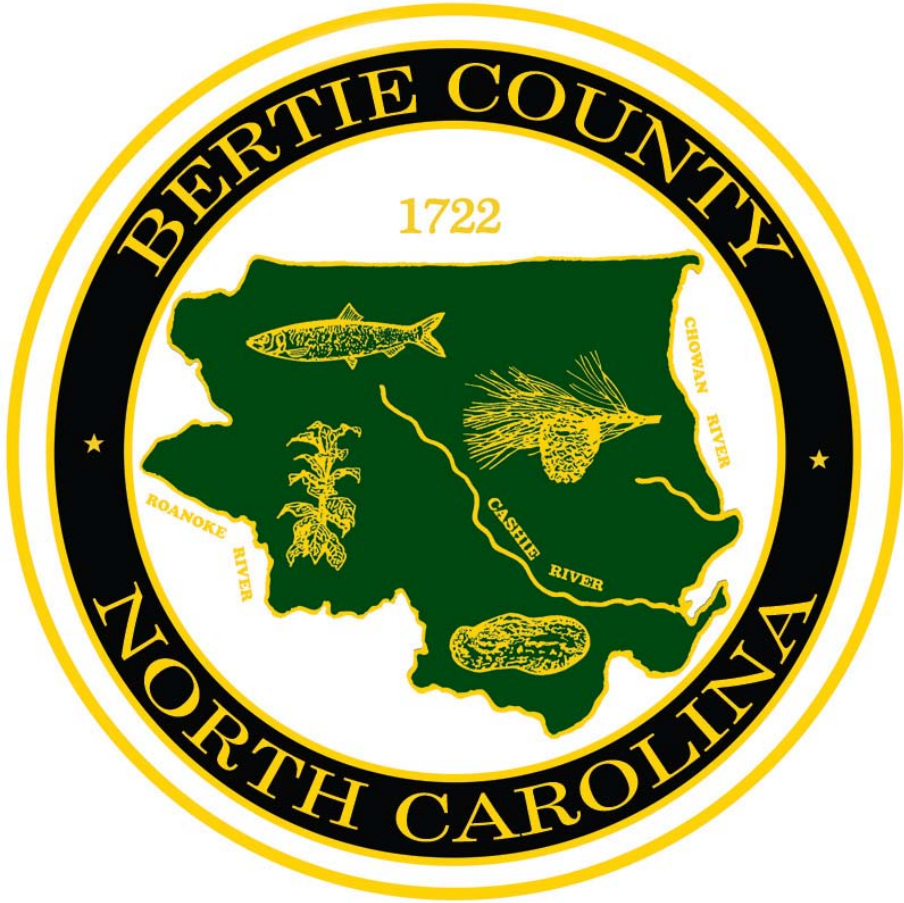


Bertie County Board of Commissioners



October 6, 2014

BERTIE COUNTY BOARD OF COMMISSIONERS

October 6, 2014

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.

(A)

***** APPOINTMENTS *****

10:00-10:05 Invocation and Pledge of Allegiance by Vice Chairman Smith

10:05-10:20 Public Comments

10:20-10:35 Public Hearing #1 – Road Name Change Application – Spivey Lane (A-1)

10:35-10:50 Public Hearing #2 – Rural Operating Assistance Program (ROAP) application by Venita Thompson (A-2)

10:50-11:05 Scholarship program for NC Veteran’s offspring informational presentation by Veteran Services Representative, Milton Parker (A-3)

11:05-11:20 Tax Administrator Update on business personal property verification program – County Tax Services, Inc. and Johnny Bailey

11:20-11:35: Republic Services presentation by Matt East, Division Manager, and Josephine Aiken, Municipal Services Manager

Board Appointments (B)

1. Planning Board (B-1)

Consent Agenda (C)

1. Approve minutes for Regular Session 9-8-14 (C-1)
2. Approve minutes for Closed Session 9-8-14
3. Approve minutes for Regular Session 9-22-14 (C-2)
4. Approve minutes for Town of Windsor presentation 9-25-14 (C-3)
5. Accept Register of Deeds Fees Report – September 2014 (C-4)
6. Approve Tax Department Error Ledgers - August 2014 (C-5)
7. Approve Tax Department Error Ledger - September 2014 (C-6)

8. Consider and approve lease with TASC – Coastal Horizons, Inc. (C-7)

9. Consider and approve Green Engineering evaluation of the Lewiston-Woodville water system (C-8)

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

Discussion Agenda (D)

1. Review Maintenance Department estimates for property clean-up and proposed demolition of former Dr. Jordan’s office and former Maintenance Department building (D-1)
2. Date for 2014 Employee Appreciation Luncheon
3. Reminder – Mayor and Commissioners Dinner in Roxobel on October 9th

Commissioners’ Reports (E)

County Manager’s Reports (F)

County Attorney’s Reports (G)

Public Comments Continued

Closed Session

Pursuant to N.C.G.S. § 143-318.11(a)(3) to go into closed session to consult with the County Attorney in order to preserve the attorney-client privilege that exists between the attorney and this public body.

Pursuant to N.C.G.S. § 143-318.11(a)(4) to discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations. The action approves the signing of an economic development contract or commitment, or the action authorizing the payment of economic development expenditures, shall be taken in an open session.

Pursuant to N.C.G.S. § 143-318.11(a)(5) to establish, or to instruct the public body’s staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.

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

Adjourn

Anderson, Vinia Spivey	5200 Laconia Ct	Richmond, VA 23223	1
Carter, Roxanna	PO Box 334	Windsor, NC 27983	2
Dingle, May Spivey	59 Morningside Ave, Apt 2S	New York, NY 10475	3
Jones, Sarah S	437 S 2nd Ave	Mt Vernon, NY 10550	4
McBride, Lorraine Spivey	159 W 145th St Apt 3A	New York, NY 10039	5
Outlaw, Earnest, Jr	7429 Parkview Dr	Columbia, SC 29223	6
Outlaw, Janette Spivey	161 Grabtown Rd	Windsor, NC 27983	7
Roberts, Muriel S	415 E 162 St	Bronx, NY 10451	8
Speller, Benjamin F, Jr	1211 Herrington Rd	Elizabeth City, NC 27909	9
Speller, Lesclie C, Sr	1211 Herrington Rd	Elizabeth City, NC 27909	10
Spivey, Albert	120 Casais Pl 4 G	Bronx, NY 10475	11
Spivey, Daniel Larmar	PO Box 71	Lewiston Woodville, NC 27849	12
Spivey, Diana Foster	PO Box 183	Windsor, NC 27983	13
Spivey, Garfield	900 Newsome St, Apt L	Ahoskie, NC 27910	14
Spivey, Irving	120 Casals Pl, #4G	Bronx, NY 10475	15
Spivey, Jimmie Weldon	11 Marigold Ln	Hampton, VA 23663	16
Spivey, Mary Rose	PO Box 313	Windsor, NC 27983	17
Spivey, Murmon Lee	101-15 183rd Pl	Jamaica Long Island, NY 11423	18
Spivey, Rachel E	437 S 2nd Ave	Mt Vernon, NY 10550	19
Spivey, Simon, Jr	PO Box 591	Windsor, NC 27983	20
Springfield Community Club	59 Morningside Ave Apt 2S	New York, NY 10027	21
Thomas, Donna Outlaw	PO Box 742	Santee, SC 29142	22
Walker, Ernestine	915 Cator Ave	Baltimore, MD 21218	23
Ward, Blondie Spivey	139 Grabtown Rd	Windsor, NC 27983	24
Yarbrough, Cloteen Harris	7139 Rock Ridge Ln Apt C	Alexandria, VA 22315	25

Black - ownership in one parcel

Blue - ownership in two parcels

Red - ownership in three parcels

LAND OWNERS - SPIVEY LANE

(last known addresses)

PIN	ACCOUNT	OWNERS	STREET ADDRESS	CITY ADDRESS
5892-92-3222	30562	Springfield Community Club c/o Cora Lee Spivey Pugh	59 Morningside Ave Apt 25	New York, NY 10027
5892-92-2047	24849	Spivey, Simon, Jr Spivey, Daniel Larmar Spivey, Murmon Lee Outlaw, Janet Spivey Ward, Blondie Spivey Spivey, Vinia Mae (Anderson)	PO Box 591 PO Box 71 101-15 183rd Pl 161 Grabtown Rd 139 Grabtown Rd 5200 Laconia Ct	Windsor, NC 27983 Lewiston Woodville, NC 27849 Jamaica Long Island, NY 11423 Windsor, NC 27983 Windsor, NC 27983 Richmond, VA 23223
5892-91-3944	31686	Spivey, Diana Foster Spivey, Irving Dingle, May Spivey Anderson, Vinia Spivey Spivey, Murmon Lee Outlaw, Janette Spivey Spivey, Garfield Spivey, Daniel Larmar Ward, Blondie Spivey Spivey, Simon, Jr McBride, Lorraine Spivey Spivey, Albert	PO Box 183 120 Casals Pl, #4G 59 Morningside Ave, Apt 25 5200 Laconia Ct 101-15 183rd Pl 161 Grabtown Rd 900 Newsome St, Apt L PO Box 71 139 Grabtown Rd PO Box 591 159 W 145th St Apt 3A 120 Casals Pl 4 G	Windsor, NC 27983 Bronx, NY 10475 New York, NY 10475 Richmond, VA 23223 Jamaica Long Island, NY 11423 Windsor, NC 27983 Ahoskie, NC 27910 Lewiston Woodville, NC 27849 Windsor, NC 27983 Windsor, NC 27983 New York, NY 10039 Bronx, NY 10475
5892-91-394401	31688	Spivey, Diana Foster (leasehold)	PO Box 183	Windsor, NC 27983
5892-91-2792	12362	McBride, Lorraine (aka Spivey)	159 W 145th St Apt 3A	New York, NY 10039
5892-91-5782	23971	Spivey, Rachel E Jones, Sarah S Roberts, Muriel S	437 S 2nd Ave 437 S 2nd Ave 415 E 162 St	Mt Vernon, NY 10550 Mt Vernon, NY 10550 Bronx, NY 10451
5892-91-3586	22435	Yarbrough, Cloteen Harris Spivey, Rachel E Jones, Sarah S Roberts, Muriel S	7139 Rock Ridge Ln Apt C 437 S 2nd Ave 437 S 2nd Ave 415 E 162 St	Alexandria, VA 22315 Mt Vernon, NY 10550 Mt Vernon, NY 10550 Bronx, NY 10451
5892-91-9435	22434	Yarbrough, Cloteen Harris	7139 Rock Ridge LN Apt C	Alexandria, VA 22315
5892-91-4401	29005	Thomas, Donna Outlaw Outlaw, Earnest, Jr Walker, Ernestine	PO Box 742 7429 Parkview Dr 915 Cator Ave	Santee, SC 29142 Columbia, SC 29223 Baltimore, MD 21218

5892-91-2286	27537	Spivey, Mary Rose	PO Box 313	Windsor, NC 27983
5892-92-1135	24851	Outlaw, Janette Spivey	161 Grabtown Rd	Windsor, NC 27983
		Ward, Blondie Spivey	139 Grabtown Rd	Windsor, NC 27983
		Spivey, Murmon Lee	101-15 183rd Pl	Jamaica Long Island, NY 11423
		Spivey, Simon, Jr	PO Box 591	Windsor, NC 27983
		Spivey, Daniel Larmar	PO Box 71	Lewiston Woodville, NC 27849
		Anderson, Vinia Spivey	5200 Laconia Ct	Richmond, VA 23223
5892-81-9874	23972	Spivey, Jimmie Weldon	11 Marigold Ln	Hampton, VA 23663
5892-91-1616	2409	Carter, Roxanna (c/o Lawrence T Carter)	PO Box 334	Windsor, NC 27983
5892-80-6903	29133	Speller, Benjamin F, Jr	1211 Herrington Rd	Elizabeth City, NC 27909
		Speller, Lesclie C, Sr	1211 Herrington Rd	Elizabeth City, NC 27909

Bertie County

Petition

Road Name Change

Procedure for Road Name Changes

1. Applicant must acquire road name petition from the Emergency Management Office.
2. Petitions must be returned to the Emergency Management Office.
 - a. A public hearing will be held upon receipt of the application.
3. Petitions should carry the names of at least eighty percent (80%) of the land owners on the road.
 - a. Property owners are defined as those persons owning parcel/s which touch or have their only access to the road as mapped by the Bertie County Tax Department, Mapping Division. (Property owners whose access to the public road is via a named private lane are not property owners as defined herein.)
 - b. Property owners may be limited to one (1) signature when more than one owner is involved.
 - c. When more than one parcel appears on a road owned by the same person's, one signature will be allowed.
4. The County will present to the fire department/s. The department shall recommend approval or disapproval; reason/s for such action must be stated.
5. The cost incurred in changing road name shall be paid by the property owners affected by the change. A responsible party must be identified at the time of petitioning. The cost shall be one hundred dollars (\$100.00) plus seventy five (\$75.00) per sign required.

ROAD NAME PETITION

Number _____

Filed _____

Bertie County Emergency Management
PO Box 530
Windsor, NC 27983
(252) 794-5300

It is the goal of Bertie County to name its roads, lane, and avenues for the purpose of addressing residential and commercial property. This is done to aid emergency response personnel (fire, Law Enforcement) in locating these parcels with the least amount of time delay. Name requested should represent that which it has been known by the people and emergency service responders of the area.

The General Statues of the State of North Carolina, GS 153A-240, authorizes the Bertie County Board of Commissioners to name or rename any public road within the County and not within a city. This will be done at any given time that an application has been received and reviewed.

It is the goal of Bertie County to prevent and eliminate road name duplication, or names that are similar to existing road names.

We, the undersigned, present this petition and request a public hearing be called by the Bertie County Board of Commissioners to consider the following matter indicated by a check mark (✓) and described below.

() Assignment of a name to an unnamed road.

() Changing the name of a road.

LOCATION OF ROAD

Described location in relation to major highways or state roads:

FIRE DISTRICT/S

If in more than one fire district, list all of them:

CITIES AND TOWNS WITHIN FIVE MILES OF ROAD

Please include all cities and towns and indicate why county (if outside of Bertie):

----- **COUNTY USE ONLY** -----

Number of property owners along the road _____.

Number of property owners in support of the petition _____.

Number of non-property owners in support of the petition _____.

Percentage of property owners signing the petition _____%.

Administrative Action:

Board Action:

ROAD NUMBERS

(SR & four digits) SR _____

(Highway Number) N.C. # _____ U.S.# _____

No number ()

PRESENT NAME OF ROAD

Name or names by which the road is known (if the road has no name, write "no name"):

RESPONSIBLE PERSON

Name of person to pay for change, including map changes and signs:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Estimated cost: _____

FIRE DEPARTMENT(S)

Fire Department Name: _____

Check One: _____ Approved _____ Not Approved

If not approved, give reason/s below:

Signature: Chief _____

Secretary _____

Fire Department Name: _____

Check One: _____ Approved _____ Not Approved

If not approved, give reason/s below:

Signature: Chief _____

Secretary _____

ROAD NAME PETITION

Number _____
Filed _____

Bertie County Emergency Management
P O Box 530
Windsor, NC 27983
(919)794-5302

It is the goal of Bertie County to name it's roads, lanes, and avenues for the purpose of addressing residential and commercial property. This is done to aid emergency response personnel (fire, Law Enforcement) in locating these parcels with the least amount of time delay. Name requested should represent that which it has been known by the people and emergency service responders of the area.

The General Statutes of the State of North Carolina, GS 153A-240, authorizes the Bertie County Board of Commissioners to name or rename any public road within the County and not within a city. This will be done at the second regular meeting of October of each year. All petitions must be submitted to the Emergency Management Office by July 15th to be heard at the aforementioned meeting.

It is the goal of Bertie County to prevent and eliminated road name duplication or names that are similar to existing road names.

We, the undersigned, present this petition and request that action be taken administratively or a public hearing be called by the Bertie County Board of Commissioners to consider the following matter indicated by a check mark (✓) and described below.

() Assignment of a name to an unnamed road.

(✓) Changing the name of a road.

LOCATION OF ROAD

Described location in relation to major highways or state roads: Approx. 1 mile West
off Crabtown Rd. + Hwy #17 Bypass in Windsor.
Spivey Lane located off left side of Crabtown Rd.

FIRE DISTRICT/S

If in more than one fire district, list all of them: Windsor Fire District

CITIES AND TOWNS WITHIN FIVE MILES OF ROAD

Please include all cities and towns and indicate which county if outside of Bertie: _____

Windsor, N.C. only

ROAD NUMBERS

(SR & four digits) SR _____

(Highway Number) N.C. # _____ U.S. # _____

No number ()

PRESENT NAME OF ROAD

Name or names by which the road is known (If the road has no name, write "no name"):

Spivey Lane

PROPOSED NAME OF ROAD

Name to which road be renamed: Isiah Spivey Lane

RESPONSIBLE PERSON

Name of person to pay for change, including map changes and signs:

Name: Diave Foster Spivey

Address: 111 Crabtown Rd / Spivey Lane

City: Windsor State: N.C. Zip: 27983

Phone: (252) 724-0181

Estimated Cost: \$ 175.00

Property Owners

Others

✓ 1. Springfield Comm. Club
Cora K. Spivey Pugh
Map & Parcel # 5892-92-3222

1. _____

Map & Parcel # _____

✓ 2. Simon Spivey, Jr.
Simon Spivey Jr
Map & Parcel # 5892-92-2047

2. _____

Map & Parcel # _____

✓ 3. Diane F. Spivey
Diana F. Spivey
Map & Parcel # 5892-91-3944

3. _____

Map & Parcel # _____

✓ 4. Diane F. Spivey
Diana F. Spivey
Map & Parcel # 5892-91-394401

4. _____

Map & Parcel # _____

(No response) 5. Lorraine Spivey

Map & Parcel # 5892-91-2792

5. _____

Map & Parcel # _____

✓ (See Attached) 6. Rachel E. Spivey
Summy Spivey
Map & Parcel # 5892-91-5782

6. _____

Map & Parcel # _____

No response } 7. Cloteen Harris Yarbrough

Map & Parcel # 5892-91-3586

7. _____

Map & Parcel # _____

8. Cloteen Harris Yarbrough

Map & Parcel # 5892-91-4495

8. _____

Map & Parcel # _____

✓ (See Attached) 9. Dorisa Outlow Thomas

Map & Parcel # 5892-91-4461

9. _____

Map & Parcel # _____

✓ 10. Mary Rose Spivey
Mary Rose Spivey
Map & Parcel # 5892-91-2286

10. _____

Map & Parcel # _____

Property Owners

✓ 11. Jawette Spivey Outlaw
Jawette Spivey Outlaw
Map & Parcel # 5892-92-1135

✓ (See Attached) 12. Jimmie Weldon Spivey
Map & Parcel # 5892-81-9874

✓ Approved 13. Roxana Carter
Roxana Carter P.O.
Map & Parcel # 5892-91-1616

✓ (See Attached) 14. Benjamin F. Spiller, Jr.
Map & Parcel # 5892-80-6903

15. _____
Map & Parcel # _____

16. _____
Map & Parcel # _____

17. _____
Map & Parcel # _____

18. _____
Map & Parcel # _____

19. _____
Map & Parcel # _____

20. _____
Map & Parcel # _____

Others

11. _____
Map & Parcel # _____

12. _____
Map & Parcel # _____

13. _____
Map & Parcel # _____

14. _____
Map & Parcel # _____

15. _____
Map & Parcel # _____

16. _____
Map & Parcel # _____

17. _____
Map & Parcel # _____

18. _____
Map & Parcel # _____

19. _____
Map & Parcel # _____

20. _____
Map & Parcel # _____

Property Owners

Others

21. _____

Map & Parcel # _____

21. _____

Map & Parcel # _____

22. _____

Map & Parcel # _____

22. _____

Map & Parcel # _____

23. _____

Map & Parcel # _____

23. _____

Map & Parcel # _____

24. _____

Map & Parcel # _____

24. _____

Map & Parcel # _____

25. _____

Map & Parcel # _____

25. _____

Map & Parcel # _____

COUNTY USE ONLY

Number of property owners along the road 12

Number of property owners in support of the petition 10 *(2 no responses)*

Number of non-property owners in support of the petition 2

Percentage of property owners signing the petition 83.3 %

Administrative Action: _____

Board Action: _____

FIRE DEPARTMENT

Fire Department Name: Windsor Fire Department

Check One: Approved Not Approved

If not approved, give reason/s below:

Signature: Chief [Signature]
Secretary _____

Fire Department Name: _____

Check One: Approved Not Approved

If not approved, give reason/s below:

Signature: Chief _____
Secretary _____

August 8, 2014

Mr. Jimmie W. Spivey
11 Marigold Lane
Hampton, VA 23663

Hello Mr. Spivey,

My name is Ronald "Ron" Wesson and I am the Bertie County, N.C. Commissioner representing District 1 which includes the Springfield Community in Windsor.

Mrs. Diane Spivey, wife of the late Isiah Spivey, has appeared before the Bertie County Board of Commissioners, and has petitioned the board to change the name of Spivey Lane in the Springfield Community to Isiah Spivey Lane in recognition of her late husband and long-time resident of Spivey Lane. The Road Name Change Policy of the county requires the approval of 80% of the property owners who own property that border the road under consideration. You are being contacted because County records indicate that you are one of the owners of property that borders Spivey Lane.

We would ask that you respond to the question below by checking the appropriate response, sign the signature line and return this letter in the enclosed self-addressed envelope.

Mrs. Spivey and I thank you in advance for your prompt response.

Sincerely,



Ronald D. Wesson
Bertie County Commissioner
134 Ward Rd
Windsor, N.C. 27983

(Check your preference, sign & return)

I approve or do not approve the request to change the name of Spivey Lane to Isiah Spivey Lane in the Springfield Community of Bertie County, North Carolina.



August 8, 2014

Dr. Benjamin F. Speller, Jr. PHD
1211 Herrington Road
Elizabeth City, N.C. 27909

Hello Dr. Speller,

My name is Ronald "Ron" Wesson and I am the Bertie County, N.C. Commissioner representing District 1 which includes the Springfield Community in Windsor.

Mrs. Diane Spivey, wife of the late Isiah Spivey, has appeared before the Bertie County Board of Commissioners, and has petitioned the board to change the name of Spivey Lane in the Springfield Community to Isiah Spivey Lane in recognition of her late husband and long-time resident of Spivey Lane. The Road Name Change Policy of the county requires the approval of 80% of the property owners who own property that border the road under consideration. You are being contacted because County records indicate that you are one of the owners of property that borders Spivey Lane.

We would ask that you respond to the question below by checking the appropriate response, sign the signature line and return this letter in the enclosed self-addressed envelope.

Mrs. Spivey and I thank you in advance for your prompt response.

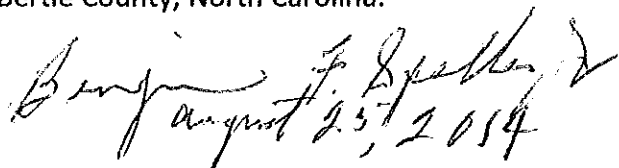
Sincerely,



Ronald D. Wesson
Bertie County Commissioner
134 Ward Rd
Windsor, N.C. 27983

(Check your preference, sign & return)

I approve or do not approve the request to change the name of Spivey Lane to Isiah Spivey Lane in the Springfield Community of Bertie County, North Carolina.



August 8, 2014

Ms. Donna Outlaw Thomas
P.O. Box 742
Santee, SC 29142

Hello Ms. Thomas,

My name is Ronald "Ron" Wesson and I am the Bertie County, N.C. Commissioner representing District 1 which includes the Springfield Community in Windsor.

Mrs. Diane Spivey, wife of the late Isiah Spivey, has appeared before the Bertie County Board of Commissioners, and has petitioned the board to change the name of Spivey Lane in the Springfield Community to Isiah Spivey Lane in recognition of her late husband and long-time resident of Spivey Lane. The Road Name Change Policy of the county requires the approval of 80% of the property owners who own property that border the road under consideration. You are being contacted because County records indicate that you are one of the owners of property that borders Spivey Lane.

We would ask that you respond to the question below by checking the appropriate response, sign the signature line and return this letter in the enclosed self-addressed envelope.

Mrs. Spivey and I thank you in advance for your prompt response.

Sincerely,



Ronald D. Wesson
Bertie County Commissioner
134 Ward Rd
Windsor, N.C. 27983

(Check your preference, sign & return)

I approve or do not approve the request to change the name of Spivey Lane to Isiah Spivey Lane in the Springfield Community of Bertie County, North Carolina.

August 8, 2014

Ms. Lorraine Spivey
159 West 145th St, Apt 3A
New York, NY 10039

Hello Ms. Spivey,

My name is Ronald "Ron" Wesson and I am the Bertie County, N.C. Commissioner representing District 1 which includes the Springfield Community in Windsor.

Mrs. Diane Spivey, wife of the late Isiah Spivey, has appeared before the Bertie County Board of Commissioners, and has petitioned the board to change the name of Spivey Lane in the Springfield Community to Isiah Spivey Lane in recognition of her late husband and long-time resident of Spivey Lane. The Road Name Change Policy of the county requires the approval of 80% of the property owners who own property that border the road under consideration. You are being contacted because County records indicate that you are one of the owners of property that borders Spivey Lane.

We would ask that you respond to the question below by checking the appropriate response, sign the signature line and return this letter in the enclosed self-addressed envelope.

Mrs. Spivey and I thank you in advance for your prompt response.

Sincerely,



Ronald D. Wesson
Bertie County Commissioner
134 Ward Rd
Windsor, N.C. 27983

(Check your preference, sign & return)

I approve or do not approve the request to change the name of Spivey Lane to Isiah Spivey Lane in the Springfield Community of Bertie County, North Carolina.

Bertie County 911 Information

9 record(s) were found

Name	Residence Address	Old Address	Mailing Address
SPIVEY, ANNIE	165 SPIVEY LN, WINDSOR	RT 1, WINDSOR	
SEVERE, CHARLOTTE	105B SPIVEY LN, WINDSOR	PO BOX 163, WINDSOR	PO BOX 163, WINDSOR
SPIVEY, ALBERT	107 SPIVEY LN, WINDSOR	. WINDSOR	
OUTLAW, MARY FRANCIS	111 SPIVEY LN, WINDSOR	. WINDSOR	
CARTER, ROXANNA	112 SPIVEY LN, WINDSOR	105 COBURN RD, WINDSOR	PO BOX 334, WINDSOR
JOHNSON, CHARLES	113 SPIVEY LN, WINDSOR	GENERAL DELIVERY, WINDSOR	
MITCHELL, BILLY S	115 SPIVEY LN, WINDSOR	RT 1 BOX 373, WINDSOR	
OUTLAW, ERNEST	117 SPIVEY LN, WINDSOR	1321 COLWYN ST, PHILADELPHIA	PO BOX 313, WINDSOR
SPIVEY, MARY ROSE	121 SPIVEY LN, WINDSOR	PO BOX, WINDSOR	PO BOX 303, WINDSOR

Application for Transportation Operating Assistance

FY2015 Rural Operating Assistance Program Funds

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

Application Completed by: _____ Date: _____
Signature

I certify that the content of this application is complete and accurately describes the county's administration of the ROAP Program, and the use of the ROAP funds in accordance with applicable state guidelines.

County Manager: _____ Date: _____
Signature

County Finance Officer: _____ Date: _____
Signature

Application Instructions

County officials should read the ROAP Program State Management Plan which contains guidance on the administration of the ROAP Program and information about the preparation of grant applications.

- The application must be completed by an official of the county or his/her designee.
- Click on the **gray rectangle** and type each answer. If needed, the text will automatically wrap to the next row. The answer may wrap to the next page if necessary.
- If the county wishes to explain their response to any questions or provide more information, the county may include additional pages with this application form. All the pages of the application and any pages added by the applicant should be scanned into the same file.
- If there are questions regarding this application, contact the NCDOT-PTD Mobility Development Specialist assigned to the area served by the transit system.

FY2015 ROAP Program Schedule

Pre-Deadline Disbursement (25%)	September 26, 2014
Application Deadline	October 24, 2014
Final Disbursement (75%)	November 14, 2014

The 25% disbursement must be returned to the state if a ROAP application is not received by the application deadline. The Final Disbursement will occur only after review and approval of this ROAP application.

County's Management of ROAP Funds

All counties are eligible to receive Rural Operating Assistance Program (ROAP) funding from the State of North Carolina. As a recipient of ROAP funds, the county must implement administrative processes that will ensure the following:

- ROAP funds are expended on needs identified through a public involvement and/or planning process.
- ROAP funds are expended on eligible activities only.
- Supporting documentation of expenditures is maintained.
- Service recipients meet eligibility requirements and their eligibility is documented.
- Trips funded with ROAP funding are monitored and evaluated throughout the period of performance.
- An accounting of trips and expenditures is provided in a semi-annual report to NCDOT.
- ROAP funds received and expended are included in the local annual audit.

Transportation Needs and Public Involvement in Funding Decisions	Yes or No
A. Did the county ask the Community Transportation Advisory Board (TAB), which is affiliated with the community transit system, to recommend how the ROAP funds should be sub-allocated?	NO
B. In addition to the public hearing notice and the public hearing, were other outreach efforts conducted to inform the public about the availability of ROAP funds and to discuss transportation needs BEFORE the county decided to sub-allocate the ROAP funds?	NO
C. Does the federally funded Community Transportation System operating in the county have a Community Transportation Service Plan (CTSP) or Community Transportation Improvement Plan (CTIP) that was developed in the last five years or being completed at this time? <i>Date of the plan: May 2011</i>	YES
D. Does your county have a Coordinated Public Transit-Human Services Transportation Plan (LCP) that provides a list of unmet transportation needs and/or gaps in transportation services? <i>Date of the plan: September 2013</i>	YES
E. Does the county have other transportation plans that address public transportation needs?	NO
If yes, list and describe these plans.	
F. How did the county decide who would receive the ROAP funds? List the names of anyone who participated in the decision to suballocate the ROAP funds and their role in the community. Linda Speller (Department of Social Services Director), Venita Thompson (Aging Services Director), and William Roberson (Finance Officer)	
G. How did the county decide on the amount of ROAP funds to sub-allocate to a subrecipient? Based on past years expenditures and transportation needs or request. It was decided by the group who would receive funding as sub-recipient.	

Financial Management of ROAP Funds	Yes or No
H. Does the county disburse/allocate ROAP funds to any county governmental departments?	YES
I. If yes, how does the county account for these funds within the county's accounting system? Separate line items for each sub-recipient is put into county system which tracks expenditures.	
J. Does the county pass through any ROAP funds to agencies or organizations that are not county governmental departments or agencies?	YES
K. If yes, does the county have a written agreement with these agencies that addresses the proper use and accountability of these funds? <i>(Include a sample agreement with application)</i>	YES
L. ROAP funds cannot be used instead of using the existing transportation funding an agency or organization receives from any other funding source. If any of the departments, agencies or organizations receiving ROAP funding from the county get transportation funding from other Federal, State or Local funding sources, list those funding programs: Home & Community Care Block Grant, and Medicaid	
M. Do any subrecipients receive ROAP funds before any trips are provided, and refund the unused portion at the end of the period of performance?	YES
N. Are ROAP funds being deposited in an interest bearing account?	YES
If no, then why aren't ROAP funds deposited in an interest bearing account?	
O. What does the county do with the interest from the ROAP funds? Re-invest into transportation services	
P. Does the county provide any local funds for transportation operating assistance to any of the ROAP sub-recipients in addition to the state ROAP funds?	NO
Q. Is supporting documentation maintained for all ROAP grant financial transactions for five years? IMPORTANT: Yes is the only correct answer.	YES
Monitoring and Oversight Responsibilities	Yes or No
R. The Finance Officer OR the Executive Director of an eligible transportation authority will be responsible for the oversight and evaluation of the transportation services provided with the ROAP funding? IMPORTANT: Yes is the only correct answer.	YES
S. Does the county require the subrecipients of ROAP funds to provide progress reports and statistical data about the trips provided with ROAP funds?	NO
T. If progress reports and/or operating statistical reports are required by the county, how frequently are these provided to the county for evaluation?	
U. Does the county require the subrecipients of ROAP funds to use the transportation services of the federally funded Community Transit System operating in the county?	NO
V. Are subrecipients of ROAP funds coordinating transportation services with other subrecipients in the county therefore reducing any duplication of effort?	YES

Accountability to North Carolina Taxpayers	Yes or No
W. Is the method used to sub-allocate the ROAP funds fair and equitable? Open and transparent?	YES
X. Is the county prepared to provide documentation that an eligible citizen was provided an eligible service or trip on the billed date, by whatever conveyance, at the specified cost?	YES
Y. A semi-annual ROAP Report must be completed and sent to NCDOT. Who will be designated to complete these reports in FY2015? (name, title, employer) Venita Thompson – Aging Services Director – Bertie County	

Elderly and Disabled Transportation Assistance Program

The Elderly and Disabled Transportation Assistance Program (EDTAP), originally enacted by legislation in the 1989 Session of the North Carolina General Assembly (Article 2B, 136-44.27), provides operating assistance funds for the transportation of the state’s elderly and disabled citizens. This transportation assistance allows the elderly and disabled to reside for a longer period in their homes, thereby enhancing their quality of life.

Elderly and Disabled Transportation Assistance Program Questions	Yes or No
A. What will be the purposes of the trips provided with EDTAP funds? (Check all that apply) <input checked="" type="checkbox"/> Personal care activities, medical appointments, pharmacy pick-up, shopping, bill paying, meetings, classes, banking <input checked="" type="checkbox"/> Job interviews, job fair attendance, job readiness activities or training, GED classes <input type="checkbox"/> Transportation to workplace <input checked="" type="checkbox"/> Group field trips/tours to community special events (Federal charter regulations apply to transit.) <input checked="" type="checkbox"/> Overnight trips to out-of-county destinations (Federal charter regulations apply to transit) <input checked="" type="checkbox"/> Human service agency appointments	
B. How will the transportation service be provided? (Check all that apply) <input checked="" type="checkbox"/> Public Transportation System <input checked="" type="checkbox"/> Private Provider <input checked="" type="checkbox"/> Taxi Service <input type="checkbox"/> Agency Staff Driver <input type="checkbox"/> Volunteer Driver Program	
C. Are any of the EDTAP services you are funding, listed as an unmet need or gap in service in the Public Transit-Human Service Coordination Plan or any other transportation plan for your county? <i>See these page numbers in the plan: 21</i> <i>Plan Title: Strategies for Improved Service and Coordination</i>	YES
D. Does the federally funded Community Transit System operating in your county receive a sub-allocation of EDTAP funds?	YES
If yes, does the county dictate which agencies and organizations will receive transportation services with any of the EDTAP funds the transit system receives?	NO
Can the Community Transit System use any of the EDTAP funds it receives to provide transportation for elderly and disabled citizens of the county who do not have a human service agency or organization to pay for the service?	YES

Elderly and Disabled Transportation Assistance Program Questions (con't)	Yes or No
If the transit system's Community Transportation Service Plan (CTSP) is less than six years old, does it describe and evaluate the services the transit system is providing for the elderly and disabled? <i>See these page numbers in the plan: 41, Appendix C</i> <i>Plan Title: Disbursement Funds & Funding Overview</i>	YES
Does the CTSP recommend any new EDTAP funded services for FY2015? <i>See these page numbers in the plan:</i> <i>Plan Title:</i>	NO
E. Will any of the subrecipients use their EDTAP sub-allocation as matching funds for any of the following programs? (<i>Matching funds for operating assistance only.</i>) 5310 – Elderly Individuals and Individuals with Disabilities Program 5311 - Non-urbanized Area Formula Program 5316 – Job Access and Reverse Commute Program (JARC) 5317 – New Freedom Program	NO
F. Will any of the subrecipients of EDTAP funds charge a fare for an EDTAP funded trip?	NO
If yes, how much will the fare be?	
If yes, how will the fare revenue be used?	
G. Do any of the subrecipients of EDTAP funds restrict EDTAP funded trips based on the origin, timing or destination of the trip?	NO
H. Is there a process or policy for determining when it is appropriate to transfer EDTAP funds from one sub-recipient to another to prevent there being unspent funds at the end of the period of performance?	YES
I. EDTAP funded trips are expected to be provided throughout the entire year. If the EDTAP funds are expended in less than a year, will the county provide county funds to prevent the discontinuation of transportation trips?	NO

Employment Transportation Assistance Program

The Employment Transportation Assistance Program (EMPL) is intended to help DSS clients that transitioned off Work First or TANF in the last 12 months, Workforce Development Program participants and/or the general public to travel to work, employment training and/or other employment related destinations.

Employment Transportation Program Questions	Yes or No
A. What will be the purposes of the transportation services provided with EMPL funds? (<i>Check all that apply</i>) <input checked="" type="checkbox"/> Job interviews, job fair attendance, job readiness activities or training <input checked="" type="checkbox"/> Transportation to workplace (Scheduled by the individual only. No agency scheduled trips.) <input checked="" type="checkbox"/> Child(ren) of working parent transported to Child Care	
B. How will the transportation service be provided? (<i>Check all that apply</i>) <input checked="" type="checkbox"/> Public Transportation System <input checked="" type="checkbox"/> Private Provider <input checked="" type="checkbox"/> Taxi Service <input type="checkbox"/> Agency Staff Driver <input checked="" type="checkbox"/> Volunteer Driver Program	

Employment Transportation Program Questions (con't)	Yes or No
C. Describe the eligibility criteria to be used in this county to determine who will be provided EMPL funded trips. Families who are not current Work First Cash recipients or who are no longer receiving Work First Benefits, or who have never received Work First, but who meet first eligibility requirements based on kinship, citizenship, residence, etc. The family's income must fall within the 200% FPL.	
D. Are any of the EMPL services you are funding, listed as an unmet need or gap in service in the Public Transit-Human Service Coordination Plan or any other transportation plan for your county? <i>See these page numbers in the plan: 21</i> <i>Plan title: Strategies for Improved Service & Coordination</i>	YES
E. Does the federally funded Community Transit System operating in your county receive a sub-allocation of EMPL funds?	NO
If yes, does the county dictate which agencies and organizations will receive transportation services with any of the EMPL funds the transit system receives?	N/A
Can the Community Transit System use any of the EMPL funds it receives to provide transportation for citizens in the county who need transportation to a job or employment related destination and who do not have a human service agency or organization to pay for the service?	N/A
If the transit system's Community Transportation Service Plan (CTSP) is less than six years old, does it describe and evaluate the services the transit system is providing for the employed or unemployed? <i>See these page numbers in the plan: Appendix C</i> <i>Plan title: Funding Sources Overview</i>	YES
Does the CTSP recommend any new EMPL funded services for FY2013? <i>See these page numbers in the plan: ES-3</i> <i>Plan title: Service & Implementation Plan</i>	YES
F. Will any of the subrecipients of EMPL funds charge a fare for an EMPL funded trip?	NO
If yes, how much will the fare be?	
If yes, how will the fare revenue be used?	
G. Do any of the subrecipients of EMPL funds restrict EMPL funded trips based on the origin, timing or destination of the trip?	NO
H. Is there a process or policy for determining when it is appropriate to transfer funds from one sub-recipient to another to prevent there being unspent funds at the end of the period of performance?	YES
I. Has the county transferred any EMPL funds to EDTAP or RGP in the last two years?	NO
J. Will any of the subrecipients use their EMPL sub-allocation as matching funds for any of the following programs? (<i>Matching funds for operating assistance only.</i>) 5310 – Elderly Individuals and Individuals with Disabilities Program 5311 - Non-urbanized Area Formula Program 5316 – Job Access and Reverse Commute Program (JARC) 5317 – New Freedom Program	NO
K. EMPL funded trips are expected to be provided throughout the entire year. If the EMPL funds are expended in less than a year, will the county provide county funds to prevent the discontinuation of transportation services?	NO

Rural General Public Program

The Rural General Public Program assistance funds are intended to provide transportation services for individuals from the county who do not have a human service agency or organization to pay for the trip. The county, in consultation with the Community Transportation System, must determine the RGP services to be provided with the RGP funds.

Rural General Public Transportation Program Questions	Yes or No
<p>A. What will be the trip purposes of the transportation services provided with RGP funds? <i>(Check all that apply)</i></p> <p><input checked="" type="checkbox"/> Personal care activities, medical appointments, pharmacy pick-up, shopping, bill paying, meetings, classes, banking</p> <p><input checked="" type="checkbox"/> Job interviews, job fair attendance, job readiness activities or training, GED classes</p> <p><input checked="" type="checkbox"/> Transportation to workplace (Scheduled by the individual only. No agency scheduled trips.)</p> <p style="padding-left: 20px;"><input type="checkbox"/> Child(ren) of working parent transported to child care</p> <p><input checked="" type="checkbox"/> Group field trips/tours to community special events (Federal charter regulations apply to transit.)</p> <p style="padding-left: 20px;"><input type="checkbox"/> Overnight trips to out-of-county destinations (Federal charter regulations apply to transit.)</p> <p><input checked="" type="checkbox"/> Human service agency appointments</p>	
<p>B. How will the transportation service be provided? <i>(Check all that apply)</i></p> <p><input checked="" type="checkbox"/> Public Transportation System</p> <p style="padding-left: 20px;"><input type="checkbox"/> Private Provider</p> <p style="padding-left: 20px;"><input type="checkbox"/> Taxi Service</p> <p style="padding-left: 20px;"><input type="checkbox"/> Volunteer Driver Program</p>	
<p>C. Are any of the RGP funded services the transit system will provide listed as an unmet need or gap in service in the Public Transit-Human Service Coordination Plan or any other transportation plan for your county? <i>See these page numbers in the plan: 46</i></p> <p style="text-align: center;"><i>Plan title: Prioritization of Recommendations</i></p>	YES
<p>D. If the transit system's Community Transportation Service Plan (CTSP) is less than six years old, does it describe and evaluate the general public services the transit system does in the county for citizens who need transportation but don't have a human service agency or organization to pay for the service? <i>See these page numbers in the plan:</i></p> <p style="text-align: center;"><i>Plan title:</i></p>	NO
<p>E. Does the CTSP recommend any new RGP funded services for FY2013?</p> <p><i>See these page numbers in the plan:</i></p> <p><i>Plan title:</i></p>	NO
<p>F. Will RGP trips be provided to citizens who need transportation but don't have a human service agency or organization to pay for the trip?</p>	YES
<p>G. Will any of the RGP funded trips be restricted based on origin, timing or destination of the trip to control the expenditure of funds overtime?</p>	SERVICE AREA ONLY
<p>H. Since the subrecipient can only use RGP funds to pay for 90% of the cost of a trip, will the Community Transit System use fare revenue to generate the local 10% match requirement for RGP funds?</p>	YES
<p>If yes, how much will the fare be? \$3.00 per trip</p>	

If yes, how will the fare revenue be used? To generate the 10% match	
Rural General Public Transportation Program Questions (con't)	Yes or No
If no, describe the source of the required matching funds?	
I. Will RGP funded trips be coordinated with human service agency trips?	YES
J. How will the Community Transit System market the proposed RGP funded services? Flyers, Newspaper, Media, Outreach Efforts and Community Events	
K. Will the Community Transit System use any of their RGP sub-allocation as matching funds for any of the following programs? (<i>Matching funds for operating assistance only</i>) 5310 – Elderly Individuals and Individuals with Disabilities Program 5311 - Non-urbanized Area Formula Program 5316 – Job Access and Reverse Commute Program (JARC) 5317 – New Freedom Program	NO
L. Is any part of the county in an urbanized area according to the 2010 census?	NO
M. RGP funded trips are expected to be provided throughout the entire year. If the RGP funds are expended in less than a year, will the county provide county funds to prevent the discontinuation of transportation services?	CPTA WILL CONTINUE THE SERVICE

CERTIFIED STATEMENT
FY2015
RURAL OPERATING ASSISTANCE PROGRAM
County of Bertie

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

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

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

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

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

WHEREAS, the period of performance for these funds will be July 1, 2014 to June 30, 2015 regardless of the date on which ROAP funds are disbursed to the county.

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

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

- The county will only use the ROAP funds to provide trips when other funding sources are not available for the same purpose or the other funding sources for the same purpose have been completely exhausted.
- The county assures that the required matching funds for the FY2015 ROAP can be generated from fares and/or provided from local funds.
- The county will notify the Mobility Development Specialist assigned to the county if any ROAP funded services are discontinued before the end of the period of performance due to the lack of funding. No additional ROAP funds will be available.
- The county will provide an accounting of trips and expenditures in a semi-annual report and a final year-end report to NCDOT – Public Transportation Division or its designee.
- Any interest earned on the ROAP funds will be expended for eligible program uses as specified in the ROAP application. The County will include ROAP funds received and expended in its annual independent audit on the schedule of federal and state financial assistance. Funds passed through to other agencies will be identified as such.
- The county is applying for the following amounts of FY2015 Rural Operating Assistance Program funds:

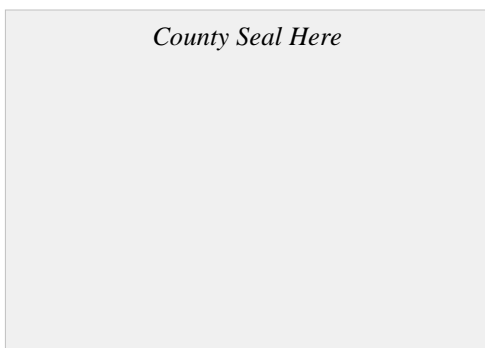
State-Funded Rural Operating Assistance Program	Allocated	Requested
Elderly & Disabled Transportation Assistance Program (EDTAP)	\$48,751	\$48,751
Employment Transportation Assistance Program (EMPL)	\$9,013	\$9,013
Rural General Public Program (RGP)	\$47,076	\$47,076
TOTAL	\$104,840	\$104,840

WITNESS my hand and county seal, this 1 day of October , 2014 .

Signature of County Manager/Administrator
Scott T. Sauer

Printed Name of County Manager/Administrator

State of North Carolina County of Bertie



Signature of Board of County Commissioners Chairperson
J. Wallace Perry

Printed Name of Chairperson

Signature of County Finance Officer
William Roberson

Printed Name of County Finance Officer

Public Hearing Notice

This is to inform the public of the opportunity to attend a public hearing on the proposed Rural Operating Assistance Program (ROAP) application to be submitted to the North Carolina Department of Transportation no later than **October 24, 2014** by the county of **Bertie**. The public hearing will be held on **October 6, 2014** at **10:00 a.m.** at the **Bertie County** commissioners meeting in the **Bertie County Office Building** located at **106 Dundee Street, Windsor, NC**. **Bertie County** will provide auxiliary aids and services under the ADA for disabled persons who wish to participate in the hearing. Anyone requiring special services should contact **Sarah Tinkham, Clerk to the Board of County Commissioners at (252) 794-5300** as soon as possible so that arrangements can be made.

The programs included in the Rural Operating Assistance Program application are:

1. Elderly & Disabled Transportation Assistance (EDTAP) Program provides operating assistance for the public transportation of elderly and disabled citizens.
2. Employment Transportation Assistance Program provides operating assistance for the public transportation of persons with employment related transportation needs.
3. Rural General Public (RGP) Program provides operating assistance for the public transportation of persons living in non-urban areas of the county.

The period of performance for Rural Operating Assistance Program funds is July 1, 2014 through June 30, 2015. The FY2015 ROAP individual program totals are:

PROGRAM	TOTAL
EDTAP	\$48,751
EMPL	\$9,013
RGP	\$47,076
TOTAL	\$104,840

This application may be inspected at the **Bertie County Manager's Office** located at **106 Dundee Street, Windsor, NC** from **8:30 a.m. – 4:30 p.m., Monday through Friday beginning September 24, 2014**.

Written comments should be directed to **Sarah Tinkham, Clerk to the Board of County**

Commissioners, P.O. Box 530, Windsor, NC 27983, before **October 2, 2104**.

Note: The public hearing notices must be published at least once, not less than seven (7) days and not more than fourteen (14) days before the scheduled public hearing. This notice must be published in Spanish if the county has 1000 or more persons that speak Spanish at home, and have limited English proficiency. A list is provided in Appendix B of the ROAP State Management Plan. An original copy of the published Public Hearing Notice must be attached to a signed Affidavit of Publication. Both the Public Hearing Notice and the Affidavit of Publication must be submitted with the Rural Operating Assistance Program application.

FY2015 ROAP Sub-Allocation Worksheet

Agencies Receiving Sub-Allocations	Elderly and Disabled Transportation Assistance Program		Employment Transportation Assistance Program		Rural General Public Transportation	
	Proposed		Proposed		Proposed	
	Amount of request to be suballocated	Number of One Way Passenger Trips	Amount of request to be suballocated	Number of One Way Passenger Trips	Amount of request to be suballocated	Number of One Way Passenger Trips
CPTA (Bertie)	\$0		\$0		\$47,076	3724
Bertie County Council on Aging	\$29,251	2955	\$0		\$0	
Bertie County Social Services	\$19,500	1970	\$9,013	910	\$0	
	\$0		\$0		\$0	
	\$0		\$0		\$0	
	\$0		\$0		\$0	
	\$0		\$0		\$0	
	\$0		\$0		\$0	
	\$0		\$0		\$0	
	\$0		\$0		\$0	
	\$0		\$0		\$0	
	\$0		\$0		\$0	
TOTAL AMOUNT	\$48,751	4925	\$9,013	910	\$47,076	3724

Agencies Receiving Sub-Allocations	EDTAP	EMPL	RGP
	Avg Cost of Trip	Avg Cost of Trip	Avg Cost of Serv
CPTA (Bertie)	\$0.00	\$0.00	\$15.64
Bertie County Council on Aging	\$9.90	\$0.00	\$0.00
Bertie County Social Services	\$9.90	\$9.90	\$0.00
0	\$0.00	\$0.00	\$0.00
0	\$0.00	\$0.00	\$0.00
0	\$0.00	\$0.00	\$0.00
0	\$0.00	\$0.00	\$0.00
0	\$0.00	\$0.00	\$0.00
0	\$0.00	\$0.00	\$0.00
0	\$0.00	\$0.00	\$0.00
0	\$0.00	\$0.00	\$0.00
0	\$0.00	\$0.00	\$0.00

Initials - MDS Reviewer

Name of Applicant (County)

Signature - County Finance Director

Important – A public hearing MUST be conducted whether or not requested by the Public.

ROAP PUBLIC HEARING RECORD

Date Public Notice was published: 09/24/2014

APPLICANT: Bertie County

DATE: October 6, 2014

PLACE: Bertie County Commissioners Room, 106 Dundee Street, Windsor, NC

TIME: 10:00 a.m.

How many **COMMISSIONERS** attended the public hearing? _____

How many members of the **PUBLIC** attended the public hearing? _____

Public Attendance Surveys

(Attached)

(Offered at Public Hearing but none completed)

I, the undersigned, representing (*Legal Name of Applicant*) **Bertie County** do hereby certify to the North Carolina Department of Transportation, that a Public Hearing was held as indicated above and

During the Public Hearing

(NO public comments)

(Public Comments were made and meeting minutes will be submitted after board approval)

The estimated date for board approval of meeting minutes is: _____

Signature of Clerk to the Board

Sarah Tinkham - Clerk to the Board

Printed Name and Title

Date

Affix County Seal Here



Voluntary Title VI Public Involvement

Title VI of the Civil Right’s Act of 1964 requires North Carolina Department of Transportation to gather statistical data on participants and beneficiaries of the agency’s federal-aid highway programs and activities. The North Carolina Department of Transportation collects information on race, color, national origin and gender of the attendees to this public meeting to ensure the inclusion of all segments of the population affected by a proposed project.

The North Carolina Department of Transportation wishes to clarify that this information gathering process **is completely voluntary** and that you are not required to disclose the statistical data requested in order to participate in this meeting. This form is a public document.

The completed forms will be held on file at the North Carolina Department of Transportation. For Further information regarding this process please contact Sharon Lipscomb, the Title VI Manager at telephone number 919.508.1808 or email at slipscomb@ncdot.gov.

Project Name:		Date:
Meeting Location:		
Name (please print)	Gender:	
	<input type="checkbox"/> Male <input type="checkbox"/> Female	
General ethnic identification categories (check one)		
<input type="checkbox"/> Caucasian	<input type="checkbox"/> Hispanic American	<input type="checkbox"/> American Indian/Alaskan Native
<input type="checkbox"/> African American	<input type="checkbox"/> Asian/Pacific Islander	Other: _____
Color:	National Origin:	

After you complete this form, please fold it and place it inside the designated box on the registration table.

Thank you for your cooperation.

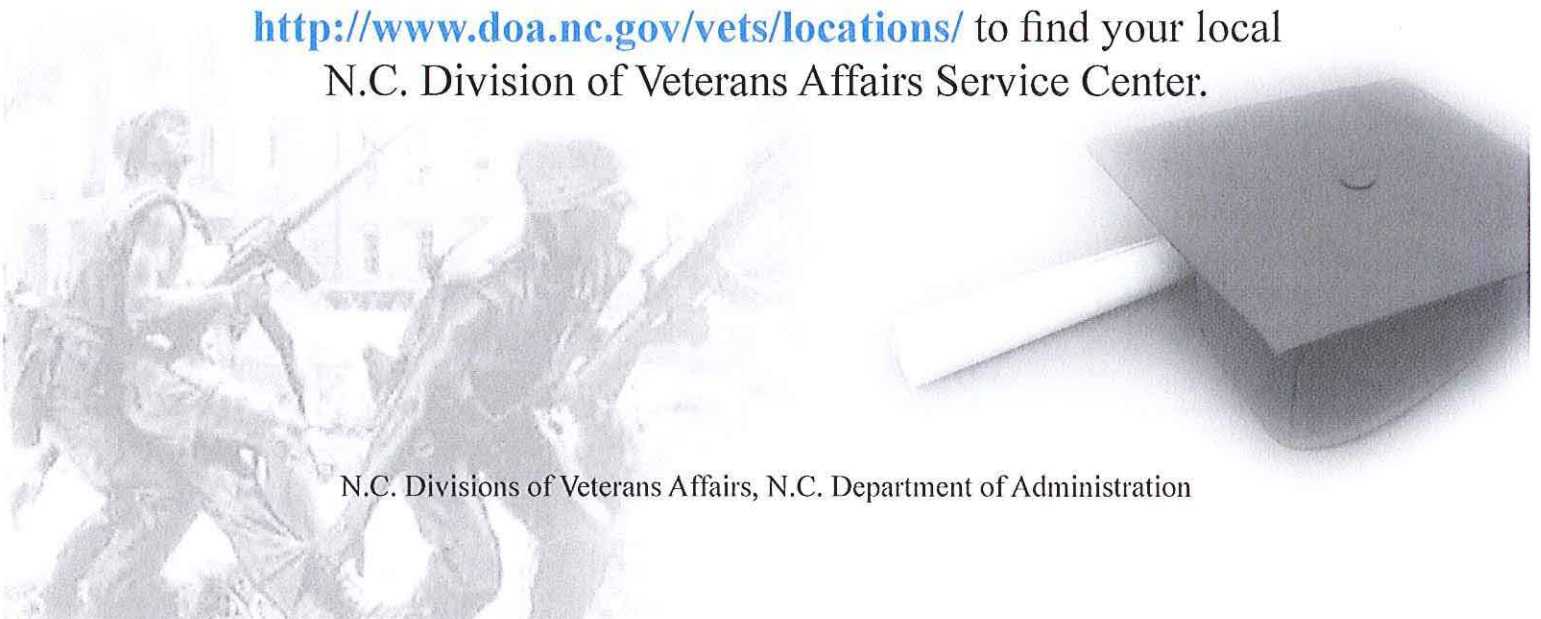


SCHOLARSHIPS AVAILABLE TO QUALIFIED CHILDREN OF NORTH CAROLINA WAR VETERANS

If your Veteran parent was a resident of North Carolina when he or she entered military service, you may be eligible for a scholarship from the State of North Carolina to attend an approved university, community college or technical institute within the State of North Carolina. Funds provide scholastic support to help children of certain disabled, deceased, combat or POW/MIA veterans.

For additional information visit

<http://www.doa.nc.gov/vets/locations/> to find your local
N.C. Division of Veterans Affairs Service Center.



N.C. Divisions of Veterans Affairs, N.C. Department of Administration

App'd 9/22/14



APPLICATION FOR BERTIE COUNTY AUTHORITIES, BOARDS, COMMISSIONS, AND COMMITTEES

Name: Michael Terry Pratt

Home Phone Number: _____ Mobile: 252-339-7134

Home Fax Number: 252-356-2222

Email Address: _____

Home Address: 117 HOLDERS LANE, MERRY HILL, N.C 27957

Mailing Address: SAME

Are you a full-time resident of Bertie County? Yes No _____

How long have you been a full-time resident of Bertie County? 66 yrs

Do you live within any corporate or town limits? Yes _____ No Which: _____

County Commissioner District: WHITES

(This information can be obtained from the Bertie County Board of Elections at 252-794-5306)

Occupation: COMM. FISH / CARPENTER Employer: SELF

Business Address: SAME

Business Phone Number: SAME Business Fax: SAME

Please list in order of preference the Boards/Commissions/Committees on which you would like to serve:

- | | |
|--------------------|----------|
| 1. <u>PLANNING</u> | 3. _____ |
| 2. _____ | 4. _____ |

Qualification for specific category: Knowledge of state policy regarding natural resources of area and rules and policy that affect area and what effect they cause

Name of any Bertie County Board/Commission/Committee on which you presently serve:

If reapplying for a position you presently hold, how long have you served? _____

Based on your qualifications and experiences, briefly describe why your services on this Authority/Board/Commission/Committee would be beneficial to the County:

deal with issues based on real world / real time cause and effect rather than acting on political whim of officials

Do you have any delinquent Bertie County taxes? ___ Yes No

Other information you consider pertinent: (i.e., education, occupational background, civic memberships, related work experiences, etc.) If necessary, you may add additional pages:

*serve on Habitat + Water Quality advisory comm. to N.C. D.M.F.
have served on several advisory committees for N.C. government
president of Albemarle Fishermen's Assoc. sit on board of Directors
for N.C. Fisheries Assoc. sit on Habitat adv. comm. for South Atlantic
Fisheries Management Council, have been involved in Bertie
Co. planning for land use plan, regional waste facility,
Roanoke R. Refuge establishment*

CODE OF ETHICS

By submitting this application and by my signature below, I pledge that, if appointed, I agree to comply with the attached Code of Ethics as adopted by the Bertie County Board of Commissioners.

Date: 9-24-14 Applicant's Signature: Michael Terry Ruff

Return application to:

Sarah S. Tinkham
PO Box 530
106 Dundee Street
Windsor, NC 27983
Fax: (252) 794-5327
sarah.tinkham@bertie.nc.gov

Note:

- *All information on this document is subject to the Public Records Law and will be released to the public upon request.
- **Interest to Service forms remain current for two years. Following that, the applicant may wish to contact the Clerk to the Board's Office for an updated form.
- ***Applications must be on file in the Clerk to the Board's Office 7 days prior to consideration for appointment.

FOR OFFICE USE ONLY

Date Received: 9/25/14

Received By: Sarah S. Tinkham

**Windsor, North Carolina
September 8, 2014
Regular Meeting**

The Bertie County Board of Commissioners met for their regularly scheduled meeting at 10:00AM in the Commissioners Room located at 106 Dundee Street Windsor, NC. The following members were present or absent:

Present: J. Wallace Perry, Chairman
Charles L. Smith, Vice-Chairman
Rick Harrell
John Trent
Ronald "Ron" Wesson

Absent: None

Staff Present: County Manager Scott Sauer
Clerk to the Board Sarah S. Tinkham
County Attorney Lloyd Smith
Network Administrator Joe Wilkes
Finance Director William Roberson
Emergency Services Director Mitch Cooper
EMS Division Chief Matt Leicester
Water Department Director Ricky Spivey
Tax Administrator Jodie Rhea
Economic Development Steve Biggs
Soil and Water Conservation Director Vic Thompson
Register of Deeds Annie Wilson
Planning Director Traci White

Media members present included Gene Motley of the Roanoke-Chowan News Herald and Thadd White of the Bertie Ledger-Advance.

APPOINTMENTS

Superintendent White – New School Year Update

Superintendent Elaine White provided the Board with a brief update regarding the new school year that began on August 19th.

Mrs. White stated that the new school year had been going well so far, and announced the Bertie County Public School System's newest theme for the year as, "It Takes a Whole Village."

Mrs. White presented a PowerPoint detailing the School System's recent Convocation, recently conducted professional development classes, as well as the latest enrollment numbers.

According to Mrs. White, there are currently 2,474 students enrolled in the Bertie County Public School System. In addition, Ms. White informed the Board of 36 new teachers (those with 1-3 years of experience) that have just been added to various schools in the County.

Mrs. White also detailed changes in funding due to the existing private schools as well as the newest charter school.

Additionally, Mrs. White updated the Board on the School System's progress in regards to the new transportation facility project. Mrs. White stated that the building had been purchased and that she expects staff to be housed in the building by January 2015.

Lastly, Superintendent White provided the Board with updates regarding the new high school facility.

Mrs. White introduced Maintenance Director, Matthew Bond, to provide the Board with an overview of items needing attention in the new building.

Mr. Bond described a problem with the facilities gym floor, and stated that the floor tends to buckle due to humidity in the building. In addition, Mr. Bond stated that some classroom doors have a tendency to stick, and become inoperable, due to humidity in the building.

Mr. Bond and Mrs. White also discussed the current utility costs for the new building stating that the School System has to yet to receive a utility bill while the building has been in full operation.

Mr. Bond alerted the Board that he suspected the utility bills for the month of October would cost approximately \$30,000.

Superintendent White and Mr. Bond addressed questions from the Board as needed.

The Board came to a consensus that the School System should be in close contact with Hite Associates about each problem area, and to utilize any and all warranties still in effect for any malfunctioning equipment or materials.

After a lengthy discussion, Mrs. White thanked the Board for the opportunity to update the Board at this meeting, and that she would be in touch regarding any further updates in utility costs.

Bertie County Health Department and Albemarle Regional Health Services Update by Jerry Parks

Jerry Parks of Albemarle Regional Health Services provided an overview of the services provided at the Bertie County Health Department. Some of those services include: Health

Promotion and Education, Dental Health, Environmental Health, PCG Landfill and Convenience Sites, Child Health Services, Immunizations, WIC/Nutrition, General Communicable Disease Control, among others.

Mr. Park also introduced key members of his top management team including: Bertie County Health Department Supervisor, Bonnie Bazemore, Nursing Director Dana Boslau, Health Promotion Director/Public Information Officer Jill Jordan, and Finance Director, Battle Betts.

Commissioner Wesson inquired about the current state of health in the County, and asked if the health of Bertie County citizens was improving, and what else could be done to see healthier citizens in the County.

Mr. Parks stated that a new Community Health Assessment will be conducted soon, but that in general, the health of the entire County rests on the shoulders of more than just the local Health Department.

Mr. Parks informed the Board that there are only certain things that the Albemarle Regional Health Services can do by North Carolina General Statute, and in that case, more collaboration among other health related organizations could provide better Health Assessments of Bertie County citizens.

NCACC proposed Legislative Goal to restore state library funding by Albemarle Regional Library Director, Teresa Cole

Teresa Cole, Albemarle Regional Library Director, was present to request that the Board include a statement with their proposed Legislative Goals packet in regards to the restoration of funding to the State's libraries and library systems.

Ms. Cole asked the Board to submit a statement in support of restoring State Aid funding for public libraries to the pre-2011 level of \$15.7 million. The additional funds are needed to provide books, computers, Wi-Fi connections, software, and other needed materials for all libraries in the State.

Commissioner Trent made a **MOTION** for the County to submit a statement of support for the restoration of State Aid funding to pre-2011 levels. Commissioner Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

Public Hearing – Bertie County's FY2014 CDBG Infrastructure Grant Application under the Housing and Community Development Act of 1974

Chairman Perry opened the public hearing for Bertie County's FY 2014 CDBG Infrastructure grant application under the Housing and Community Development Act of 1974, as amended.

County Manager Sauer reminded the Board of Commissioners that this is the second of two required public hearings prior to submitting the CDBG application in October.

Green Engineering consultant, Mr. Rodney Tart, provided a detailed overview of the coverage area for the grant which was determined following an analysis of the census tract and block geographic sections of Bertie County resulting in an aggregate coverage calculation of 54.6 percent for low and moderate income eligibility levels. Mr. Tart further explained that impacted area serves 53.0 percent of the total customers which equates to 2,500 water customer accounts.

Mr. Tart also described the coverage area noting that no displacement of existing businesses or residents would occur as a result of this project.

There were approximately forty-five (45) persons in attendance as Mr. Tart reviewed the County's effort to address the water system, its multiple year unaccounted water loss reports, and the challenges of operating a utility with an antiquated analog telemetry system.

Mr. Tart reviewed the governing body's evaluation of the system's operation, to plan for capital improvements and efforts to insure the safety and efficiency of the entire operation.

Specifically, Mr. Tart described the development of the Asset Management Plan, briefly reviewed the ten year capital improvement plan and noted the importance of the adoption of a Back Flow and Cross Connection Prevention Plan. He also noted the work of Mr. Ricky Spivey in preparing the updated Operations and Maintenance Plan.

Mr. Tart summarized by explaining the \$1,254,880 grant application to secure funding for the supervisory control and data acquisition system (SCADA) and the benefits to insuring the highest quality, safe water supply for the customers in the low and moderate coverage area for this project. Again, he emphasized that there would be no negative impacts for the citizens by displacing them or temporarily having to relocate them.

Chairman Perry thanked Mr. Tart for his report and asked if there was anyone present in the audience that wished to speak on this matter, and there were no public comments regarding this matter.

Commissioner Harrell made a **MOTION** to adopt the following Resolution. Commissioner Wesson **SECONDED** the motion. The motion passed unanimously.

There were no public comments.

Chairman Perry closed the Public Hearing.

The Resolution reads as follows:



BERTIE COUNTY

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

BOARD OF COMMISSIONER
J. WALLACE PERRY, Chairman
CHARLES L. SMITH, Vice-Chairman
RICK HARREL
JOHN TREN
RONALD "RON" WESSO

ADMINISTRATIVE STAFF
SCOTT SAUER, County Manager
SARAH SEREDNI, Clerk to the Board

RESOLUTION ADOPTING A MISSION STATEMENT, SYSTEM IMPROVEMENTS, PLANS, AND OPERATIONS FOR THE BERTIE COUNTY REGIONAL WATER SYSTEM

WHEREAS, the Bertie County Board of Commissioners is the governing body for the Bertie County Regional Water System and originally established as Bertie County Water Districts I,II,III, and IV; and

WHEREAS, the Bertie County Board of Commissioners has adopted a mission statement for its regional water system as follows:

"To provide the highest quality of drinking water services to its customers at the lowest possible cost while protecting the environment and maintaining its assets for a sustainable future."

WHEREAS, the County of Bertie has invested in excess of \$33 million in capital construction costs to establish this public utility; and

WHEREAS, the Board of Commissioners has spent considerable time and effort evaluating the Bertie County Regional Water System, determining operational challenges, adopting a long term capital improvement program, and prioritizing preventive maintenance initiatives and operating system enhancements; and

WHEREAS, the Board of Commissioners has directed the County Manager, Water Department Superintendent, and its consulting engineers to actively engage these priorities and system improvements, seeking grant funding where possible and training staff to insure the efficient operation of the water system;

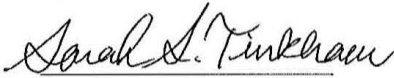
NOW, THEREFORE, BE IT RESOLVED, that the Bertie County Board of Commissioners, adopt the following measures and duly direct management and staff to plan, develop and incorporate the following documents:

- 1) Asset Management Plan
- 2) Capital Improvement Plan for the fiscal years 2014 through 2025
- 3) Back Flow and Cross Connection Prevention Plan
- 4) Operations and Maintenance Plan

BE IT FURTHER RESOLVED, on this **8th day of September, 2014**, that the County Manager and Water Department Superintendent report to the Board of Commissioners on a regular basis regarding the status of implementation of these measures, efforts to seek funding sources for the governing body's approval, and areas of potential cost savings, system growth and service enhancements.

ATTEST:

BERTIE COUNTY



Sarah S. Tinkham
Clerk to the Board of
Commissioners
(SEAL)

BY:



J. Wallace Perry, Chairman of
the Board of Commissioners of
Bertie County

BOARD APPOINTMENTS

Planning Board

The Board received notification of the two current vacancies on the Planning Board. No action was needed.

CONSENT AGENDA

Approve minutes for Regular Session 8-18-14

Vice Chairman Smith made a **MOTION** to approve the minutes from 8-18-14. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

Register of Deeds Fees Report – August 2014

County Manager Sauer recommended this item for approval.

Commissioner Wesson made a **MOTION** to accept the Register of Deeds Fees Report for August 2014 as recommended by the County Manager. Vice Chairman Smith **SECONDED** the motion. The **MOTION PASSED** unanimously.

Consider and approve bid award, contract for services, and Budget Amendment in the amount \$8,847 for grant funding administered by Bertie Soil and Water Conservation District for stream debris removal and clearing

Soil and Water Conservation Director, Vic Thompson, was present to remind the Board they had already approved the grant amount of \$8,847 for stream debris removal and clearing on the Bud Branch and Flat Swamp near Colerain.

Mr. Thompson stated that the item before them today for approval is a bid award, contract for debris removal and clearing services, as well as a Budget Amendment to show the additional receipt of funding from the grant which totals \$8,847.

Commissioner Harrell made a **MOTION** to approve the bid award and contract for services administered by Bertie Soil and Water Conversation District for stream debris removal and clearing. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

Consider for approval a three year agreement with MAXIMUS Consulting Services for indirect cost allocation plans for FY13-15 in the amount of \$4,525 per year as budgeted

County Manger Sauer recommended this item for approval.

Chairman Perry requested additional information from County Manger Sauer regarding the services of MAXIMUS Consulting Services.

After some discussion, Vice Chairman Smith made a **MOTION** to approve a three year agreement with MAXIMUS Consulting Services as recommended by the County Manager. Commissioner Harrell **SECONDED** the motion. The **MOTION PASSED** unanimously.

Finance Officer Report

The Board received a detailed financial report from the Finance Officer in their agenda packets.

There was no action needed on this item.

County Manager Sauer requested that the Board provide a motion for Budget Amendment #15-01 mentioned during the Consent Agenda included in item C-3.

Commission Trent made a **MOTION** to approve Budget Amendment #15-01. Vice Chairman Smith **SECONDED** the motion. The **MOTION PASSED** unanimously.

Budget Amendment #15-01 reads as follows:

BUDGET AMENDMENT

15-01

	INCREASE		INCREASE	
10-0025-4495-08	\$ 1,000	10-4950-5399-32	\$ 1,000	

TO INCREASE BUDGET TO MATCH ACTUAL GRANT AMOUNT RECEIVED
EAT SMART-MOVE MORE-WEIGHT LESS GRANT

	INCREASE		INCREASE	
10-0025-4495-11	\$ 2,000	10-4950-5399-37	\$ 2,000	

TO INCREASE BUDGET TO MATCH ACTUAL GRANT AMOUNT RECEIVED
4-H COOKING CAMP

	DECREASE		DECREASE	
10-0025-4495-07	\$ 1,000	10-4950-5399-30	\$ 1,000	

TO ADJUST BUDGET TO ACTUAL AMOUNT RECEIVED - EFNEP PROGRAM

	INCREASE		INCREASE	
10-5860-5399-50	\$ 124	2HOT2TROT	10-0090-4991-99	\$ 124
10-5860-5399-21	\$ 1,250	R-U-OK	10-0090-4991-99	\$ 1,250
10-5860-5399-05	\$ 1,364	SHIIP	10-0090-4991-99	\$ 1,364

TO BRING OVER UNSPENT GRANT MONEY- COA - R-U-OK, 2HOT2TROT, SHIIP

	INCREASE		INCREASE	
10-6120-5399-15	\$ 458	10-0090-4991-99	\$ 458	

TO BRING OVER UNSPENT GRANT MONEY FROM SENIORS ON THE MOVE GRANT

	DECREASE		INCREASE	
47-4500-5399-85	\$ 21,000	47-4500-5400-10	\$ 50,000	
47-4500-5399-90	\$ 26,500	47-4500-5399-87	\$ 1,000	
47-4500-5399-91	\$ 3,500			

TO REALLOCATE 11-CDBG-SS L-1 FUNDS TO C-1 - (APPROVED 3/17/14)

	INCREASE		INCREASE	
10-0050-4839-43	\$ 60,000	10-4190-5351-05	\$ 60,000	

TO SETUP BUDGET FOR LIBRARY ROOF REPAIRS
(ONE-TIME GIFT FROM ALBEMARLE REGIONAL LIBRARY)

	INCREASE		INCREASE	
--	----------	--	----------	--

10-0025-4473-12 \$ 8,847 10-4960-5399-09 \$ 8,847

TO SETUP BUDGET FOR CLEARING AND SNAGGING GRANT

APPROVED __/__/2014

DISCUSSION AGENDA

Farm Lane Easement Update by Mike Barnette, McDavid & Associates

Mike Barnette of McDavid & Associates was present to discuss the latest developments in regards to the Farm Lane Easement for the water line extension funded by a CDBG Grant.

Mr. Barnette informed that Board that 2 easements were needed in order to install replacement water lines in the area. One of the easements was voluntarily submitted by Cedar Landing Missionary Baptist Church. The other required easement would need to be secured from Bazemore Housing, Inc.

According to Mr. Barnette and Assistant County Attorney, Bazemore Housing, Inc. is a dissolved corporation, and therefore, cannot convey an easement.

Correspondence from the Assistant County was presented to the Board in their agenda packet which stated that an option for the County would be to have Mr. Bazemore sign an agreement with the County that would show a “friendly condemnation” of the effected property.

Chairman Perry stated that he was not in favor of the “friendly condemnation,” and that it would put additional cost on the County to complete.

Commissioner Wesson made a **MOTION** to authorize County Attorney Smith to move forward with the process to issue a “friendly condemnation” with Mr. Bazemore. Vice Chairman Smith **SECONDED** the motion.

Chairman Perry inquired about any other options to resolve this matter.

Upon further discussion, Commissioner Wesson withdrew his motion. Vice Chairman Smith withdrew his second.

In response to Chairman Perry, County Attorney, Lloyd Smith, stated that it was possible for the Board to compel Mr. Bazemore to simply reinstate his corporation with no expense to the County.

Mr. Smith advised that this option could be less costly than a “friendly condemnation.”

Mr. Barnette thanked the Board for their time, and stated that he would be back in approximately 2 months to update the Board further on this matter.

Board of Equalization and Review – pending case for consideration of taxpayer appeal for two formerly exempt properties (J.P. Law and C.G. White schools)

Tax Administrator, Jodie Rhea, approached the Board regarding a pending case for consideration of taxpayer appeal for two formerly exempt properties which are J.P. Law and C.G. White Schools.

The Board received a report from Mr. Rhea in their agenda packet.

Mr. Rhea also informed the Board that they would not need to convene as the Board of Equalization and Review, and they would need to act on this matter as the Board of Commissioners.

Mr. Rhea stated that these two buildings were originally owned by the Board of Education which made them exempt from taxation, but that now they were owned by Mr. Kevin Spivey.

According to Mr. Rhea, Mr. Spivey presented an appeal to the County Tax Office in April 2014 requesting that an appraisal be completed of both properties, but due to time constraints, this matter could not be considered by the Board of Equalization and Review.

Mr. Rhea cautioned that a “ride by” evaluation was completed on each property, but that the revaluation team did not enter either property due to the original exempt status, and therefore, the value of each property was not questioned, and maintenance issues were deferred.

In summary, Mr. Rhea provided a current evaluation of each property, and estimated the market value of the former J.P. Law School at \$106,000. Mr. Rhea stated that the adjacent gymnasium was in better condition than the school building, so his recommendation was demolition of the school building, unless renovations were feasible.

He provided an estimated market value of \$125,000 for the former C.G. White School. Mr. Rhea also advised the Board that the former school be extensively renovated, if feasible, and then utilized for purposes such as a house of worship or community center.

Commissioner Wesson made a **MOTION** to approve the new values presented for each school with \$106,000 for J.P. Law and \$125,000 for C.G. White. Commissioner Trent **SECOND** the motion. The **MOTION PASSED** unanimously.

Bertie VIDANT non-emergency transports services agreement

County Manager Sauer provided a revised proposal to the Board between the County and VIDANT Bertie Hospital regarding non-emergency transports in the event of a patient having no preference for a non-emergency transport provider, as prepared by VIDANT originally.

County Manager Sauer reviewed the suggested language stating the County's position as follows:

Vidant Bertie Hospital acknowledges that when a patient requiring non-emergency transport, articulates that he/she has no preference for the selection of a transport provider, hospital staff will be instructed to recommend Bertie County Non-Emergency Transport Service on behalf of the patient.

Chairman Perry clarified that the sentence should read "hospital staff will call Bertie County" rather than staff will be instructed to recommend Bertie County, and it was the consensus of the Board to suggest this revised language to the hospital administration.

County Manager Sauer also noted the additional language as follows:

Vidant Bertie Hospital will provide monthly patient discharge statistics, in aggregate form, which tabulates the number of non-emergency transports categorized by each transport provider.

County Manager Sauer recommended that the County continue to participate in negotiations of this agreement, and that on-going dialogue may still be needed.

Commissioner Wesson concurred, and stated that the current draft does not address best interests at this time, but was confident that an open dialogue could continue to improve the agreement.

The Board discussed desired wording of the contract.

Commissioner Harrell asked the Board if the County's goal was to mandate the hospital to contact Bertie County Non-Emergency Transport in the event of a need for a non-emergency transport.

Commissioner Wesson replied to Commissioner Harrell stating that this would be a mandate for the hospital to contact the County if they receive word from a patient who has contacted them to request a transport, but has "no preference" in provider.

In the event that any citizen has "no preference" in non-emergency transport providers upon contacting Vidant Berite, the County is seeking to be the designated provider under those circumstances.

Commissioner Harrell also inquired about the promise the Board made in the past regarding being in business with other transport companies versus the attempt to put others out of business.

County Manger Sauer clarified that to his understanding the County's intention was still to compete with other non-emergency transport providers in the area. The proposed agreement with Vidant Bertie was to be the designated provider for patients discharged from the hospital only in the event that they do not have a preference for a specific transport service.

Mr. Sauer also noted that the County non-emergency transport service was available 24 hours a day, 7 days a week, and 365 days a year.

Commissioner Trent made a **MOTION** to continue the dialogue with VIDANT Bertie Hospital on the non-emergency services transport agreement. Vice Chairman Smith and Commissioner Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

Diversified Energy – Fuel Pricing for Propane

County Manger Sauer described a bid proposal and pricing information to the Board from Diversified Energy. Both the bid proposal and pricing information were provided in the Board's agenda packet.

In summary, Mr. Sauer stated that Diversified Energy had submitted a bid to provide propane gas services to the County Office buildings for \$1.599 per gallon from September 1, 2014 through April 1, 2015, noting that the previous year State contract pricing exceeded \$2.50 per gallon during the winter heating season.

Mr. Sauer informed the Board that this offer was not going to be applied to the low income gas program that is administered by the Bertie County Department of Social Services.

The Board discussed the proposal, and agreed that it would be a large cost savings to the County to accept it.

Commissioner Trent made a **MOTION** to accept the bid proposal from Diversified Energy to provide propane gas services to the County Office Buildings at a rate of \$1.599 from September 1, 2014 through April 1, 2015. Commissioner Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

Public Records Request

County Manager Sauer informed the Board of a recent Public Records Request received from an out of state vendor requiring the County to submit all purchase orders, including line item details, from 2008 to present.

County Manager Sauer stated that the public was able to request and inspect public records during business hours in the County offices, but a request of this size would require a large amount of time and funding to complete.

Mr. Sauer requested feedback from the County Attorney regarding this matter.

County Attorney Smith stated that North Carolina General Statutes would deem this request as “unusual,” and therefore, the County could offer the records to this firm, but that it would be at their expense.

Mr. Smith recommended that the Finance Officer calculate the amount of time and resources that it would take to complete this task.

Commissioner Trent made a **MOTION** for the Finance Officer and Finance Department work to calculate a price to fulfill this request and seek payment upfront, before doing the staff work necessary to address this request. Vice Chairman Smith **SECONDED** the motion. The **MOTION PASSED** unanimously.

NC Cooperative Extension FY2014 Bonus Leave Award of 40 hours as part of 2014 State Budget

County Manager Sauer presented an item to the Board regarding additional bonus leave being awarded by the State to the Cooperative Extension program.

County Manager Sauer stated that any award of additional bonus leave would have to be approved by the Board in order to be applied.

Chairman Perry stated that he was in favor, and that the Cooperative Extension Department is a very important entity to the County.

Commissioner Trent made a **MOTION** to approve the additional 40 hours of additional bonus leave to the Cooperative Extension Department. Vice Chairman Smith and Commissioner Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

Town of Lewiston – Water Rate Discussion

Lewiston Mayor Dayle Vaughan was present for this portion of the meeting.

Mayor Vaughan thanked County Manager Sauer for his professionalism and due diligence in this matter.

Mayor Vaughan stated that her Town Commissioners have given her the approval to offer the Town of Lewiston's water system to the County.

Mayor Vaughan only requested that she be given a period of a few months to distribute information to the Town of Lewiston regarding this change before it takes affect.

The Board discussed the matter, and thanked Mayor Vaughan for being present.

Review Road Name Change Application and set Public Hearing date

The Board discussed the proposed Road Name Change Application submitted by Diana Spivey of Spivey Lane.

After some discussion regarding the requirement of a Public Hearing for this matter, County Attorney Smith noted that according to N.C.G.S. § 153A-239.1(a) a Public Hearing was required in order to consider a road name change.

A Public Hearing on this matter was then scheduled for October 6, 2014.

COMMISSIONER'S REPORTS

Commissioner Harrell proposed a Public Hearing to receive feedback from the public regarding a 6 year contract extension with Waste Industries for the convenience sites.

Commissioner Harrell made a **MOTION** to hold a Public Hearing regarding a 6 year contract extension with Waste Industries for the convenience sites. Vice Chairman Smith **SECONDED** the motion. The **MOTION PASSED** unanimously.

Vice Chairman Smith stated that he was worried about the poorer citizens in the County, and was not confident that they could afford an additional increase in taxes to pay for curbside trash pick-up and recycling services.

Commissioner Wesson stated that a curbside program would be less expensive to the County than the current convenience sites.

Commissioner Harrell reiterated that he would argue for the contract extension with Waste Industries for the convenience sites, and that he would like the Board to consider the extension at the present time.

Commissioner Wesson inquired as to Commissioner Harrell's reasoning and stated that he felt the decision should be left to the upcoming Board versus the outgoing Board.

Commissioner Harrell replied by stating that he would not be on the upcoming Board, and that is why he would like to secure the contract extension with Waste Industries before his exit.

The Board continued their discussion, and a Public Hearing date was set for 7:00pm on Thursday, October 16th in the Bertie County Courthouse, 2nd floor Courtroom.

There were no other Commissioners Reports.

COUNTY MANAGER'S REPORTS

County Manager Sauer reminded the Board about their upcoming meeting at the Bertie County Department of Corrections to discuss prison industry enterprise opportunities at 10:00am on Wednesday, September 10th.

Additionally, County Manager Sauer informed that Board that the Mid-East Commission annual meeting will be held at the Cashie Convention Center on October 23rd at 6:00pm.

COUNTY ATTORNEY'S REPORT

The County Attorney had no remarks at this time.

PUBLIC COMMENTS

Monica Lassiter of Kelford approached the Board regarding a comment she had heard at this meeting referencing "poor people." She stated that this term offended her because if someone really wanted to stop being "poor" that they could go out and make it happen for themselves. She also stated that she helps those in need often, and believes that others should too.

James Pugh of Indian Woods Road stated, in summary, that more funding was needed for the local school system in order to give all of those in the County a chance to "be somebody."

There were no other Public Comments.

CLOSED SESSION

As requested by County Manager Sauer, Commissioner Trent made a **MOTION** to go into Closed Session pursuant to N.C.G.S. § 143-318.11(a)(4) to discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations. The action approving, the signing of an economic development contract or commitment, or the action authorizing the payment of economic

development expenditures, shall be taken in an open session. Commissioner Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

The Board shifts into Closed Session.

Commissioner Harrell made a **MOTION** to return to Open Session. Vice Chairman Smith **SECONDED** the motion. The **MOTION PASSED** unanimously.

ADJOURN

Chairman Perry adjourned the meeting at 12:25pm.

J. Wallace Perry, Chairman

Sarah S. Tinkham, Clerk to the Board

**Perrytown, North Carolina
September 22, 2014
Minutes**

The Bertie County Board of Commissioners met for their regularly scheduled meeting at 7:00m at the Perrytown Community Building located at 848 Perrytown Road, Colerain, NC 27924. The following members were present or absent:

Present: J. Wallace Perry, Chairman
Charles L. Smith, Vice-Chairman
John Trent
Ronald "Ron" Wesson

Absent: Rick Harrell

Staff Present: County Manager Scott Sauer
Clerk to the Board Sarah S. Tinkham
Finance Director William Roberson
EMS Division Chief Matt Leicester
Emergency Services Director Mitch Cooper
Network Administrator Joe Wilkes
Assistant County Attorney Jonathan Huddleston

Media members present included Gene Motley of the Roanoke Chowan News Herald, as well as Barry Ward of the Bertie Ledger-Advance.

Chairman Perry opened the meeting and thanked all of those present for their attendance. He stated that tonight's meeting is making history as it is the first Board of Commissioner meeting ever to be held in Perrytown.

Chairman Perry recognized Perrytown Fire Department Chief, Bud Lee, and asked him to say a few words.

Chief Lee thanked all of those present for their attendance and announced that tours of the newly renovated Fire Department next door were to take place after the meeting.

INVOCATION/PLEDGE OF ALLEGIANCE

Reverend David Baker of Perrytown Baptist Church gave the Invocation. Chairman Perry led the Pledge of Allegiance.

PUBLIC COMMENTS

Dr. Michael Elam, President of Roanoke-Chowan Community College, approached the Board and reminded the Board of his annual report that he will present to the Board on Monday, October 22nd. He also announced that on Thursday, September 25th the College will be participating in a Robotics competition at Bertie Middle School. In the process, members of the RCCC student body will be serving as mentors for the students at the middle school.

Dr. Elam also distributed a brochure detailing a new partnership between RCCC and Chowan University. The partnership is to encourage the transition from the community college into a 4 year university environment.

Dr. Elam stated that he will be bringing more information in his annual report during the 2nd meeting in October.

Norman Simmons of Colerain asked the Board about the County's current \$50 transfer fee in regards to a resident moving to a different home within the County, and resuming their water service. Mr. Simmons stated that this fee was just a chance for the County to receive additional funding, and that it wasn't necessary.

County Manager Sauer replied by stating the transfer fee is a standard practice amongst many surrounding counties, and that it is necessary to have in place to cover affiliated costs.

Terry Pratt of Merry Hill approached the Board with an update regarding the state of the Division of Inland Fisheries. Mr. Pratt stated that the group is currently working diligently to be considered a part of the Department of Agriculture, as this would lift certain restrictions on the County waterways.

The Board inquired about any help they could provide to expedite the process. Mr. Pratt stated that he was working closely with the Division and their attorneys in drafting a Resolution of Support for the transition. Mr. Pratt stated that he would bring the Resolution forth as soon as it is available.

The Board agreed that this initiative was very important and they would sign the Resolution once it is ready.

Wood Farless of Merry Hill spoke on the Board's consideration of a proposed curbside recycling and garbage pickup program. Mr. Farless stated that he is a farmer in both Tyrell and Hyde Counties, where both counties currently have curbside programs. He stated that the trash containers used present a hazard on the road for larger vehicles and farming equipment. He stated that Bertie County is just "too rural of a County" for this type of program. He also stated that he was not in favor of the change especially because it would be a mandatory tax even to those that do not wish to participate, and that things may return to years past with excessive amounts of trash being dumped in wooded areas.

APPOINTMENTS

Recognition of David Clint Connor, 2014 NCACC Youth Delegate, by Commissioner Wesson

Commissioner Wesson introduced the public to David Clint Connor, the 2014 NCACC Youth Delegate that participated in the Youth summit at this year's NCACC Conference in Asheville, NC.

Mr. Connor gave a brief speech thanking the entire Board for allowing him to represent the County, and he discussed what he learned during his participation at the Conference.

He also especially thanked Commissioner Wesson for taking the time to be interviewed for his presentation, and stated that he was not envious of the challenges that Commissioners face every day in their communities.

Commissioner Wesson concluded by saying that Mr. Connor received high praise for his presentation at the Conference, and that he represented his County well.

Community Report – VIDANT Bertie Hospital by Jeff Dial, Vice President for Operations

Mr. Jeff Dial presented a handout to the Board regarding recent changes to VIDANT Bertie Hospital. The hand out listed the hospitals "five pillars," as well as the changes occurring under each.

Mr. Dial also explained the impact of the Affordable Care Act on VIDANT Health as a whole, and explained upcoming organizational changes for the hospital.

BOARD APPOINTMENTS

Chairman Perry solicited any individuals interested in joining the Planning Board in an at-large position, as well as for the Merry Hill/Whites District.

Terry Pratt of the Merry Hill/Whites District volunteered to serve, and Mr. Pratt was ensured that the Clerk to the Board, Sarah S. Tinkham, would be in contact with him about the application process.

Chairman Perry reiterated that an additional volunteer was needed to serve in the at-large position, and that anyone interested could contact the County for more information.

CONSENT AGENDA

Approve minutes for Regular Session 9-8-14

These minutes were deferred in order to receive feedback from the County Attorney.

Approve minutes for Closed Session 9-8-14

These minutes were deferred in order to receive feedback from the County Attorney.

Consider and approve contract for non-emergency transport services for the Brian Center in Windsor

County Manager Sauer recommended this item for approval.

Chairman Perry noted to the public that this particular contract is not exclusive, and that it is simply a part of the Brian Center's procedure when approving partnerships with any non-emergency transport provider.

Commissioner Wesson made a **MOTION** to approve this contract for non-emergency transport services for the Brian Center. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

Consider and approve transition documents for South Windsor Water Association (Bill of Sale; Asset Purchase Agreement)

County Manager Sauer informed the Board that these documents were being presented to fully close out the South Windsor Water Association transition as recommended by the County Attorney.

Commissioner Wesson made a **MOTION** to approve the Bill of Sale and Asset Purchase Agreement for the South Windsor Water Association. Vice Chairman Smith and Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

DISCUSSION AGENDA

Review of proposed contract extension for the Waste Industries' operation of convenience centers (2006 and 2001 contracts)

County Manager Sauer began by stating that all of these documents that the Board was about to discuss were available on the County's website. He stated that all minutes, electronic agenda packets, and recordings were all available to the public simply by logging on to the County website.

The Board came to a consensus that item should be discussed in a work session, and also reiterated that a Public Hearing would be held on this topic on Monday, October 16th at 7:00pm in the 2nd floor Courtroom of the Bertie County Courthouse.

Review of proposed Emergency Medical Services Personnel Handbook and 2014 Standard Operating Guidelines

After some discussion, the Board came to the consensus that a work session would need to be held on this matter in order to proceed forward effectively.

Review and discuss Emergency Medical Services use of vehicle warning lights and sirens

County Manager Sauer began by soliciting feedback from the Assistant County Attorney regarding a request that was received from the Town of Windsor regarding lights and sirens being used in the early hours of the morning.

Assistant County Attorney, Jonathan Huddleston, explained that according to N.C.G.S. § 20-157, "...when [an emergency vehicle is] traveling in response to a fire alarm or other emergency response purpose, giving warning signal by appropriate light and by audible bell, siren or exhaust whistle, audible under normal conditions from a distance not less than 1000 feet, the driver of every other vehicle shall immediately drive the same to a position as near as possible and parallel to the right-hand edge or curb, clear of any intersection of streets or highways, and shall stop and remain in such position unless otherwise directed by a law enforcement or traffic officer until the law enforcement or fire department vehicle, or the vehicle operated by the Division of Marine Fisheries, or the Division of Parks and Recreation of the Department of Environment and Natural Resources, or the North Carolina Forest Service of the Department of Agriculture and Consumer Services, or the public or private ambulance or rescue squad emergency service vehicle shall have passed."

Mr. Huddleston stated that after thorough review of the statutes, as well as County Manager Sauer's findings in State training material given to EMS personnel, he advised the County that discontinuing the use of lights and sirens, even in the early hours of the morning, would present a significant liability risk for the County if an accident were to occur.

The Board stated that it is very concerned and understanding of the request by the Town, but at this time, they could not accommodate it, given the advice from the Assistant County Attorney.

The Board informed all of those present that in the future, the County would like to train current Emergency Dispatch personnel to provide Emergency Medical Dispatch (EMD), and this would allow the dispatcher to receive pertinent information from each caller regarding the severity of any injuries on scene, as well as the true nature of the emergency.

Mr. Huddleston stated that an EMD component would allow the EMS personnel to use more discretion when extra medical information is given before responding to a call. In this case, if any non-life threatening injuries are known, then there would not necessarily be a need for both lights and sirens to those calls.

Commissioner Trent made a **MOTION** that the County continue to abide by the State statutes utilizing the advice given by Assistant County Attorney Jonathan Huddleston. Vice Chairman Smith **SECONDED** the motion. The **MOTION PASSED** unanimously.

Update on the Town of Lewiston's request to transfer water distribution system to the County

County Manager Sauer updated the Board on the current state of the Town of Lewiston and its desire to transfer its water system to the County.

Mr. Sauer stated that he had recently met with Mayor Vaughan, and he reported that she would like to see the transfer take place around January 1, 2015. Mr. Sauer stated that Mayor Vaughan would appreciate the next few months to notify their customers, and be sure that they understand the change.

Mr. Sauer also reported that Mayor Vaughan had extended an invitation to the County to visit and inspect the Lewiston water tanks, and the Board agreed that this visit should also include representatives of Green Engineering.

Discuss and consider Town of Aulander's request for Peanut Festival Sponsorship

The Board discussed a request received from the Town of Aulander to sponsor their first annual Peanut Festival.

After some discussion, Commissioner Trent made a **MOTION** for the County to sponsor the first annual Aulander Peanut Festival at the \$500 (Gold Sponsor). Vice Chairman Smith **SECONDED** the motion. The **MOTION PASSED** unanimously.

COMMISSIONERS REPORTS

The Commissioners had no remarks at this time.

COUNTY MANAGER'S REPORTS

County Manager Sauer announced that a referendum will be placed on the November 2014 General Election ballot in regards to a ¼ cent sales tax increase for the County.

Mr. Sauer stated that this increase would bring the sales tax to 7% and this would generate approximately \$160,000 for the County.

County Manager Sauer also reported that he had recently met with Bertie County Public Schools Superintendent Elaine White, as well as Maintenance Director, Matthew Bond, regarding recently discovered equipment issues and mechanical problems at the new Bertie High School.

Mr. Sauer reported that both the contractor and the architect for the school building, Hite Associates and WIMCO, were working diligently with the Board of Education to remedy these problems, and that they are currently very responsive to the needs of the new building.

Additionally, Mr. Sauer stated that he had been in contact with Hertford County Manager, Loria Williams, about the temporary agreement regarding building inspections. Mr. Sauer stated that Hertford County was very appreciative of the assistance that Bertie County has provided in their time of need in allowing them to contract out Mr. G.T. Pittman for building inspections.

Mr. Sauer informed the Board that Hertford County had secured a new building inspector, and that they do not need to extend the temporary agreement with the County.

On another note, Mr. Sauer reported that Hertford County will also be taking applications for non-emergency services franchises, at the request of the hospital in Ahoskie. Mr. Sauer requested permission from the Board to gather the required materials to submit an application.

Commissioner Trent made a **MOTION** for County Manager Sauer and the Emergency Services Department to proceed with completing an application for non-emergency transport services in Hertford County. Vice Chairman Smith and Commissioner Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

Lastly, County Manager Sauer reminded Chairman Perry to recess tonight's meeting as the Board is scheduled to meet with the Town of Windsor on Thursday, September 25, at 10:00am regarding the watershed management plan.

COUNTY ATTORNEY'S REPORTS

The Assistant County Attorney had no remarks at this time.

PUBLIC COMMENTS CONTINUED

Terry Pratt approached the Board regarding his feelings that the Board needed to update its Land Use Management Plan every 5 years, and that an update was currently due.

Wood Farless re-approached the Board regarding the future of the old Bertie High School building now that the new high school has opened for students.

County Manager Sauer responded by stating that the old 900 building was being considered by the Board of Education to replace the Administration building on County Farm Road, as well as using the old 100 building for professional development, and training purposes.

Mr. Farless stated that he was not in favor of moving students from one building to the new high school building without ceasing to operate the previous building on the taxpayers dollar. He

stated that if the old Bertie High School was as unsuitable for students as described, then it should not be converted for other uses.

Chairman Perry encouraged Mr. Farless to speak directly to the Board of Education regarding this matter as it is not a decision the County is considering.

Mr. Farless also expressed concerns regarding local businesses moving out of the County in favor of other surrounding counties, and inquired about the current state of Economic Development in the County.

Commissioner Trent detailed the expansion of Valley Protein, as well as the addition of multiple solar farms in the area.

Commissioner Wesson announced the addition of a McDonalds in Windsor, as well as announced that the County was currently talking with a hotel provider, and methane extraction providers.

In conclusion, Perrytown Fire Chief, Bud Lee, reminded all of those present that he appreciated their attendance, and encouraged the Board to host another meeting in Perrytown in the future.

There were no other Public Comments.

RECESS

Chairman Perry recessed the meeting until Thursday, September 25th, 2014 at 10:00am in the Town of Windsor at the Town Hall.

J. Wallace Perry, Chairman

Sarah S. Tinkham, Clerk to the Board

Windsor, North Carolina
September 25, 2014
Minutes

The Bertie County Board of Commissioners reconvened their September 22, 2014 meeting at the Windsor Town Hall for a Watershed Management Plan presentation. The following members were present or absent:

Present: J. Wallace Perry, Chairman
John Trent

Absent: Rick Harrell
Charles L. Smith, Vice-Chairman
Ronald "Ron" Wesson

Staff Present: County Manager Scott Sauer
Clerk to the Board Sarah S. Tinkham

Chairman Perry and Commissioner Trent were in attendance as scheduled at the Windsor Town Hall, but without a quorum present, there was no official meeting or business conducted.

Therefore, the regular meeting of September 22nd stands adjourned.

J. Wallace Perry, Chairman

Sarah S. Tinkham, Clerk to the Board



Bertie County Register of Deeds

Annie F. Wilson
Register of Deeds

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

NORTH CAROLINA
BERTIE COUNTY

TO: THE BOARD OF COUNTY COMMISSIONERS:

Agreeable to and in compliance with Chapter 590 of the Public Local Laws of North Carolina, Sessions 1913, I beg leave to submit the following statement of all fees, commissions, etc. of any kind collected by me as Register of Deeds for the month of SEPTEMBER 2014 and for an itemized statement thereof, I respectfully refer you to the following books in my office.

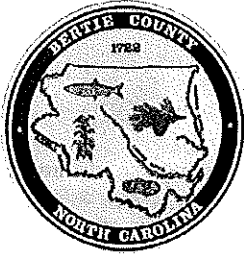
AMOUNT SUBJECT TO GS 161-50.2

10-0030-4344-01	REAL ESTATE REGISTRATION-----	\$3,547.60
10-0030-4344-03	VITAL STATISTICS-----	\$1,001.00
10-0050-4839-02	MISCELLANEOUS(NOTARY OATHS/PHOTO COPIES, ETC)-----	\$232.60
10-0030-4344-04	NO. MARRIAGE LICENSE----- <u>8</u> @\$60.00-----	\$480.00
		<u>\$5,261.20</u>
10-0018-4240-01	N. C. STATE EXCISE STAMP TAX-----	\$2,519.00
10-0030-4344-10	STATE TREASURER FEE----- <u>127</u> @\$6.20-----	\$787.40
		<u>\$8,567.60</u>
10-0000-1251-00	A/R IN/OUT(REFUND)-----	\$0.00
		<u>\$8,567.60</u>

Annie F. Wilson
REGISTER OF DEEDS - BERTIE COUNTY
By: Shakedia L. Williams, Asst.

FOR INFORMATIONAL PURPOSES

D/T /MORTGAGES-----	<u>19</u> @\$6.20=	\$117.80
ADDITIONAL PAGES-----	<u>34</u> @\$0.40=	\$13.60
DEEDS & OTHER INSTRUMENTS-----	<u>137</u> @\$1.94=	\$265.78



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

September 4, 2014

William Roberson
Bertie County Finance Officer
Windsor, NC 27983

Dear Mr. Roberson:

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

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

Respectfully Submitted,

Tax Administrator

Approved on _____ 20 _____

RS*14*239	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
	8/8/2014	Cromwell, Nancy 07A26762.30	G01	15.48		1.55		\$17.03
		Listed In Error						

RLS*14*239	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
	8/8/2014	Cromwell, Nancy 08A26762.30	G01	14.59		1.46		\$16.05
		Listed In Error						

RLS*14*239	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
	8/8/2014	Cromwell, Nancy 09A26762.30	G01	14.67		1.47		\$16.14
		Listed In Error						

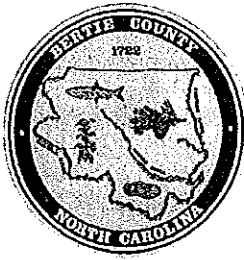
RLS*14*239	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
	8/8/2014	Dunlow, Larry 10A23188.80 Listed In Error	G01	26.37		0		\$26.37

RLS*14*239	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
	8/8/2014	Dunlow, Larry 11A23188.80	G01	19.82		1.99		\$21.81
		Listed In Error						
	8/25/2014	Brooks, Thomas 11A1783.80	G01	2.73		0.28		\$3.01
		Listed In Error						

RLS*14*239	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
	8/8/2014	Dunlow, Larry 12A23188.80	G01	19.42		1.94		\$21.36
		Listed In Error						
	8/25/2014	Brooks, Thomas 12A1783.80	G01	2.73		0.27		\$3.00
		Listed In Error						

RLS*14*239	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
	8/8/2014	Dunlow, Larry 13A23188.80	G01	19.79		1.98		\$21.77
		Listed In Error						
	8/25/2014	Brooks, Thomas 13A1783.80	G01	2.94		0.29		\$3.23
		Listed In Error						

RLS*14*239	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
	8/5/2014	Dilday, Stewart 14A3988.40	G01	80.25		0		\$80.25
		Incorrect Value on Mobile Home						
	8/5/2014	Jackson, Johnny 14A680675687701	G01	156.08		0		\$156.08
		Listed In Error	C01	27.87				\$27.87
	8/5/2014	Hughsons Garage 14A16517.10	G01	221.15		32.33		\$253.48
		Listed In Error						
	8/8/2014	Dunlow, Larry 14A23188.80	G01	18.77		1.88		\$20.65
		Destroyed in tornando listed in error						
	8/8/2014	Clary, Eric 14A31643.10	G01	2.52				\$2.52
		Moved out of state 2013 listed in error						
	8/15/2014	Rooks, Benjamin 14A5836566963	G01	800.14				\$800.14
		Correction to foreclosure fees						
	8/15/2014	Rooks, Benjamin 14A5836563710	G01	800.13				\$800.13
		Correction to foreclosure fees						
	8/15/2014	Rooks, Benjamin 14A5836563694	G01	883.46				\$883.46
		Correction to foreclosure fees						
	8/15/2014	Thompson Realty 14A6803511187	G01	12.25				\$12.25
		Incorrect Value on buildings						
	8/15/2014	Lee, Tommie 14A31663.90	G01	2.52				\$2.52
		Listed In Error						
	8/28/2014	Brooks, Thomas 14A1783.80	G01	2.94		0.29		\$3.23
		Listed In Error						



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

October 1, 2014

William Roberson
Bertie County Finance Officer
Windsor, NC 27983

Dear Mr. Roberson:

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

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

Respectfully Submitted,

Tax Administrator

Approved on _____ 20 _____

RLS*14*273	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
	9/10/2014	Venable, William 13A24870.70	G01	57.73		5.78		\$63.51
		Dec'd, Insolvent per court						

RLS*14*273	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
	9/10/2014	Venable, William 12A24870.70	G01	58.75		5.88		\$64.63
		Dec'd, Insolvent per court						

RLS*14*273	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
	9/10/2014	Venable, William 11A24870.70	G01	64.39		6.44		\$70.83
		Dec'd, Insolvent per court						

RLS*14*273	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
	9/10/2014	Venable, William 10A24870.70	G01	69.26		6.93		\$76.19
		Dec'd, Insolvent per court						

LEASE AGREEMENT

THIS LEASE AGREEMENT, (hereinafter referred to as the "Agreement") made and entered into this 6th day of October, 2014, by and between **Bertie County**, a body politic of the State of North Carolina, whose address is Mr. Scott T. Sauer, Bertie County Manager, Post Office Box 530, Windsor, NC 27983 (hereinafter referred to as "Lessor") and **TASC – Coastal Horizons**, whose address is 128 Granville Street, Windsor, North Carolina 27983, (hereinafter referred to as "Lessee").

WITNESSETH:

WHEREAS, Lessor is the fee owner of certain real property being, lying and situate in Bertie County, North Carolina, such real property having a street address of 128 Granville Street, Windsor, North Carolina 27983 as hereinafter limited described.

WHEREAS, Lessor desires to lease the Premises to Lessee upon the terms and conditions as contained herein; and

WHEREAS, Lessee desires to lease the Premises from Lessor on the terms and conditions as contained herein;

NOW, THEREFORE, for and in consideration of the sum of TEN DOLLARS (\$10.00), the covenants and obligations contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto hereby agree as follows:

1. **TERM.** Lessor leases to Lessee and Lessee leases from Lessor the above described Premises together with any and all appurtenances thereto, for a term of three (3) years, such term beginning on July 1, 2014, and ending at 12 o'clock midnight on June 30, 2017.

2. **RENT.** Lessee shall pay a monthly rent during the term hereof in the amount of TWO HUNDRED SEVENTY FIVE AND 00/100 DOLLARS (\$275.00) payable on or before the first day of each month of the term. The first month's rent is to be paid upon the due execution of this Agreement retroactive to July 1, 2014, and the second installment is to be paid on or before the first day of the immediately following month. All such payments shall be made to Lessor at Lessor's address as set forth in the preamble to this Agreement on or before the due date and without demand.

3. **DISCRIPTION OF LEASE PREMISES.** The Lessor hereby leases and the Lessee hereby accepts as lease premises two hundred and sixteen (216) square feet of office space contained in the Bertie Community Corrections Complex located at 128 Granville Street with said office space being more particularly described as shown on the yellow highlight portion of the diagram attached hereto.

4. **USE OF PREMISES.** The Premises shall be used and occupied by Lessee exclusively, for the purposes of the Lessee's district office.

Lessee shall comply with any and all laws, ordinances, rules and orders of any and all governmental or quasi-governmental authorities affecting the cleanliness, use, occupancy and preservation of the Premises.

5. **CONDITION OF PREMISES.** Lessee stipulates, represents and warrants that Lessee has examined the Premises, and that they are at the time of this Lease in good order, repair, and in a safe, clean and tenantable condition.

6. **ASSIGNMENT AND SUB-LETTING.** Lessee shall not assign this Agreement, or sub-let or grant any license to use the Premises or any part thereof without the prior written consent of Lessor. A consent by Lessor to one such assignment, sub-letting or license shall not be deemed to be a consent to any subsequent assignment, sub-letting or license. An assignment, sub-letting or license without the prior written consent of Lessor or an assignment or sub-letting by operation of law shall be absolutely null and void and shall, at Lessor's option, terminate this Agreement.

7. **ALTERATIONS AND IMPROVEMENTS.** Lessee shall make no alterations to the buildings or improvements on the Premises or construct any building or make any other improvements on the Premises without the prior written consent of Lessor. Any and all alterations, changes, and/or improvements built, constructed or placed on the Premises by Lessee shall, unless otherwise provided by written agreement between Lessor and Lessee, be and become the property of Lessor and remain on the Premises at the expiration or earlier termination of this Agreement.

8. **HAZARDOUS MATERIALS.** Lessee shall not keep on the Premises any item of a dangerous, flammable or explosive character that might unreasonably increase the danger of fire or explosion on the Premises or that might be considered hazardous or extra hazardous by any responsible insurance company.

9. **UTILITIES.** Lessor shall be responsible for paying for all utility services required on the Premises.

10. **MAINTENANCE AND REPAIR; RULES.** Lessor will, at its sole expense, keep and maintain the Premises and appurtenances in good and sanitary condition and repair during the term of this Agreement and any renewal thereof. Without limiting the generality of the foregoing, Lessee shall:

(a) Not obstruct the driveways, sidewalks, courts, entry ways, stairs and/or halls, which shall be used for the purposes of ingress and egress only;

(b) Keep all windows, glass, window coverings, doors, locks and hardware in good, clean order and repair;

(c) Not obstruct or cover the windows or doors;

(d) Not leave windows or doors in an open position during any inclement weather;

(e) Not cause or permit any locks or hooks to be placed upon any door or window without the prior written consent of Lessor;

(f) Keep all air conditioning filters clean and free from dirt;

(g) Keep all lavatories, sinks, toilets, and all other water and plumbing apparatus in good order and repair and shall use same only for the purposes for which they were constructed. Lessee shall not allow any sweepings, rubbish, sand, rags, ashes or other substances to be thrown or deposited therein. Any damage to any such apparatus and the cost of clearing stopped plumbing resulting from misuse shall be borne by Lessee;

(h) Keep all radios, television sets, stereos, phonographs, etc., turned down to a level of sound that does not annoy or interfere with other residents;

Deposit all trash, garbage, rubbish or refuse in the locations provided therefor and shall not allow any trash, garbage, rubbish or refuse to be deposited or permitted to stand on the exterior of any building or within the common elements;

11. DAMAGE TO PREMISES. In the event the Premises are destroyed or rendered wholly untenable by fire, storm, earthquake, or other casualty not caused by the negligence of Lessee, this Agreement shall terminate from such time except for the purpose of enforcing rights that may have then accrued hereunder. The rental provided for herein shall then be accounted for by and between Lessor and Lessee up to the time of such injury or destruction of the Premises, Lessee paying rentals up to such date and Lessor refunding rentals collected beyond such date. Should a portion of the Premises thereby be rendered untenable, the Lessor shall have the option of either repairing such injured or damaged portion or terminating this Lease. In the event that Lessor exercises its right to repair such untenable portion, the rental shall abate in the proportion that the injured parts bears to the whole Premises, and such part so injured shall be restored by Lessor as speedily as practicable, after which the full rent shall recommence and the Agreement continue according to its terms.

12. INSPECTION OF PREMISES. Lessor and Lessor's agents shall have the right at all reasonable times during the term of this Agreement and any renewal thereof to enter the Premises for the purpose of inspecting the Premises and all buildings and improvements thereon. And for the purposes of making any repairs, additions or alterations as may be deemed appropriate by Lessor for the preservation of the Premises or the building. Lessor and its agents shall further have the right to exhibit the Premises and to display the usual "for sale", "for rent" or "vacancy" signs on the Premises at any time within forty-five (45) days before the expiration of this Lease. The right of entry shall likewise exist for the purpose of removing placards, signs, fixtures,

alterations or additions, but do not conform to this Agreement or to any restrictions, rules or regulations affecting the Premises.

13. **LESSEE'S HOLD OVER.** If Lessee remains in possession of the Premises with the consent of Lessor after the natural expiration of this Agreement, a new tenancy from month-to-month shall be created between Lessor and Lessee which shall be subject to all of the terms and conditions hereof except that rent shall then be due and owing at TWO HUNDRED SEVENTY FIVE AND 00/100 DOLLARS (\$275.00) per month and except that such tenancy shall be terminable upon fifteen (15) days written notice served by either party.

14. **SURRENDER OF PREMISES.** Upon the expiration of the term hereof, Lessee shall surrender the Premises in as good a state and condition as they were at the commencement of this Agreement, reasonable use and wear and tear thereof and damages by the elements excepted.

15. **ANIMALS.** Lessee shall not keep any animals of any type on the premises.

16. **QUIET ENJOYMENT.** Lessee, upon payment of all of the sums referred to herein as being payable by Lessee and Lessee's performance of all Lessee's agreements contained herein and Lessee's observance of all rules and regulations, shall and may peacefully and quietly have, hold and enjoy said Premises for the term hereof.

17. **INDEMNIFICATION.** Lessor shall not be liable for any damage or injury of or to the Lessee, Lessee's family, guests, invitees, agents or employees or to any person entering the Premises or the building of which the Premises are a part or to goods or equipment, or in the structure or equipment of the structure of which the Premises are a part, and Lessee hereby agrees to indemnify, defend and hold Lessor harmless from any and all claims or assertions of every kind and nature.

18. **DEFAULT.** If Lessee fails to comply with any of the material provisions of this Agreement, other than the covenant to pay rent, or of any present rules and regulations or any that may be hereafter prescribed by Lessor, or materially fails to comply with any duties imposed on Lessee by statute, within seven (7) days after delivery of written notice by Lessor specifying the non-compliance and indicating the intention of Lessor to terminate the Lease by reason thereof, Lessor may terminate this Agreement.

If Lessee fails to pay rent when due and the default continues for seven (7) days thereafter, Lessor may, at Lessor's option, declare the entire balance of rent payable hereunder to be immediately due and payable and may exercise any and all rights and remedies available to Lessor at law or in equity or may immediately terminate this Agreement.

19. **LATE CHARGE.** In the event that any payment required to be paid by Lessee hereunder is not made within three (3) days of when due, Lessee shall pay to

Lessor, in addition to such payment or other charges due hereunder, a "late fee" in the amount of TEN and 00/100 Dollars (\$10.00).

20. **ABANDONMENT.** If at any time during the term of this Agreement Lessee abandons the Premises or any part thereof, Lessor may, at Lessor's option, obtain possession of the Premises in the manner provided by law, and without becoming liable to Lessee for damages or for any payment of any kind whatever. Lessor may, at Lessor's discretion, as agent for Lessee, relet the Premises, or any part thereof, for the whole or any part thereof, for the whole or any part of the then unexpired term, and may receive and collect all rent payable by virtue of such reletting, and, at Lessor's option, hold Lessee liable for any difference between the rent that would have been payable under this Agreement during the balance of the unexpired term, if this Agreement had continued in force, and the net rent for such period realized by Lessor by means of such reletting. If Lessor's right of reentry is exercised following abandonment of the Premises by Lessee, then Lessor shall consider any personal property belonging to Lessee and left on the Premises to also have been abandoned, in which case Lessor may dispose of all such personal property in any manner Lessor shall deem proper and Lessor is hereby relieved of all liability for doing so.

21. **CONDEMNATION.** In the event the Premises, or any portion thereof, are condemned or threatened to be condemned by any Federal, State or Local governmental authority for a public purpose, Lessor shall have the right to terminate this lease upon 15 days notice to Lessee. Lessee shall be entitled to no portion of the compensation paid, if any, by the governmental authority as compensation for the taking of all or a portion of the Premises.

22. **ATTORNEYS' FEES.** Should it become necessary for Lessor to employ an attorney to enforce any of the conditions or covenants hereof, including the collection of rentals or gaining possession of the Premises, Lessee agrees to pay all expenses so incurred, including a reasonable attorneys' fee.

23. **RECORDING OF AGREEMENT.** Lessee shall not record this Agreement on the Public Records of any public office. In the event that Lessee shall record this Agreement, this Agreement shall, at Lessor's option, terminate immediately and Lessor shall be entitled to all rights and remedies that it has at law or in equity.

24. **GOVERNING LAW.** This Agreement shall be governed, construed and interpreted by, through and under the Laws of the State of North Carolina.

25. **SEVERABILITY.** If any provision of this Agreement or the application thereof shall, for any reason and to any extent, be invalid or unenforceable, neither the remainder of this Agreement nor the application of the provision to other persons, entities or circumstances shall be affected thereby, but instead shall be enforced to the maximum extent permitted by law.

26. **BINDING EFFECT.** The covenants, obligations and conditions herein contained shall be binding on and inure to the benefit of the heirs, legal representatives, and assigns of the parties hereto.

27. **DESCRIPTIVE HEADINGS.** The descriptive headings used herein are for convenience of reference only and they are not intended to have any effect whatsoever in determining the rights or obligations of the Lessor or Lessee.

28. **CONSTRUCTION.** The pronouns used herein shall include, where appropriate, either gender or both, singular and plural.

29. **NON-WAIVER.** No indulgence, waiver, election or non-election by Lessor under this Agreement shall affect Lessee's duties and liabilities hereunder.

30. **MODIFICATION.** The parties hereby agree that this document contains the entire agreement between the parties and this Agreement shall not be modified, changed, altered or amended in any way except through a written amendment signed by all of the parties hereto.

IN WITNESS WHEREOF, the parties have caused these presents to be duly executed under seal this the 6th day of October, 2014.

LESSOR:

By: _____(SEAL)
Scott T. Sauer, Bertie County Manager

LESSEE:

By: _____(SEAL)
TASC- Coastal Horizons, Inc.

Notices

All notices, requests, demands, and other communications hereunder must be in writing and shall be deemed to have been duly given if and when placed in the mail by registered or certified mail, return receipt requested, with the proper postage:

If to Lessor, Bertie County:

Bertie County Manager's Office
ATTN: Scott T. Sauer
106 Dundee Street
PO Box 530
Windsor, NC 27983

If to Lessee, TASC – Coastal Horizons, Inc.:

Bertie TASC – Coastal Horizons Center, Inc.
ATTN: Jennifer W. Saphara
613 Shipyard Blvd
Suite 101
Wilmington, NC 28412

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

By: _____
William Roberson, Finance Officer

September 24, 2014

Bertie County
Post Office Box 530
Windsor, North Carolina 27893

Attention: Mr. Scott T. Sauer, County Manger

SUBJECT: Bertie County Regional Water System
Town of Lewiston Consolidation/Merger

Dear Mr. Sauer:

In reference to the above project, we have looked into completing a brief review of the Lewiston water system in order for your Board to move forward with a merger. In order to keep our costs to a minimum, we have asked Ricky Spivey to do some on-site investigation relative to available system maps, construction drawings and water tank information. We will need to depend on the results of Ricky's efforts in this evaluation to keep County costs to a minimum.

With regard to the available drawings of record, Mr. Spivey's indicates that the Town's records are not in good condition and the town may not have all project drawings on file. Should that be the case we can have one of our representatives visit the Public Water Supply central files in Raleigh in search of the necessary information. That material may or may not be available from that source.

We have made contact with S&ME, our elevated tank inspection consultant, for an estimate to determine the condition of the tank (both interior and exterior). Their evaluation will help determine costs to place the 200,000 gallon tank back in service. Our surveyors will visit the site to determine the required elevation information. Depending on the tank condition and its overflow elevation compatibility with other tanks in your system, this tank could be a valuable asset to the overall future operation of the County system.

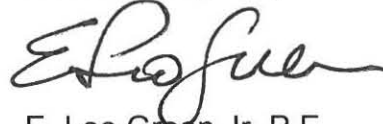
The following is our recommended Scope of Service complete with what we project the "not to exceed" cost of services to be:

Travel, research and printing of all drawings on state record.....	\$1,100.00
Field crew site survey of water tank (estimated time 6 hours @ 115 per hour..	690.00
S&ME tank evaluation (travel and site work).....	2,000.00*
Review and evaluation of all data and issuance of Letter of opinion.....	<u>1,050.00</u>
Total estimated cost.....	\$4,840.00

(We propose that the County negotiate directly with S&ME. This will eliminate any Green Engineering administration markup).

Green Engineering would like to thank you for requesting our services for this project. We are available at your convenience to discuss the Scope of Services.

With kind regards,

A handwritten signature in black ink, appearing to read "E. Leo Green Jr.", written in a cursive style.

E. Leo Green Jr. P.E.

ELG/pbg

BERTIE COUNTY
Old Dr. Jordan Office - Sterlingworth St.

Remediation

<u>Contractor</u>	<u>Cost</u>
* <u>DRS Inc., Home Landscaping</u>	
▪ Stripout inside walls & ceilings	
▪ Remove carpet from floor	
▪ Hall debris to landfill	
▪ (Excluding landfill fees)	\$4,500.00
* <u>Carolina Quality Air</u>	
▪ Clean & disinfect the duct work	\$1,150.00
* <u>Palmetto Environmental Solution</u>	
▪ Oversee the demolition work	
▪ Supply the personal protection equipment for demolition crew	
▪ Baseline air samples	
▪ Setup hepa filter scrubbers	
▪ Do a physical wipe down all exposed woodwork after the demolition is completed	
▪ Anti-microbial treatment of the entire structure	
▪ Three clearance air sample to ensure a successful remediation has been achieved	
▪ Provide all associated paperwork of the project including all lab results.	\$8,681.33
Total Remediation	\$14,331.33

Demolition

* <u>Phelps & White Construction Co., Inc</u>	
▪ Demolition of the building	6,250.00
▪ Remove asphalt parking lot	\$2,750.00
▪ Add top soil to refill it	\$1,200.00
Total	\$10,200.00
* <u>Boyd Copeland Contracting Co., Inc.</u>	
▪ Demolition & haul away existing building and level lot	4,500.00
▪ Remove asphalt parking lot	\$500.00
▪ (Excluding landfill fees)	
Total	\$5,000.00

9/25/14

BERTIE COUNTY Old Maintenance Shop - King St.
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<u>Demolition</u>	
<u>Contractor</u>	<u>Cost</u>
* <u>Phelps & White Construction Co., Inc.</u>	
▪ Demolition of building	
▪ Haul away existing building	
▪ Level parking lot	
Total	\$9,800.00
<hr/>	
* <u>Boyd Copeland Contracting Co., Inc.</u>	
▪ Demolition of building	
▪ Haul away existing building	
▪ Level parking lot	
▪ (Excluding landfill fees)	
Total	\$4,000.00