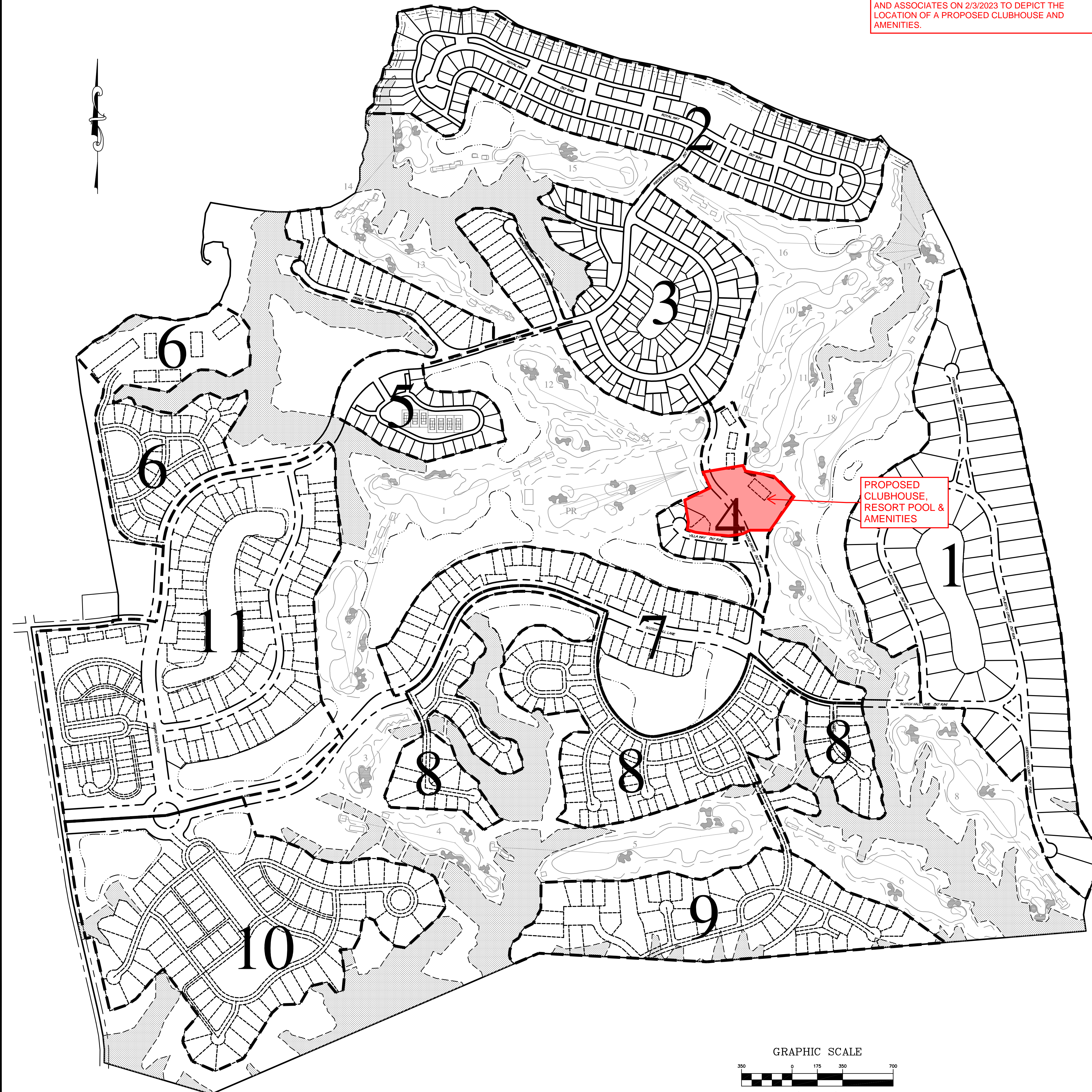
PROJECT TITLE:  
**OCCANO**  
MERRY HILL, NORTH CAROLINA

SHEET TITLE:  
**COMMUNITY MASTER PLAN**

DATE:  
**Feb. 08, 2023**

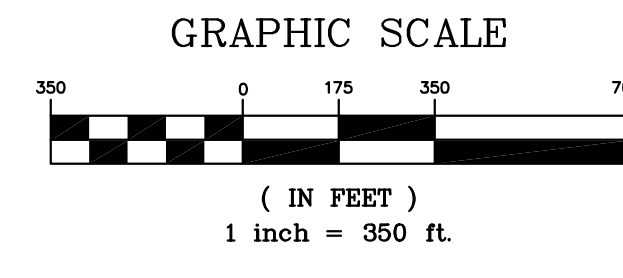


THIS MAP HAS BEEN MODIFIED IN RED BY RIVERS AND ASSOCIATES ON 2/3/2023 TO DEPICT THE LOCATION OF A PROPOSED CLUBHOUSE AND AMENITIES.



**VICINITY MAP (Bertie/Chowan Co.)** 1"=15,000'  
**VICINITY MAP (Bertie County)** 1"=7,500'

- NOTES (NUMBERS BELOW CORRESPOND WITH BERTIE COUNTY SUBDIVISION ORDINANCE ARTICLE VII, SECTION 716.1):
- OWNER: RIAL CORP.  
P.O. BOX 2444  
GREENVILLE, SC 29602
  - ENGINEER: QUILBE & ASSOCIATES, P.C.  
B JUNIPER TRAIL  
P.O. DRAWER 870  
KITTY HAWK, NC 27949
  - PLEASE REFER TO THE PUD MASTER PLAN HEREIN FOR GENERAL LAYOUT OF THE DEVELOPMENT.
  - TOTAL ACREAGE OF THE DEVELOPMENT = 894.85 ACRES  
TOTAL ACREAGE OF WETLANDS = 103.34 ACRES  
TOTAL ACREAGE OF DEVELOPMENT LESS WETLANDS = 791.51 ACRES
  - SCOPE OF APPLICATION: THIS APPLICATION REQUESTS APPROVAL OF A PUD TO ALLOW THE RECONFIGURATION OF THE SCOTCH HALL PRESERVE DEVELOPMENT. THIS APPLICATION PROPOSES THE CREATION OF RESIDENTIAL LOTS, CONDOMINIUMS, TOWNHOMES, ALONG WITH COMMUNITY AMENITY AREAS, COMMERCIAL AREAS, OPEN SPACE, MARINA, GOLF COURSE AND PONDS AS SHOWN ON THE MASTER PLAN. THE MASTER PLAN DEPICTS THE PRESERVATION OF SIGNIFICANT NATURAL FEATURES, EXISTING INFRASTRUCTURE, GOLF COURSE AND STRUCTURES TO THE MAXIMUM EXTENT POSSIBLE. DESIGN AND CONSTRUCTION SHALL REDUCE, TO THE EXTENT REASONABLY POSSIBLE, THE FOLLOWING: VOLUME OF CUT AND FILL AREA OVER WHICH EXISTING VEGETATION WILL BE DISTURBED, NUMBER OF MATURE TREES REMOVED, EXTENT OF WATERWAYS ALTERED, NUMBER OF DRIVEWAYS EXISTING ONTO EXISTING STREETS, ALTERATION OF GROUNDWATER OR SURFACE WATER ELEVATIONS, DISTURBANCE OF IMPORTANT WILDLIFE HABITATS, SOIL LOSS OR INSTABILITY DURING AND AFTER CONSTRUCTION.
  - PLEASE REFER TO THE PUD MASTER PLAN HEREIN FOR LAND USE OF ADJACENT PROPERTIES. THE SURROUNDING LAND USES CONSIST OF AGRICULTURAL AND RESIDENTIAL USES.
  - EXISTING BUFFERS SHALL REMAIN IN PLACE TO MITIGATE POTENTIAL IMPACTS TO ADJOINING PROPERTIES.
  - PLEASE REFER TO THE PUD MASTER PLAN HEREIN FOR PLANNED OPEN AREAS FOR PARKS, PLAYGROUNDS, AND OPEN AREAS TO BE RESERVED BY THE DEVELOPER.
  - MAXIMUM GROSS DENSITY OF THE PUD = 3.20
  - MAXIMUM GROSS DENSITY OF INDIVIDUAL USE DISTRICTS:  
 PHASE 1 = 1.01  
 PHASE 2 = 3.20  
 PHASE 3 = 2.89  
 PHASE 4 = 0.73  
 PHASE 5 = 1.93  
 PHASE 6 = 1.42  
 PHASE 7 = 1.70  
 PHASE 8 = 2.43  
 PHASE 9 = 1.42  
 PHASE 10 = 1.35  
 PHASE 11 = 1.53
  - NUMBERS AND TYPES OF UNITS PER PHASE:  
 PHASE 1 = 76 EXISTING SFD LOTS.  
 PHASE 2 = 165 UNITS  
 PHASE 3 = 107 UNITS  
 PHASE 4 = 10 UNITS  
 PHASE 5 = 25 UNITS  
 PHASE 6 = 65 UNITS  
 PHASE 7 = 125 UNITS  
 PHASE 8 = 48 UNITS  
 PHASE 9 = 83 UNITS  
 PHASE 10 = 126 UNITS  
 PHASE 11 = 126 UNITS  
 TOTAL = 882 UNITS
  - PLEASE REFER TO THE PUD MASTER PLAN HEREIN FOR CONCEPTUAL DELINEATION OF AREAS TO BE CONSTRUCTED IN PHASES. THIS PHASING PLAN IS SUBJECT TO CHANGE DUE TO ENGINEERING DESIGN, STATE AND FEDERAL PERMITTING AND MARKET DEMAND. THE FOLLOWING IS A CONCEPTUAL SEQUENTIAL ORDER OF DEVELOPMENT, WITH ESTIMATED BEGINNING AND ENDING DATES RESPECTIVELY:  
 PHASE 1: DECEMBER 2014 - DECEMBER 2014  
 PHASE 2: DECEMBER 2013 - DECEMBER 2015  
 PHASE 3: DECEMBER 2014 - DECEMBER 2016  
 PHASE 4: DECEMBER 2015 - DECEMBER 2017  
 PHASE 5: DECEMBER 2016 - DECEMBER 2018  
 PHASE 6: DECEMBER 2017 - DECEMBER 2019  
 PHASE 7: DECEMBER 2018 - DECEMBER 2020  
 PHASE 8: DECEMBER 2019 - DECEMBER 2021  
 PHASE 9: DECEMBER 2020 - DECEMBER 2022  
 PHASE 10: DECEMBER 2021 - DECEMBER 2023  
 PHASE 11: DECEMBER 2022 - DECEMBER 2024
  - PLEASE REFER TO THE PUD MASTER PLAN HEREIN FOR CONCEPTUAL TRAFFIC CIRCULATION PATTERNS AND RIGHT OF WAY WIDTHS OF ALL STREETS AND ALLEYS.
  - PLEASE REFER TO THE PUD MASTER PLAN HEREIN FOR SOILS MAPS.
  - WASTE AND WASTEWATER SYSTEMS, WATER SERVICE AND ALL OTHER LOCAL UTILITY REQUIREMENTS SHALL BE CONSTRUCTED IN ACCORDANCE WITH APPLICABLE STATE AND LOCAL REGULATIONS. THE EXISTING WATER INFRASTRUCTURE IN CONNECTED TO THE BERTIE COUNTY PUBLIC WATER SYSTEM. NEW IMPROVEMENTS TO THE WATER SYSTEM SHALL BE DESIGN AND CONSTRUCTION SHALL BE IN ACCORDANCE WITH BERTIE COUNTY WATER SPECIFICATIONS. THE EXISTING WASTEWATER INFRASTRUCTURE IS COLLECTED, CONVEYED AND TREATED BY THE EXISTING PRIVATELY MAINTAINED SEWER SYSTEM. NEW IMPROVEMENTS TO THE WASTEWATER SYSTEM SHALL BE DESIGNED AND CONSTRUCTED IN ACCORDANCE WITH STATE REGULATIONS.
  - ADEQUATE STORM DRAINAGE SYSTEMS AND BEST MANAGEMENT PRACTICES (BMPs) SHALL BE DESIGNED AND CONSTRUCTED IN ACCORDANCE WITH APPLICABLE STATE AND LOCAL STANDARDS AND REGULATIONS.
  - ADEQUATE SOIL EROSION AND SEDIMENTATION CONTROL MEASURES SHALL BE DESIGNED AND CONSTRUCTED IN ACCORDANCE WITH APPLICABLE STATE AND LOCAL STANDARDS AND REGULATIONS.
  - ACCESS TO THE PROPERTY IS CURRENTLY PROVIDED FROM S.R. 1511 (SUTTON ROAD). A FUTURE SECONDARY ACCESS POINT WILL BE PROVIDED AS AN EXTENSION OF THE EXISTING S.R. 1502 (AVOCA FARM ROAD) TO ACCOMMODATE A PUBLIC ACCESS POINT TO THE MARINA AREA.
  - PARKING: EACH DETACHED SINGLE FAMILY DWELLING SHALL HAVE A MINIMUM OF TWO (2) 10X18 PAVED OFF-STREET PARKING SPACES.  
3 PARKING SPACES FOR EACH 3-BEDROOM UNIT  
COMMERCIAL/OFFICE SHALL CONSIST OF ONE (1) PARKING SPACE FOR EACH 200 SF OF GROSS FLOOR AREA, AND SHALL INCLUDE A 300 SF LOADING SPACE FOR EACH 5000 SF OF GROSS FLOOR AREA.
  - ADEQUATE LIGHTING SHALL BE PROVIDED IN ACCORDANCE WITH THE REQUIREMENTS SET FORTH IN SECTION 715.3.2 OF THE BERTIE COUNTY SUBDIVISION ORDINANCE.
  - DRAFT COVENANTS SETTING FORTH A HOMEOWNERS ASSOCIATION FOR THE MAINTENANCE OF ALL PRIVATELY OWNED COMMON AREAS IS BEING PROVIDED SEPARATELY FROM THE PUD MASTER PLAN, BUT AS PART OF THIS PUD APPLICATION FOR APPROVAL.
  - EXISTING UNDERGROUND UTILITIES SHALL REMAIN IN PLACE. ALL ADDITIONAL UTILITIES TO BE DESIGNED AND CONSTRUCTED AS A RESULT OF THIS PUD SHALL BE INSTALLED UNDERGROUND WHERE FEASIBLE, SUBJECT TO REASONABLE ECONOMIC, ENGINEERING AND ENVIRONMENTAL CONSIDERATIONS.
  - ADEQUATE ACCESS SHALL BE PROVIDED FOR FIRE AND EMERGENCY VEHICLES THROUGHOUT THE DEVELOPMENT AS REQUIRED BY LOCAL OFFICIALS. THE DEVELOPMENT SHALL CONTRACT WITH A PRIVATE GARBAGE COLLECTION SYSTEM PROVIDER. REFUSE FACILITIES SHALL BE SCREENED APPROPRIATELY WITH ADEQUATE ACCESS PROVIDED FOR REFUSE REMOVAL.
  - PLEASE REFER TO THE PUD MASTER PLAN HEREIN FOR DEPICTION OF PROPOSED COMMERCIAL AREAS AND NOTE 10 ABOVE FOR ESTIMATED CONSTRUCTION DATES.
  - IT IS ANTICIPATED THAT THE PRIMARY RESIDENTS OF THIS COMMUNITY WILL BE EARLY RETIREES AND SECOND/VACATION HOME OWNERS. VERY FEW SCHOOL AGED CHILDREN ARE ANTICIPATED IN THIS COMMUNITY.
- ADDITIONAL NOTES PER BERTIE COUNTY SUBDIVISION ORDINANCE ARTICLE VII:
- TOTAL PUD PARCEL SIZE = 894.85 ACRES > 10 ACRES MINIMUM PER SECTION 702.
  - PERMISSIBLE DENSITY IF SUBJECT PROPERTY SUBDIVIDED INTO LOT SIZES REQUIRED BY ARTICLE VI OF THE BERTIE COUNTY SUBDIVISION ORDINANCE = 1265 LOTS PER SECTION 702.
  - MAXIMUM GROSS DENSITY OF THE PUD = 3.20/ACRE < 4.35 DWELLING UNITS PER ACRE PER SECTION 702.
  - NO MORE THAN A MAXIMUM OF 16 DWELLING UNITS OR 42 BEDROOMS SHALL BE LOCATED ON ANY INDIVIDUAL ACRE OF LAND PER SECTION 702.
  - PROJECT AREA COVERED BY MULTI-FAMILY AND SINGLE-FAMILY ATTACHED DWELLINGS SHALL NOT EXCEED 50% OF TOTAL PROJECT AREA LESS WETLANDS (237.45 ACRES) PER SECTION 702.1.
  - MAXIMUM HEIGHT FOR ALL STRUCTURES SHALL BE 55 FT MEASURED FROM ORIGINAL GRADE TO THE RIDGE LINE PER SECTION 704.
  - MINIMUM BUILDING SETBACKS SHALL BE DESIGNED AS TRADITIONAL TOWN DEVELOPMENT AND MAY BE LESS THAN THE 10 FT SETBACK FROM PROPERTY LINES FOR PUDS PER SECTION 705. A MINIMUM BUILDING SETBACK OF 75 FT SHALL BE MEASURED FROM THE NORMAL HIGH WATER LINE. A MINIMUM BUILDING SETBACK OF 30 FT SHALL BE MEASURED FROM MANMADE BODIES OF WATER.
  - OPEN SPACE, LESS WETLANDS, SHALL BE PROVIDED IN ACCORDANCE WITH SECTION 706 AND SHALL AT A MINIMUM AMOUNT TO THE TOTAL SUMMATION OF ALL LOTS SMALLER THAN THE STANDARD LOT SIZE REQUIREMENT. AT LEAST 50% OF OPEN SPACE MUST BE DESIGNED FOR RECREATIONAL USES, INCLUDING POOLS, GOLF COURSE, TENNIS COURTS, AND MANMADE PONDS PER SECTION 706.
  - GREENWAYS, TRAILS, OR GOLF CART PATHS SHALL BE DESIGNED TO CONNECT THE RESIDENTIAL AREA TO THE COMMERCIAL COMPONENT AND SHALL NOT BE LESS THAN 6 FT WIDE PER SECTION 707.
  - ROADS SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE POLICIES OF THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION PER SECTION 708.
  - SIDEWALKS AND STREET TREES SHALL BE DESIGNED TO FIT FOR EACH PHASE DEPENDING ON SUITABILITY AND PER COUNTY APPROVAL AT TIME OF SITE PLAN SUBMITTAL PER SECTIONS 709 AND 710.
  - ADEQUATE AREA, A MINIMUM OF 100 FT WATER FRONTAGE, SHALL BE PROVIDED FOR SUITABLE PUBLIC ACCESS TO THE WATER PER SECTION 711.
  - EXISTING BUFFERS SHALL BE MAINTAINED ALONG THE PERIMETER OF THE PUD TO PROVIDE SEPARATION FROM ADJACENT LAND USES PER SECTION 712.
  - ONE SIGN MAY BE ERRECTED IN ACCORDANCE WITH SECTION 713.
  - ALL PUBLIC STREETS, SIDEWALKS AND OTHER COMMUNITY AREAS SHALL BE SUFFICIENTLY ILLUMINATED TO ENSURE THE SECURITY AND SAFETY OF THE PUBLIC PER SECTION 715.3.2.



DRAWING FILE: P03207-masterplan  
 PLOT SCALE: 1"= 350'

**Quible & Associates, P.C.**  
 SINCE 1959  
 ENGINEERING • CONSULTING • PLANNING  
 ENVIRONMENTAL SCIENCES • SURVEYING  
 NC License# C-0208  
 150 S. Salisbury Street, Suite 200  
 Kitty Hawk, NC 27949  
 Phone: (252) 261-2000  
 Fax: (252) 261-1260  
 E-Mail: admin@quible.com

CERTIFICATION

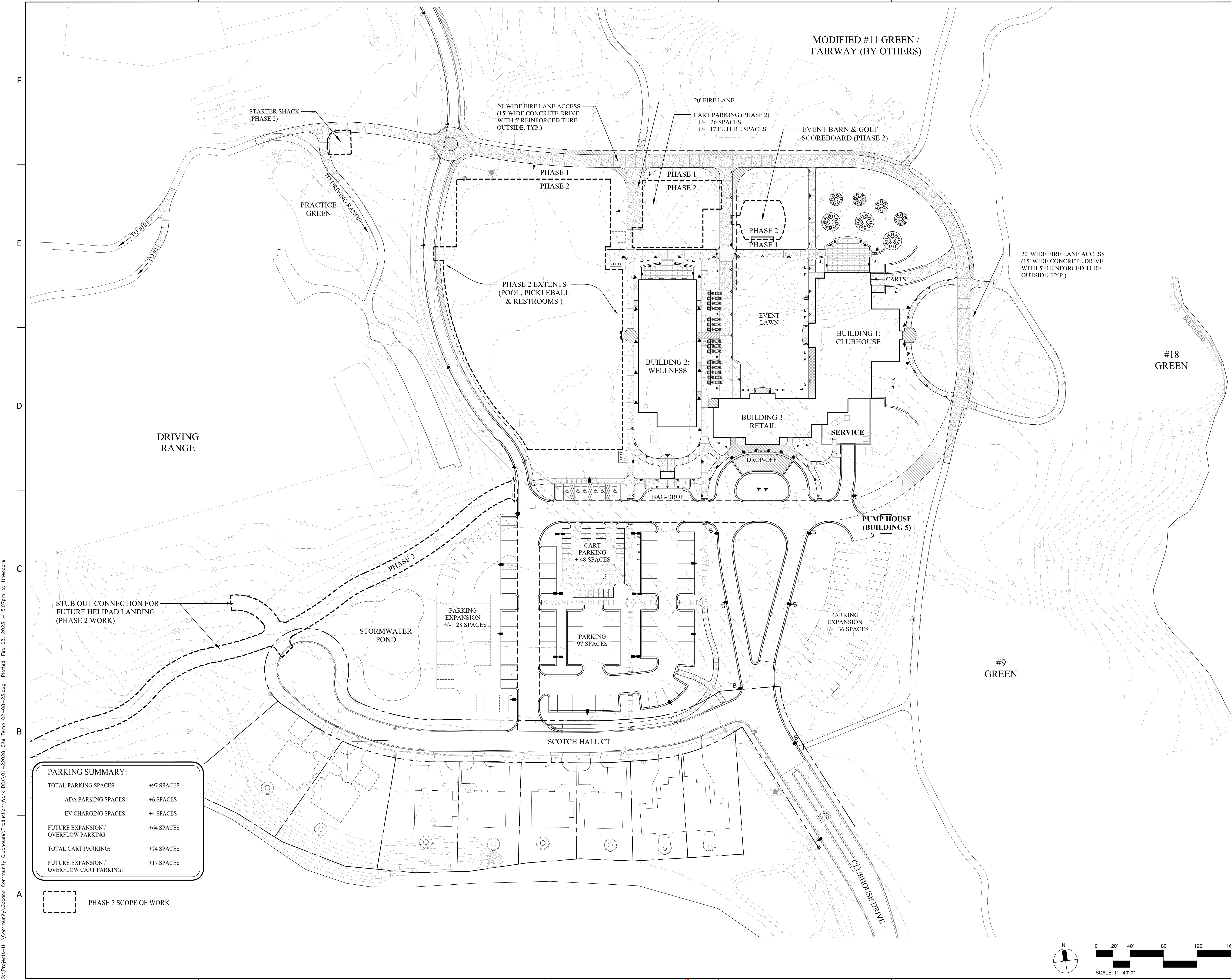
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NO.	DATE	REVISIONS

**COVER SHEET**  
**SCOTCH HALL PRESERVE**  
**RIAL CORP**  
 BERTIE COUNTY  
 MERRY HILL TOWNSHIP  
 NORTH CAROLINA

COMMISSION NO. **P03207**  
 DESIGNED BY **MWS**  
 DRAWN BY **JMH**  
 CHECKED BY **MWS**  
 ISSUE DATE **07/20/11**

SHEET NO. **1**  
 OF SHEETS



**PARKING SUMMARY:**

TOTAL PARKING SPACES:	±97 SPACES
ADA PARKING SPACES:	±6 SPACES
EV CHARGING SPACES:	±4 SPACES
FUTURE EXPANSION / OVERFLOW PARKING:	±64 SPACES
TOTAL CART PARKING:	±74 SPACES
FUTURE EXPANSION / OVERFLOW CART PARKING:	±17 SPACES

PHASE 2 SCOPE OF WORK

**KUO DIEDRICH CHI**  
 730 PEACHTREE STREET, NE  
 STUDIO 325  
 ATLANTA, GEORGIA 30308  
 678.244.6270  
 www.KDCarchitects.com

ARCHITECT:

CONSULTANT:  
  
**WOOD+PARTNERS**  
 LANDSCAPE ARCHITECTURE  
 LAND PLANNING  
 7 Lafayette Place | Hilton Head Island, SC 29926  
 www.woodandpartners.com | 843.681.6618

**REVISIONS**

DATE:	DESCRIPTION:
8/16/22	SCHEMATIC DESIGN
2/1/23	DESIGN DEVELOPMENT

PROJECT:  
**OCCANO CLUB VILLAGE: PHASE I**  
 105 Scotch Hall Court,  
 Merry Hill, NC 27957  
 Bertie County  
 Building #1: Clubhouse  
 Building #2: Wellness  
 Building #3: Retail  
 Occano Golf Course  
 Holding LLC  
 5310 South Alston Avenue, Suite 210  
 Durham, NC 27713

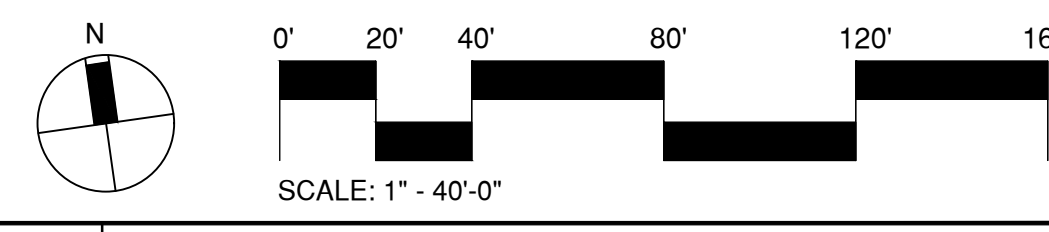
JOB NUMBER: 22019

DATE:

TITLE:  
**OVERALL SITE PLAN**

SHEET:  
**L-100**

C:\Projects-HH\Community\Decano Community Clubhouse\Production\Work\_DD\01-220228\_Site Temp\_02-08-23.dwg Plotted: Feb 08, 2023 - 5:07pm by lthiedore





A-4



## **Bertie County, NC**

Needs Assessment Study  
And Recommendations

For  
**A New Animal Shelter**

**Bertie County  
Animal Services**

October 28, 2022



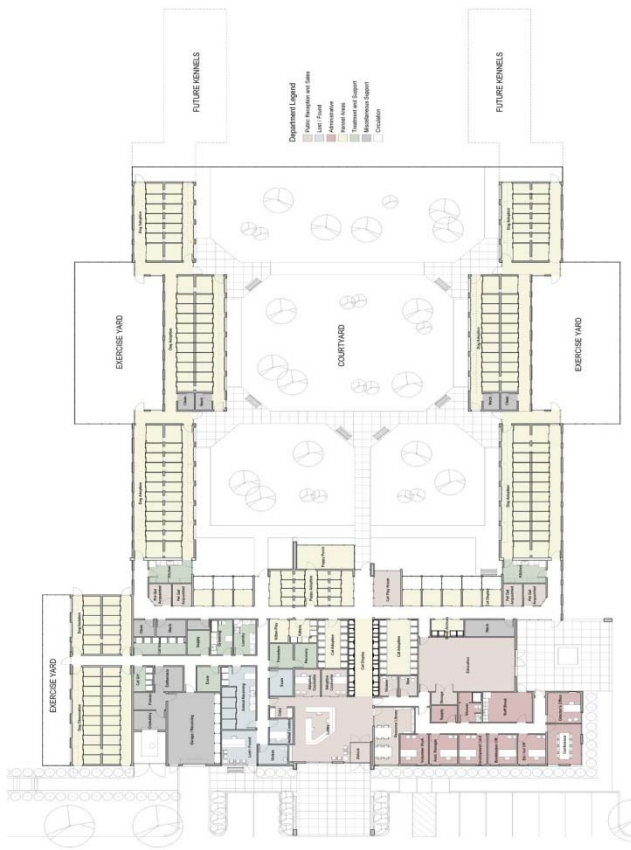
## EXECUTIVE SUMMARY

This Needs Assessment Study for Bertie County, North Carolina analyzes the sizing and building programming for a new animal shelter capable of serving the community's sheltering needs over the next 20+ years. Beyond citing capacity, this study does not include analysis of the County's existing animal shelter facility, operated by Bertie County Animal Services.

Based on 2021 data, the Animal Services Shelter produced "live release" rates of 70.7% for dogs and 10.3% for cats. The existing shelter has space for 13 dogs and 15 cats providing average Length of Stay (LOS) in 2021 of 12 days and 21 respectively.

According to Skip Dunlow, Animal Control Officer, 90% of the cats entering the shelter are "feral" cats. They are held for three (3) days then euthanized as they cannot be domesticated. Officer Dunlow noted that the shelter will house dogs as long as possible as Bertie Animal Services has a stated goal of saving as many adoptable animals as possible. (The sheltering industry uses >90% as the baseline measure for such success). Bertie Animal Services works with the local humane society who will continue to assist in animal (especially dog) adoptions into the future.

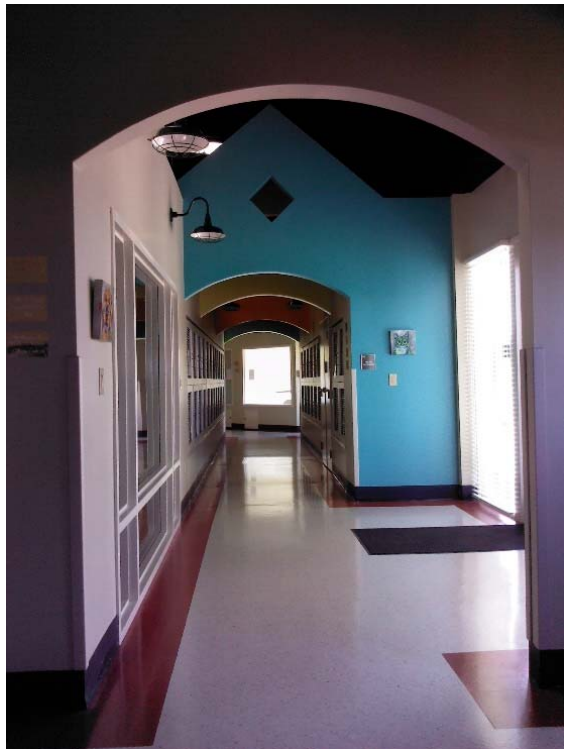
Officer Dunlow submitted the statistics for 2021 via our website. The shelter served a total of 656 animals, 394 dogs and 262 cats. The lingering effects of the COVID -19 Pandemic continues to slightly suppress normal shelter intake. So in order to gain a more comprehensive view of the shelter's experience we explored a number of years of data. Statistics for Bertie Animal Services over the past ten (10) years were derived from annual reports submitted to the North Carolina Department of Consumer Affairs – Veterinary Division. Unfortunately, the records are incomplete, so we averaged data from five years of the reports to arrive at a reasonable set of data reflecting what the shelter is likely to experience in the future.





Sizing of the new facility then is based on serving 800 animals per year - 400 dogs & 400 cats, in a recommended 27 total spaces of animal housing. This number of animal housing “spots” provides an initial **average** Length of Stay (LOS) of 14 days for dogs and 11 for cats, from intake to release for each species.

2021 saw a +/- 90% feral cat component, which Officer Dunlow cites as typical. Because of their known, minimal stay the resulting availability of housing will increase the LOS for non-feral cats from 11 days average to greater than 21 days. This provides more time in the shelter for non-feral stray cats and thus greater exposure to the public which should help increase adoptions.



Over time, population growth can cause an increase in the total number of animals served, *slowly* reducing the shelter’s capacity. In Bertie County’s case, however, this is negligible and we anticipate any growth will be overcome with the initial, averaged intake basis and the continued work with the humane society to apply programs designed to reduce intake and promote adoptions.

This report details the need for a “Core” shelter of approximately 2,300 square feet. Our initial calculation projects a construction cost range of between \$924,000 to \$1,039,500. Employing a range accounts for the ever changing construction market. This “Core” shelter cost range includes site work, animal housing, support facilities and normal administrative space associated with animal shelters.

Final Projected Costs are based on more detailed square footage developed in the Building Program portion of the Study which includes an enclosed Salliport for the safe delivery of animals by Animal Control Officers. This increases the proposed shelter size to +/- 2,600 square feet. We initially estimate the final cost, with the salliport to be between \$1,015,600 and 1,146,300.

Officer Dunlow assesses the need for no less than 15 dog kennels to accommodate the ebb and flow of the dogs entering the shelter, taking into



account dogs held for court cases as well as multiple dogs brought in from seizures from time to time. While cats are fewer and mostly feral, accommodating them suggests 8 cages including isolation & observation will ultimately provide stray (non-feral) cats with an average of >21 days LOS. 4 additional cages will be designated specifically for feral cats that can also be accommodated in the isolation & observation quarters.

Not included in any of the construction budget ranges cited are telephone and data installations, security systems, music & intercom, video cameras/systems, specialized access systems or specialized fire suppression systems. These items (and others) may be included in the overall project budget during the design phase as the County may deem necessary as it is able to engage in detailed building planning.

While carefully planned expansion should be considered during planning & design so that future needs may be met for 30 years or more, Bertie County's minimum or negative rate of growth diminishes the need for immediately exploring the effects of population growth on the shelter over time.

We believe the "Core" shelter described in this study represents the minimum facility Bertie County should consider constructing.



Accompanying this Needs Assessment Study is a schematic design responding to the proposed building program along with a site diagram illustrating how a new shelter will occupy the County's chosen site on County Farm Road. The design drawings are larger format (24" x 36") in order to adequately display the shelter plan and site plan and are therefore separated from the study. The design includes recommended materials/finishes and less expensive "alternates" as a means of controlling the construction budget. The proposed shelter should, therefore be able to be constructed within the range we project

END OF EXECUTIVE SUMMARY



## *NEEDS ASSESSMENT INTRODUCTION*

This Needs Assessment Study provides the foundation for developing a state-of-the-art animal shelter to serve the citizens of Bertie County, North Carolina.

This Needs Assessment considers the optimum size and configuration of a physical facility to provide for the community's sheltering need and also meets the goals and objectives of Animal Services, assisting in its mission for the future.

Statistics used to support conclusions drawn are derived from U. S. Census Bureau "State & County Quickfacts", statistics provided by the County from its operation of the shelter along with those of the NC Department of Consumer Affairs – Veterinary Division's annual shelter reports.

## *SHELTER SIZING STARTING POINT*

Intake data from the County provides a reasonable basis for beginning our analysis. In 2021 the shelter received 656 dogs and 262 cats. Of the cats, approximately 90+% were determined to be "feral" cats that are not adoptable. Current practice by Animal Services is to house each for three (3) days after which they are euthanized off site by a local veterinarian. The number of stray (adoptable) cats then was approximately 32. Animal Services plans to continue this policy with feral cats.

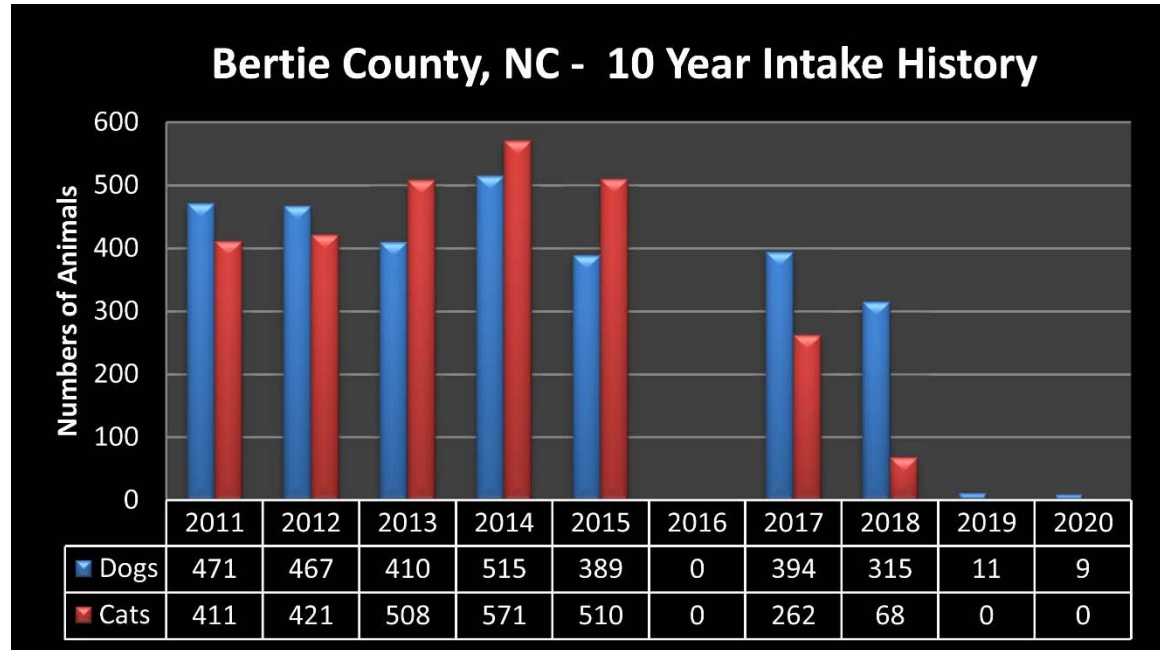
We also analyzed ten years of intake data from the North Carolina Department of Consumer Affairs – Veterinary Division Shelter reports from 2011 to 2020. This approach provides a longer view of the shelter's intake experience, which is especially important as recent years have seen fewer intakes due to the impact of the COVID-19 pandemic. These data provide the basis for the following graph illustrating intake trends for Bertie County:

**Animals housed in the shelter in 2021:**

Dogs	394
Stray Cats +/-	32
Feral Cats	<u>230</u>
Total	656

**Future Animals Assumed based on recent history:**

Dogs	400
Stray Cats +/-	40
Feral Cats	<u>360</u>
Total	800



The ten year period presents a varying set of data for both species with three years devoid of any. In addition, we also eliminated years 2014 and 2018 the “highest” and “lowest” intake over the period to capture realistic average. The result permitted us to consider data from 5 years in an attempt to approximate an average annual intake the shelter might expect. That average calculates to approximately 850 animals per year, 426 dogs and 424 cats, roughly a 50/50 split.

When compared to the recorded intake of 656 from 2021 this represents an increase of the annual intake by +/-30%. Assessing this to be unnecessarily high, we compromised by assuming total intake of 800 animals per year: 400 dogs and 400 cats. This approach assumes a 22% increase over 2021 and only

5% less than the calculated average of 850. The compromise provides the County with the reasonable starting intake we are seeking that should accommodate sheltering need for the foreseeable future.

### NEEDS ASSESSMENT



Five years of the 10 year intake history (modified), previously illustrated, provides appropriate support for our basing this study on Bertie Animal Service’s longer record of animal intake from shelter reports provided by the NC Division of Consumer Services – Veterinary Division.

It is important to note, Animal Services does not operate a “Trap Neuter Return” (TNR) program for feral cats. Instead, the shelter typically holds feral cats for the required three (3) day minimum, after which they are transferred to a veterinarian for euthanasia. We note any dogs that are euthanized are taken to the vet office.

We recommend Animal Services consider developing a TNR program with the assistance of the local humane society and the community to better serve feral cats. This entails determining a means by which trapped ferals can be taken to a local veterinarian who can perform spay/neuter services and vaccinations with volunteers finding suitable long-term care in local barns etc., as mousers for instance. This approach is very well established throughout the country and is an effective and humane means of taking care of the problem feral cats represent. It is well documented that TNR ultimately reduces the feral cat population and avoids their taking space in shelters. These cats are also dangerous for employees to handle as they are unused to confinement and can become frantic for release, clawing and/or biting anyone who comes near.

Based on a 50/50 breakdown and the 800 animal basis, our analysis then assumes the following animal totals *to be housed* in sizing the new shelter:

Canines	400 per year
Felines (10% adoptable)	40 per year

Feral Cats assumed @ 90%      360 per year

Using these figures, we will examine sizing an animal shelter assuming an average 14-day length of stay (LOS) for dogs and 11 for cats. The feral cats' maximum 3 day stay increases the available LOS for non-feral cats to more than 21 days. These LOS numbers are well established in the sheltering industry as appropriate for the encouragement of maximum positive outcomes for sheltered animals. This supports the mission of Bertie Animal Services and is also cited by the Association of Shelter Veterinarians in its "Guidelines for Standards of Care in Animal Shelters" as an appropriate range.

### *PLANNING BACKGROUND*

Shelter standards for adequate housing, shelter sizing to support the number of animals in the community requiring shelter and an adoption supportive approach to reducing each animal's length of stay (LOS) are all factors we consider. The following explains our methodology with definitions and standards that we recommend.

The intent behind sound shelter planning is to develop an approach that will support a high level of animal adoptions. This is the most cost-effective approach in the long run as increased rates of adoption effectively increase shelter capacity at no additional building cost. The "adoption supportive" approach seeks to develop a facility adequately sized to accommodate the projected volume of dogs and cats it will serve, both initially and in the longer term; one that offers the public sufficient opportunity to visit sheltered animals in a positive, healthy environment, encouraging the willingness to adopt.

The most important factor in accommodating the predicted number of *relinquished* animals is calculation of "**available animal care days**" the shelter can provide. Each planned individual kennel or cage represents the ability to



provide 365 animal care days annually. This then becomes the initial basis for projecting the proper number of “spots” to include in any new facility.

To make clear our methodology we offer the following “Terms & Definitions” associated with shelter planning:

### *SHELTER SIZING TERMS & DEFINITIONS*

- **Animal Housing Unit (“Spot”)** – Kennel, Cage, or Open Room x SF/Animal
- **Animal Care Days (ACD)** – Animal Shelter Capacity (1 Animal Housing Unit x 365 days/year = 365 ACD/Spot)
- **Length of Stay (LOS)** – Total time (days) an animal spends in the shelter
- **Average LOS** – Total Animal Care Days ÷ Total Animals Served

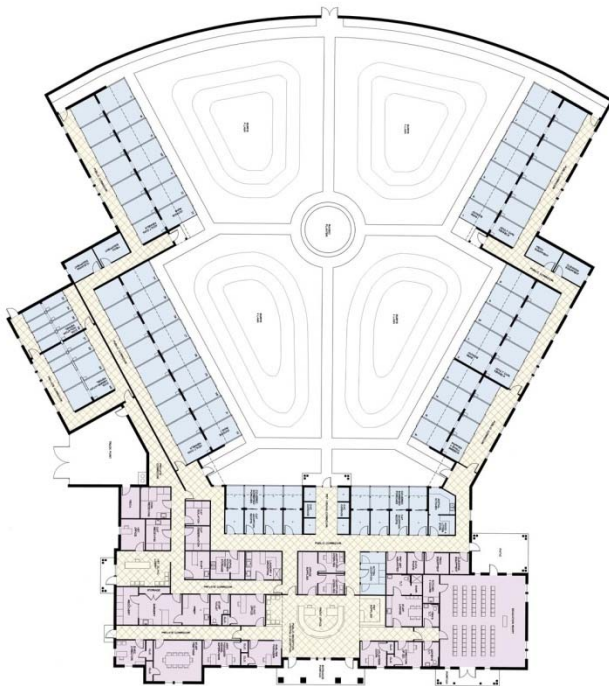
Example: For a shelter serving 2,400 animals/year  
100 spots x 365 = 36,500 ACD  
 $36,500 \div 2,400 = 15.2$  days Average LOS

Some animals may stay as little as 1-2 days while others may stay for 30 days or more. The Association of Shelter Veterinarians considers anything beyond a 1 to 2-week LOS to be “long term”. *A longer average LOS requires higher levels of animal care & cost.*



Appendix A, “Existing Conditions 2021” provides an overview and analysis of the 2021 data through the application of the above definitions. The total contributing number of dogs & cats is 656 which is 3.75% of the 2021 human population estimate. Dogs represented 60% of the total and Cats represented 40%. (Based on our averages analysis, however, we will ultimately use a 50/50 split.)

The numbers of “Programmed Spaces” or “spots” in the existing shelter are multiplied by the number of days in a year (365) yielding “Available Animal Care Days” = shelter capacity. “Available Animal Care Days” are then divided by the anticipated number of animals resulting in the average “Available Length of Stay (LOS)” calculations.



In our projections we will include all cats at 11 days, understanding feral cats will spend no more than three (3) days in shelter housing. The result provides greater LOS for adoptable cats.

The numbers of dog & cat spots are multiplied by “grossing factors” that predict overall shelter square footage or “shelter size”.

Finally, the “Projected Shelter Size” is multiplied by assigned construction costs per square foot to project an anticipated range of potential *new facility* costs.

This same methodology will be applied in similar fashion to the “average” number of dogs and cats derived from our analysis of the intake history from 2011 to 2020. Using the variables of “Programmed Spaces” and projections of animals anticipated we will predict the optimum shelter size the County should consider.

Our methodology also includes assumptions in support of our sizing approach regarding basic shelter standards as follows:

### *SHELTER STANDARDS*

The Association of Shelter Veterinarians' 2010-11 "Guidelines for Standards of Care in Animal Shelters" identifies acceptable and unacceptable parameters regarding the primary enclosure of animals. These are consistent with the North Carolina statute regarding animal shelter requirements for housing:

- *“Primary enclosures must provide sufficient space to allow each animal, regardless of species, to make normal postural adjustments, e.g., to turn freely and to easily stand, sit, stretch, move their head, without touching the top of the enclosure, lie in a comfortable position with limbs extended, move about, and assume a comfortable posture for feeding, drinking, urinating, and defecating. In addition, cats and dogs should be able to hold their tails erect when in a normal standing position.*
- *Cages or crates intended for short-term, temporary confinement or travel (i.e. airline crates, transport carriers, cages, or crates designed to restrict mobility during a defined*

*period for recovery or treatment including small stainless steel cages less than 2 ft x 2 ft), are unacceptable as primary enclosures.*

- *Enclosures that permit care and cleaning without the removal of the animals (i.e. double-sided or compartmentalizes enclosures) are very important to prevent disease transmission and should be provided for recently admitted or ill animals and those who are younger than 20 weeks of age.*
- *Crates or cages must not be stacked upon each other in a manner that increases animal stress and discomfort, compromises ventilation, or allows waste material to fall from the cage above to the cage below.*
- *Animals must not be housed in the same enclosure simply because they arrived on the same day or because individual kennel space is insufficient.*
- *For the safety of dogs, as well as caregivers, dogs should only be combined in small groups for play (e.g., no more than 4-6 dogs).*
- *Every sheltering agency has a maximum capacity for care, and the population in their care must not exceed that level. Factors that determine capacity for care include: the number of appropriate housing units, staffing for programs or services, staff training, average length of stay, and total number of reclaims, adoptions, transfers, release, or other outcomes. Operating beyond an organization's capacity for care is an unacceptable practice."*

We will proceed with our analysis with the understanding that we recommend housing animals in conditions that will promote their well-being and for durations that are supported by the Association of Shelter Veterinarians.

### **PRELIMINARY SHELTER SIZING**

**Length of Stay (LOS) is the predominant predictor of shelter size.** The Association of Shelter Veterinarians (ASV) defines LOS as the "*period of time an animal is under the shelter's care, from intake to exit.*" Average Length of Stay is an effective means of measuring shelter turn-over and it directly correlates to the intake numbers and the population of animals in the shelter. We review here again the example of the fundamental calculation to determine Average LOS:





*# Canine spots x 365 days ÷ # total canines per year = Average LOS/canine*



An average LOS of ten (10) days for both canines and felines represents the *absolute minimum* allowing sufficient exposure to the public to effectively encourage increased adoption rates while simultaneously reducing the rate of euthanasia. Shelters that wish to achieve greater rates of live release plan on an average LOS of 14 days for dogs and 21 for cats. Both the ASV and our experience sizing shelters aimed at maximizing live release support these longer LOS durations for each species. In its response to our questionnaires Animal Services data demonstrates a 12 day capacity for dogs and 21 for cats. This is reasonably close to the 14-day LOS we are suggesting for both species so we will employ that LOS for dogs and 11 for cats noting that the space vacated by feral cats after three days adds to the available LOS for adoptable cats.

We note here that our initial sizing calculations anticipate the *minimum, basic shelter necessary to accommodate the number of animals projected*, providing adequate “housing” and necessary administrative and support functions. This should be considered to represent a **“Core Shelter”** designed for sheltering only.

Animal Services wishes to include a roofed, semi-enclosed Salliport for ACO operations.

The impact of this additional space on shelter size will be considered in the building programming portion of the study. If adopted, this will increase shelter square footage initially projected by our “Rule of Thumb Sizing” which considers the area of the **“Core Shelter”** only - *We employ this approach because many shelters are not able to afford augmented functions and services and must settle for a basic shelter that can later be increased by expansion as the ability to finance such permits.*

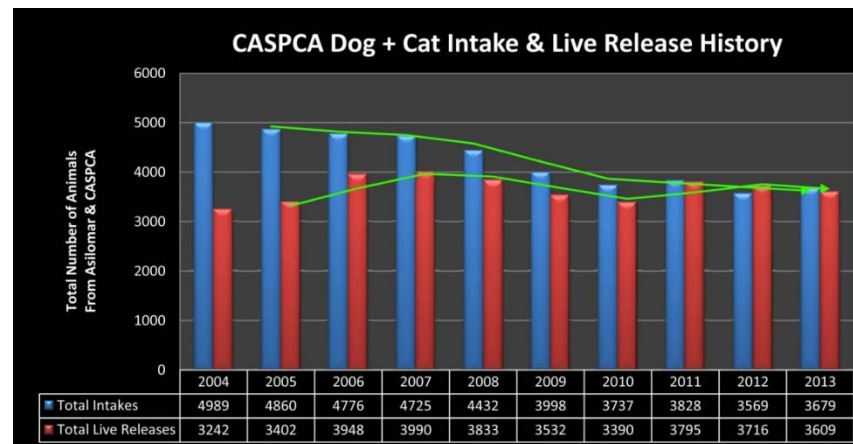
**So, using our proprietary “calculator”**, developed to analyze and assist in shelter sizing we perform, in Appendix B - *“Bertie County Animal Shelter 10 Year*

*Average Basis – 14 Day LOS*” analysis of size and cost of a shelter required to accommodate a 14 day average LOS for dogs and 11 for cats. A shelter size of 2,310 square feet emerges at a cost range of \$924,000 to \$1,039,500 and defines the “*Core Shelter*” size needed to accommodate the 400 dogs and 400 cats annually. The spot count “*Programmed Spaces*” displays a total of 27; 15 for dogs and 12 for cats. Keep in mind the 11 day average LOS has been applied to all cats, including ferals translating to > 21 days for non-feral cats.

This set of calculations also shows the 800 total animals representing 4.57% of the human population as of 2021. Our employment of the average intake from the historical data then provides the County with some built-in assurance that the shelter will accommodate the sheltering needs of the community given the actual percentage in 2021 was about 22% less. The minimal/negative growth of the County suggests this will be effective for the foreseeable future.

**History of Success with Adoption Programs -The Life-Saving Paradigm**

*Charlottesville-Albemarle, Virginia SPCA (CASPCA)* is an open admission shelter responsible for intake from “Animal Control” from 2 jurisdictions and is one of the first open admission communities in the nation to employ this approach. The graph below illustrates the ten-year period following its simultaneous construction of a new animal shelter and its adoption of the then emerging life-saving paradigm:



*This graph evidences the impact of life-saving programs on both shelter intake and live release despite increases in human population.*

*The phenomenon is becoming well understood in the sheltering industry*

The green trend lines show the convergence of decreased intake and increased live release. Programs designed to reduce intake and increase adoptions, when properly administered, generate a relative stasis over time. CASPCA continues in this mode to this day despite population growth in its service area. We have worked with other shelters in different parts of the country that display the same phenomenon when these life-saving programs are consistently applied. Bertie may elect to approach these with the assistance of the local humane society.

Our recommendation then is to construct a shelter that provides an average LOS of 14 days for dogs and >21 for (non-feral) cats based an initial 400 dogs & 400 cats annually.

Again, addressing the issue of feral cats, if a TNR program can be initiated and developed within the community over time, that can provide a natural opening of available “spots” for stray cats far into the future. Because this is only a potential we feel it important to include housing the 360 ferals in our analysis in the event a TNR program cannot be developed or takes a significant period of time.

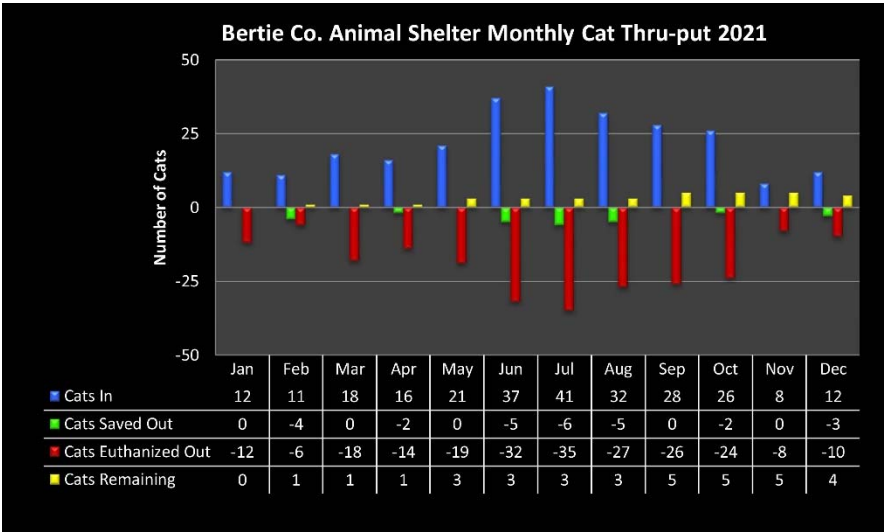
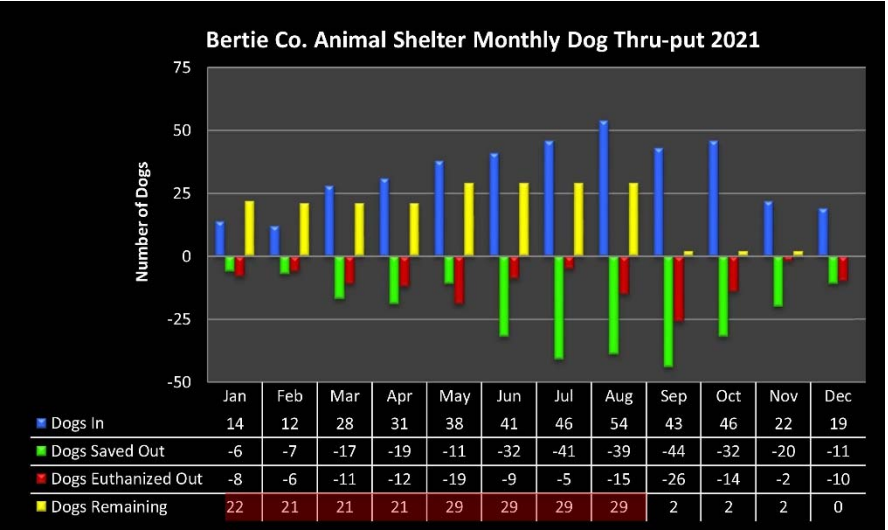


Finally, we need to analyze the impact of the current shelter’s “Seasonal Peak Animal Population” for dogs and cats to consider our shelter sizing against this phenomenon.

#### *SEASONAL PEAK ANIMAL POPULATION ANALYSIS (SPAP)*

We consider shelter occupancy month by month to determine if our “spot” count holds up during seasonal, high intake months. This sometimes results in recommending additional “spots” to accommodate seasonal pressures. The 2021 experience is illustrated by the following graphs:





With 13 available spots for dogs in the current shelter we see that “Dogs Remaining” were below the available space count only 4 months of the year. We have highlighted all months at 13 or above showing there were 8 months with overcrowding. Assistance by the local humane society in adopting dogs has

historically prevented the shelter from being overcrowded throughout the year. Animal Services desires to improve this situation as much as possible.

Keeping in mind the Cat Thru-Put graph included +/-236 feral cats. With 15 available spaces, cats (including ferals) never exceeded the available housing. This is generated by the constant influx of feral cats and the requirement to house them for 3 days maximum.

Our projected 15 spots for dogs, 2 more than in the existing shelter, does not entirely overcome potential overcrowding for the proposed new shelter. Continued collaboration with the local humane society and rescue groups will alleviate the potential of overcrowding. 12 spots for cats given the feral situation will provide more than enough space for non-ferals. This is further addressed via our approach to cat housing which includes double sided cages with “portals” enabling doubling cat housing for strays/ferals for short periods of time during overcrowding. Again, development of a working TNR program for feral cats can significantly reduce their impact on the shelter.

### **Maximizing Thruput**

#### *ADOPTION DRIVEN CAPACITY (ADC)*

The Koret School of Veterinary Medicine at the University of California - Davis publishes articles that support shelter operation based on their analysis and expertise. Specific to our study, their calculations entitled “Adoption Driven Capacity” provide insight into the optimum number of animals “in adoption” needed in order to meet adoption targets. The Koret School’s ADC calculations recommend *adoption spots* for dogs at 9 and 2 for cats based on our 14/21-day targeted LOS. Our recommendation of the shelter’s spot count with the 14/21-day average LOS provides for this specialized capacity.

Using an 800-animal projection for start-up with 400 dogs and 400 cats per year we are embracing the desire to deliver as many as possible for “live release”.

The *minimum* adoption rate to achieve the highest life-saving status is assumed to be 90% for dogs and 100% for cats as there are only +/- 40 per year that are domesticable. Calculations follow:

Basic yearly Dog adoption driven capacity calculator - Assumed 90% Adoption Rate		
Adoptions per year	Target length of stay	Recommended daily adoption population (# of animals)
360	9	9

Adoption driven capacity calculator: fast track/slow track*							
Adoptions per year	Overall target LOS	Target LOS: fast track	Percent fast track	LOS: slow track	Percent slow track	Recommended daily population: fast track	Recommended daily population: slow track animals
360	9	9	30%	9	70%	3	6

Reverse calculator: average LOS based on adoptions and daily population							
Adoptions per year	Actual daily population	Adoptions per day	Average length of stay (days)	% "fast track"*	Fast track target LOS	% "slow track"	slow track LOS
360	9	1	9	30%	9	70%	9

Adoption calculator by # of animals for adoption		
Theoretical daily population	Target LOS	Annual adoptions
9	9	365

Population capacity calculator for annual adoptions		
Target annual adoptions	Target LOS	Recommended # of animals for adoption
360	9	9

#### Adoption Driven Analysis for Dogs – Annual Basis

At a 90% adoption rate this calculator recommends 9 dogs in “daily adoption” with an Overall Target LOS of 14 days of exposure – 9 days for “fast track” dogs.

Note the “Reverse Calculator” predicts an average LOS of 9 days for “fast track” dogs and an LOS of 9 days for “slow track” dogs yielding annual adoptions at the desired number.

Basic yearly Cat adoption driven capacity calculator - Assumed 100% Adoption Rate		
Adoptions per year	Target length of stay	Recommended daily adoption population (# of animals)
40	14	2

Adoption driven capacity calculator: fast track/slow track*							
Adoptions per year	Overall target LOS	Target LOS: fast track	Percent fast track	LOS: slow track	Percent slow track	Recommended daily population: fast track	Recommended daily population: slow track animals
40	14	14	30%	14	70%	0	1

Reverse calculator: average LOS based on adoptions and daily population							
Adoptions per year	Actual daily population	Adoptions per day	Average length of stay (days)	% "fast track"*	Fast track target LOS	% "slow track"	slow track LOS
40	4	0	37	30%	14	70%	46

Adoption calculator by # of animals for adoption (assuming 1 cat/unit)		
Theoretical daily population	Target LOS	Annual adoptions
4	14	104

Population capacity calculator for annual adoptions		
Target annual adoptions	Target LOS	Recommended # of animals for adoption
40	14	2

#### Adoption Driven Analysis for Cats – Annual Basis

At a 100% adoption rate (*low number of cats*) this calculator recommends 2 cats in “daily adoption” with an Overall Target LOS of 14 days of exposure – 14 days for “fast track” cats.

Note the “Reverse Calculator” predicts an average LOS of 14 days for “fast track” cats with an average LOS of 37 days yielding adoptions at the desired number



These calculations demonstrate that the target number of adoptions for dogs can be met by *designating for adoption* 9 dog spots. The calculations point to the need for only 2 adoption spots for cats. We will, however, increase this to 4 as a minimum and we will designate spots for feral cats at 4 due to their short LOS.

The Adoption Driven Capacity approach helps us understand the “right” number of spots to fully support adoption goals and provides direction in designating pre-adoption holding with our overall calculation of spots.

With a total recommended 9 adoption spots for dogs this leaves 6 spots for Dog Observation and Isolation. Cats are recommended to have 2 adoption spots which we have increased to 4 as a minimum with 4 additional for Cat Observation & Isolation (which can also serve ferals). These numbers are in line with recommendations from the Association of Shelter Veterinarians who cite a minimum of between 10% & 20% of animal housing be dedicated to isolation and observation. This will be reflected in our assignment of spots in the programming phase of the study.



Keep in mind *this is only a preliminary sizing method aimed at identifying the size of the “Core Shelter”*. A more accurate analysis involves the development of a detailed building program. The following general building features provide background critical to understanding the underlying conceptual basis for the adoption supportive approach and the spaces that must be included in the building program to realize it.

### **GENERAL BUILDING FEATURES**

Newly developed animal shelters are highly specialized buildings designed to support sheltered animals in the healthiest possible environment. They are built more like modern retail/medical space than past shelters that resembled an institutional, “warehouse” model. From a human perspective, the impression, beginning with the exterior architecture, carrying through to all areas of the





interior, must provide a feeling of comfort and welcome. The shelter should be an inviting, low stress environment that promotes a sense of well-being, light and airy - one that “presents” the animals in an attractive manner encouraging their adoption.

With this initial “vision” in mind, a state-of-the-art animal shelter facility should include seven primary functions: Refer to Appendix D, “Programming Questionnaire to review Animal Services’ input affecting the building program.

1. Public reception and sales of initial, basic pet care needs for adopted animals.
2. Administrative areas including private offices for staff & ACO’s. Staff and volunteer training provisions such as a classroom or multi-function meeting/training room or rooms.
3. Public Education/Training facilities.
4. Animal receiving, including examination and grooming functions.
5. Animal kennels for display of adoptable animals.
6. Animal kennels for holding of stray animals.
7. Animal kennels for quarantine and routine observation.



In addition, there are several critical design considerations which must be incorporated in order for the shelter to be a success. These include how animals are received and housed, how the building is cleaned and disinfected, how heat, ventilation and air exchange are provided, how sound is controlled and how public circulation and staff work traffic patterns are organized. Several specific decisions must be addressed:

- A. **Kennel Layout** – Proper housing in kennels requires the ability to move dogs from one “side” of a kennel run to a similar separate & distinct area. This affords





easy, rapid cleaning and offers the opportunity to provide the animals with both the comforts of a protected indoor environment and an “outdoor”, fresh air experience when temperatures are not severe. We normally recommend the construction of “double” sided kennels of indoor and outdoor runs with communicating access.

- B. **Kennel Function** – A decision regarding single or joint occupancy of each kennel run must be made. While joint occupancy might appear to provide the ability to house more animals in less space, there are some drawbacks including less separation to prevent spread of disease and reduced ability for staff to manage the animals. We recommend building sufficient numbers of kennel runs to house animals independent of one another, however, there may be a need to provide for some larger kennels to support litters and also for dogs that arrive at the shelter who are used to each other’s company. We suggest the inclusion of one larger kennel to accommodate these stated needs. Kennels must also be sized to provide dogs with adequate space for normal movement including standing, sitting, turning, and lying down without restriction from the kennel top or sides and must meet North Carolina area requirements.
- C. **Cat Quarters** – While the most disease preventive tactic is to house cats in individual cages with individual return air for each cage, the use of cat community display areas or “apartments” can greatly increase cat adoption. Cats living and playing together, however, must be health checked and properly vaccinated prior to being placed in groups. We don’t recommend inclusion of these spaces for the Bertie County shelter as there will be so few adoptable cats.
- D. **Puppy Areas** – Puppies and/or small breeds should be housed separately from the adult dogs for disease control. We recommend floor level indoor “runs” rather than stacked cages where “wiggling” puppies can accidentally fall to the floor below suffering possible injury. Bertie can omit this function due to its size.
- E. **Equipment and Support** - Shelters today are planned to include flushing floor drains, air purification systems, noise control systems and long lasting, easily cleaned and disinfected wall and floor finishes. These items are essential for hygienic and efficient operation. In particular, we recommend individual floor



drains for each kennel run, both interior and exterior, to assure complete separation of wastewater from one run to another.

With this conceptual basis in mind we can develop a building program based on the number of “spots” predicted in our Preliminary Sizing Analysis and the necessary spaces required to properly support them. Before doing so, however, we need to briefly analyze shelter staffing and work area needs.



### *NEW SHELTER STAFFING AND OPERATION*

This section addresses the human work area needs based on key shelter staffing requirements. This exercise is intended to illustrate how to accommodate the need for office space and work areas based on our general knowledge of the shelter’s needs.

The spaces needed for management to be included are as follows:

- Reception (1 assumed – May be ACO)                      No office required
- Animal Services Officer (1)                                      Office required
- Deputy Animal Service Officers                                  No office required
- Animal Shelter Attendants (1)                                      No office required

### *Calculation of Animal Support Staff*

The Humane Society of the United States (HSUS) and the National Animal Control Association (NACA) recommend a minimum of 9 minutes per animal/day for cleaning and 6 minutes for feeding = 15 minutes total per animal per day. North Carolina, however, requires cleaning twice daily adding an additional 9 minutes per animal/day. Therefore, based on the total of 27 "spots" projected, we can calculate:

27 animal spots x 24 minutes/spot ÷ 60 min/hr. = 10.8 hrs./day required  
Assuming 7-1/2 hours/Day/Animal Care worker = 2 kennel workers needed/day

Seven days per week. As we understand it, the ACO's currently assist with cleaning and feeding and plan to continue with that assistance. The current count of 1 (part time) means the County will need to consider adding at least 1 Kennel Attendant.

We also note we have not included any staff designated to perform the many duties associated with public education, adoptions or "enhancement" for the animals while sheltered such as dog walking etc. Animal Services does report there are volunteers that assist the shelter who can perform some of these functions. It is clear that desired improvement in the goals of reducing intake an increasing adoptions may require further development of volunteer staffing.



#### *BUILDING PROGRAM DEVELOPMENT*

Based on the above analysis we can now develop the Building Program, initially for the "Core" shelter, with spaces needed to accommodate the desired functions beyond those identified with the "core" (Salliport) presented separately. The Building Program describes the variety of spaces recommended to support the anticipated shelter and its desired functions. The program should be viewed as a guide that can flex to accommodate the intentions of the shelter planning staff to "inform" the actual architectural design.

#### *The Proposed Building Program Follows:*

The Building Program identifies five basic areas of the "Core" shelter including Public Reception, Relinquishment (ACO's), Administration, Animal Care/Housing and Animal Care/Support. Enhanced areas - Salliport are added separately. The Program identifies each space to be included and their sizes. *Sizes are not absolute.* They are projected based on reasonable assumptions of space need and are intended to be flexible allowing latitude during the planning & design process:

## Bertie County Animal Shelter Building Program

	Quantity	SF	Total SF/Area	% of Total Gross SF
<b>Lobby</b>			<b>300</b>	<b>13.0%</b>
Lobby/Reception//Air Lock	1	240	240	
Toilets (Unisex)	1	60	60	
<b>Administration- Administrative Areas</b>			<b>80</b>	<b>3.5%</b>
ACO Office	1	80	80	
<b>Animal Care- Animal Kennel Areas</b>			<b>926</b>	<b>40.0%</b>
Dog Hold/Adoption Kennels - 4x13 Double Sided	8	52	416	
Dog Hold/Adoption Kennels - 6 x 13 Double Sided	1	78	78	
Dog Observation - 4 x 13 Double Sided	3	52	156	
Dog Isolation - 4 x 13 Double Sided	3	52	156	
Cat Adoption - Double Cages	4	10	40	
Cat Isolation (Double cages)	2	10	20	
Cat Observation (Double cages)	2	10	20	
Feral Cats	4	10	40	
<b>Animal Care- Animal Support Areas</b>			<b>290</b>	<b>12.5%</b>
Intake/Triage/Grooming	1	120	120	
Food Prep/Laundry	1	120	120	
Janitor/Cleaning Equipment	1	50	50	
<b>Total Net Square Footage</b>			<b>1,596</b>	
<b>Circulation &amp; Walls</b>				<b>31.0%</b>
Circulation & Walls @ 45%			718	
<b>Total "Core" Shelter Gross Square Footage</b>			<b>2,314</b>	

<b>Total Spots</b>
15 dogs
12 cats

HVAC Mechanical Space planned to be located within "Attic" Space

### ADDITIONAL SPACES BEYOND "CORE" SHELTER

The above spaces represent the basic shelter necessary to support the number of anticipated animals with a canine LOS of 14-days and a feline LOS of 14-days.

ACO Roofed Salliport	1	300	<b>300</b>
<b>Total Shelter Gross Square Footage</b>			<b>2,614</b>

At 2,314 square feet, this detailed Building Program matches closely the original square footage projected by the initial sizing calculations. The addition of the Salliport to the “Core” Shelter increases square footage to 2,614. This may or may not be included in the original construction and we will isolate it from a cost standpoint to project the “Core” shelter cost range by itself.

We are now able to project shelter construction costs.



### **BERTIE COUNTY SHELTER PROJECTED CONSTRUCTION COST**

Based on a recent shelter project in Kinston, NC, cost proposed by a local Design-Builder, along with our experience with the cost of construction for shelters of this scope suggests we may assign a planning BUDGET of \$400 to \$450 per square foot based on the assumption site work will be minimal. This cost range includes built-in equipment (cat cages, kenneling etc.). We have developed a detailed breakdown of assigned costs by percentages obtained from schedules of values from shelters bid and constructed, deriving percentage allocations applied to construction categories. Refer to Appendix C attached to review the results in a more detailed, line item format for the proposed Bertie County shelter. Based on our analysis and a 2,314 gross SF “Core” shelter, we project direct construction costs of between \$925,600 and \$1,041,300. Based on bid history, we initially break the costs down as follows, with the understanding they usually vary somewhat from project to project:

Site Work (Minimized)	10%	\$ 92,560 to \$ 104,130
General Building	<u>90%</u>	<u>\$ 833,040 to \$1,027,170</u>
<b>Anticipated Totals</b>	<b>100%</b>	<b>\$ 925,600 to \$1,041,300</b>

To this we need to add an estimated cost for the Salliport & associated work. We will assign a cost range of \$300 to \$350 per square foot for “open but roofed” structure:

Salliport + Fencing & Gates (300 SF)    \$ 90,000 to \$ 105,000

**Total Project Cost Range                      \$1,015,600 to \$1,146,300**

We normally recommend adding a 10% contingency to cover the many vagaries associated with site work. In this case, because the site is relatively flat, open and served by all required utilities, we believe the contingency can be waived.

Not included in the budget range are miscellaneous costs of site plan application fees, accounting and legal fees, special inspections etc. which vary from community to community and should be fleshed out during the design phase of the project.



## **RECOMMENDATIONS**

Page six (6) of our study notes our recommendation that Bertie County Animal Services work with the community to establish a Trap Neuter Release (TNR) program for feral cats as they represent nearly all cats taken into the shelter.

This approach should include an investment in humane traps that can be lent to the general public and community acitivists. Feral cats delivered to the shelter in these traps should be sent immediately to local veterinarians. While the NC Department of Agriculture's Spay/Neuter reimbursement program has no mechanism to fund the cost of neutering feral cats, volunteers may be able to raise funds and negotiate with local veterinarians in order to enable the program. In support of this recommendation we attach as Appendix E, "TNR: An ACO's Perspective" that includes some history as well as tips and information on the subject. In the long run, this is the most effective means of humanely reducing the feral cat population in Bertie County.



*"Until one has loved an animal,  
a part of one's soul remains  
unawakened."*

Anatole France

In addition to recommending a TNR program we have also suggested Bertie Animal Services consider initiating programs that will help reduce intake and increase adoptions/live release.

Effective programs to achieve these goals have been successfully applied in shelters throughout the country whether public animal control facilities or private shelters operated by humane societies etc. We encourage Bertie County Animal Services to work with the community to introduce and implement them to accomplish the improved outcome performance it desires to achieve.

## **CONCLUSION**

This Needs Assessment Study predicts the size of an animal shelter that enables Bertie Animal Services to serve the County's animal sheltering need for the next 20 years or more. We have used an average length of stay of 14 days for dogs and cats that predicts the need for 15 dog spots and 12 cat spots. This length of stay basis supports the sheltering goals of Bertie Animal Services along with the desire to decrease intake and increase adoptions; ie: improve the overall save rate for both cats & dogs.

Our projection of shelter size includes accommodation of a Salliport for the safety of the ACO's which can be considered as a future addition depending upon the availability of funds.

Animal Services' desire to provide an LOS of 14 days for each species is greater than the "*10 day absolute minimum*" LOS that can be supportive of adoption. A minimum LOS of 10 days for dogs, for example would require 11 spaces for dogs, 4 less than the 15 projected. While this could reduce the initial size of the shelter, it is two less than the spaces for dogs in the existing shelter and does not take into account Officer Dunlow's stated need to accommodate seizures and court case animals. We believe the "Core" shelter described in this study represents the minimum facility Bertie County should consider constructing.



## **SCHEMATIC DESIGN**

Accompanying this Needs Assessment Study is a schematic design responding to the proposed building program along with a site diagram illustrating how a new shelter will occupy the County's chosen site on County Farm Road. The design drawings are larger format (24" x 36") in order to adequately display the shelter plan, elevations and site plan and are therefore separated from the study.

Our basis for the design rests on recent experience in design and a construction proposal by a local contractor in Kinston, NC for the new animal shelter for the Lenoir County SPCA that will include animals delivered by Animal Control for both Lenoir County and the City of Kinston. Because that project includes a great deal more site development than will the proposed Bertie County animal shelter we believe the savings in site development will enable us to build within the cost range we have proposed. It is our intent to also employ the construction methods, finishes and various alternatives included in the Lenoir County SPCA project in developing the Bertie animal shelter. This approach should further assist in keeping the project within the construction cost range identified by this study.

END OF NEEDS ASSESSMENT STUDY ■ *APPENDICES FOLLOW*



**Bertie County, NC Animal Shelter Planning Statistics**

shelteplanners.com

Year	Population Census Est.	Animals 3.75%	Canines 60%	Felines 40%	Small others	Large others
<b>2021</b>	<b>17,505</b>	<b>656</b>	<b>394</b>	<b>262</b>		
2031	17,505	656	361	262		
2041	17,505	656	361	262		

**Anticipated Shelter Statistics**

	Spaces Available	Canines 46%	Felines 54%
Programmed Spaces	28	13	15
Days/Year		365	365
Available Animal Care Days (Shelter Capacity)		4,745	5,475

<b>Rule of Thumb Shelter Sizing</b>		
Animals	SF/Animal	Total SF
13	125	1,625
15	65	975
Projected Shelter Size		2,600

**Length of Stay Calculations Based on 2019 Census Data**

@ 3.75% of Populaton	394	262
Available Length of Stay (LOS)	12	21

<b>Construction Cost Calculation</b>		
SF	Cost/SF	Est. Cost
2,600	\$ 450	\$ 1,170,000
2,600	\$ 500	\$ 1,300,000

**Bertie County, NC Animal Shelter Planning Statistics**

shelterplanners.com

Year	Population Census Est.	Animals 4.57%	Canines 50%	Felines 50%	Small others	Large others
<b>2021</b>	<b>17,505</b>	<b>800</b>	<b>400</b>	<b>400</b>		
2031	17,505	800	400	400		
2041	17,505	800	400	400		

<b>Anticipated Shelter Statistics</b>	Spaces Available	Canines 56%	Felines* 44%
Programmed Spaces	27	15	12
Days/Year		365	365
Available Animal Care Days (Shelter Capacity)		5,475	4,380

<b>Rule of Thumb Shelter Sizing</b>		
Animals	SF/Animal	Total SF
15	110	1,650
12	55	660
Projected Shelter Size		2,310

**Length of Stay Calculations  
Based on 2019 Census Data**

@ 4.57% of Populaton	400	400
Available Length of Stay (LOS)	14	11

\*Reduced LOS for cats is based on 3 day LOS for feral cats.  
The availability of housing post ferals increases LOS by +/-10 days

<b>Construction Cost Calculation</b>		
SF	Cost/SF	Est. Cost
2,310	\$ 400	\$ 924,000
2,310	\$ 450	\$ 1,039,500

Estimated Size (S.F.):	<b>2,314</b>	Total Est. Cost:	
Cost per S.F. (High):	<b>\$450</b>	<b>\$1,041,300</b>	
Cost per S.F. (Low):	<b>\$400</b>	<b>\$925,600</b>	
<b>Description of Work</b>	<b>% of Total</b>	<b>Item Cost (High)</b>	<b>Item Cost (Low)</b>
General Conditions	4.438%	\$46,215.92	\$41,080.82
Survey	0.163%	\$1,697.17	\$1,508.60
Allowance: Job Sign	0.025%	\$259.11	\$230.32
Allowance: Road Sign	0.199%	\$2,072.88	\$1,842.56
Allowance: Refrigerators	0.119%	\$1,243.73	\$1,105.54
Allowance: Dishwashers	0.075%	\$777.33	\$690.96
Allowance: Microwaves	0.030%	\$310.93	\$276.38
Allowance: Contingency	0.249%	\$2,591.10	\$2,303.20
Site Utilities	1.314%	\$13,681.02	\$12,160.90
Paving	3.050%	\$31,764.31	\$28,234.95
Grading/Storm Drain/Erosion	3.497%	\$36,415.34	\$32,369.19
Landscaping	0.910%	\$9,478.77	\$8,425.57
Soil Poisoning	0.031%	\$326.48	\$290.20
Fencing	1.126%	\$11,727.84	\$10,424.75
Curb & Gutter	1.399%	\$14,564.58	\$12,946.30
Concrete Slab	3.981%	\$41,457.63	\$36,851.22
Exterior Concrete	1.280%	\$13,330.70	\$11,849.51
Masonry	4.567%	\$47,555.01	\$42,271.12
Clean Masonry	0.274%	\$2,850.21	\$2,533.52
Bollards/Steel Ladder	0.177%	\$1,839.16	\$1,634.81
Framing	6.760%	\$70,396.60	\$62,574.76
Millwork	0.547%	\$5,700.42	\$5,067.04
Hardi Trim	1.965%	\$20,459.34	\$18,186.08
Waterproofing	0.118%	\$1,228.18	\$1,091.72
Roofing	5.002%	\$52,081.14	\$46,294.35
Caulks/Sealants	0.493%	\$5,130.38	\$4,560.34
Overhead Doors	0.378%	\$3,936.40	\$3,499.02
Storefront/Windows	1.035%	\$10,778.98	\$9,581.32
Doors/frames	1.176%	\$12,242.44	\$10,882.17

Door Hardware	0.786%	\$8,180.63	\$7,271.67
EIFS/Siding	1.070%	\$11,141.74	\$9,903.77
Drywall/Insulation	1.645%	\$17,129.25	\$15,226.00
Ceramic Tile	0.933%	\$9,716.63	\$8,637.01
Acoustical Ceilings	1.433%	\$14,924.75	\$13,266.44
Resinous Flooring	3.175%	\$33,058.83	\$29,385.63
VCT	0.257%	\$2,679.20	\$2,381.51
Paint	1.472%	\$15,327.92	\$13,624.82
Signage	0.129%	\$1,347.37	\$1,197.66
Toilet Accessories	0.188%	\$1,959.91	\$1,742.14
Lockers	0.194%	\$2,023.65	\$1,798.80
Louver Vents	0.055%	\$573.15	\$509.47
Flagpole	0.102%	\$1,062.35	\$944.31
Access Ladder	0.124%	\$1,295.55	\$1,151.60
Kennel Fencing	4.997%	\$52,029.84	\$46,248.75
Cat Cages	1.991%	\$20,728.81	\$18,425.61
Casework	2.119%	\$22,069.45	\$19,617.29
Window Treatments	0.097%	\$1,012.60	\$900.09
Plumbing	7.133%	\$74,280.66	\$66,027.26
Mechanical	19.658%	\$204,697.03	\$181,952.91
Electrical	8.062%	\$83,947.55	\$74,620.04
<b>TOTAL</b>	<b>100.000%</b>	<b>\$1,041,300.00</b>	<b>\$925,600.00</b>

Note: Not all categories will apply to the Bertue County Shelter. Project design & bid provides an accurate account of the actual schedule of values that will apply. In addition, precise percentages will vary from project to project. The Salliport is not included in this analysis.

1. Is your organization a Humane Society/SPCA or an Animal Control department? Please include the organization name and describe its "mission".

**Animal Control**

2. If you are a Humane Society/SPCA do you collaborate with local Animal Control? If so, do you allocate space for ACO's? How many officers?

**N/A**

3. Do you intend to offer in-house veterinary services? If so, please describe what services you wish to include.

**No**

4. Do you intend to offer pet safety and/or identification services? Please describe.

**No**

5. Do you intend to offer pet education or training services. Please describe.

**No**

6. Do you intend to provide euthanasia and/or crematory services? Please describe.

**No**

7. Do you intend to provide community meeting space? If so, how many people do you wish to accommodate?

**No**

8. What are your full and part time staff positions? Please describe.

**2 Animal Control Officers; 1 Shelter Attendant**

9. Do you involve volunteers in any aspect of your operation? If so, how many and what are their duties?

**5 Humane Society Volunteers**

10. Do you intend to include a covered or uncovered Salley-Port? If so, how large?

**Yes - Covered**

11. Do you intend to include a "dog park"? Please describe.

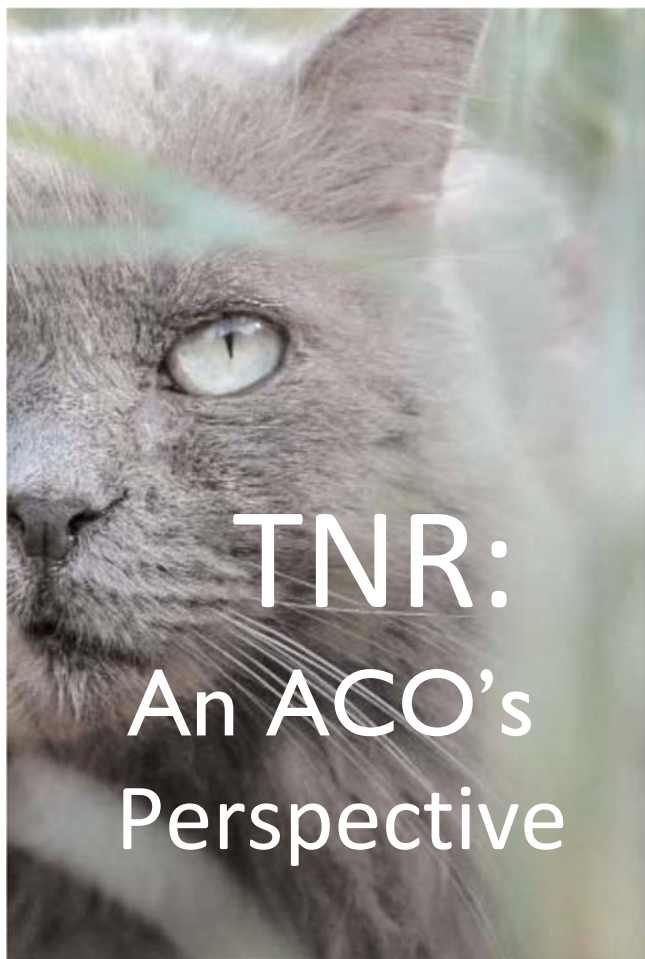
**No**

12. Do you plan to include a communal cat room (s)?

**No**

13. Please provide any further comments to aid us in understanding your intentions and/or operations.

**None**



Many animal control agencies in communities throughout the United States are embracing feral cat Trap-Neuter-Return (“TNR”) programs to improve animal welfare, reduce the death rate, and meet obligations to public welfare and neighborhood tranquility demanded by local governments.

A San Francisco shelter survey, for example, found that 75% of all kittens turned into the City’s animal control facility came from feral moms. In response, a pilot program between the City’s Animal Care & Control agency (“ACC”) and the San Francisco SPCA required ACC to forward all feral cat complaints to the private SPCA to allow feral cat advocates up to two weeks to reach a consensus with the parties for adoption of a non-lethal TNR alternative. The program was immediately successful, resulting in less impounds, less killing and reduced public complaints.

From 1993 to 2000, feral cat deaths in San Francisco’s animal control shelter declined 73%, and neonatal kitten deaths declined 81% citywide. Put simply, it would not have been possible to reduce the death rate appreciably, reduce field impounds, and reduce cat complaint calls without a TNR program.

In Tompkins County (NY), an agreement with county officials and the health department’s rabies control division provided for TNR as an acceptable complaint, nuisance and rabies abatement procedure. In specific cases, the health department paid the SPCA to perform TNR.

According to Alley Cat Allies, the nation’s leading TNR advocacy organization, TNR “is a full management plan in which stray and feral cats already living outdoors in cities, towns, and rural areas are humanely trapped, then rabies vaccinated, and sterilized by veterinarians. Kittens and tame cats are adopted into good homes. Adult cats too wild to be adopted are returned to their habitats. If possible, volunteers provide long-term care, including food, shelter, and health monitoring.” While feral cats may be the subject of complaint calls from the public, most callers do not want the cats killed. In communities throughout the United States, public health departments, together with animal control agencies, are seeking effective long-term solutions that respond to the public’s increasing desire to see feral cats treated with humane, non-lethal methods. TNR has proved to be the most effective solution to reducing complaints, improving public health and safety, lowering costs, and increasing lifesaving:

### Reduced complaint calls:

- Orange County, Florida: Before implementing TNR, Orange County Animal Services received 175 nuisance complaints a week. After implementing a TNR program, as a result of fewer cats and fewer “nuisance” behaviors associated with the cats that have been resolved by neutering, complaints have dropped dramatically.
- Cape May, New Jersey: Since implementing community-wide TNR procedures in 2001, Animal Control has achieved an 80 percent drop in feral cat complaints.

### Cost--effectiveness:

- San Diego, California: In 1992, San Diego Department of Animal Control killed 15,525 cats at a cost of \$121 per cat. That year, the Feral Cat Coalition, a private, volunteer organization began aggressive spay/neuter programs. By 1998, the number of animals killed each year dropped more than 45 percent, with a potential tax savings of \$859,221.
- Orange County, Florida: Reported savings of \$655,949 over a six-year period by neutering rather than killing feral cats.

### Public Health Concerns:

- In April 2002, Dr. Julie Levy of the College of Veterinary Medicine, University of Florida, Gainesville, and researchers David and Leslie Gale presented findings of an 11-year study of feral cats. The vast majority of cats were in good physical condition, with only four percent killed for health reasons.
- The Atlantic City (NJ) Health Department approved a TNR program for the Atlantic City Boardwalk, which accommodates 39 million visitors annually. The Health Department credited TNR with helping to “prevent injuries to humans, protect humans from public health and safety risks, and promote a healthy human population.”

- In 1989, the Stanford University Department of Comparative Medicine in conjunction with the Santa Clara Department of Public Health and the Department of Environmental Health & Safety found virtually no health risk from feral cats living in close proximity to humans.

### Lifesaving:

- San Francisco, California: Combined statistics from the San Francisco Department of Animal Care & Control and the San Francisco SPCA show a decline in feral cat deaths of 73% and a decline in neonatal kitten deaths of 81% from 1993-2000, as a result of a citywide TNR initiative. Officials also credited the TNR program with a decline in cat field service pick-ups, “DOAs,” and total cat impounds.
- San Diego, California: The San Diego based Feral Cat Coalition reports statistics from the San Diego Department of Animal Control which show that while the number of cats adopted or claimed by owners has remained fairly constant over the years, there has been a decrease of almost 50% in the number of cats impounded and killed since the advent of a citywide TNR initiative.

TNR has proved to be the most effective solution to reducing complaints, improving public health and safety, lowering costs and increasing lifesaving.

So how can animal control agencies exploit the public health, lifesaving, and cost benefits of TNR?

- Develop a policy citing TNR as the preferred—if not only acceptable—response to feral cat service calls.
- Include saving feral cats in the community definition of No Kill.
- Train staff of the shelter to offer TNR as an alternative to trapping and killing.
- Provide TNR literature in the lobby of shelters, on websites, and in response to public calls or complaints.
- Allow feral cats to be transferred to feral cat and rescue groups.
- Shelters should transfer feral kittens to feral cat groups for

socialization and placement.

- Shelters should place feral kittens into foster care for socializing, and subsequent adoption.
- Meet with feral cat groups to discuss ways to achieve reductions in, and ultimately an end to, the killing of feral cats. An initial program, for example, could require the shelter to contact groups if notched or ear tipped cats enter the shelter in order to reunite them with their caretakers. A more comprehensive program would include referral of “nuisance” complaints to feral cat groups so that a non-lethal solution can be attempted before animal control intervenes, or the animal control shelter provides non-lethal intervention itself.
- Provide official recognition, and thus advocacy support, to groups encountering neighbor disputes or problems relating to their TNR effort.
- Establish training workshops for individuals on humane trapping, feral cat medical issues, post-surgery recovery care, and other issues to increase the number of feral cat caretakers.
- Do not lend out traps for indiscriminate trapping or for the purpose of removing feral cats to be killed.
- Unless legally obligated to do so, shelters should not accept feral cats except for the purposes of TNR.
- Utilize alternative release sites for feral cats who can no longer safely remain in their habitats.
- As low- and no-cost spay/neuter programs are put into place, include feral cat TNR in the effort.
- Seek donated food for caretakers.
- Establish a more positive image of feral cats in the community.
- Offer no cost spay/neuter services for feral cats. (It is not only humane, but it is far cheaper to neuter a feral cat than to impound, house, feed, kill and then dispose of the feral cat’s body.)

By establishing a policy preference for TNR, providing training on humane trapping and other aspects of feral cat care, establishing a relationship with community feral cat groups, spaying and neutering rather than killing feral cats, and offering TNR to individuals calling about feral cats, an animal control agency can meet its obligation to public health and safety, and help maintain neighborhood tranquility in a humane, non-lethal and cost-effective manner.







# Animal Shelter Sizing & Concept Design Response

Bertie County, North Carolina

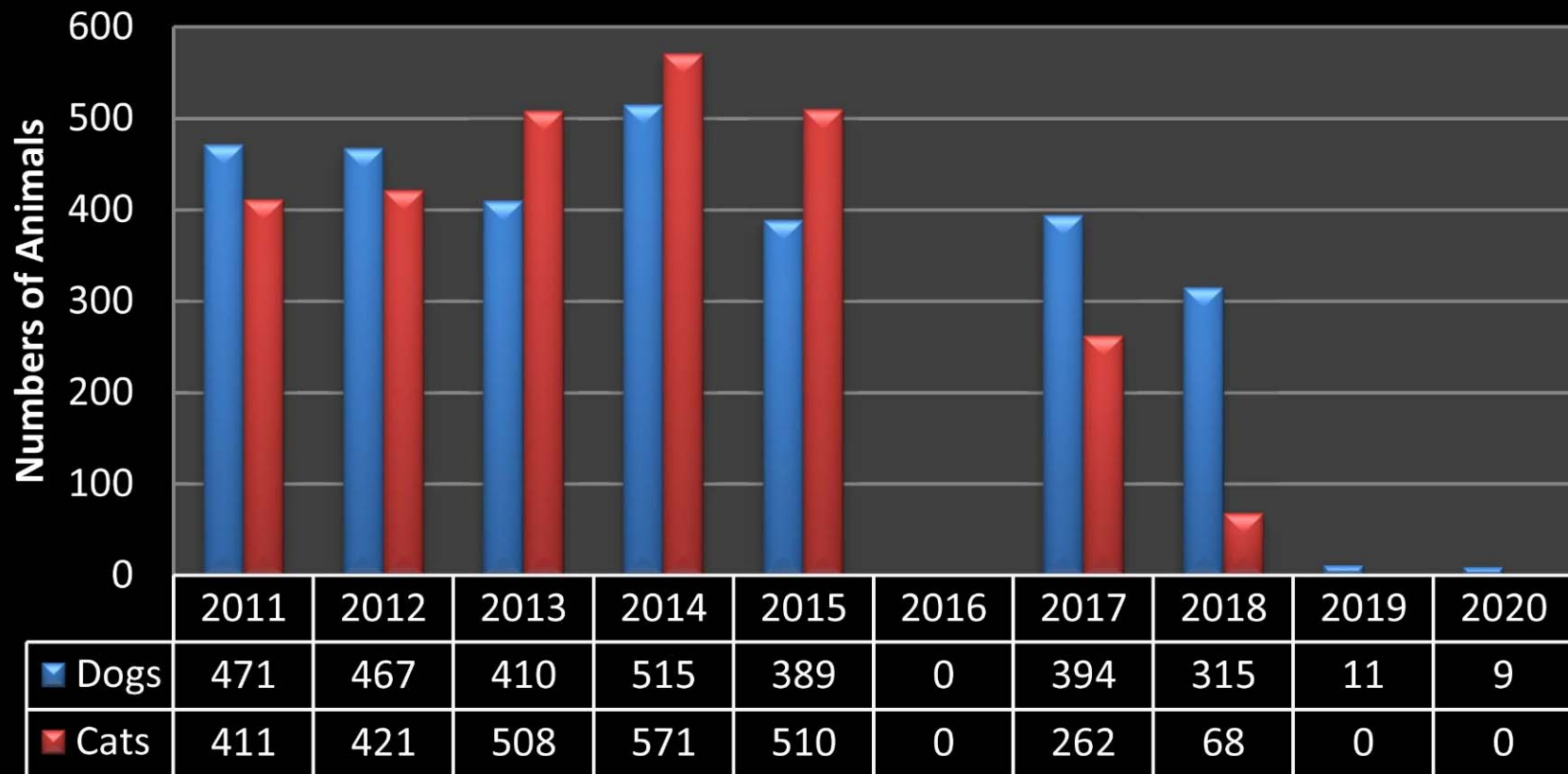
March 6, 2023

DWG Architects, PLLC  
2345 Earlysville Road  
Earlysville, Virginia 22936  
434-242-5811

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# Bertie County Animal Intake History

## Bertie County, NC - 10 Year Intake History



Statistics derived from Shelter Reports – NC Dept. of Agriculture & Consumer Services; Veterinary Division, Animal Welfare 2011 to 2020

# Needs Assessment Sizing – Existing Conditions

Original  
“Free  
Report”  
from  
submitted  
responses

## Bertie County Animal Control Existing Conditions Report



	Population	Population	Households
Population projection 2021*		17,505	8,008
Population projection 2031*		17,505	8,008
Population projection 2041*		17,505	8,008

\*Population increases projected per US Census estimate basis:

### Responses to Statistical Questionnaire

### Bertie Co. Animal Control

	(% of Total)	1
1. Organization		<b>656</b>
2. Are your answers from 1 year or 3 years averaged?		13
3. How many animals per year does your shelter serve ?		15
4. How many total kennel runs and/or "spots" do you have?		394
5. How many total feline cages and/or "spots" do you have?	60.1%	262
6. How many canines did you serve?	39.9%	0
7. How many felines did you serve?	0.0%	0
8. How many "other" small animals did you serve?	0.0%	21
9. How many "other" large animals did you serve?	5.3%	6
10. How many canines were "returned to owners" (RTO)?	2.3%	258
11. How many felines were "returned to owners" (RTO)?	65.5%	21
12. How many canines were adopted?	8.0%	0
13. How many felines were adopted?	0.0%	115
14. How many canines were transferred to other facilities?	29.2%	235
15. How many felines were transferred to other facilities?	89.7%	0
16. How many canines were you forced to euthanize?	0.0%	0
17. How many felines were you forced to euthanize?	0.0%	0
18. How many canines remained in the shelter at the end of the year?	0.0%	0
19. How many felines remained in the shelter at the end of the year?	0.0%	0
20. How many canines died in the shelter or were lost?	0.0%	0
21. How many felines died in the shelter?	0.0%	0
22. How many days do you consider to be the optimum length of stay for canines?		5
23. How many days do you consider to be the optimum length of stay for felines?		5

Existing canine LOS  
Existing feline LOS

12.0 Days  
20.9 Days

# Needs Assessment Sizing – Existing Conditions

Original  
“Free  
Report”  
from  
submitted  
responses

Comparison of Your Shelter's experience to National Averages		Your Shelter %'s	Experience Averages*	Calculated Save Rate
Percentage of Relinquished Animals by population		3.75%	3-4%	
Percentage of Relinquished Animals by Households		3.75%	Pop/HH	
Canines		60.1%	55%	
Felines		39.9%	45%	
Canines RTO		5.3%	20-30%	<b>70.8%</b>
Canines Adopted		65.5%	40-60%	
Canines Transferred		0.0%		
Canines Remaining in Shelter		0.0%		
Canines that Died Naturally or were Lost		0.0%		
Canines Euthanized		29.2%	10-40%	
Felines RTO		2.3%	10-20%	<b>10.3%</b>
Felines Adopted		8.0%	10-40%	
Felines Transferred		0.0%		
Felines Remaining in Shelter		0.0%		
Felines that Died Naturally		0.0%		
Felines Euthanized		89.7%	40-80%	

Individual shelter statistics are included as submitted on our shelterplanners.com website questionnaire

Census calculations are developed based upon an approximation of your service area in the city, county or region listed on our questionnaire

\* "Experience Averages" are taken from a variety of sources including statistics from operating shelters we have designed as well as from various state reporting websites for animal shelters and animal control facilities

# Needs Assessment Sizing – Bertie Co. Existing Conditions

“Free Report”  
Data in Calculation Format

2021 Data

Bertie County, NC Animal Shelter Planning Statistics						shelterplanners.com	
Year	Population Census Est.	Animals 3.75%	Canines 60%	Felines 40%	Small others	Large others	
2021	17,505	656	394	262			
2031	17,505	656	361	262			
2041	17,505	656	361	262			

Anticipated Shelter Statistics		Spaces Available	Canines 46%	Felines 54%	<b>Rule of Thumb Shelter Sizing</b>		
Programmed Spaces	28		13	15	Animals	SF/Animal	Total SF
Days/Year			365	365	13	125	1,625
Available Animal Care Days (Shelter Capacity)			4,745	5,475	15	65	975
					Projected Shelter Size		2,600

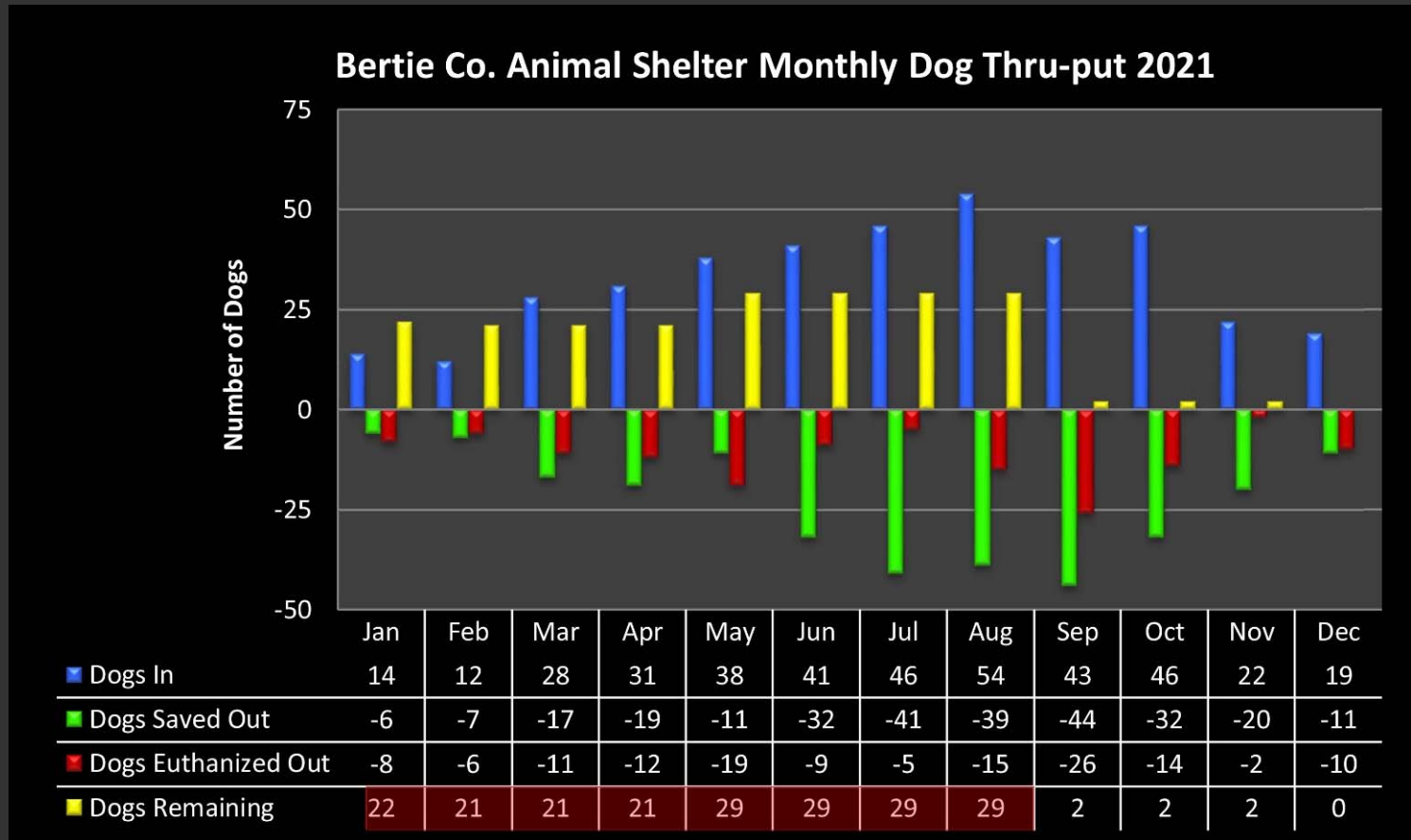
  

Length of Stay Calculations Based on 2019 Census Data				<b>Construction Cost Calculation</b>		
@ 3.75% of Populaton		394	262	SF	Cost/SF	Est. Cost
Available Length of Stay (LOS)		12	21	2,600	\$ 400	\$ 1,040,000
				2,600	\$ 450	\$ 1,170,000

## Needs Assessment Sizing – Existing Conditions – Dog Thru-Put

Monthly Thru-put to calculate number of Dogs remaining in the shelter each month

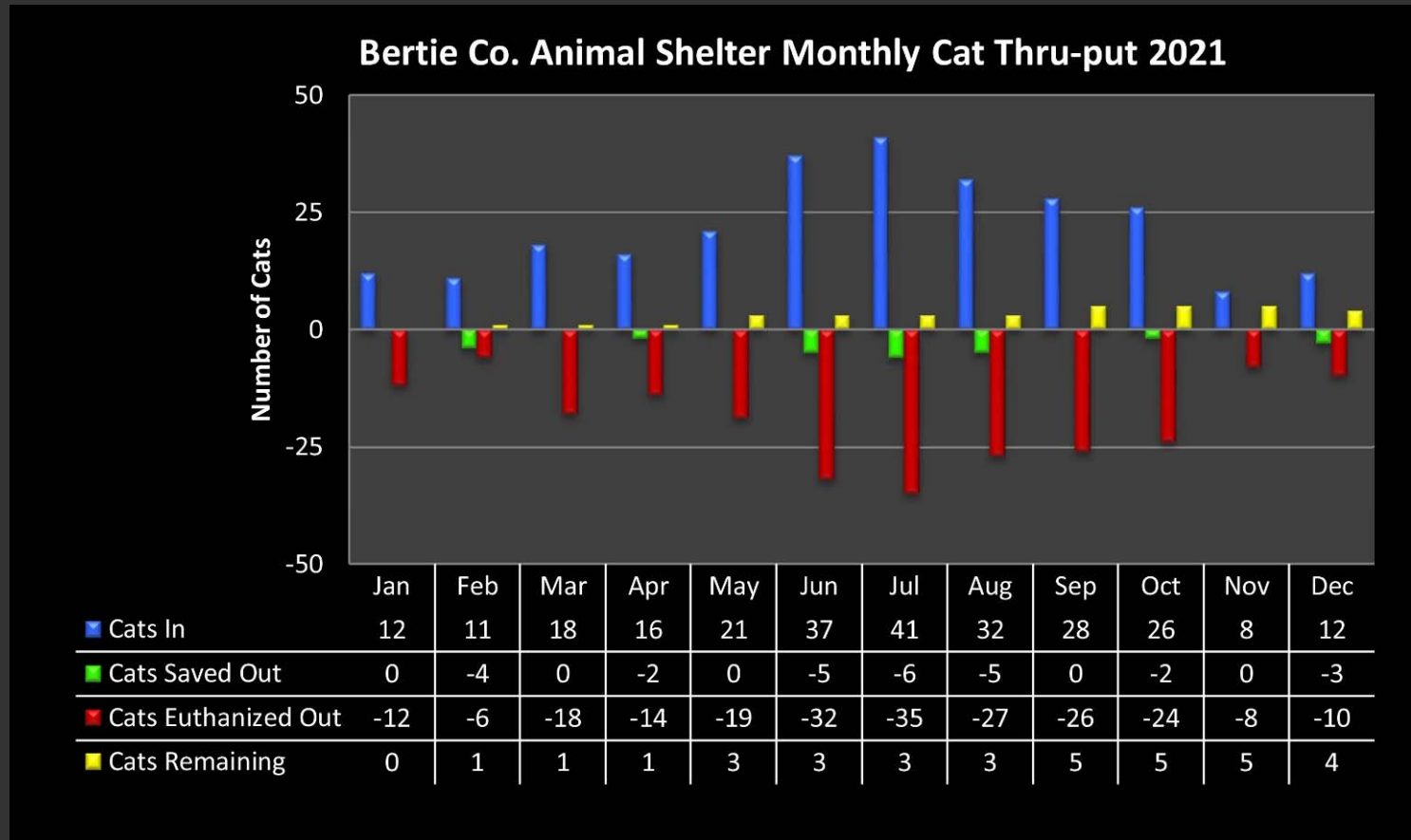
Number of dogs remaining each month exceeded capacity 8 out of 12 months



## Needs Assessment Sizing – Existing Conditions – Cat Thru-Put

Monthly Thru-put to calculate number of Cats remaining in the shelter each month

Number of cats remaining each month never exceeded capacity



# Project Initial Shelter Size Responding to 14 Day Average LOS

Sizing Based On Average of 10 years of statistics (modified) and 14 Days Average LOS For Dogs & Cats.

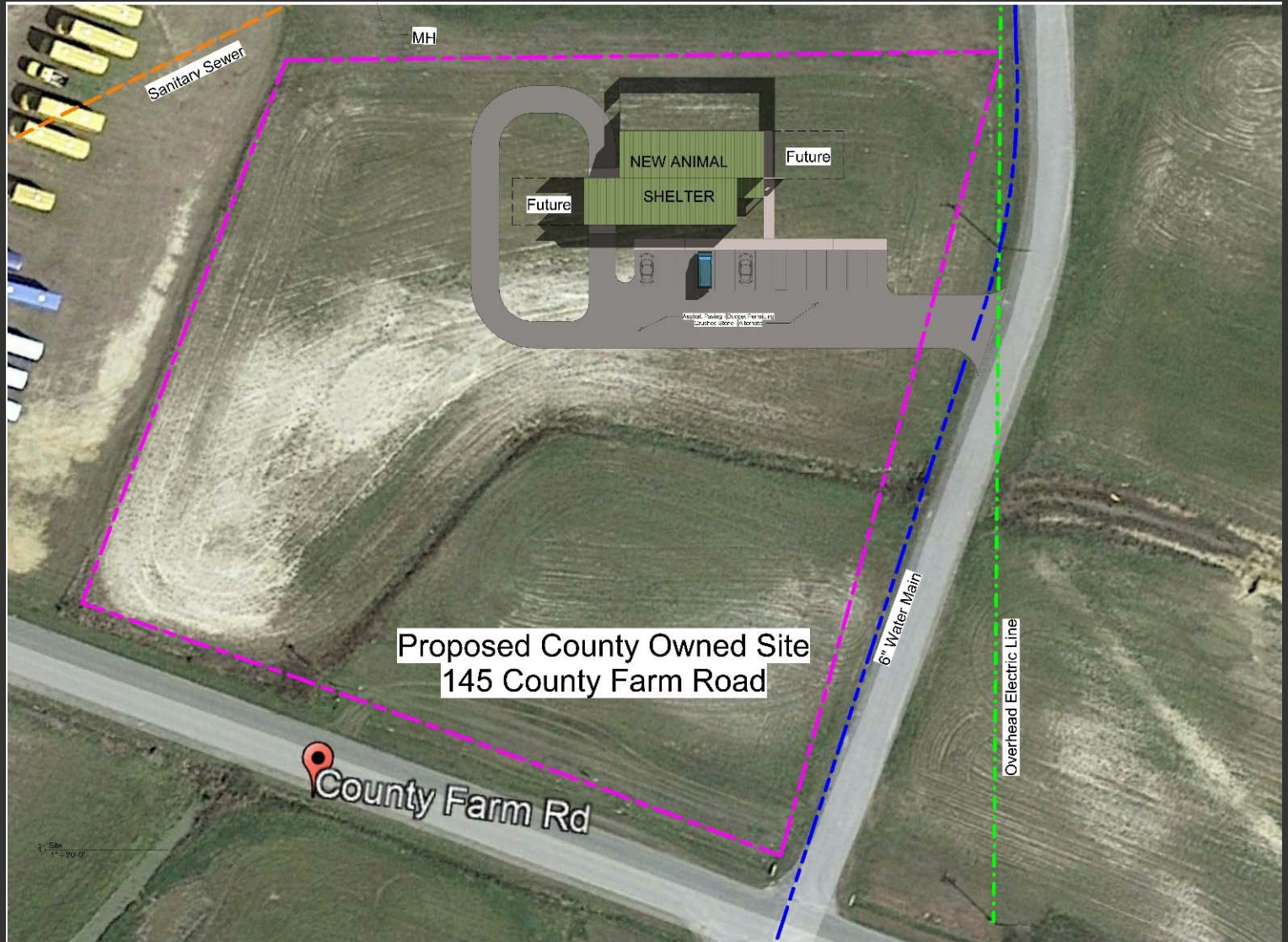
Cats' LOS has been reduced to account for large number of feral cats that are sheltered for only 3 days. This provides greater LOS for adoptable cats.

Bertie County, NC Animal Shelter Planning Statistics						shelterplanners.com		
Year	Population Census Est.	Animals 4.57%	Canines 50%	Felines 50%	Small others	Large others		
2021	17,505	800	400	400				
2031	17,505	800	400	400				
2041	17,505	800	400	400				
<b>Anticipated Shelter Statistics</b>		Spaces Available	Canines 56%	Felines* 44%	<b>Rule of Thumb Shelter Sizing</b>			
Programmed Spaces	27		15	12	Animals	SF/Animal	Total SF	
Days/Year			365	365	15	110	1,650	
Available Animal Care Days (Shelter Capacity)			5,475	4,380	12	55	660	
<b>Length of Stay Calculations Based on 2019 Census Data</b>				<b>Construction Cost Calculation</b>				
@ 4.57% of Populaton			400	400	SF	Cost/SF	Est. Cost	
Available Length of Stay (LOS)			14	11	2,310	\$ 400	\$ 924,000	
*Reduced LOS for cats is based on 3 day LOS for feral cats.				2,310 \$ 450 \$ 1,039,500				
The availability of housing post ferals increases LOS by +/-10 days								



# Initial Shelter Schematic Design Response

## Site Plan



# Initial Shelter Schematic Design Response

## Shelter Plan

15 Dog Kennels

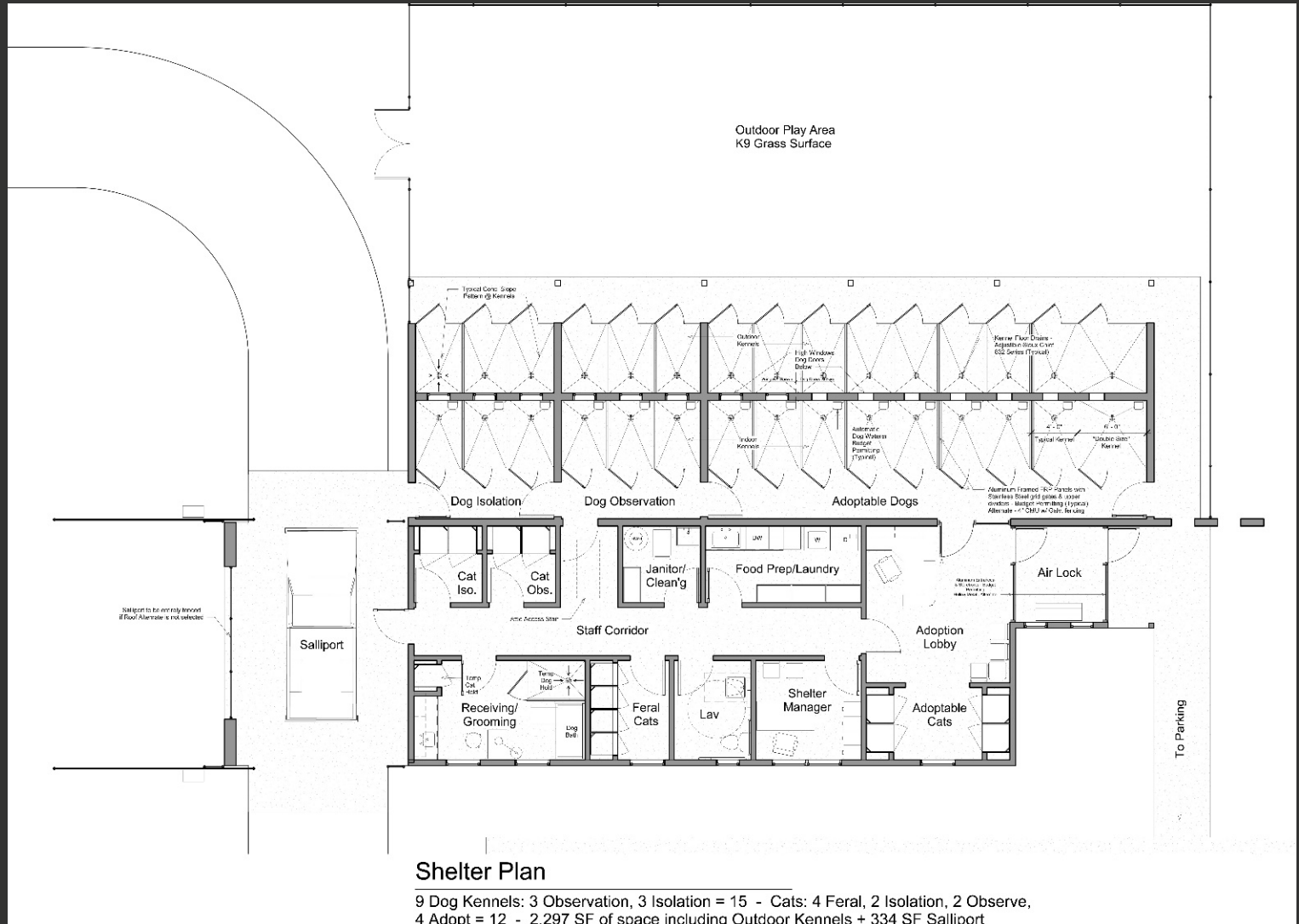
12 Cat Cages

2, 297 SF

\$925,600 to  
\$1,041,170

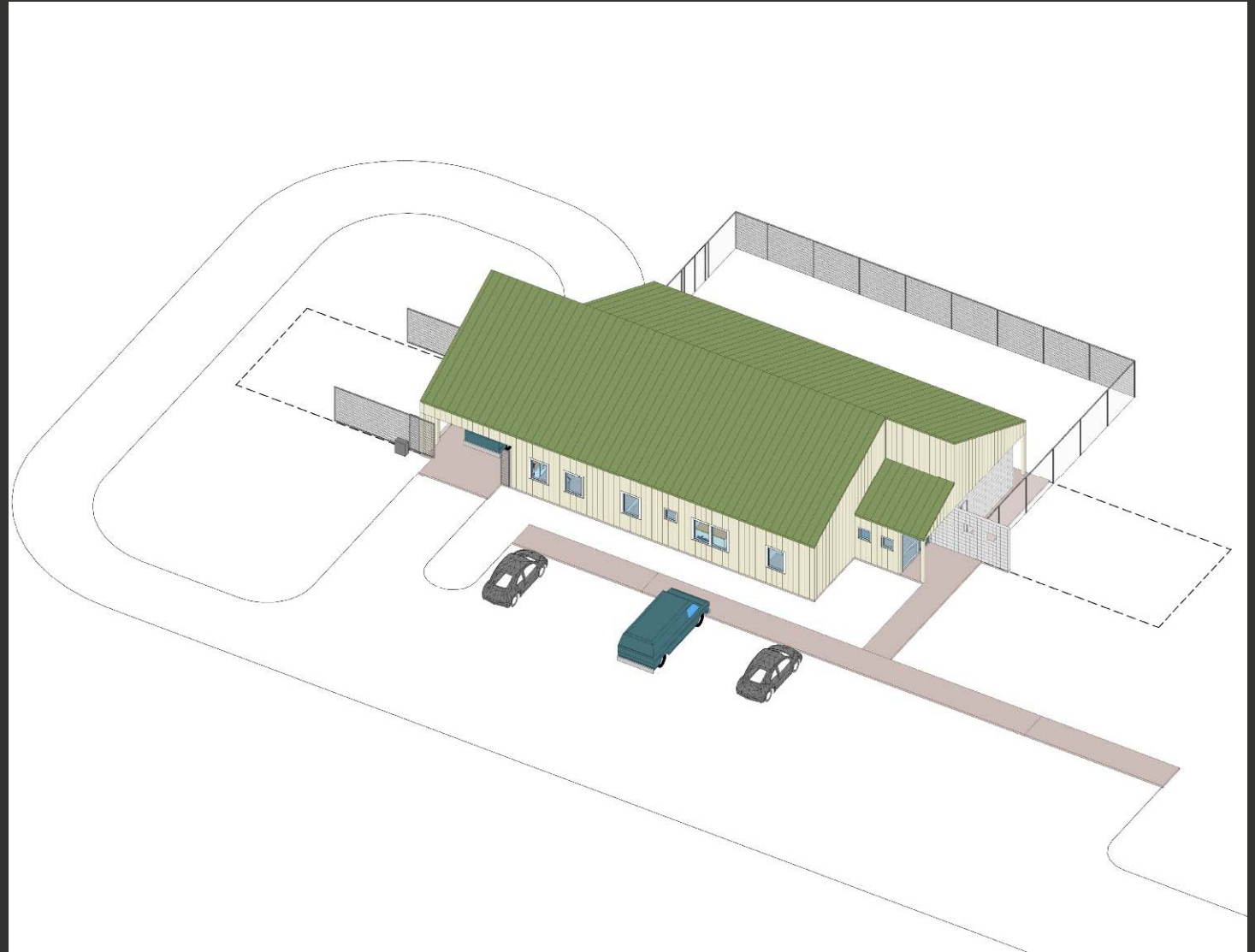
Salliport Add  
334 SF

\$90,000 to  
\$105,000



# Initial Shelter Schematic Design Response

## Shelter Axon



# Minimum Shelter Schematic Design Response – Reduced Cost

## Site Plan



# Minimum Shelter Schematic Design Response – Reduced Cost

Shelter Plan

9 Dog Kennels

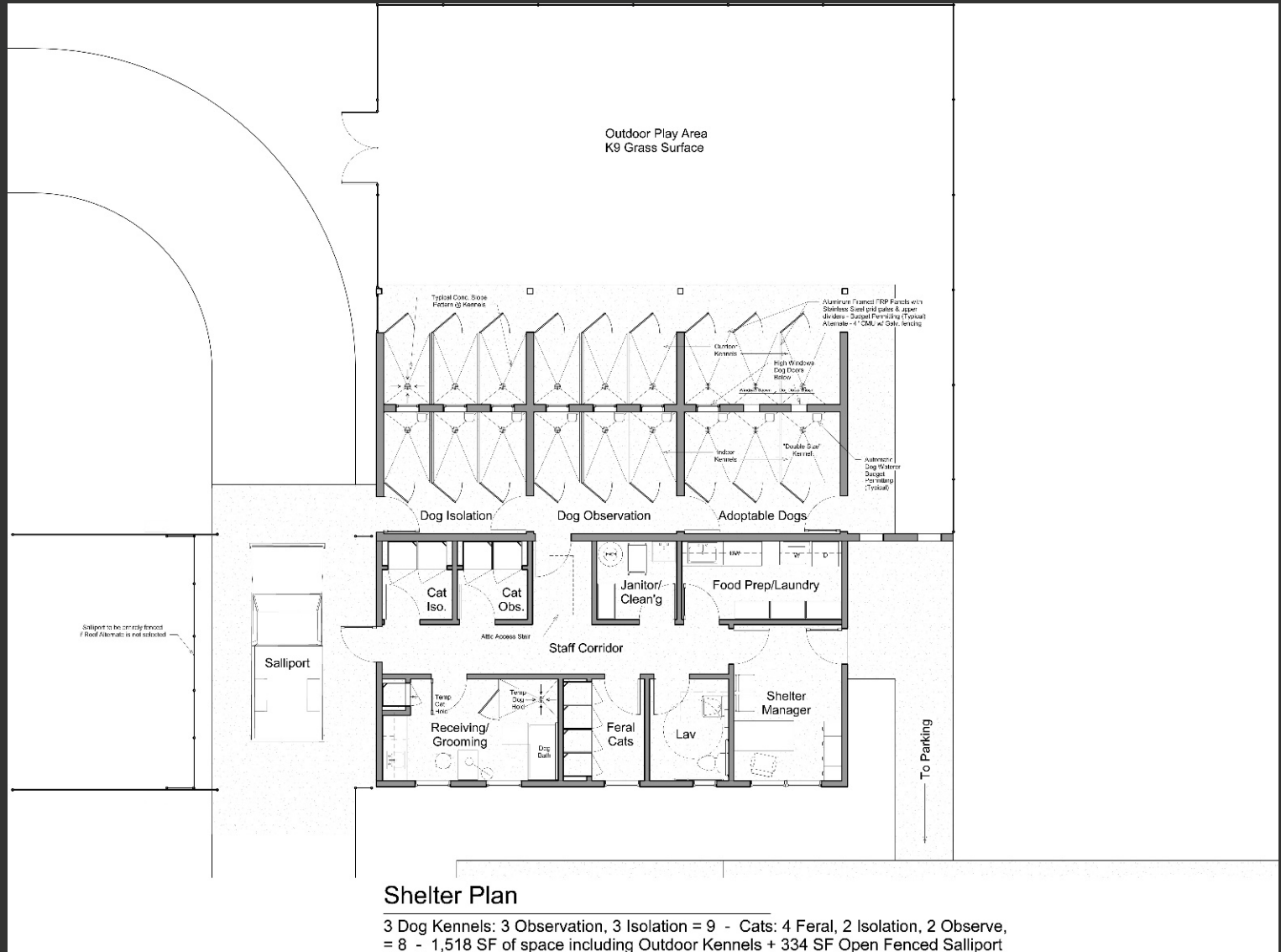
8 Cat Cages

1,518 SF

\$607,200 to  
\$683,100

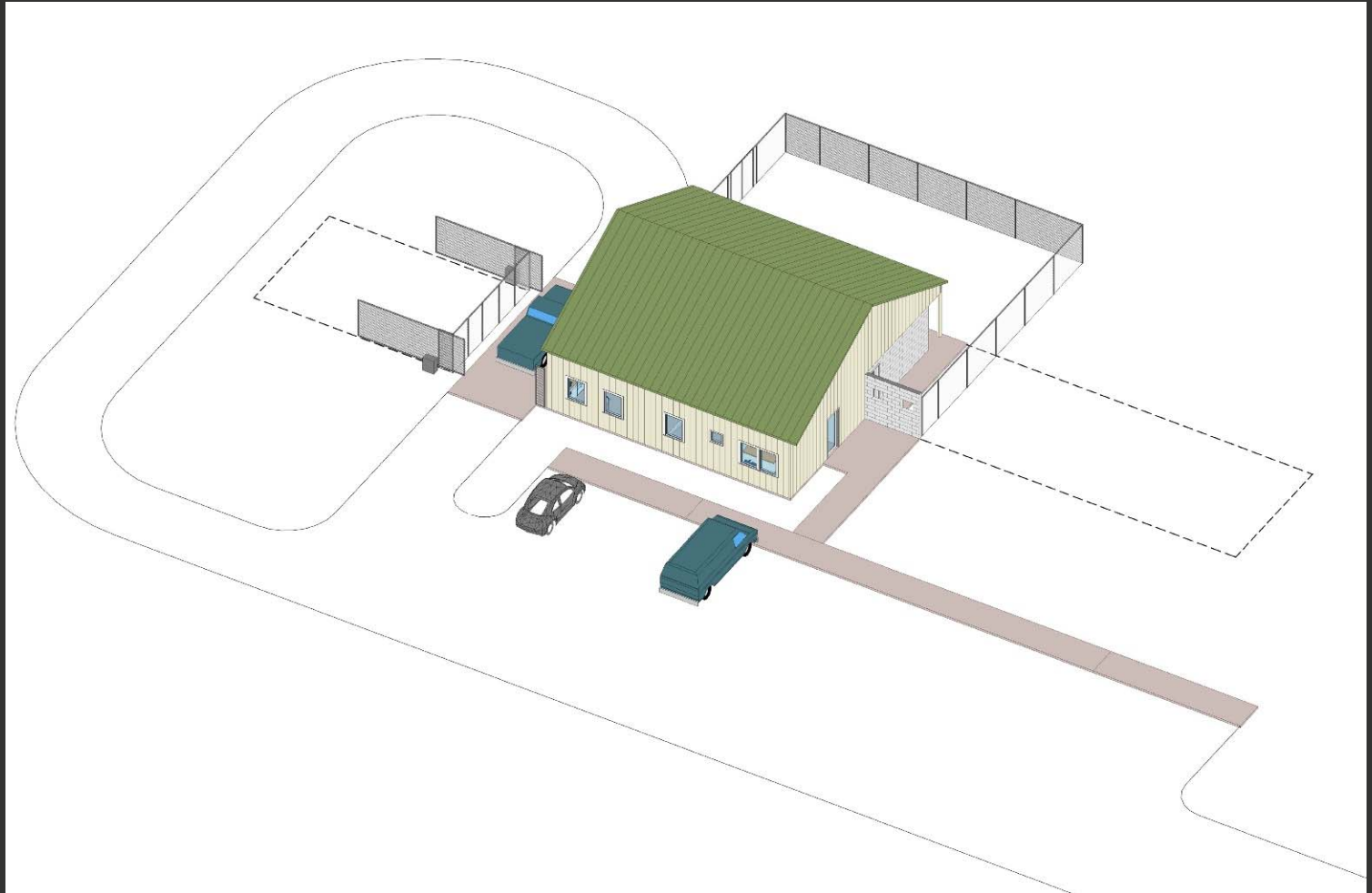
Fenced  
Salliport  
334 SF

\$15,000 to  
\$25,000



# Minimum Shelter Schematic Design Response – Reduced Cost

## Shelter Axon





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**BERTIE COUNTY**  
*AUDIT PRESENTATION*  
*FOR THE YEAR ENDED JUNE 30, 2022*



Thompson, Price, Scott, Adams & Co., P.A.  
4024 Oleander Drive Suite 103  
Wilmington, North Carolina 28403  
Telephone (910) 791-4872  
Fax (910) 239-8294



# BERTIE COUNTY

## BOARD MEETING

- **Presentation of Audit Results**
- I. General Comments
- II. Required Communications
- III. Audit Results
- IV. Questions and Comment
- V. Close

# BERTIE COUNTY

## REQUIRED COMMUNICATIONS

### Results

### Requirement

1 **Responsibilities Under Generally Accepted Auditing Standards, Government Auditing Standards, OMB Uniform Guidance, and the State Single Audit Implementation Act.**

Design the audit to provide reasonable assurance that the financial statements are free of material error and in compliance with government regulations.

☐ Accomplished. No material error noted.

Perform all planned procedures and have complete access to both management and required information.

☐ Completed. Our work was not limited in any way.

Communicate significant deficiencies in the internal control.

☐ To be discussed at end of presentation.

# BERTIE COUNTY REQUIRED COMMUNICATIONS (CONTINUED)

## Requirement

## Results

### 2 **Adoption or Change in Accounting Policies**

Communicate the initial adoption of or a change in an accounting principle which had or is expected to have a significant effect on the financial statements.

- ❑ GASB 87 – Leases.

### 3 **Management Judgment and Accounting Estimates**

Assess methodologies used and basis of evidence for matters requiring judgments and estimates.

- ❑ Methods used and evidence considered appear to have led to reasonable amounts being included in the financial statements

### 4 **Significant Audit Adjustments or Unrecorded Differences**

Communicate significant recorded and unrecorded differences.

- ❑ None.

# BERTIE COUNTY REQUIRED COMMUNICATIONS (CONTINUED)

## Requirement

## Results

### 5 **Disagreements with Management**

Communicate any disagreements on financial or reporting matters that, if not satisfactorily resolved, would cause a modification of our report.

None.

### 6 **Consultation with Other Accountants**

Communicate consultation that took place with other accountants.

None noted.

### 7 **Prior to Retention Issues**

Communicate any major issues that management discussed with the auditor in connection with the retention of the auditor, including the application of accounting principles and auditing standards.

None.

# BERTIE COUNTY REQUIRED COMMUNICATIONS (CONTINUED)

## Requirement

## Results

### 8 **Significant Difficulties**

Any serious difficulties the auditor encountered in dealing with management such as unreasonable delays in providing needed information, unreasonable timetable set by management, or unavailability of client personnel.

None noted.

### 9 **Irregularities and Illegal Acts**

Communicate the existence of any material irregularities and/or illegal acts determined during the audit.

None noted.

# BERTIE COUNTY GENERAL FUND

Dear Board Members:

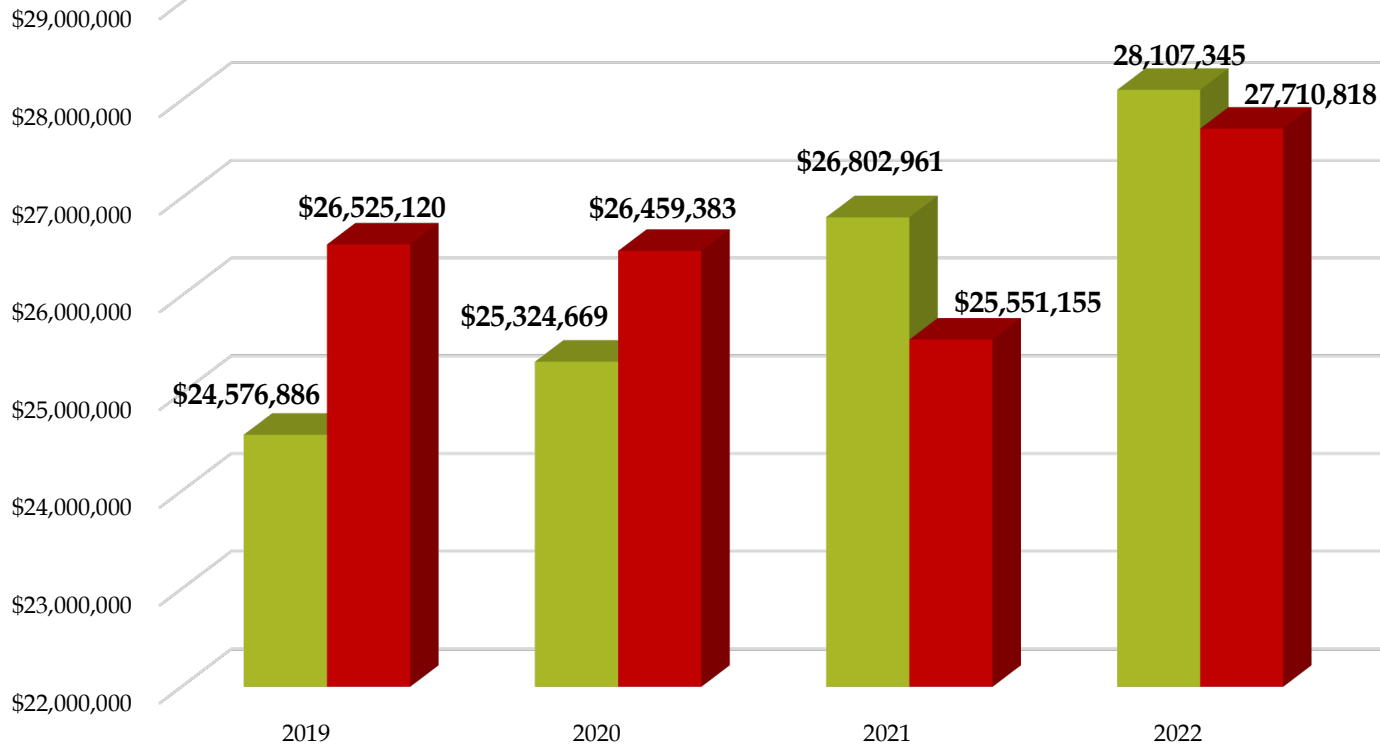
Below is a summarization of some of the key items in the audit report.

2022

Total Revenues and Other Financing Sources	\$	28,107,345
Total Expenditures and Other Financing Uses	\$	27,710,818
<b>Net Change</b>	<b>\$</b>	<b>396,527</b>
Minimum Undesignated Fund Balance as Recommended by the Local Government Commission (20% of Expenditures)	\$	5,542,164
Unassigned Fund Balance	\$	1,731,319
Fund Balance Available as a Percentage of General Fund Expenditures		7.12%
Tax Collection Rate		97.82%

# BERTIE COUNTY

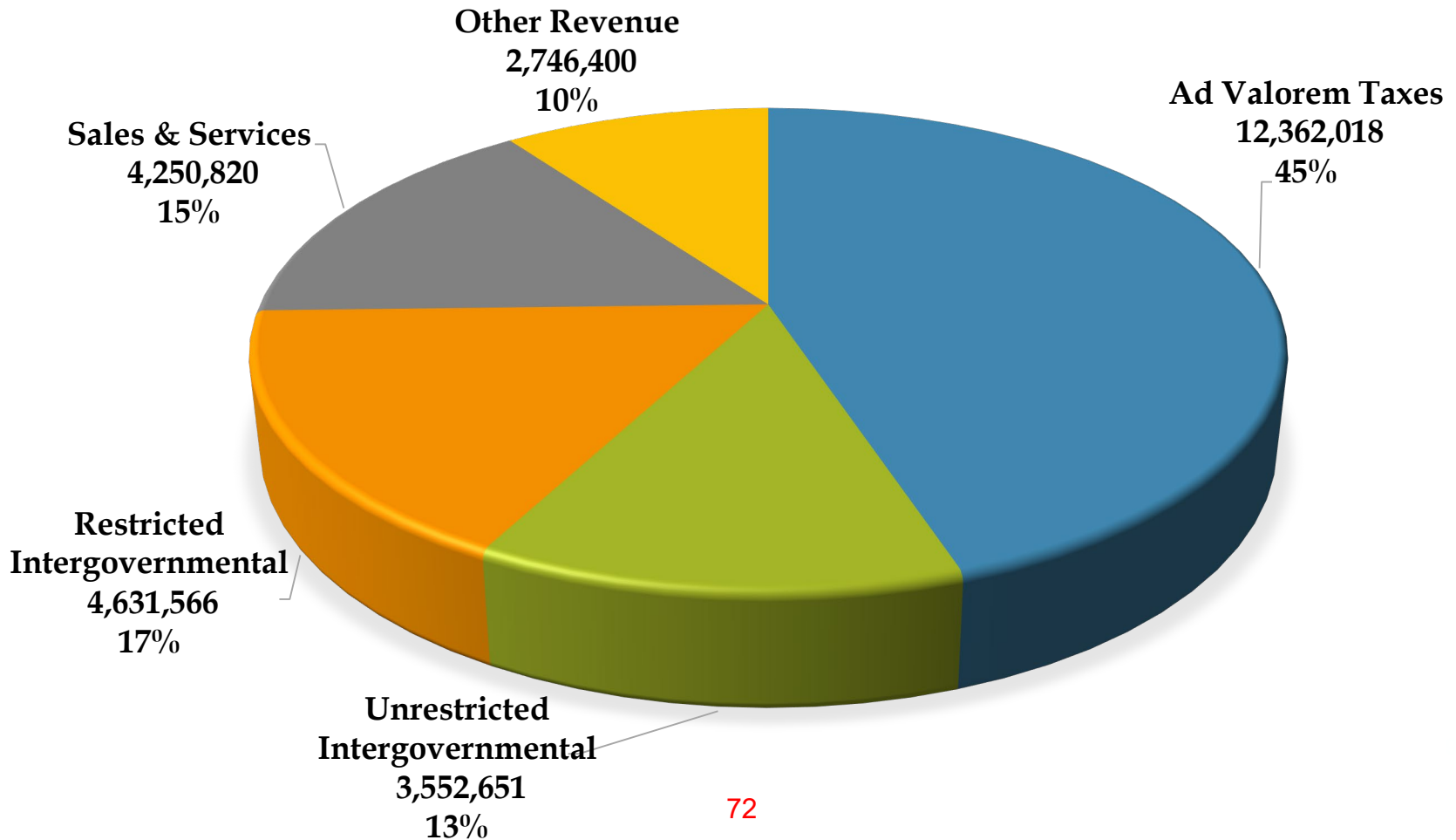
## General Fund Operating Summary



■ Revenue & Other Financing Sources

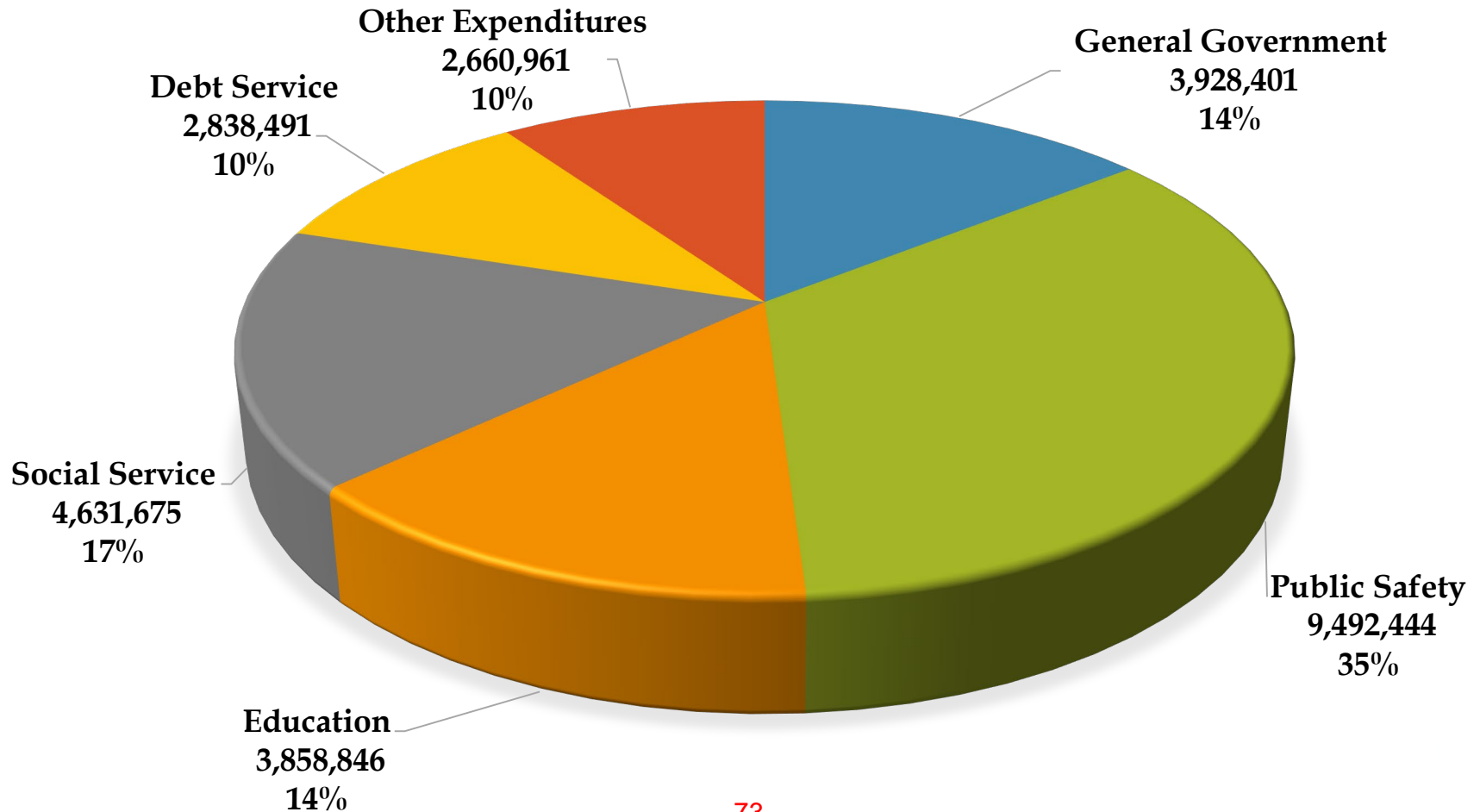
■ Expenditure & Other Financing Uses

# TOP 4 REVENUES: GENERAL FUND - OPERATING

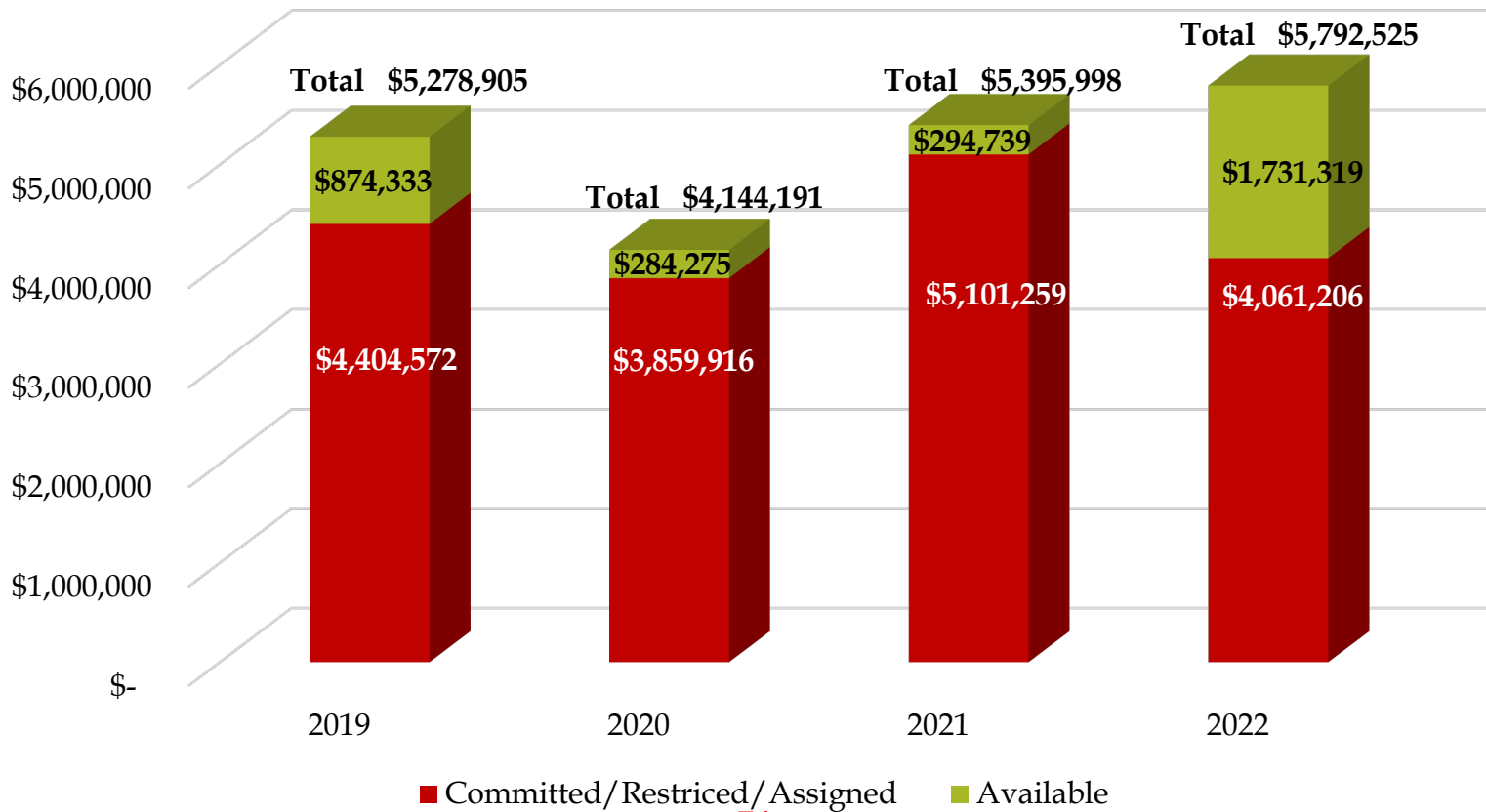




# TOP 5 EXPENSES: GENERAL FUND - OPERATING

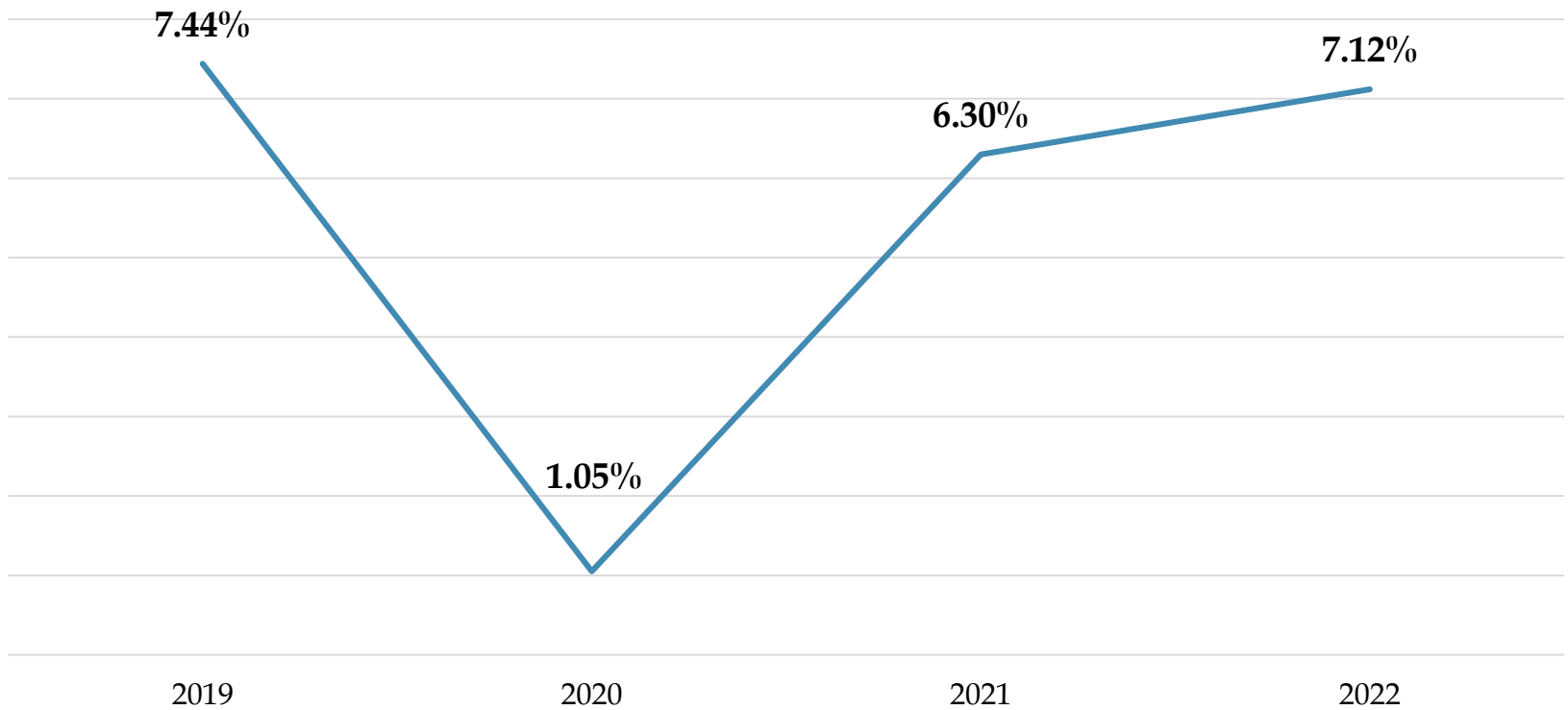


# BERTIE COUNTY ANALYSIS OF FUND BALANCE



# BERTIE COUNTY ANALYSIS OF FUND BALANCE

**General Fund's Balance Available as a Percentage of  
General Fund Expenditures**



# BERTIE COUNTY SLFRF / ARP PROJECT

Dear Board Members:

Below is a summarization of some of the key items in the audit report.

2022

Total Revenues and Other Financing Sources	\$	1,200,971
Total Expenditures and Other Financing Uses	\$	1,200,971
<b>Net Change</b>	<b>\$</b>	<b>-</b>
Net Position at the Beginning of the Year	\$	-
Net Position at the End of the Year	\$	-

# BERTIE COUNTY

## NON-MAJOR GOVERNMENTAL FUND

Dear Board Members:

Below is a summarization of some of the key items in the audit report.

2022

Total Revenues and Other Financing Sources	\$	1,003,771
Total Expenditures and Other Financing Uses	\$	393,849
<b>Net Change</b>	<b>\$</b>	<b>609,922</b>
Net Position at the Beginning of the Year	\$	284,702
Net Position at the End of the Year	\$	894,624

# BERTIE COUNTY REGIONAL WATER DISTRICT

Dear Board Members:		
<b>Below is a summarization of some of the key items in the audit report.</b>		
		<b><u>2022</u></b>
Total Revenues and Nonoperating Revenue	\$	3,118,082
Total Expenditures and Nonoperating Expenses	\$	2,806,217
<b>Income before Capital Contribution and Transfer</b>	<b>\$</b>	<b>311,865</b>
Capital Contribution	\$	79,186
<b>Change in Net Position</b>	<b>\$</b>	<b>391,051</b>
Net Position at the Beginning of the Year	\$	16,572,614
Net Position at the End of the Year	\$	16,963,665

# BERTIE COUNTY

## INTERNAL SERVICE FUND

Dear Board Members:

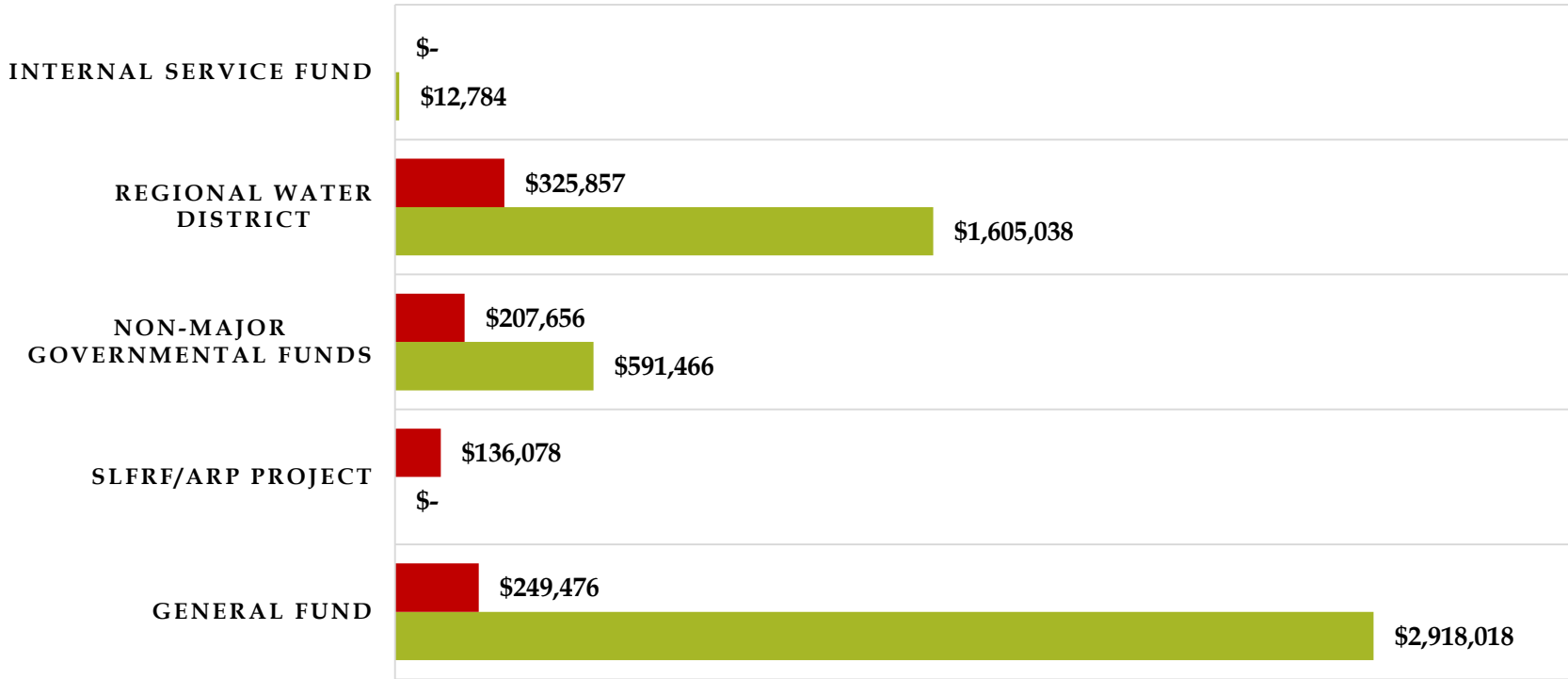
Below is a summarization of some of the key items in the audit report.

2022

Total Revenues and Nonoperating Revenue	\$	65,524
Total Expenditures and Nonoperating Expenses	\$	54,161
<b>Income before Capital Contribution and Transfer</b>	<b>\$</b>	<b>11,363</b>
Capital Contribution	\$	-
<b>Change in Net Position</b>	<b>\$</b>	<b>11,363</b>
Net Position at the Beginning of the Year	\$	57,243
Net Position at the End of the Year	\$	68,606

# BERTIE COUNTY

## ANALYSIS OF CASH



■ RESTRICTED CASH AND CASH EQUIVALENTS

■ UNRESTRICTED CASH AND CASH EQUIVALENTS



# BERTIE COUNTY

## FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

### ■ Significant Deficiency/Noncompliance

### ■ US Department of Health and Human Services

### ■ Passed through the NC Dept. of Health and Human Services

### ■ Program Name: Medical Assistance Program (Medicaid; Title XIX)

### ■ CFDA # 93.778

### ■ Finding: 2022 - 001

### ■ Eligibility

■ **Criteria:** Medicaid for Aged, Blind and Disabled case records should contain documentation that verifications were done in preparation of the application/recertification and these items will agree to reports in the NC FAST system. In this process, documentation should be present and agree back to the records in the NC FAST system. Any items discovered in the process should be considered in regard to a specific eligibility requirement and explained within the documentation.

■ **Condition:** There were thirty-three (33) errors discovered during our procedures that resources in the county documentation and those same resources contained in NC FAST were not the same amounts or files containing resources were not properly documented to be considered countable or non-countable. The errors were as follows: Four (4) cases did not have accurate resource calculations, Eight (8) cases did not have accurate budget calculations, Sixteen (16) cases had a failure to complete at least one compliance component, Four (4) case contained an inaccurate needs unit calculation.

■ **Questioned Costs:** There was no affect to eligibility and there were no questioned costs.

# BERTIE COUNTY

## FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

- **Context:** We examined 91 of the 279,124 Medicaid case files to re-determine eligibility. These findings were disclosed in a separately issued spreadsheet to the North Carolina Department of Health and Human Services and are being reported with the financial statement audit as it relates to Medicaid administrative cost compliance audit.
- **Effect:** For those certifications/re-certifications there was a chance that information was not properly documented and reconciled to NC FAST which affect countable resource or program specific requirements and a participant could have been approved for benefits that they were not eligible.
- **Identification of a repeat finding:** This is a repeat finding from the immediate previous audit, 2021-001.
- **Cause:** Ineffective record keeping and ineffective case review process, incomplete documentation, and incorrect application of rules for purposes of determining eligibility.
- **Recommendation:** Files should be reviewed internally to ensure proper documentation is in place for eligibility. Workers should be retrained on what files should contain and the importance of complete and accurate record keeping. We recommend that all files include online verifications, documented resources of income and those amounts agree to information in NC FAST.
- **Views of responsible officials and planned corrective actions:** The County agrees with the finding. Supervisors will perform second party reviews to ensure proper documentation is contained in files to support eligibility determinations. Workers will be retrained on what information should be maintained in case files, the importance of complete and accurate record keeping, and reserve calculations. The County finance office will also be participating in the review process.

# ADDITIONAL REQUIRED COMMUNICATIONS

## ■ Changes to the Audit Process

- The Local Government Commission (LGC) will no longer initiate communications about concerns or findings (formerly considered unit letters). They have created a spreadsheet that has to be completed and submitted with the audit report. If that worksheet identifies what they consider a "Financial Performance Indicators of Concern" (FPICs), we are required to communicate those items to the Board.
- You are required to submit a response within 60 days of the Board meeting in which the financial statements are presented. The detailed audit response should be presented to the entire Board, and signed by the entire Board, Finance Officer, and Manager.
- The following FPIC's were identified on the LGC's transmittal document that we are required to notify you about:

# ADDITIONAL REQUIRED COMMUNICATIONS

## PERFORMANCE INDICATORS

The self-reported information from your unit's audit report was used to generate the following trends and performance indicators. We have created this Performance Indicator tab to make these indicators available to auditors and local governments when your audit is conducted. If any unit's results are shaded red, the unit must submit a "Response to the Auditor's Findings, Recommendations, and Fiscal Matters" within 60 days from the auditor's board presentation. The response must address all performance indicators shaded in red.

Unit Name:	Bertie County	Fiscal Year 2022		Explanation of Performance Indicator								
Unit Number:	5107	Minimum Threshold	Unit Results									
<b>GENERAL FUND:</b>												
<p><b>Fund Balance Available</b></p> <table border="1"> <thead> <tr> <th>Year</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>2020</td> <td>1.05%</td> </tr> <tr> <td>2021</td> <td>6.30%</td> </tr> <tr> <td>2022</td> <td>7.12%</td> </tr> </tbody> </table>		Year	Percentage	2020	1.05%	2021	6.30%	2022	7.12%	20%--Median of similar units is 39%	7.12%	<p>Fund balance available for appropriation is an important reserve for local governments to provide cash flow during periods of declining revenues and to be used for emergencies and unforeseen expenditures. The information to the left indicates the amount of available cash on hand. You will also see the average for units of your size. <b>Note that 8.33% represents enough fund balance to cover only one month of expenditures.</b> Normally, a unit has to either increase revenues or decrease expenditures to increase fund balance available.</p> <p>This calculation looks at fund balance available plus debt service fund balance (if applicable). This number is then divided by the total of total expenditures plus transfers out less bond proceeds.</p>
Year	Percentage											
2020	1.05%											
2021	6.30%											
2022	7.12%											
<b>GENERAL PERFORMANCE INDICATORS:</b>		<b>2022</b>	<b>Target</b>									
The 2022 Audit Report is expected to be submitted within five months plus one day from the fiscal year end per the auditor. (December 1st for most units)		No	5 months plus one day after the fiscal year end	Late	As stewards of the public's resources, the governing body is responsible for ensuring that the audited financial statements are available to the public in a timely manner. External groups such as the North Carolina General Assembly, federal and State agencies that provide funding, and other public associations need current financial information about your local government as well.							
		<b>2022</b>	<b>Target</b>									
If a unit has no performance indicators of concern that would require them to submit a Response to Audit Findings, Recommendations and Fiscal Matters, but they are currently on the Unit Assistance List, they must still submit an FPIC Response Letter. Their response should discuss the financial plan they have developed to address the issues that placed them on the Unit Assistance List and the progress they have made to date.		Yes		Yes	As of the creation of this worksheet your unit was on the Unit Assistance List. Please provide details of what progress you have made to date to improve the issues that placed you on the list and future progress you intend to make. If you are unaware that you are on the Unit Assistance List please email LGCMonitoring@nctreasurer.com and request a copy of the letter notifying you of your status on the Unit Assistance List.							



THANK YOU FOR THE  
OPPORTUNITY TO WORK  
WITH YOU!



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COUNTY OF BERTIE  
FINANCIAL SUMMARY  
FISCAL YEAR 22/23

GOVERNMENTAL FUNDS	REVISED			Goal 58.3%	Prior Year
	BUDGET	JANUARY	YTD	% YTD	% TO DATE
<b>REVENUES</b>					
PROPERTY TAXES	\$ (12,876,400.00)	\$ (1,319,324.62)	\$ (10,862,784.39)	84.4%	84.0%
SALES AND OTHER TAXES	\$ (3,574,060.00)	\$ (358,890.06)	\$ (1,435,114.27)	40.2%	38.1%
UNRESTRICTED INTERGOVERNMENT	\$ (102,000.00)	\$ (117.13)	\$ (65,385.87)	64.1%	-0.3%
RESTRICTED INTERGOVERNMENT	\$ (940,657.00)	\$ (144,346.91)	\$ (561,743.67)	59.7%	48.0%
PERMITS & FEES	\$ (4,241,264.00)	\$ (373,155.86)	\$ (2,338,664.22)	55.1%	47.9%
SALES & SERVICES	\$ (61,422.00)	\$ (3,263.00)	\$ (34,146.50)	55.6%	7.2%
MISCELLANEOUS	\$ (180,560.00)	\$ (12,211.62)	\$ (117,992.48)	65.3%	76.1%
INTEREST EARNED ON INVESTMENTS	\$ (10,000.00)	\$ (21,785.61)	\$ (88,341.94)	883.4%	5.8%
TRANSFER	\$ (2,710,392.00)	\$ -	\$ -	0.0%	0.0%
FUND BALANCE APPROPRIATED	\$ (29,219.00)	\$ -	\$ -	0.0%	0.0%
TRANSFERS TO DEBT SERVICE	\$ (2,149,958.00)	\$ -	\$ -	0.0%	0.0%
TRANSFERS GEN TO DSS	\$ (1,554,089.00)	\$ -	\$ -	0.0%	0.0%
DSS	\$ (3,378,713.00)	\$ (60,341.63)	\$ (1,652,498.03)	48.9%	42.1%
DSS PERMITS & FEES	\$ (150.00)	\$ -	\$ -	-	-
DSS MISCELLANEOUS	\$ (500.00)	\$ (5.00)	\$ (76.40)	15.3%	3.0%
<b>TOTAL REVENUES</b>	<b>\$ (31,809,384.00)</b>	<b>\$ (2,293,441.44)</b>	<b>\$ (17,156,747.77)</b>	<b>53.9%</b>	<b>49.7%</b>
<b>EXPENDITURES</b>					
GOVERNING BODY	\$ 213,351.00	\$ 20,786.14	\$ 94,098.67	44.1%	49.0%
ADMINISTRATION	\$ 381,157.00	\$ 31,395.11	\$ 216,097.60	56.7%	55.7%
HUMAN RESOURCES	\$ 87,778.00	\$ 6,931.73	\$ 53,017.32	60.4%	60.9%
FINANCE	\$ 302,716.00	\$ 21,374.37	\$ 170,283.97	56.3%	61.6%
TAX LISTING & COLLECTIONS	\$ 657,445.00	\$ 70,190.05	\$ 381,647.30	58.1%	61.1%
LEGAL	\$ 120,000.00	\$ 4,590.96	\$ 57,297.87	47.7%	50.2%
COURT FACILITIES	\$ 89,000.00	\$ 403.96	\$ 13,690.13	15.4%	18.8%
ELECTIONS	\$ 258,969.00	\$ 12,827.51	\$ 159,034.08	61.4%	63.4%
REGISTER OF DEEDS	\$ 379,334.00	\$ 33,028.75	\$ 170,927.36	45.1%	51.6%
PUBLIC BUILDINGS	\$ 941,016.00	\$ 74,617.28	\$ 466,120.41	49.5%	55.2%
INFORMATION TECHNOLOGY CENTER	\$ 314,490.00	\$ 45,871.21	\$ 206,236.91	65.6%	62.0%
SHERIFF	\$ 3,042,314.00	\$ 231,796.05	\$ 1,630,323.85	53.6%	59.5%
911 COMMUNICATIONS	\$ 621,841.00	\$ 50,890.90	\$ 300,592.36	48.3%	50.7%
EMERGENCY MANAGEMENT	\$ 565,990.00	\$ 17,961.54	\$ 285,810.16	50.5%	51.7%
EMERGENCY SERVICES	\$ 3,083,183.00	\$ 284,520.60	\$ 1,953,543.05	63.4%	69.4%
NON-EMERGENCY TRANSPORT SERVICE	\$ 887,287.00	\$ 78,583.74	\$ 500,671.64	56.4%	44.6%
PLANNING/INSPECTIONS	\$ 395,079.00	\$ 28,585.80	\$ 213,549.73	54.1%	43.0%
MEDICAL EXAMINER	\$ 19,000.00	\$ 200.00	\$ 15,250.00	80.3%	52.4%
ANIMAL CONTROL	\$ 211,233.00	\$ 17,036.80	\$ 111,126.59	52.6%	56.7%
SOLID WASTE	\$ 527,780.00	\$ 39,898.24	\$ 299,302.88	56.7%	56.4%
ECONOMIC DEVELOPMENT	\$ 192,513.00	\$ 15,687.13	\$ 85,659.17	44.5%	40.2%
COOPERATIVE EXTENSION	\$ 298,960.00	\$ 22,435.12	\$ 113,153.13	37.8%	41.8%
SOIL CONSERVATION	\$ 239,215.00	\$ 6,365.57	\$ 172,455.68	72.1%	53.3%
HEALTH DEPARTMENT	\$ 112,115.00	\$ 9,051.25	\$ 63,358.75	56.5%	56.7%
VETERAN SERVICES	\$ 59,203.00	\$ 4,735.97	\$ 35,925.42	60.7%	59.4%
AID TO AGING/NUTRITION	\$ 573,316.00	\$ 70,578.10	\$ 361,321.25	63.0%	44.3%
PARKS & RECREATION	\$ 312,430.00	\$ 20,493.34	\$ 139,390.77	44.6%	44.6%
SPECIAL APPROPRIATIONS	\$ 6,055,012.00	\$ 454,456.82	\$ 3,303,478.65	54.6%	51.3%
TRANSFERS TO OTHER FUNDS	\$ 3,784,247.00	\$ -	\$ -	0.0%	0.0%
CONTINGENCY	\$ -	\$ -	\$ -	-	-
SOCIAL SERVICES-ADMINISTRATION	\$ 3,337,640.00	\$ 245,093.83	\$ 1,687,625.77	50.6%	52.3%
SOCIAL SERVICES PROGRAMS	\$ 1,595,812.00	\$ 298,308.11	\$ 834,327.66	52.3%	44.2%
TOTAL DEBT SERVICE	\$ 2,149,958.00	\$ -	\$ 1,664,405.07	77.4%	0.0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 31,809,384.00</b>	<b>\$ 2,218,695.98</b>	<b>\$ 15,759,723.20</b>	<b>49.5%</b>	<b>42.4%</b>

CASH

	Prior Year	
	January 31, 2023	January 31, 2022
CENTRAL DEPOSIT ACCOUNT - SOUTHERN	\$ 4,138,290.90	\$ 4,231,575.29
CD'S - SOUTHERN	\$ 1,500,000.00	\$ 1,500,000.00
NC CAPITAL MANAGEMENT TRUST	\$ 6,045,012.40	\$ 3,231,262.60
	<u>\$ 11,683,303.30</u>	<u>\$ 8,962,837.89</u>

COUNTY OF BERTIE  
FINANCIAL SUMMARY  
FISCAL YEAR 22/23

		REVISED BUDGET	JANUARY	YTD	Goal 58.3% % YTD	Prior Year % TO DATE
<b>UTILITY FUNDS</b>						
<b>DISTRICT - REGIONAL</b>						
TOTAL PERMITS & FEES		\$ (137,200.00)	\$ (13,195.63)	\$ (78,133.02)	56.9%	50.9%
TOTAL SALES & SERVICES		\$ (2,540,628.00)	\$ (234,299.08)	\$ (1,630,887.78)	64.2%	70.6%
TOTAL MISCELLANEOUS		\$ (1,500.00)	\$ (100.00)	\$ (12,548.59)	836.6%	43.3%
TOTAL OTHER		\$ (6,000.00)	\$ -	\$ -	0.0%	0.0%
FUND BALANCE APPR.		\$ -	\$ -	\$ -	0.0%	0.0%
<b>TOTAL REVENUES</b>		<b>\$ (2,685,328.00)</b>	<b>\$ (247,594.71)</b>	<b>\$ (1,721,569.39)</b>	<b>64.1%</b>	<b>69.3%</b>
WATER DISTRICT REG.	<b>TOTAL EXPENDITURES</b>	<b>\$ 2,685,328.00</b>	<b>\$ 98,371.44</b>	<b>\$ 996,707.36</b>	<b>37.1%</b>	<b>35.3%</b>
<b>BERTIE PHONE</b>						
TOTAL MISCELLANEOUS		\$ (62,000.00)	\$ (5,487.72)	\$ (38,317.63)	61.8%	63.2%
FUND BALANCE APPROPRIATED		\$ -	\$ -	\$ -	-	-
<b>TOTAL REVENUES</b>		<b>\$ (62,000.00)</b>	<b>\$ (5,487.72)</b>	<b>\$ (38,317.63)</b>	<b>61.8%</b>	<b>63.2%</b>
BERTIE PHONE SYSTEM	<b>EXPENDITURES</b>	<b>\$ 62,000.00</b>	<b>\$ 19,343.63</b>	<b>\$ 38,630.71</b>	<b>62.3%</b>	<b>79.1%</b>
<b>REIMBURSABLE PROJECTS</b>						
32 - TGOW		\$ -				
46 - WD IV W/L WATER SYSTEM REPLACEMENT		\$ 128,250.00	Submitted for reimbursement on 1/20/23			
		\$ -				
		<b>\$ 128,250.00</b>				





# Bertie County

## Board of Commissioners

### ITEM

**ABSTRACT MEETING DATE:** March 6, 2023

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

**DEPARTMENT:** Governing Body

**TOPICS:**

1. Approve Register of Deeds Fees Report - February 2023
2. Approve Minutes 12-5-22
3. Approve Minutes 1-1 -23
4. Approve Minutes 2-6-23
5. Resolution requesting revision and expansion of the Good Samaritan Act
6. Resolution Authorizing execution of Opioid Settlements & Approving Supplemental Agreement for Additional Funds
7. Approve Mid- West A PA Funding
  - . Budget Amendments
  - . Project Amendment

**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

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 FEB. 2023 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-----		\$3,377.40
10-0030-4344-03	VITAL STATISTICS-----		\$902.00
10-0050-4839-02	MISCELLANEOUS(NOTARY OATHS/PHOTO COPIES, ETC)-----		\$146.10
10-0030-4344-04	NO. MARRIAGE LICENSE-----	6 @60.00	\$360.00
			<b>\$4,785.50</b>
10-0018-4240-01	N. C. STATE EXCISE STAMP TAX-----		\$5,910.00
10-0030-4344-10	STATE TREASURER FEE-----	118 @\$6.20	\$731.60
	STATE VITAL RECORDS-----	15 @14.00 <u>2@5.00</u>	\$220.00
			<b>\$11,647.10</b>
10-0000-1251-00	A/R IN/OUT(REFUND)-----		
			<b>\$11,647.10</b>

  
REGISTER OF DEEDS - BERTIE COUNTY

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



C-2

**Windsor, North Carolina**  
**December 5, 2022**  
**COMMISSIONERS MEETING**

The Bertie County Board of Commissioners met for a regularly scheduled meeting today at 6:00 P.M. inside the Superior Courtroom, 108 Dundee Street, 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: Ronald “Ron” Wesson, District I  
Michael White, District II  
Tammy Lee, District III  
Corey Ballance, Sr., District III  
Ronald “Ron” Roberson, District V  
John Trent, District IV

Absent: Greg Atkins, District II

Staff Present: County Manager Juan Vaughan, II  
Assistant County Manager David Scarborough  
County Attorney Lloyd C. Smith, Jr.  
Finance Director William Roberson

Staff Present (Zoom): Clerk to the Board LaShonda Cartwright

**CALL TO ORDER**

Chairman Trent called the meeting to order.

**INVOCATION & PLEDGE OF ALLEGIANCE**

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

**ADMINISTRATION OF OATHS OF OFFICE**

**BY REGISTER OF DEEDS ANNIE WILSON**

Register of Deeds, Annie Wilson administered the Oaths of Office to the following.

- Corey Balance, Sr., Commissioner
- Michael White, Commissioner

- Ronald “Ron” Roberson

**ELECTION OF CHAIRMAN PRESIDED BY  
COUNTY MANAGER JUAN VAUGHAN, II**

Chairman Trent turned over the gavel to County Manager Vaughan.

County Manager Vaughan opened the floor for nominations of Chair for the Bertie County Board of Commissioners 2023.

Commissioner Trent made the **MOTION** to nominate Ronald Wesson to be Chairman of the Board.

County Manager Vaughan asked if there were any other nominations at this time.

Commissioner Roberson stated to the County Manager that he would like to close the nominations at this time.

County Manager Vaughan did a roll call vote for Commissioner Wesson to become Chair.

Commissioner Ronald Roberson – Yes

Commissioner Corey, Ballance, Sr. – Yes

Commissioner John Trent – Yes

Commissioner Ronald Wesson – Yes

Commissioner Michael White – Yes

Commissioner Wesson was selected to be the 2023 Bertie County Board of Commissioners Chair with a **5-0 vote**.

County Manager Vaughan then congratulated Commissioner Wesson on being the Board Chair for 2023.

**ELECTION OF VICE-CHAIRMAN PRESIDED BY  
COUNTY MANAGER JUAN VAUGHAN, II**

County Manager Vaughan opened the floor for nominations of Vice-Chair for the Bertie County Board of Commissioners 2023.

Chairman Wesson nominated Commissioner Michael White for Vice-Chair for the Bertie County Board of Commissioners 2023.

There were no other nominations for Vice-Chair.

County Manager Vaughan did a roll call vote for Commissioner Michael White to become 2023 Bertie County Board of Commissioners Vice-Chair.

Commissioner Ronald Roberson – Yes

Commissioner Corey Balance, Sr. – Yes

Commissioner John Trent – Yes

Commissioner Ronald Wesson – Yes

Commissioner Michael White – Yes

Commissioner Michael White was selected to be the 2023 Bertie County Board of Commissioners Vice-Chair with a **5-0 vote**.

County Manager Vaughan then congratulated Commissioner White on being the Bertie County Board of Commissioners Vice-Chair for 2023.

#### **5-MINUTE RECESS**

County Manager Vaughan called for a 5-Minute Recess.

#### **MEETING RECONVENE**

Commissioner Wesson called the meeting back to order at 6:19 P.M.

#### **COMMENTS FROM THE COMMISSIONERS**

##### Commissioner Roberson

Commissioner Roberson thanked everyone for attending and congratulated the newly elected Commissioners.

##### Commissioner Trent

Commissioner Trent welcomed and thanked the two new Commissioners Michael White and Corey , Sr for being elected and joining the Bertie County Board of Commissioners.

##### Commissioner White

Commissioner White thanked everyone that voted for him and thanked everyone for allowing him the opportunity to serve as a Bertie County Commissioner.

##### Commissioner Balance

Commissioner Ballance thanked his family, friends, and the citizens of Bertie County for allowing him the opportunity to serve as a Bertie County Commissioner.

Commissioner Wesson

Commissioner Wesson thanked all of the Board members for giving him the honor to serve as Chair of the Bertie County Commissioners for 2023.

Commissioner Wesson stated that as the new Chair he looked forward to leading the effort in improving the quality of life for all of the Bertie County citizens.

Commissioner Wesson then thanked Commissioner Trent for his service over the prior year and his leadership.

Commissioner Wesson thanked former Commissioners Tammy Lee and Greg Atkins for their service.

Commissioner Wesson then stated that the Board was blessed to have two new Commissioners to bring new perspectives and a strong mandate from the citizens who elected them.

Commissioner Wesson state that the Board was very fortunate to have a very strong administrative team behind them.

Commissioner Wesson closed his remarks with a statement saying that what the Board of Commissioners need now more than ever is for every citizen in this County to be fully engaged with Commissioners.

Commissioner Wesson further stated that he wanted to make sure that the Board hears from the citizens and their desires are brought before them in a constructive way. Commissioner stated that citizens need to hold the Board accountable for their expectations and most importantly he wants the citizens of Bertie County to work with them to help the Board of Commissioners achieve their goals.

**PUBLIC COMMENTS (3 MINUTES PER SPEAKER)**

Patricia Ferguson

Mrs. Ferguson started off by congratulating Commissioner Wesson for being elected Chair and Commissioner Michael White for being elected Vice-Chair. Mrs. Ferguson congratulated the two new members of the Board Commissioner Michael White and Corey Ballance, Sr. Mrs. Ferguson then congratulated Sheriff Tyrone Ruffin.

Mrs. Ferguson then spoke briefly on her project the Pecan Pickling Short- Film Festival and asked the Board to consider partnering to create a Regional Film Commission.

Mrs. Ferguson stated that when she comes back to present before the Board at the January 19<sup>th</sup> meeting she will have two asks of the Board.

1. To provide letters of support for grant opportunities for the Film Festival.
2. A Commissioner to volunteer and to meet with her and follow the process of the Film Festival and vote on establishing a Film Commission.



Commissioner Wesson thanked Mrs. Ferguson for coming before the Board and putting them all on notice about the Film-Festival.

Commissioner Wesson asked the Clerk to the Board if there were any comments coming from Zoom.

The Clerk to the Board stated there were no public comments at this time.

## REPORTS & APPOINTMENTS

### 1. Presentation of offer to purchase property by Tax Administrator Jodie Rhea

Tax Administrator, Jodie Rhea presented to the Board an offer to purchase the property located on King Street, Windsor N.C. 27983 Mr. Rhea stated that the county's end liability was \$11,052.85 including taxes, attorney fees and court cost. Tax Administrator Jodie Rhea stated that they had an offer of \$11,920.

Commissioner Wesson then opened the floor for discussion.

Commissioner Wesson asked Tax Administrator Jodie Rhea if he knew what the intentions for the property were.

Tax Administrator Jodie Rhea stated that the offer came from a family member who lived out of state and the family member would like to keep the property in the family but did not specifically state what would be done with the property.

Tax Administrator Jodie Rhea stated that the property is in a state of disrepair.

Commissioner asked Tax Administrator Jodie Rhea if the offer included the attorney fees?

Tax Administrator Jodie Rhea stated "yes".

Tax Administrator Jodie Rhea then stated that if the Board voted to accept the offer it would be advertised for a period of 10 days for an upset period.

Commissioner Wesson stated that the property was located on King St. across the bridge going towards Heritage House on the corner and the property is in disrepair. He also stated that the property had been affected by flooding on more than one occasion.

Commissioner Wesson stated that if someone wants to do something with the property he thought it would be a good thing.

Commissioner Wesson then asked what was the pleasure of the Board.? Commissioner Roberson made the **MOTION** to accept the offer. Commissioner Trent **SECONDED** the **MOTION**. The **MOTION PASSED** with a unanimous vote.

### 2. Presentation by Sheriff Tyrone Ruffin

Sheriff Ruffin came before the Board to introduce the new members of the Sheriff Department and to share the promotions received in their department.

Sheriff Ruffin called the new members of the Sheriff Department up to be introduced to the Board. They were Rochelle Gaskins, Cody Garland, Michael Conwell and Chantel Coates.

Sheriff Ruffin then stated that Deputy Timothy Hardy was promoted to Chief Deputy, Sargent. Bonnie Powell was promoted to the position of Captain., Corporal Roger Blount was promoted to the position of Sargent.

Sheriff Ruffin stated that the Sheriff Department was looking forward to serving the citizens of Bertie County and working with the Board of Commissioners.

Sheriff Ruffin then stated that he had one request of the Board and that request was to remove the position of Corporal from his command staff and implement the position of Captain.

Sheriff Ruffin then asked the Board for a vote to implement the position of Captain to his command staff.

Commissioner Wesson stated to Sheriff Ruffin that his understanding is that the change in the codes does not impact any immediate change in salary levels for anyone, but is simply a change in the classification codes..

Sheriff Ruffin stated “that was correct”.

Commissioner Wesson asked what was the pleasure of the Board.

Commissioner Trent made the **MOTION** to move forward with the suggestions that the Sheriff had made. Commissioner Roberson **SECONDED** the **MOTION**. The **MOTION PASSED** with a unanimous vote.

### 3. Financial Summary by Finance Director William Roberson

Finance Director William Roberson presented to the Board a Financial Summary. Finance Director William Roberson explained to the Board the line items on the handouts that he had provided them.

Finance Director William Roberson pointed out to the Board that in the section titled “Expenses” the area for Soil Conservation showed 50.9% YTD expenses, and explained it was because the County received a grant to do some work in the Long Branch community and that work was done and expensed out so it made that percentage look a little high. However, without that they would be right around 29% which is the normal area.

Finance Director William Roberson pointed out the section for Cash in the bank. He stated that area showed they were a little higher then what they were a year ago, about 2 million dollars.

Finance Director William Roberson then spoke on the Utility Fund (Water Department) and an internal fund for the telephone.

Finance Director William Roberson then stated that he knew was a lot to look over and he was aware that they have two new Commissioners. He then provided them with the location of his office and stated that if they ever needed to talk with him or had any questions his door is always open.

Commissioner Wesson stated that was a great suggestion and that Finance Director William Roberson plays a very vital role in management in terms of the County's finances.

Commissioner Wesson then highlighted the fact that the County is now 2 million dollars ahead.

Commissioner Wesson then thanked Finance Director William Roberson.

### **BOARD APPOINTMENTS (B)**

There were none.

### **CONSENT AGENDA (C)**

1. Register of Deeds Fees Report – September & October 2022

Commissioner Trent made the **MOTION** to pass the Register of Deeds Fees Reports. Commissioner Ballance **SECONDED** the **MOTION**. The **MOTION PASSED** with a unanimous vote.

2. Tax Release Journal – September & October 2022

Commissioner Roberson made the **MOTION** to approve the Tax Release Journals. Commissioner Trent **SECONDED** the **MOTION**. The **MOTION PASSED** with a unanimous vote.

3. Approve Bonds held for Bertie County Officials

County Manager Vaughan stated that the Bond previously approved for the Sheriff was for a 5-day period and now recommended the Board to approve the Bond for his full term as well as all other members who are bonded at this time.

Commissioner Roberson made the **MOTION** to approve the Bonds for the Elected Officials. Commissioner Ballance **SECONDED** the **MOTION**. The **MOTION PASSED** with a unanimous vote.

### **DISCUSSION AGEND (D)**

1. Essentials of County Government for Newly – Elected County Commissioners
  - Dec. 15-16-Asheville
  - Jan. 12-13-Cary

- Jan. 18-20-Online

Commissioner Wesson stated that there was an Essentials of County Government training class for Newly-Elected County Commissioners and he provided the new Commissioners with the options available for training and further stated that they can discuss their preference with the County Manager who would assist them with registering for the training.

2. Next Board of Commissioners Meeting Scheduled Jan. 9, 6:00 PM

Commissioner Wesson stated that he had a scheduling conflict with the upcoming meeting that he could not change and he asked his fellow Board members if they could move the meeting to the next week.

Commissioner Wesson then stated that Project Consultant Robin Payne has indicated that she would like to come back before the Board and continue the planning session that they had gotten about half way through the last time.

Commissioner Wesson stated that the County Manager has also indicated that he would like to do some orientation with the new Commissioners at that time.

Commissioner Wesson then stated that since this will be a full agenda, rather than have a regular meeting his suggestion is that the Board make it a Work Session instead.

Commissioner Wesson suggested having the Work Session on January 19<sup>th</sup> at 9:00 AM until around 1:00 PM

Commissioner Wesson then asked if that date and time worked for everyone.

County Manager Vaughan asked the Board to vote on amending the Commissioners Meeting Schedule to reflect the change of the regular scheduled meeting on January 9<sup>th</sup> at 9:00 AM to being a Work Session on January 19<sup>th</sup> at 9:00 A.M. to approximately 1:00 PM instead.

Commissioner Wesson made the **MOTION** to amend the Commissioners Meeting Schedule to reflect the change of the regular scheduled meeting on January 9<sup>th</sup> at 9:00 A.M. to being a Work Session on January 19<sup>th</sup> at 9:00 A.M. to approximately 1:00 P.M. Commissioner Trent **SECONDED** the **MOTION**. The **MOTION PASSED** with a unanimous decision.

**COMMISSIONERS' REPORTS (E)**

Commissioner Roberson

No reports.

Commissioner Trent

Commissioner Trent reiterated welcoming the two new Commissioners to the Bertie County Board of Commissioners and welcoming Commissioner Wesson to filling the seat as Chairman

of the Board of Bertie County Commissioners. Commissioner stated that he wanted the Board to come together as a team.

Commissioner White

No reports.

Commissioner Ballance

Commissioners Ballance thanked the citizens of Bertie County and the existing Commissioners again.

Commissioner Wesson

Commissioner Wesson stated that he was looking forward to this year and he thinks we have a good Board with a good amount of balance. He further stated that he thought the Board was going to work great together for the good of the citizens.

Commissioner Wesson stated that all the Board needed was the input of the citizens and to make sure the citizens stay involved, are engaged with them, and keep them on track.

Commissioner Wesson stated that the Board was going to work really hard to continue to improve the quality of life here in Bertie County.

**COUNTY MANAGER’S REPORTS (F)**

County Manager Vaughan stated that he enjoyed working with former Chairman Trent last year. He then congratulated our new Chair Commissioner Wesson and Vice-Chair Commissioner White.

County Manger Vaughan then congratulated Commissioner Roberson, Vice-Chair White and Commissioner Balance on their first full term as Bertie County Commissioners. He then stated that he looks forward to working with each of them.

**COUNTY ATTORNEY’S REPORTS (G)**

No Reports.

**PUBLIC COMMENTS (3 MINUTES PER SPEAKER)**

The Clerk to the Board stated there was one public comment from Zoom.

The Clerk read the comment that came from a citizen stating congratulations to the new Sheriff Tyrone Ruffin and all of his new crew. God got this! Love you all. Bertie County Sheriff’s Department is definitely moving in the direction. It is time for all of us to come together, when we come together we are Bertie strong. Thank you!

There were no other comments.

**ADJOURN**

Commissioner Trent made the **MOTION** to adjourn. Commissioner White **SECONDED** the **MOTION**. The **MOTION PASSED** with a unanimous decision.

The meeting adjourned.

---

Ronald Wesson, Chair

ATTEST:

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LaShonda Cartwright, Clerk to the Board



C-3

**Windsor, North Carolina**  
**January 19, 2023**  
**WORK SESSION**

The Bertie County Board of Commissioners met for a Work Session today at 09:00 AM inside the Community Room, 102 Lancaster Ave, 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:                                Ronald “Ron” Wesson, District I  
    Michael White, District II  
    Corey Ballance, Sr., District III  
    Ronald “Ron” Roberson, District V  
    John Trent, District IV

Absent:

Staff Present:                        County Manager Juan Vaughan, II  
    Assistant County Manager David Scarborough  
    Assistant County Attorney Jonathan Huddleston  
    Finance Director William Roberson

Staff Present (Zoom):                Clerk to the Board LaShonda Cartwright

**CALL TO ORDER**

Chairman Wesson called the meeting to order.

**INVOCATION & PLEDGE OF ALLEGIANCE**

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

**ADDITIONS/CHANGES TO THE AGENDA**

Chairman Wesson asked the Board if there were any additions or changes that were needed to be made to the agenda.

Commissioner Roberson stated that he had three additions to make to the agenda.

1. Look at increasing the County employee’s salary
2. Move the salaries of the lowest paid employees to \$15 hr.



3. Communications- All County activities should be shared with the churches in Bertie, put on Facebook and on the County website

Commissioner Wesson stated that he would like to take the following recommendations and have a discussion about those topics when the Board has Commissioner's Reports.

Commissioner Roberson stated that would be "Great".

### **NCGS § 138a-15(e)**

Commissioner Wesson read the North Carolina State Ethics Act into the record.

### **PUBLIC COMMENTS (3 MINUTES PER SPEAKER)**

There were no public comments.

### **PRESENTATION FOR CROSSROADS MAGAZINE BY MULTI-MEDIA CONSULTANT, ANNA PHIPPS**

Multi-Media Consultant, Anna Phipps came before the Board to present the Crossroads Magazine. Consultant Phipps stated they will be publishing the annual Crossroads Magazine in February in the Roanoke-Chowan News Herald and Gates County Index.

The feature for this year will be creative local citizens within Bertie, Hertford, North Hampton and Gates County.

Ms. Phipps stated last year Bertie County had a premium position of page 3 and the cost for that publication is \$1,650. She then asked the Board if they would like to run the same publication this year.

Commissioner Trent made the **MOTION** to move forward with advertising in Crossroads Magazine on page 3. Commissioner Roberson **SECONDED** the **MOTION**. The **MOTION PASSED** with a unanimous decision.

The Board agreed to use the same publication that they had used the previous year.

### **A PECAN PICKLING SHORT FILM FESTIVAL PRESENTATION BY DR. PATRICIA FERGUSON**

Dr. Ferguson came before the Board and stated that she was hoping for a conversation with them instead of doing a presentation.

Dr. Ferguson stated that she wanted to introduce to the Board the idea of having a Film Festival in Northeastern North Carolina.

Dr Ferguson talked to the Board about establishing a Regional Film Commission and what it takes to establish a Film Commission. Dr. Ferguson then stated that it would take the Board making a decision to explore the idea of a Film Commission and reaching out to partnering counties.

Dr. Ferguson stated that step one would be the Board deciding to explore the idea of starting Film Commission. Then Dr. Ferguson recommended bringing in Hertford and Northampton County.

Dr. Ferguson step two would pulling in people from other counties and having a conversation.

Dr. Ferguson stated the third step would be doing an official vote.

Chairman Wesson opened the floor for some discussion from the Board.

Commissioner Trent made the statement that Bertie County was already known for the two movies made, “Hive” and “Raising Bertie” and that those films won several awards at the Sundance Festival.

Commissioner Trent stated that he thought this was tremendous opportunity for Bertie County and he thought the Board should move forward on the opportunity of establishing a Film Commission.

Commissioner Roberson stated that it was a great idea, he loved it and he would just like to include the Board of Education because of the children and get the schools involved to make this a lot bigger.

Commissioner Balance stated he loved the idea and it would bring surrounding counties together and it would help the County develop another source of revenue. As well as be an opportunity for our local citizens.

Chairman Wesson stated he also liked the idea and what specifically was Dr. Ferguson looking for in terms of formatting to establish a Film Commission.

Dr. Ferguson suggested reaching out to the AFCI- Association of Film Commissioners International and they would be able to assist the Board strategical on how to set up a Commission.

Commissioner Wesson asked the Board what was their pleasure in addressing Dr. Ferguson three steps.

Commissioner Trent made the **MOTION** that the Board address each and every one of Dr. Ferguson 3 steps with the standards that the Chairman has brought up to Dr. Ferguson. Commissioner Ballance **SECONDED** the **MOTION**. The **MOTION PASSED** with a unanimous decision.

### **A PRESENTATION BY DEBBIE MANER, NC RURAL WATER ASSOCIATION**

Debbie stated to the Board that her mission was to help municipal water systems to develop source water systems and to develop Wellhead Protection plans. Debbie stated the Wellhead Protection plan was designated to protect the water systems.

Debbie stated that the NRWA was presenting to Bertie County today an Award for voluntarily going through the process of the Wellhead Protection plan, completing the plan and getting it approved by the state.

The Board then thanked Debbie.

Water Superintendent Ricky Spivey then thanked the Board for allowing Debbie to come before them and present the award from NRWA.

Commissioner Roberson stated that those awards come when the Superintendent goes above and beyond their responsibilities.

Commissioner Roberson stated that Water Superintendent was a godsend to Bertie County and he then thanked Water Superintendent Spivey.

Commissioner Wesson thanked Water Superintendent Spivey for all that he does for the County.

### **ROLES AND RESPONSIBILITIES OF COUNTY COMMISSIONERS**

County Manager Vaughan explained to the Board the role of the Board Chair. County Manager Vaughan stated the Board Chair served as the presiding officer and keeps control of the meetings. The Chair will vote on measures before the Board just like the other Commissioners. The Chair can also call Special and Emergency Meetings and approving the agenda.

County Manager Vaughan stated that when it comes to the Board as a whole the Board creates, changes and consolidates County services as needed or desired. The Board can change the composition in the manner of selecting the Boards, Commissions and agencies, promote orderly and efficient administration of County affairs subject to limitations (limitations are set by North

Carolina General Statues). The Board also hires professionally trained Managers. The Board also contracts with an approved Auditor for an annual audit, the Board hires an Attorney, Clerk and Tax Administrator.

County Manager Vaughan stated in his role being a manager he hires and fires as needed employees within his chain of command and supervise all Departments. County Manager Vaughan stated that when comes to meetings about County business he needs to be made aware.

County Manager Vaughan also stated that any directives that come from the Board should go through him because that's why he is here; he is that link between the Board and Department Heads.

County Manager Vaughan stated that he is to uphold all laws and regulations and he serves as the Budget Officer for the County.

County Manager Vaughan further stated his other duties and responsibilities.

County Manager Vaughan presented the Board with a Powerpoint slide showing the chain of command and went over the duties and responsibilities of the Board of Commissioners.

County Manager Vaughan summed up the process for developing and implementing the budget for the County.

### **INTRODUCTION OF DEPARTMENTS -DEPARTMENT HEADS**

Each Department Head for Bertie County came before the Board and provided the Board with their mission statement, a brief description of their departments, the services provided and things that were coming up within their departments.

After Planning Director Traci White delivered her presentation Commissioner Trent asked if a Commissioner could serve on the Planning Board.

Director White stated that would be a question for County Attorney Jonathan Huddleston.

Commissioner Roberson then recommended Water Superintendent Ricky Spivey serve on the Planning Board representing his District, District V.

### **OVERVIEW OF 2023 COMMISSIONER ORIENTATION MANUAL**

### **RECESS – LUNCH**

Chairman Wesson called for a working lunch.

## BOARD APPOINTMENTS

Commissioner Trent made the **MOTION** to nominate Commissioner Roberson to be on the Social Services Board. The **MOTION** was **SECONDED** by Commissioner. The **MOTION PASSED** with a unanimous decision.

- Albemarle Regional Health Services (ARHS)

Commissioner Roberson made the **MOTION** to nominate Commissioner Ballance to serve on the Albemarle Regional Health Services (ARHS) Board. The **MOTION** was **SECONDED** by Commissioner Trent. The **MOTION PASSED** with a unanimous decision.

- East Carolina Behavioral Health (NRAB)

Commissioner Roberson made the **MOTION** to nominate Commissioner Ballance to serve on the East Carolina Behavioral Health (NRAB) Board. The **MOTION** was **SECONDED** by Commissioner Trent. The **MOTION PASSED** with a unanimous decision.

- Rural Transportation Advisory Committee (TAC)

The Board made a **Consensus** to **TABLE** until the next meeting due to finding a representative from Bertie County.

- Tri-County Airport Authority

The Board made a **Consensus** to **TABLE** until the next meeting due to determining if former Commissioner Tammy Lee will still be able to serve.

- Social Services (DSS)

Commissioner Trent made the **MOTION** to nominate Commissioner Roberson to serve on the Social Services Board. The **MOTION** was **SECONDED** by Commissioner Wesson. The **MOTION PASSED** with a unanimous decision.

- Child Fatality Prevention/Community Child Protection Team

The Board made a **Consensus** to **TABLE** until the next meeting due to having to find a member for our local law enforcement agency to serve.

- Economic Development Commission

Commissioner Trent made the **MOTION** to nominate Commissioner White to serve on the Economic Development Board. The **MOTION** was **SECONDED** by Commissioner Roberson. The **MOTION PASSED** with a unanimous decision.

### **CONSENT AGENDA**

- Register of Deeds Fees Report (November & December 2022)
- Tax Release Journals (November & December 2022)
- Minutes  
(10/3/22 Regular Session, 10/3/22 Closed Session, 11/28/22 Convene as Waster District IV, 11/30/22 Emergency Meeting)
- BRIC Gant Match
- Budget Amendments
- Project Ordinances
- Project Amendments
- CRM Resolution

Commissioner Roberson made the **MOTION** to **APPROVE** the Consent Agenda as a whole. The **MOTION** was **SECONDED** by Commissioner Trent. The **MOTION PASSED** with a unanimous decision.

### **RECLASSIFICATION OF SENIOR RECORDS SPECIALIST POSITION**

HR/Human Risk Director Cortney Ward came before the Board to recommend a Salary Grade change within the Sheriff's Office for the Senior Records Specialist position.

Director Ward stated that some of the roles and responsibilities for the Senior Records Specialist Position have changed.

Director Ward stated that her recommendation is to reclassify the Senior Records Specialist position from a Grade 60 with a pay range hiring rate of \$24,573 - \$38,088 to a grade 63 with a hiring rate pay of \$27,822 - \$43,218.

Commissioner Roberson stated that this Salary Grade change was well needed and Director Ward did a great job!

Commissioner Trent made the **MOTION** that the Board move forward with the recommendation from Director Ward of changing the Senior Records Specialist Position from a Grade 60 to a Grade 63. The **MOTION** was **SECONDED** by Commissioner Trent. The **MOTION PASSED** with a unanimous decision.

## TERMS OF SALE FOR EARLY COLLEGE PROPERTY

County Manager Vaughan provided the Board with copies of the new contract offer from the Superintendent Dr. Smallwood without the contingencies.

Commissioner Trent made the **MOTION** to move forward with the purchase. The **MOTION** was **SECONDED** by Commissioner Roberson. The **MOTION PASSED** with a unanimous decision.

There was no further discussion in regards to the new offer.

Chairman Wesson asked for all the Board members in favor of accepting the offer from the School Board, taking the school property with the only contingency being the county have the transfer fee of the Deed.

The Board **voted 5-0** in favor of accepting the Deed from the school.

Chairman Wesson then started the discussion in reference to the Lease Agreement for Carolina Rebuilders Ministry (CRM)

County Attorney Jonathan Huddleston spoke to the Board in reference to the Lease Agreement for Carolina Rebuilders Ministry (CRM) and he stated that the only issue he had with the Lease Agreement was the length of the term of the lease.

County Attorney Jonathan Huddleston asked the Board how would they like to handle the length of the Lease Agreement and recommended changing the term of the lease from 15 years to 10 years.

Commissioner Trent asked the parties involved with the Lease Agreement to come up before the Board to entertain questions from the Board.

Chairman Wesson opened the floor for discussion.

Vice-Chairman White expressed concerns in leasing the building to Carolina Rebuilders Ministry and the Food Pantry. He suggested that the County look at ways of using the building for the County instead.

Chairman Wesson stated the only reason the County decided to take ownership of the school building was because they had two well known organizations the Carolina Rebuilders Ministry

and the Good Shephard Food Pantry that were willing to come in and lease the building and make the much-needed repairs at no cost to the County.

Chairman Wesson opened the floor for discussion in reference to the \$100 offer for rent from Carolina Rebuilders Ministry and Good Shephard Food Pantry.

The Board then discussed the \$100 offer for renting the building.

Chairman Wesson stated it is two pieces that he wants the Board to vote on as a whole.

1. Moving forward with leasing the building to Carolina Rebuilders Ministry and the Good Shephard Food Pantry
2. Accepting the offer of leasing the building to Carolina Rebuilders Ministry and the Good Shephard Food Pantry for \$100 a month.

The Board and County Attorney Jonathan Huddleston went through the lease line by line to discuss the revisions that needed to be made to the Lease Agreement.

Commissioner Wesson made the **MOTION** that pursuant to the transfer of the title from the School Board to Bertie County (which has to take place first) the Board agrees to lease the property to Carolina Rebuilders Ministry (CRM) with the understanding that they are sub-leasing to Good Shephard Food Pantry via the terms of the lease which are as follows: 10 years with renewal option, but only if both parties agree, and \$100 for the monthly rent. The **MOTION** was **SECONDED** by Commissioner Trent. The **MOTION PASSED** with a unanimous decision.

Inaudible conversation by the Board. (This portion of the meeting focused on the properties identified by Tax Administrator Jodie Rhea as county-owned properties and foreclosed properties that could be considered available for sale. Each property was identified by tax map and then discussed.)

Commissioner Trent made the **MOTION** to move forward with the list that has been given as far as properties availability, as far as our selves and the prices that are already their which are at tax value. The **MOTION** was **SECONDED** by Commissioner Roberson. The **MOTION PASSED** with a unanimous decision.

**TGOW UPDATE, YEAR OF TRAILS CELEBRATION, COASTAL RESILIENCY**  
**PROJECT BY ROBIN PAYNE**

Project Consultant Robin Payne provided the Board with an update of Tall Glass of Water. She showed the Board photos of the progression being made with the construction of the beach while explaining the steps and the process of the construction currently being done.



She stated to the Board there is a Year of Trails Celebration this year and coming July 21<sup>st</sup>, 22<sup>nd</sup> and 23<sup>rd</sup> our region will be hosting an event that is sponsored by the Year of Trail Group and they would like for Edenton, Tall Glass of Water and Salmon Creek to come together for that weekend in July.

Commissioner Roberson stated that there needs to be signs put up to advertise Tall Glass of Water.

Vice-Chair White also stated signage should be in place to show where Tall Glass of Water is located.

Robin stated there will be signs going up at Tall Glass of Water as soon as everything is ready and all projects have been completed.

Robin then explained the Coastal Resiliency Project to the Board. She stated that in Phase III Bertie County received \$45,000 to move forward on this project.

Robin stated that Mr. Woods had provided a document that went over each of the sites and that document was used for the BRIC application that was sent to Mid-East.

Now for part II Mr. Wood's will go back and do the design drawings for the Cucklemaker Swamp area and also perform a Hydrology study.

The Board made a **Consensus** to allow Mr. Wood to move forward with part II of the project.

Robin stated that it would work best if she could have two days back to back for Strategic Planning.

The Board decided to have the Strategic Planning Session on February 20<sup>th</sup> & 21<sup>st</sup> at 9:00 AM in the Commissioners Room.

### **ITEMS TO CONSIDER FOR REVENUE GROWTH**

Chairman Wesson suggested that the Board consider hiring a Grant Writer to help assist the County with securing grant funding for upcoming major projects.

Commissioner Roberson stated that the Board should prioritize bringing up the County employee salaries to \$15 an hour.

Commissioner Trent made the **MOTION** to move forward as far as voting for a Grant Writer for the grants that the county can't get a hold of and aren't able to do because of personnel issues

and then we turn around and start the search with a July start date. The **MOTION** was **SECONDED** by Commissioner Ballance. The **MOTION PASSED** with a unanimous decision.

Assistant County Manager David Scarborough asked for clarification regarding the hiring of a Grant Writer or a Grant Coordinator, as each have specific roles that may or may not be interchangeable. The consensus was that the Board would allow the County Manager and Human Resources to develop an appropriate job classification and job description.

Chairman Wesson stated that Lobbyist Bob Steinburg has presented to the Board a 2-year agreement to lobby for Bertie County. Chairman Wesson stated that Lobbyist Steinburg has come back with an update to his offer still a 2-year agreement but giving the County an option to opt out of the second year with 60 days' notice at the end of 11 months should the County decide that he has not done anything that benefits the County.

Chairman Wesson stated this is the third piece that he is offering around revenue growth.

Commissioner Roberson stated that he had concerns with hiring a Lobbyist while the County employees are still being underpaid.

Commissioner Trent made the **MOTION** to move forward with the Lobbyist to help assist the County with moving things through the halls and chambers of the Legislative. It will be a two-year contract with a 60 day opt out on the second year. The **MOTION** was **SECONDED** by Commissioner Balance. The **MOTION PASSED** with a 4-1 vote.

#### **CLOSED SESSION PURSUANT TO NCGS § 143-318.11 (a)(6)**

Commissioner Trent made the **MOTION** to go into Closed Session. The **MOTION** was **SECONDED** by Commissioner Roberson. The **MOTION PASSED** with a unanimous decision.

#### **ADJOURNMENT**

Commissioner Trent made the **MOTION** to adjourn. The **MOTION** was **SECONDED** by Commissioner White. The **MOTION PASSED** with a unanimous decision.

The meeting was adjourned.

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Ronald Wesson, Chair

ATTEST:

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LaShonda Cartwright, Clerk to the Board



C-4

**Windsor, North Carolina**  
**February 6, 2023**  
**COMMISSIONERS MEETING**

The Bertie County Board of Commissioners met for a regularly scheduled meeting today at 6:00PM inside the Commissioners Room, 106 Dundee Street, 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: Ronald “Ron” Wesson, District I  
Michael White, District II  
Corey Ballance, Sr., District III  
Ronald “Ron” Roberson, District V  
John Trent, District IV

Absent:

Staff Present: County Manager Juan Vaughan, II  
Assistant County Manager David Scarborough  
County Attorney Lloyd Smith  
Finance Director William Roberson

Staff Present (Zoom): Clerk to the Board LaShonda Cartwright

**CALL TO ORDER**

Chairman Wesson called the meeting to order.

**INVOCATION & PLEDGE OF ALLEGIANCE**

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

**ADDITIONS/CHANGES TO THE AGENDA**

Chairman Wesson asked the Board if there were any additions or changes that were needed to be made to the agenda.

Chairman Wesson made two changes to agenda.

1. Communications- put this topic at the end of the agenda under Discussions as item #6

2. Move Ms. Laree Cherry with JCPC from Board Appointment to Item #3 under Appointments.

Commissioner Wesson made the **MOTION** to approve the two changes to the agenda. The **MOTION** was **SECONDED** by Commissioner Roberson. The **MOTION PASSED** with a unanimous decision.

### **NCGS § 138a-15(e)**

Commissioner Wesson read the North Carolina State Ethics Act into the record.

### **PUBLIC COMMENTS (3 MINUTES PER SPEAKER)**

#### **Jodey Sary – Midway Fire Department Chief**

Jodey Sary from Merry Hill, NC the Fire Chief of the Mid-way Fire Department and the President of the Bertie Fire Fighter Association came before the Board to follow up with the Board on the Fire Study and where they were at with it.

Chairman Wesson informed Mr. Sary that the Assistant County Manager David Scarborough was heading up the Fire Study. He then asked the Assistant County Manager if he would get in contact with Mr. Sary and make sure that he understands where the County is at with the Fire Study.

#### **Sarah Tinkham-Roanoke Connect (Zoom)**

Mrs. Tinkham spoke to the Board in reference to the “We Care Days” program that Roanoke Connect will be hosting. The program will be organized and completely funded by Roanoke Connect at the end of March or later. She stated that she was looking forward to working with County Manager Vaughan and Assistant County Manager Scarborough to organize a date for the event.

### **APPOINTMENTS (A)**

#### **Soul Saving Saturday Plans by Bertha Washington**

Mrs. Washington came before the Board to discuss the plans for the Soul Saving Saturday event. She stated that the event will be located in the old IGA parking lot and everyone is invited. She provided the Board with agenda for the event.

Chairman Wesson stated to Mrs. Washington that since she wanted to have the event at the Old IGA parking lot she needed to check with the Town of Windsor to make sure she receives permission to use that location first.

#### **Small Business Conference Announcement by Program Manager Nicole Outlaw**

Ms. Outlaw came before the Board to share with them the announcement for the Small Business Conference that will held on May 23<sup>rd</sup> -24<sup>th</sup> and provide them with a description and the duties of the Small Business Network.

Appointment to Juvenile Crime Prevention Council & Presentation

Ms. Laree Cherry came before the Board to give a presentation on the Juvenile Crime Prevention Council and to fill the current vacancies.

County Manager Vaughan pointed out that the Juvenile Crime Prevention Council list has been updated and the current listed was included in the Agenda packet. He stated the vacancy for the member of the community was now filled by Chief Randy Cherry.

Commissioner Trent made the **MOTION** to **APPROVE** the updated list of appointees for the Juvenile Crime Prevention Council. The **MOTION** was **SECONDED** by Commissioner Roberson. The **MOTION PASSED** with a unanimous decision.

Introduction by Representative Shelly Willingham – District 23

Representative Willingham came before the Board to introduce himself and discuss his plans for District 23. He told the Board to tell him what their wishes were and he would work on them. He then stated they would try to make sure everyone gets something.

Plans for Lobbying Efforts by Bob Steinburg

Mr. Steinburg explained the Budget process for the House to the Board. He then spoke with the Board in reference to the goals of Bertie County. Mr. Steinburg stated that primarily Bertie should focus on infrastructure. He stated there was a lot of infrastructure money available.

Mr. Steinburg stated that he was honored to represent Bertie County.

Mr. Steinburg stated they should consider the items that were going to bring the County the greatest economic returns the fastest.

Mr. Steinburg concluded by stating they were going to give it their all to help Bertie County.

Report of delinquent property taxes & Approval to advertise by Tax Administrator Jodie Rhea

Mr. Rhea presented the Board with an annual report of delinquent taxes for real and personal properties.

Mr. Rhea stated the real property as of the end of January was \$49,423.35 which was slightly better than last year. Personal property \$115,910.90 for total outstanding for 2022 taxes only \$965,334.25.

Mr. Rhea. stated that attached to the report by statute is an order to advertise the tax liens which needs the Boards approval.

Commissioner Trent made the **MOTION** to move forward with the advertising of the 2022 tax liens. The **MOTION** was **SECONDED** by Commissioner Roberson. The **MOTION PASSED** with a unanimous decision.

Fiscal Year 2022-2023 Financial Summary by Finance Director William Roberson

Mr. Roberson pointed out that the Financial update provided to the Board was through December. He then stated that 50% was their target goal.

Mr. Roberson stated that their revenues were at 46.9% which was close to the 50% goal. Mr. Roberson then pointed out to the Board a few items under expenditures.

Commissioner Trent asked Mr. Roberson how many grants did the County have out that were paid on and had not been reimbursed for them as of yet.

Mr. Roberson stated as of December “None” were outstanding. However, coming up January they have a grant coming up for Tall Glass of Water which was a big grant for AR Chesson .

### **BOARD APPOINTMENTS**

#### 1. Appointment to Tri-County Airport Authority

Commissioner Roberson made the **MOTION** to nominate Tammy Lee to serve on the Tri-County Airport Board. The **MOTION** was **SECONDED** by Commissioner Trent. The **MOTION PASSED** with a unanimous decision.

#### 2. Appointment to Child Fatality Prevention Child Protection Team

The County Manager recommended Sheriff Tyrone Ruffin be appointed.

Commissioner Roberson made the **MOTION** to appoint Sheriff Tyrone Ruffin. The **MOTION** was **SECONDED** by Commissioner Trent. The **MOTION PASSED** with a unanimous decision.

#### 3. Planning Board (Add-on)

Commissioner Roberson made the **MOTION** to appoint John Trent to the Planning Board. The **MOTION** was **SECONDED** by Commissioner Ballance. The **MOTION PASSED** with a unanimous decision.

### **CONSENT AGENDA (C)**

#### 1. Approve Register of Deeds Fees Report – January 2023

Commissioner Trent made the **MOTION** to approve Register of Deeds Fees Report – January 2023. The **MOTION** was **SECONDED** by Commissioner Roberson. The **MOTION PASSED** with a unanimous decision.

#### 2. Budget Amendments

Commissioner Trent made the **MOTION** to approve the Budget Amendments. The **MOTION** was **SECONDED** by Commissioner Ballance. The **MOTION PASSED** with a unanimous decision.



**OTER ITEMS**  
**DISCUSSION AGENDA (D)**

Discussion of Surplus Property

Tax Administrator Jodie Rhea and the Board went through the list of Surplus properties that the County wanted to sale.

The Board discussed the list of 11 foreclosures totalling \$61,093.

Discussion of Pay Schedule

County Manager Vaughan and HR/Human Risk Director Cortney Ward presented the Board with options in reference to the Bertie County Salary Schedule and Classification plan and what those adjustments would look like.

Mrs. Ward stated that she and Mr. Vaughan have currently identified a group of 22 employees that currently have a salary equivalent to an hourly rate below \$15 an hour.

The Board then discussed other possible options that could assist with raising the County employees' salaries and dealing with any further compression issues.

The Board then requested that Mr. Vaughan and Mrs. Ward come back to them at the upcoming March 20<sup>th</sup> Work Session to provide an update of their new analysis.

FY 2023-24 Budget Calendar

County Manager Vaughan presented to the Board the Budget Calendar for FY2023-24. He stated that at the January 30<sup>th</sup> Department Head Meeting they had their Budget kickoff. So, within the next week budget documents budget documents will be distributed to Department Heads.

Mr. Vaughan stated that budget request from departments will be due on March 8<sup>th</sup>. He stated that in the month of April they will be having meetings with Department Heads. Mr. Vaughan then stated that his goal was to present the budget to the Board on May 22<sup>nd</sup>. On May 23<sup>rd</sup> - June 2<sup>nd</sup> is when the Board usually schedules their budget work sessions.

Strategic Planning February 20-21, 2023

The Board verified that they were still planning to have their Strategic Planning Session with Project Consultant Robin Payne February 20-21 beginning at 9:00 AM both days.

2023 NACo Legislative Conference February 11 -14, Washington D.C.

Commissioner Wesson stated the 2023 NACo Legislative Conference was coming up on this Thursday. He then took a count of the Commissioners planning to attended which included he, Commissioner Ronald Roberson and Commissioner Corey Ballance, Sr.

Communications (Agenda addon)

Commissioner Roberson stated that any event that the County has should be put on the County website as well as be given out to the churches so that the citizens are aware of what's going on in the County.

Commissioner Wesson stated that he suggested to the County Manager that we create an electronic form with key information tha could feed into the Calendar site on the County website.

**COMMISSIONERS' REPORTS (E)**

Commissioner Roberson

Commissioner Roberson wanted make everyone aware that on March 15<sup>th</sup> Voter Registration and Voter ID restrictions goes back to court and Redistricting goes back to court on March 7th.

Commissioner Trent

No Reports.

Commissioner White

No Reports.

Commissioner Ballance

No Reports.

Commissioner Wesson

Commissioner Wesson stated Gold Leaf has granted an additional \$250,000 grant money towards the Teacher Housing Initiative, so now they are only \$50,000 short of building the houses. SECU is expanding the terms to assist in providing more funds, which will mean the rent for the housing would have to be raised a little but still be below market rate.

**COUNTY MANAGER'S REPORTS (F)**

County Manager Vaughan stated that they received correspondence from the LGC (Local Government Commission) stating that the County has been placed on the 2022 Unit Assistance List. The two reasons for being placed on the Unit Assistance List was for the Fund Balance available being low and because of the findings in the area of DSS relating to Medicaid eligibility and ineffective case review process.

As a result, there are four items that are required. Those items include an in person virtual visit with the LGC staff the County Manger and the Finance officer, six hours of education for the County Manager, the Clerk verifying and maintaining the record of completion of those hours and physical training for newly elected or appointed members of the Board.  
Mr. Vaughan stated that there will be options available for the trainings and the LGC has requested that the Board sign the agreement.

**COUNTY ATTORNEY’S REPORTS (G)**

No Reports.

**PUBLIC COMMENTS (3 MINUTES PER SPEAKER)**

Former Commissioner Tammy Lee (Zoom)

Thank you all for allowing me to continue to serve on the Tri-County Airport Authority. I will serve with 100% and will keep you informed along the way. Thank you again.

**CLOSED SESSION**  
**PURSUANT TO NCGS 143-318.11(a)(3)(4)(6)**

Commissioner White made the **MOTION** to go into Closed Session. The **MOTION** was **SECONDED** by Commissioner Roberson. The **MOTION PASSED** with a unanimous decision.

**OPEN SESSION**

DHHS/DSS Pay increase and positions

Commissioner Roberson made the **MOTION** to support the recommendations that came from DSS in reference to the pay increases and three positions. The **MOTION** was **SECONDED** by Commissioner Trent. The **MOTION PASSED** with a **3-2 vote**.

Aye – Commissioner Roberson  
Aye – Commissioner Trent  
Aye – Commissioner Ballance

Nay- Commissioner White  
Nay- Commissioner Wesson

**ADJOURNMENT**

Commissioner Trent made the **MOTION** to adjourn. The **MOTION** was **SECONDED** by Commissioner White. The **MOTION PASSED** with a unanimous decision.

The meeting adjourned.

\_\_\_\_\_  
Ronald Wesson, Chair

ATTEST:

\_\_\_\_\_  
LaShonda Cartwright, Clerk



C-5



**BERTIE COUNTY**  
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**BOARD OF  
COMMISSIONERS**  
Ronald Wesson, Chair  
Michael White, Vice Chair  
Corey Ballance, Sr.  
Ronald Roberson  
John Trent

**Resolution Requesting the NCGA to  
Revise and Expand the Good Samaritan Law GS 90-96.2**

**WHEREAS**, the North Carolina General Assembly adopted GS 90-96.2, also known as the Good Samaritan Law in 2013; and

**WHEREAS**, the North Carolina General Assembly Good Samaritan Law was recognized as both timely and one of the best in the Nation; and

**WHEREAS**, as a result of this law, a number of lives in North Carolina have been saved, specifically from opioid overdose and fear of prosecution; and

**WHEREAS**, people are still too often deterred from calling for help at the scene of an overdose if they fear arrest and prosecution, which undermines the very purpose of the law; and

**WHEREAS**, continually rising overdose fatalities show that North Carolina's current Good Samaritan Law fails to provide adequate protections to ensure individuals feel safe and willing to call 911; and

**WHEREAS**, since the passage of the Good Samaritan Law in 2013, several new substances have become threats to the lives of our citizens; and

**WHEREAS**, these new substances are not specifically designated and are therefore not covered by the current law, resulting in unnecessary and tragic deaths; and

**WHEREAS**, while the current Good Samaritan Law has helped save lives in the past, it is apparent that the law needs to be revised and expanded to include a wider range of threats to our citizenry.

**THEREFORE, BE IT RESOLVED**, that the Bertie County Board of Commissioners requests the North Carolina General Assembly to urgently consider revising and expanding the Good Samaritan Law to include a broader spectrum of substance-related threats to our citizenry as a matter of public safety; and

**BE IT FURTHER RESOLVED**, that the Bertie County Board of Commissioners believes that this action will ultimately save people who will have the chance to recover and go on to have meaningful and productive lives in our communities.

This the 6<sup>th</sup> day of March, 2023

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Ronald Wesson, Chair

ATTEST:

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aShonda Cart right, C er



C-6

**RESOLUTION BY THE COUNTY OF BERTIE  
AUTHORIZING EXECUTION OF OPIOID SETTLEMENTS AND APPROVING THE  
SUPPLEMENTAL AGREEMENT FOR ADDITIONAL FUNDS BETWEEN THE STATE  
OF NORTH CAROLINA AND LOCAL GOVERNMENTS ON PROCEEDS RELATING  
TO THE SETTLEMENT OF OPIOID LITIGATION**

**WHEREAS**, the opioid overdose epidemic has taken the lives of more than 32,000 North Carolinians (2000-2021);

**WHEREAS**, the COVID-19 pandemic has compounded the opioid overdose crisis, increasing levels of drug misuse, addiction, and overdose death; and

**WHEREAS**, the Centers for Disease Control and Prevention estimates the total economic burden of prescription opioid misuse alone in the United States is \$78.5 billion a year, including the costs of healthcare, lost productivity, addiction treatment, and criminal justice involvement; and

**WHEREAS**, certain counties and municipalities in North Carolina joined with thousands of local governments across the country to file lawsuits against opioid manufacturers, pharmaceutical distribution companies, and chain drug stores to hold those companies accountable for their misconduct; and

**WHEREAS**, settlements have been reached in litigation against Walmart, Inc., Teva Pharmaceutical Industries Ltd., Allergan Finance, LLC, Allergan Limited, CVS Health Corporation, CVS Pharmacy, Inc., and Walgreen Co., as well as their subsidiaries, affiliates, officers, and directors named in these Settlements; and

**WHEREAS**, representatives of local North Carolina governments, the North Carolina Association of County Commissioners, and the North Carolina Department of Justice have negotiated and prepared a Supplemental Agreement for Additional Funds (SAAF) to provide for the equitable distribution of the proceeds of these settlements; and

**WHEREAS**, by joining the settlements and approving the SAAF, the state and local governments maximize North Carolina's share of opioid settlement funds to ensure the needed resources reach communities, as quickly, effectively, and directly as possible; and

**WHEREAS**, it is advantageous to all North Carolinians for local governments, including Bertie County and its residents, to sign onto the settlements and SAAF and demonstrate solidarity in response to the opioid overdose crisis, and to maximize the share of opioid settlement funds received both in the state and this county to help abate the harm; and



**WHEREAS**, the SAAF directs substantial resources over multiple years to local governments on the front lines of the opioid overdose epidemic while ensuring that these resources are used in an effective way to address the crisis;

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Commissioners of Bertie County hereby authorizes the County Manager or County Attorney to execute all documents necessary to enter into opioid settlement agreements with Walmart, Walgreens, CVS, Allergan, and Teva, to execute the SAAF, and to provide such documents to Rubris, the Implementation Administrator.

Adopted this the 6th day of March, 2023.

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Ronald Wesson, Chair  
Bertie County Board of Commissioners

ATTEST:

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LaShonda Cartwright, Clerk to the Board

SEAL



C-7



**Mid-East Commission**  
**October 1, 2021 through September 30, 2024**  
**Service Agreement for**  
**The American Rescue Plan Act (ARPA)**

This Agreement, entered into as of this 1st of October 2021 through September 30, 2024, by and between Bertie County (hereinafter referred to as the "Provider") and the Mid-East Commission Area Agency on Aging, (hereinafter referred to as the "Area Agency").

The American Rescue Plan Act (ARPA)

Per federal disaster declarations related to the COVID-19 pandemic, the Administration on Community Living (ACL) has awarded funding from the American Rescue Plan Act (ARPA) for various services under Title III B and III-C of the Older Americans Act. Funds must be expended on allowable Older Americans Act activities as defined within the Act, as well as in accordance with state and local policies. Funds must be accounted for, tracked, and reported separate from recurring Older Americans Act or Home and Community Care Block Grant (HCCBG) funding.

**WITNESSETH** that:

WHEREAS, the Area Agency desires to engage the Provider to render services in connection with an activity(ies) financed in full or part by the ARPA Act.

WHEREAS, the Provider desires to render such services in connection with the said activity(ies).

WHEREAS, funds must be expended on allowable Older Americans Act activities as defined by the Older Americans Act and state and local policy, and

WHEREAS, the Area Agency and the Provider agree to the terms and conditions for provision of aging services in connection with activities financed in part by ARPA and authorized under Title

III-B and/or Title III-C of the Older Americans Act, provided to the Area Agency from the United States Department of Health and Human Services through the North Carolina Division of Aging and Adult Services (DAAS), as set forth in a) this document, b) related administrative letters on the federal disaster grants issued by the Division of Aging and Adult Services to convey the flexibilities, requirements for allowable expenditures and documentation of service delivery, and other applicable flexibilities and waivers permitted under ARPA and Major Disaster Declaration, c) the Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Service Providers, d) the Division of Aging and Adult Services Service Standards and, e) the Division of Aging and Adult Services Community Service

NOW THEREFORE, in consideration of these premises, and mutual covenants and agreements hereinafter contained, the parties hereto agree as follows:

1. The Provider shall be the same as those specified on the ARPA Signed Summary for the period stated above as deemed necessary for a prompt and efficient response under the Major Disaster Declaration.
2. Availability of Funds. The terms set forth in this Agreement for payment are contingent upon the receipt of ARPA funding by the Council.
3. Funding Allocation: Funds may be adjusted by the Area Agency based upon funding available and use of funds by Provider at any time. Funding will be based on the DAAS-732 per agency.
4. Project Period: Eligible expenses incurred between October 1, 2021 through September 30, 2024 are eligible for reimbursement under ARPA funding. All efforts should be made to provide increased capacity of services throughout the project period. This agreement is issued during a Major Disaster Declaration (MDD) related to COVID-19 which allows for flexibilities granted by the US Department of Health and Human Services, Administration on Community Living. These flexibilities end when the Major Disaster Declaration has ended; however, obligations entered into under this contract during the Major Disaster Declaration period, including flexibilities under the MDD, will be in place until the obligation is liquidated or the obligation period ends.
5. Grant Administration. The grant administrator for the Area Agency shall be Annette Eubanks, Area Agency Administrator. The grant administrators for the Provider shall be , Venita Thompson, Bertie Council on Aging and Shanice Williams, Bertie County

Department of Social Services, It is understood and agreed that the grant administrator for the Provider shall represent the Provider in the performance of this Agreement. The Provider shall notify the Area Agency in writing if the administrator changes during the grant period. Specific responsibilities of the grant administrator for the Provider are provided in paragraph eight (8) of this Agreement.

6. Assignability and Contracting. The Provider shall not assign all or any portion of its interest in this Agreement. Any purchase of services with ARPA funding shall be carried out in accordance with the procurement and contracting policy of the community services provider or, where applicable, MEC, which does not conflict with procurement and contracting requirements contained in 45 CFR Part 75, Subpart D-Post Federal Award Requirements, Procurement Standards, except for those services purchased in response to, and during the active period of the Major Disaster Declaration for North Carolina due to the COVID-19 pandemic, as declared by the Governor effective January 20, 2020 and continuing. Federal funds shall not be awarded to any subrecipients who have been suspended or debarred by the Federal government. In addition, Federal funds may not be used to purchase goods or services costing over \$100,000 from a vendor that has been suspended or debarred from Federal grant programs.
  
7. Compensation and Payments to the Provider. The Provider shall be compensated for the work and services actually performed under this Agreement by payments to be made monthly as available by the Council. The total Federal Reimbursement amount of program cost is earned after the units of service, service activity have been entered into the Aging Resources Management System (ARMS) by the 11<sup>th</sup> of each month. Total reimbursement to the community service providers under this Agreement may not exceed the grand total of applicable ARPA funding. The provider agrees not to use ARPA funds to replace (or supplant) other funding already appropriated for programs and services. ARPA funds should be used to increase existing service levels and to expand services.
  - (a) Reimbursement of Service Costs

Providers must have a method of projecting service costs based on estimated revenues and expenses, in order to receive adequate reimbursement as well as show reasonable and justifiable costs. Reimbursement of service costs will be based on the DAAS-732-A-ARPA Service Cost Computation Worksheet and the DAAS 732-A-1-ARPA Labor Distribution Form or comparable formats to develop unit and non-unit costs such as previously utilized HCCBG forms.
  
  - (b) Payment of Administration on Aging Nutrition Services Incentive Program (NSIP) Subsidy

NSIP subsidy for congregate and home delivered meals is not allowable under the ARPA funding.

8. Collection of Non-Federal Matching Resources. There is no match requirement for the Provider for direct services delivered through the ARPA funding.
  
9. Reallocation of Funds and Budget Revisions. Any reallocation of ARPA funding between providers or counties shall be voluntary on the part of the Provider. The reallocation of ARPA funds between counties will not affect the allocation of future funding to the Provider. The AAA will monitor the spending rate of funds awarded and retains to authority to redistribute funds if funds within the are being underutilized by a provider and there is no spending plan to use all the funds.

Unless community services providers have been given the capacity to enter data into the Aging Resources Management System (ARMS), Area Agencies on Aging are responsible for entering amended service data into the Division of Aging and Adult Services Management Information System.

10. Monitoring. This Agreement will be monitored to assure that services are being provided as stated in this agreement and as outlined in administrative letters concerning the ARPA federal disaster grants issued by the Division of Aging and Adult Services to convey the requirements for allowable expenditures and documentation of service delivery to eligible older adults.

The Counties and/or the Provider will receive a written report of monitoring findings in accordance with procedures established in Section 308 of the AAA Policies and Procedures Manual. Any areas of non-compliance will be addressed in a written corrective action plan with the community service provider.

- a. Consumer Contributions The requirements of the Older Americans Act (OAA) for the solicitation and receipt of voluntary contributions from older adults for nutrition services are not waived.
11. Disputes and Appeals. Any dispute concerning a question of fact arising under this Agreement shall be identified to the designated grants administrator for the Area Agency. In accordance with Lead Regional Organization (LRO) policy, a written decision shall be promptly furnished to the designated grants administrator for the Provider.

The decision of the LRO is final unless within twenty (20) days of receipt of such decision the grant administrator for the Provider furnishes a written request for appeal to the Director

of the North Carolina Division of Aging and Adult Services, with a copy sent to the Area Agency. The request for appeal shall state the exact nature of the complaint. The Division of Aging and Adult Services will inform the grant administrator for the Provider of its appeal procedures and will inform the Area Agency that an appeal has been filed. Procedures thereafter will be determined by the appeals process of the Division of Aging and Adult Services. The state agency address is as follows:

Director  
North Carolina Division of Aging and Adult Services  
693 Palmer Drive  
2101 Mail Service Center  
Raleigh, North Carolina 27699-2101

12. Termination for Cause. If through any cause, the Provider shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or the Provider has or shall violate any of the covenants, agreements, representations or stipulations of this Agreement, the Area Agency shall have the right to terminate this Agreement by giving the Chairman of the Board of Commissioners or Provider's Executive Officer written notice of such termination no fewer than fifteen (15) days prior to the effective date of termination. In such event, all finished documents and other materials collected or produced under this Agreement shall at the option of the Area Agency, become its property. The Provider shall be entitled to receive just and equitable compensation for any work satisfactorily performed under this Agreement.
13. License and Permits: The Provider shall maintain all required licenses, permits, bonds, and insurance required for carrying out contractual services. The Provider shall notify the Area Agency immediately if any required licenses or other permits are canceled, suspended, or otherwise ineffective. Failure to maintain proper licenses, permits, bonds or insurance shall be a basis for the Area Agency to disallow all or part of payments due under this Agreement and/or termination of this Agreement for cause.
14. Approval of Subcontract or Assignability: The Provider shall not assign all or any portion of its interest in this agreement, nor shall any of the work or services to be performed under this Agreement by the Provider be subcontracted, without the prior written approval of the WPCOG.
15. Audit. The Provider agrees to have an annual independent audit in accordance with North Carolina General Statutes, North Carolina Local Government Commission requirements,

Division of Aging and Adult Services Program Audit Guide for Aging Services, and Federal Office of Budget and Management (OMB) Uniform Guidance 2 CFR Part 200.

Community service providers, as specified in paragraph one (1), who are not units of local government or otherwise subject to the audit and other reporting requirements of the Local Government Commission are subject to audit and fiscal reporting requirements, as stated in NC General Statute 143C-6-22 and 23 and OMB Uniform Guidance CFR 2 Part 200, where applicable. Applicable community service providers must send a copy of their year-end financial statements, and any required audit, to the Area Agency. Providers are not required to submit Activities and Accomplishments Reports. For-profit corporations are not subject to the requirements of OMB Uniform Guidance 2 CFR Part 200 but are subject to NC General Statute 143C-6-22 and 23 and Yellow Book audit requirements, where applicable. **Federal funds** may not be used to pay for a **Single or Yellow Book audit** unless it is a federal requirement. **State funds** will not be used to pay for a **Single or Yellow Book audit** if the provider receives less than \$500,000 in state funds. The Department of Health and Human Services will provide confirmation of federal and state expenditures at the close of the state fiscal year. Information on audit and fiscal reporting requirements can be found at <https://www.osbm.nc.gov/management/grants>.

The following provides a summary of reporting requirements under NCGS 143C-6-22 and 23 and OMB Uniform Guidance 2 CFR Part 200 based upon funding received and expended during the service provider's fiscal year.

<u>Annual Expenditures</u>	<u>Report Required to AAA</u>	<u>Allowable Cost for Reporting</u>
<ul style="list-style-type: none"> <li>Less than \$25,000 in State or Federal funds</li> </ul>	Certification form and State Grants Compliance Reporting <\$25,000 (item # 11, Activities and Accomplishments does <u>not</u> have to be completed) OR Audited Financial Statements in Compliance with GAO/GAS (i.e. Yellow Book)	N/A
<ul style="list-style-type: none"> <li>Greater than \$25,000 and less than \$500,000 in State Funds or \$750,000 in Federal Funds</li> </ul>	Certification form and Schedule of Grantee Receipts >\$25,000 and Schedule of Receipts and Expenditures OR	N/A



Audited Financial Statements in  
Compliance with GAO/GAS  
(i.e. Yellow Book)

- |  |   |  |
|--|---|--|
| <ul style="list-style-type: none"> <li>• \$500,000 + in State funds but Federal pass through in an amount less than \$750,000</li> </ul>   | <p>Audited Financial Statement in compliance with GAO/GAS (i.e. Yellow Book)</p>                              | <p>May use State funds, but not Federal Funds</p>        |
| <ul style="list-style-type: none"> <li>• \$500,000+ in State funds <u>and</u> \$750,000+ in Federal pass through funds</li> </ul>          | <p>Audited Financial Statement in compliance with OMB Uniform Guidance 2 CFR Part 200 (i.e. Single Audit)</p> | <p>May use State and Federal funds</p>                   |
| <ul style="list-style-type: none"> <li>• Less than \$500,000 in State funds <u>and</u> \$750,000+ in Federal pass-through funds</li> </ul> | <p>Audited Financial Statement in compliance with OMB Uniform Guidance 2 CFR Part (i.e. Single Audit)</p>     | <p>May use Federal funds but <u>not</u> State funds.</p> |

16. Audit/Assessment Resolutions and Disallowed Cost. It is further understood that the community service providers are responsible to the Area Agency for clarifying any audit exceptions that may arise from any Area Agency assessment, the County and/or the Provider single or financial audit, or audits conducted by the State or Federal Governments. In the event that the Area Agency or the Department of Health and Human Services disallows any expenditure made by the community Provider for any reason, the County of the Provider shall promptly repay such funds to the Area Agency once any final appeal is exhausted in accordance with paragraph ten (10). The only exception is if the Area Agency is approved to provide direct services under the FFCRA and expenditures are disallowed by the Division of Aging and Adult Services. In this case, the Area Agency is responsible for any disallowed costs. The Area Agency can recoup any required payback from the County and/or the Provider in the event that payback is due to a community service provider's failure to meet OMB Uniform Guidance CFR 2 Part 200, 45 CFR Part 1321 or state eligibility requirements as specified in policy.
17. Indemnity. The Provider agrees to indemnify and save harmless the Council, its agents, and employees from and against any and all loss, cost, damages, expenses, and liability arising out of performance under this Agreement to the extent of errors or omissions of the Provider as allowed.

18. Equal Employment Opportunity and Americans with Disabilities Act Compliance. The Provider, as identified in paragraph one (1), shall comply with all federal and state laws relating to equal employment opportunity and accommodation for disability.
19. Data to be Furnished to the Provider. All information which is existing, readily available to the Area Agency without cost and reasonably necessary, as determined by the Area Agency's staff, for the performance of this Agreement by the Provider shall be furnished to the Provider without charge by the Area Agency. The Area Agency, its agents, and

employees, shall fully cooperate, with the Provider in the performance of the Provider's duties under this Agreement.

20. Rights in Documents, Materials and Data Produced. The Provider agrees that at the discretion of the Area Agency, all reports and other data prepared by or for it under the terms of this Agreement shall be delivered to, become and remain, the property of the Area Agency upon termination or completion of the work. Both the Area Agency and the Provider shall have the right to use same without restriction or limitation and without compensation to the other. For the purposes of this Agreement, "data" includes writings, sound recordings, or other graphic representations, and works of similar nature. No reports or other documents produced in whole or in part under this Agreement shall be the subject of an application for copyright by or on behalf of the Provider.
21. Interest of the Governing Board. The Governing Board covenants that neither the Governing Board nor its agents or employees presently has an interest, nor shall acquire an interest, direct or indirect, which conflicts in any manner or degree with the performance of its service hereunder, or which would prevent, or tend to prevent, the satisfactory performance of the service hereunder in an impartial and unbiased manner.
22. Interest of Members of the Area Agency, Lead Regional Organization, and Others. No officer, member or employee of the Area Agency or Lead Regional Organization, and no public official of any local government which is affected in any way by the Project, who exercises any function

or responsibilities in the review or approval of the Project or any component part thereof, shall participate in any decisions relating to this Agreement which affects his personal interest or the interest of any corporation, partnership, or association in which he is, directly or indirectly, interested; nor shall any such persons have any interest, direct or indirect, in this Agreement or the proceeds arising there from.

23. Officials not to Benefit. No member of or delegate to the Congress of the United States of America, resident Commissioner or employee of the United States Government, shall be entitled to any share or part of this Agreement or any benefits to arise here from.
24. Prohibition Against Use of Funds to Influence Legislation. No part of any funds under this Agreement shall be used to pay the salary or expenses of any employee or agent acting on behalf of the Provider to engage in any activity designed to influence legislation or appropriations pending before Congress.
25. Confidentiality and Security. Any client information received in connection with the performance of any function of a community Provider or its subcontractors under this

Agreement shall be kept confidential. The community Provider acknowledges that in receiving, storing, processing, or otherwise handling any confidential information, the agency and any subcontractors will safeguard and not further disclose the information except as provided in this Agreement and accompanying documents.

26. Record Retention and Disposition. All state and local government agencies, nongovernmental entities, and their subrecipients, including applicable vendors, that administer programs funded by federal sources passed through the NC DHHS and its divisions and offices are expected to maintain compliance with the NC DHHS record retention and disposition schedule and any agency-specific program schedules developed jointly with the NC Department of Cultural Resources, Division of Archives and Records. Retention requirements apply to the community service providers funded under this Agreement to provide Home and Community Care Block Grant and other services necessary to provide emergency response funded through the ARPA funding. Information on retention requirements is posted at and updated semi-annually by the NC DHHS Controller's Office. By funding source and state fiscal year, this schedule lists the earliest date that grant records in any format may be destroyed. The Division of Archives and Records provides information about destroying confidential data and authorized methods of record destruction (paper and electronic) at .

The NC DHHS record retention schedule is based on federal and state regulations and pertains to the retention of all financial and programmatic records, supporting documents, statistical records, and all other records supporting the expenditure of a federal grant award. Records legally required for ongoing official proceedings, such as outstanding litigation, claims, audits, or other official actions, must be maintained for the duration of that action, notwithstanding the instructions of the NC DHHS record retention and disposition schedule.

In addition to record retention requirements for records in any format, the long-term and/or permanent preservation of electronic records require additional commitment and active

management by agencies. The community Provider will comply with all policies, standards, and best practices published by the Division of Aging and Adult Services regarding the creation and management of electronic records.

27. Applicable Law. This Agreement is executed and is to be performed in the State of North Carolina, and all questions of interpretation and construction shall be construed by the laws of such State.

In witness whereof, the Area Agency and the Provider have executed this Agreement as of the day first written above.

**Provider**

By: \_\_\_\_\_  
Authorized Official  
\_\_\_\_\_ Title  
\_\_\_\_\_ Print Name

**Area Agency**

By: \_\_\_\_\_  
Executive Director, Lead Regional Organization  
\_\_\_\_\_ Print Name  
By: \_\_\_\_\_  
Area Agency Director  
\_\_\_\_\_ Print Name

Provision for payment of the monies to fall due under this Agreement within the current fiscal year have been made by appropriation duly authorized as required by the Local Government Budget and Fiscal Control Act.

BY: \_\_\_\_\_  
FINANCE OFFICER, Lead Regional Organization

NC Division of Aging and Adult Services  
DAAS-732-ARPA

Provider: Bertie County Department of Social Services  
Address: 110 Jasper Bazemore Avenue, Windsor, NC 27983  
County: Bertie

COVID-19 EMERGENCY RESPONSE:  
American Rescue Plan Act of 2021 (ARPA)  
THE CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY ACT  
October 1, 2021 through September 30, 2024  
Provider Services Summary

REVISION # , DATE : 2/27/2023

ARPA	Service Delivery (Check one)		A			B	C	D	E	F	G	H	I
	Direct	Purchased	Access	In-Home	Other								
Level 1- Home Management (945)				\$ 15,000			\$ 15,000		\$ 15,000	909	16.5000		909
						0	\$ -	0	\$ -				
						0	\$ -	0	\$ -				
						0	\$ -	0	\$ -				
						0	\$ -	0	\$ -				
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						0	\$ -	0	\$ -				
						0	\$ -	0	\$ -				
						0	\$ -	0	\$ -				
Total				\$ 15,000	\$ -	\$ 15,000	\$ 15,000	0	\$ 15,000	909		0	909

IF APPLICABLE:

Community Service Provider  
*[Signature]*  
 Authorizing Signature Title  
 Date 2-27-2023

Signature, Chairman, Board of Commissioners

Date



C-

# BUDGET AMENDMENT

# 23-05

INCREASE				INCREASE	
10-0025-4586-51	\$	51,305	CONG	10-5860-5397-52	\$ 19,216
			HDM	10-5860-5397-53	\$ 32,089
ADDITIONAL CARES ACT FUNDS - COA - (MID-EAST)					
INCREASE				INCREASE	
12-0025-4586-51	\$	15,000	HM MGMT	12-5380-5400-60	\$ 15,000
ADDITIONAL CARES ACT FUNDS - DSS - (MID-EAST)					

APPROVED \_\_\_/\_\_\_/2023



# BUDGET AMENDMENT

# 23-05						
INCREASE			INCREASE			
10-0025-4586-51	\$	51,305	CONG	10-5860-5397-52	\$	19,216
			HDM	10-5860-5397-53	\$	32,089
ADDITIONAL CARES ACT FUNDS - COA - (MID-EAST)						



# BUDGET AMENDMENT

# 23-05

INCREASE		INCREASE	
12-0025-4586-51	\$ 15,000	HM MGMT	12-5380-5400-60 \$ 15,000
ADDITIONAL CARES ACT FUNDS - DSS - (MID-EAST)			

NC Division of Aging and Adult Services  
 DAAS-732-ARPA

Provider: Bertie County Department of Social Services  
 Address: 110 Jasper Bassett Avenue, Windsor, NC 27988  
 County: Bertie

**COVID-19 EMERGENCY RESPONSE:**  
**American Rescue Plan Act of 2021 (ARPA)**  
**THE CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY ACT**  
**October 1, 2021 through September 30, 2024**  
 Provider Services Summary

REVISION # \_\_\_\_\_ DATE: 2/27/2023

ARPA	Service Delivery (Client Job)		ARPA Funding			Local Match NOT Required	Net* Service Cost	NSIP NOT Allowed	Total ARPA Funding	Projected Units	Projected Reimbursement Rate	Projected Clients	Projected Total Units
	Direct	Purchased	In-Home	Other	Total								
Level 1- Home Management (945)			\$ 15,000		15000	0	\$ -	0	\$ 15,000	909	16.5000		909
						0	\$ -	0	\$ -				
						0	\$ -	0	\$ -				
						0	\$ -	0	\$ -				
						0	\$ -	0	\$ -				
						0	\$ -	0	\$ -				
						0	\$ -	0	\$ -				
						0	\$ -	0	\$ -				
						0	\$ -	0	\$ -				
						0	\$ -	0	\$ -				
<b>Total</b>			\$ 15,000	\$ -	\$ 15,000	0	\$ -	0	\$ 15,000	909	16.5000	0	909

IF APPLICABLE:

Community Service Provider  
 Authorizing Signature, Title  
 Date 2-27-2023

Signature, Chairman, Board of Commissioners  
 Date



C-

# PROJECT AMENDMENT

# PROJ 23-05

	INCREASE		INCREASE
15-0025-4410-00	\$ 5,895	15-5140-5486-00	\$ 5,895
ADDITIONAL OPIOID SETTLEMENT MONEY			
APPROVED ___ / ___ /2023			

## William Roberson

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**From:** Opioid Settlement <OpioidSettlement@unc.edu>  
**Sent:** Monday, January 23, 2023 8:41 AM  
**To:** Opioid Settlement  
**Subject:** [External] Payments from Mallinckrodt Bankruptcy  
**Attachments:** NOAT II - Notice of Abatement Distribution- North Carolina.pdf

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

To all NC local governments receiving opioid funds under the Memorandum of Agreement (MOA):

Today or tomorrow the first opioid claim payment provided by the bankruptcy reorganization plan of opioid maker Mallinckrodt will be made to all 114 North Carolina local governments receiving payments under the North Carolina MOA. The amount each government will receive is shown in the attached document and is based on the allocation percentages in the MOA. This payment will be delivered in the same manner as the opioid settlement payments made in 2022 (either wired to the same bank account or mailed as a check), and it will likely be shown as coming from the National Opioid Abatement Trust II and/or the Wilmington Trust Bank.

This payment from Mallinckrodt is in addition to the opioid settlement payment amount we had previously projected local governments would receive in fiscal year 2022-23, which all governments already received in September and November of 2022.

The Mallinckrodt funds you receive this week should be deposited into the special revenue fund that you established pursuant to the MOA. These funds are governed by the MOA in every respect and in the same manner as other opioid settlement funds -- including MOA provisions about how opioid settlement funds are to be allocated, used, and reported.

If you have any questions about the payment from Mallinckrodt or other legal matters, please do not hesitate to email us at [opioidsettlement@ncdoj.gov](mailto:opioidsettlement@ncdoj.gov). Thank you.

-----  
**UNC Injury Prevention Research Center**

A partner of **CORE-NC: Community Opioid Resources Engine for North Carolina**

[ncopioidsettlement.org](http://ncopioidsettlement.org) | [core-nc.org](http://core-nc.org)



INJURY PREVENTION  
RESEARCH CENTER

# National Opioid Abatement Trust II

January 13, 2023

## **NOAT II Notice of Abatement Distribution** **North Carolina**

NOAT II is providing ten (10) days' notice to the NOAT II Beneficiaries of an upcoming Abatement Distribution to the State of North Carolina. The amount of such distribution is summarized in Attachment A of this notice.

The National Opioid Abatement Trust II



# National Opioid Abatement Trust II

## Attachment A. Notice of Abatement Distribution North Carolina

### National Opioid Abatement Trust II

<b>State / Territory</b>	North Carolina	
<b>A. Total Amount Available to Distribute</b>	<b>\$153,000,000.00</b>	
<b>B. North Carolina's Allocation % (per Schedule C of NOAT II TDPs)</b>	3.2502525994%	
<b>C. Amount Available to Distribute to North Carolina (A * B)</b>	<b>\$4,972,886.48</b>	
<b>D. Method of Allocation</b>		
Does the beneficiary have a Statewide Abatement Agreement ("SAA")?	Yes	
<b>E. Computation</b>		
<b>1. Overall State Allocation</b>		
(a) 15% to State Abatement Fund	\$745,932.97	
(b) 80% to Local Abatement Funds	\$3,978,309.18	
(c) 5% to County Incentive Fund	\$248,644.32	
<b>(a) State Abatement Fund</b>	<b>Final Allocation</b>	
State Abatement Fund	\$745,932.97	
<b>(b) Local Abatement Funds AND (c) County Incentive Fund</b>	<b>Percentage Allocated</b>	<b>Final Allocation</b>
<b>Counties:</b>		
Alamance	1.3780289676%	\$58,248.64
Alexander	0.5100078796%	\$21,557.80
Alleghany	0.1490905989%	\$6,301.99
Anson	0.1821929604%	\$7,701.21
Ashe	0.3386391883%	\$14,314.12
Avery	0.2659967669%	\$11,243.56
Beaufort	0.4778884349%	\$20,200.12
Bertie	0.1394685751%	\$5,895.27
Bladen	0.4292178095%	\$18,142.84

Brunswick	2.1132385076%	\$89,325.61
Buncombe	2.5115878573%	\$106,163.65
Burke	2.0901968270%	\$88,351.65
Cabarrus	1.6695734466%	\$70,572.09
Caldwell	1.2763011462%	\$53,948.66
Camden	0.0730364004%	\$3,087.21
Carteret	1.1284655939%	\$47,699.72
Caswell	0.1729202375%	\$7,309.26
Catawba	2.0726952227%	\$87,611.86
Chatham	0.4515202716%	\$19,085.55
Cherokee	0.7827591529%	\$33,086.87
Chowan	0.1137055961%	\$4,806.28
Clay	0.2244299489%	\$9,486.55
Cleveland	1.1199280277%	\$47,338.84
Columbus	1.2209369390%	\$51,608.44
Craven	1.3368601902%	\$56,508.46
Cumberland	2.6372996596%	\$111,477.43
Currituck	0.1867785513%	\$7,895.04
Dare	0.5331267313%	\$22,535.02
Davidson	1.9402695304%	\$82,014.29
Davie	0.5131475269%	\$21,690.51
Duplin	0.3827851474%	\$16,180.15
Durham	1.7996027717%	\$76,068.37
Edgecombe	0.4171019390%	\$17,630.71
Forsyth	3.0684508095%	\$129,701.99
Franklin	0.5005036433%	\$21,156.06
Gaston	3.3559377107%	\$141,853.93
Gates	0.0795675166%	\$3,363.28
Graham	0.1834845617%	\$7,755.81
Granville	0.5901034093%	\$24,943.40
Greene	0.1232748186%	\$5,210.77
Guilford	3.3750152311%	\$142,660.32
Halifax	0.4531611740%	\$19,154.91

Harnett	0.9889807722%	\$41,803.76
Haywood	0.8033151101%	\$33,955.76
Henderson	1.3815950870%	\$58,399.38
Hertford	0.2068430501%	\$8,743.16
Hoke	0.3324858046%	\$14,054.02
Hyde	0.0272373541%	\$1,151.31
Iredell	2.1159313745%	\$89,439.44
Jackson	0.5077577313%	\$21,462.68
Johnston	1.2508874682%	\$52,874.43
Jones	0.0879669870%	\$3,718.32
Lee	0.6531156836%	\$27,606.90
Lenoir	0.6042825926%	\$25,542.74
Lincoln	0.9268336271%	\$39,176.83
Macon	0.4667676661%	\$19,730.05
Madison	0.2377764961%	\$10,050.70
Martin	0.2328822206%	\$9,843.82
McDowell	0.5875445765%	\$24,835.24
Mecklenburg	5.0383012599%	\$212,966.65
Mitchell	0.3093141516%	\$13,074.57
Montgomery	0.2260505430%	\$9,555.05
Moore	0.9717391128%	\$41,074.96
Nash	0.8456536396%	\$35,745.39
New Hanover	2.8972648920%	\$122,466.04
Northampton	0.1209962389%	\$5,114.45
Onslow	1.6440013647%	\$69,491.17
Orange	1.0558394190%	\$44,629.84
Pamlico	0.1199361510%	\$5,069.65
Pasquotank	0.3748162108%	\$15,843.31
Pender	0.5857493319%	\$24,759.35
Perquimans	0.1118331803%	\$4,727.14
Person	0.4030242967%	\$17,035.65
Pitt	1.3690080664%	\$57,867.33
Polk	0.2661429860%	\$11,249.74

Randolph	1.5254339862%	\$64,479.39
Richmond	0.7491328400%	\$31,665.50
Robeson	1.3597353436%	\$57,475.38
Rockingham	1.3653688375%	\$57,713.51
Rowan	2.3352192879%	\$98,708.63
Rutherford	0.9289416180%	\$39,265.93
Sampson	0.6195137405%	\$26,186.56
Scotland	0.4491482742%	\$18,985.29
Stanly	0.7249742086%	\$30,644.32
Stokes	0.6239531124%	\$26,374.21
Surry	1.4108267061%	\$59,634.99
Swain	0.2811629286%	\$11,884.63
Transylvania	0.4975955095%	\$21,033.13
Tyrrell	0.0414409072%	\$1,751.69
Union	1.4667026799%	\$61,996.84
Vance	0.5362582553%	\$22,667.39
Wake	5.6100176275%	\$237,132.84
Warren	0.1063905835%	\$4,497.08
Washington	0.0747707205%	\$3,160.52
Watauga	0.4696757999%	\$19,852.98
Wayne	0.9706993331%	\$41,031.01
Wilkes	1.9971771606%	\$84,419.75
Wilson	0.6464708415%	\$27,326.02
Yadkin	0.5621471451%	\$23,761.70
Yancey	0.3821149769%	\$16,151.82
<b>Municipalities:</b>		
Asheville	0.2358147243%	\$9,967.78
Canton	0.0114538232%	\$484.15
Cary (Reallocated to Counties)	0.0000000000%	\$0.00
Charlotte	1.2474838144%	\$52,730.56
Concord	0.2274558703%	\$9,614.45
Durham	0.3804050267%	\$16,079.54
Fayetteville	0.3097690552%	\$13,093.79

<b>Gastonia (Reallocated to Counties)</b>	<b>0.0000000000%</b>	<b>\$0.00</b>
<b>Greensboro</b>	<b>0.5273916964%</b>	<b>\$22,292.60</b>
<b>Greenville</b>	<b>0.1626564747%</b>	<b>\$6,875.41</b>
<b>Henderson</b>	<b>0.0322534788%</b>	<b>\$1,363.34</b>
<b>Hickory</b>	<b>0.0948758357%</b>	<b>\$4,010.36</b>
<b>High Point</b>	<b>0.2064287629%</b>	<b>\$8,725.65</b>
<b>Jacksonville</b>	<b>0.0950098698%</b>	<b>\$4,016.02</b>
<b>Raleigh (Reallocated to Counties)</b>	<b>0.0000000000%</b>	<b>\$0.00</b>
<b>Wilmington</b>	<b>0.1194974940%</b>	<b>\$5,051.10</b>
<b>Winston-Salem</b>	<b>0.4944599238%</b>	<b>\$20,900.59</b>



# Bertie County

Board of Commissioners

## ITEM ABSTRACT

**MEETING DATE:** March 6, 2023

**SECTION:** Discussion

**DEPARTMENT:** Governing Body (D-1 to D-3)

**TOPIC(S):**

1. Identification of Top Priorities for Congressional Directed Spending
2. Re-evaluation of Surplus Property
3. Schedule Convening of the Board of Evaluation and Re-evaluation

**COUNTY MANAGER RECOMMENDATION OR COMMENTS:**

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

-- **ATTACHMENTS:** No

**LEGAL REVIEW PENDING:** N/A

**ITEM HISTORY:** ---



D-2

**COUNTY OWNED PROPERTY REAL**

ADDRESS	TOWNSHIP	DESCRIPTION	YEAR ACQUIRED	VACANT	ACRES	PARCEL #	Bldg. Type	Year Built	Condition	LAND VALUE	BLDG. VALUE	TOTAL VALUE
403 Quebec Rd.	Colerain	FORECLOSURE	2019	Yes	0.33	6930-37-4221				2,240	0	2,240
411 Quebec Rd.	Colerain	FORECLOSURE	2019	Yes	0.13	6930-37-8341				1,584	0	1,584
104 N. Clay St.	Windsor	FORECLOSURE	2018	YES	0.29	6800-57-5311				1,501	0	1,501
315B Cedar Landing Rd.	Windsor	FORECLOSURE	2018	YES	0.5	6719-07-9171				7,713	0	7,713
3012 Governors Rd.	Woodville	FORECLOSURE	2020	NO	0.15	5846-18-7777	single family			6,755	9,299	16,054
211 Washigton St.	Windsor	FORECLOSURE	2020	YES	0.51	5846-19-7268				2,842	0	2,842
Off 347 Rockpile Rd.	Colerain	FORECLOSURE	2022	YES	0.11	6911-61-6138				3,704	0	3,704
805 S. King St.	Windsor	FORECLOSURE	2022	NO	0.3	6802-91-9634	single family			8,451	11,452	19,903
145 Deer Ln.	Windsor	FORECLOSURE	2022	YES	0.43	6810-73-9428				1,108	0	1,108
Off 2136 Governors Rd.	Snakebite	FORECLOSURE	2022	NO	0.15	5855-97-5454				3,171	0	3,171
405 Peele St.	Roxobel	FORECLOSURE	2022	YES	0.15	5819-99-5434				1,273	0	1,273
****1006 Wayland St.	Windsor	Old Gym & DSS	1977	NO	4.73	6802-35-4529	Metal	1965	Poor	181575	69218	250793
***1008 N. King st.	Windsor	Food Bank	????	NO	0.3	6802-57-2569	Brick House	1955	Average	28725	105665	134390
1028 Charles Talyor Rd.	Snakebite	Old landfill	1972	NO	99.7	5876-65-7184	Frame	1991	Average	169403	2326	171729
1419 S. King St.	Windsor	Entrance to DSS	2006	YES	1.35	6812-31-3176				54825	1500	56325
*204 S. Queen St.	Windsor	Old Ag. Extension Office	1952 & 1974	NO	0.71	6802-73-5733	Brick	1950	Average	10292	62023	72315
**204 Dundee St.	Windsor	Old Library	1965	NO	0.3	6802-74-8349	Brick	1975	Average	11558	329539	341097
**206 Dundee St.	Windsor	lot beside library	1983	YES	0.14	6802-74-9402				13913	0	13913
128 Wakelon Rd.	Windsor	behind Greens Cross Church	2009	Yes	10.1	6823-42-7506				7668	0	7668
105 Joyner St.	Windsor	Across from Powell/Stokes (flooded)	2022	NO	0.28	6803-42-8863	Brick	1972	Fair	8277	32869	41146

- \* Office/Institutional      Old AG
- \*\* Downtown Commercial      Old Lib/lot
- \*\*\*Office/Institutional      Appts.
- \*\*\*\* Residential      Food Bank
- \*\*\*\*\* Residential      Old DSS

**PERSONAL PROPERTY      Quantity**

HP Laser Jet Pro 400 AFP	25	
200,000 BTU LP Gas heaters	2	
1989 Ford Rander 2WD	1	Needs ball joint repairs
2005 F150 2WD	1	Needs ball joint repairs & Transmission
1995 Ford Econo Van Ambulance	1	Does not run
leopost DS-62 Letter Folder/Inserte	1	
Wooden office chairs	6	
Metal/Cloth office chair	1	