

# Bertie County Board of Commissioners



April 21, 2014

**BERTIE COUNTY BOARD OF COMMISSIONERS**

**April 21, 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 \*\*\***

- 7:00-7:05** Invocation and Pledge of Allegiance by Chairman Perry
- 7:05-7:25** Public Comments
- 7:25-7:35** Public Hearing – Manufactured Home Park Ordinance (A-1)
- 7:35-7:50** Superintendent Elaine White/Ann Williams – proposed new school bus garage (A-2)
- 7:50-8:05** JCPC presentation by Board Chair, Mrs. Laree Cherry

**Board Appointments (B)**

1. Voluntary Agricultural District Board (B-1)
2. Mid-East Commission (B-2)
3. Mid-East Regional Housing Authority (B-3)

**Consent Agenda (C)**

1. Approve minutes for Regular Session 4-7-14 (C-1)
2. Approve minutes for Closed Session 4-7-14 (unless otherwise directed by the County Attorney)
3. Accept Tax Department Error Ledge – February 2014 (C-2)
4. Proclamation in support of National County Government Month – April 2014 (C-3)
5. Report from Finance Officer William Roberson (C-4)

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

**Discussion Agenda (D)**

1. Mr. Don Horton of Camden, NC will present a Resolution in support of veteran service recognition of WWII Coastwise Merchant Mariners (D-1)
2. Mid-East Commission Interlocal Agreement, Resolution, and Building Floor Plan for new facility (D-2)
3. Review and consider bids for contract mowing at remote Water Department sites (D-3)
4. EMS operations update from Emergency Services Director, Mitch Cooper (D-4)

**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)(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.

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.

**Adjourn**

MANUFACTURED HOME PARK ORDINANCE

FOR

BERTIE COUNTY, NORTH CAROLINA

REVISED DRAFT APRIL 2014

**ARTICLE I  
INTRODUCTORY PROVISIONS**

**Section 101 Title**

This Ordinance is entitled the *Bertie County Manufactured Home Park Ordinance* and may be cited as the *Manufactured Home Park Ordinance*.

**Section 102 Authority & Purpose**

This ordinance establishes regulations for manufactured home parks within Bertie County, North Carolina, and provides for the administration, enforcement, and amendment thereof. The provisions of this ordinance are adopted under authority granted by the General Statutes of North Carolina. (G.S. 153A-121)

Whereas, in order to promote the health, safety and general welfare of the citizens of Bertie County, North Carolina; to provide for the orderly development of planned manufactured home and travel trailer parks and to abate any conditions detrimental to the public health, safety, and general welfare or any nuisances, real or imagined, associated with such parks, it is desirable and necessary to adopt the Manufactured home park Ordinance for the territorial jurisdiction of Bertie County as herein set forth.

**Section 103 Jurisdiction**

Upon adoption, this ordinance shall govern every new manufactured home park or any additions to existing manufactured home parks and travel trailer parks lying within Bertie County except those lands lying within the jurisdiction of any municipality, unless the municipality shall, by resolution, formally requested the County to enforce this Ordinance within its jurisdiction.

**Section 104 Compliance with Other Official County Plans**

Proposed manufactured home parks must comply in all respects with the rules and regulations of the Bertie County Water District(s) and with all other officially adopted plans in effect in the jurisdiction.

## **ARTICLE II DEFINITIONS**

### **Section 201           General**

For the purpose of this ordinance, certain terms or words used herein shall be interpreted as follows:

### **Section 202           Word Interpretation**

For the purposes of this Ordinance, certain words shall be interpreted as follows:

- a) The word “may” is permissive.
- b) The words “shall” and “will” are mandatory.
- c) The present tense includes the future tense and the future tense includes the present tense.
- d) The singular includes the plural and plural includes the singular.
- e) The word “county” shall mean Bertie County, North Carolina.
- f) The words “Planning Board” shall mean the Bertie County Planning Board.
- g) The words “County Commissioners” shall mean the Bertie County Board of Commissioners.
- h) The word “person” includes firm, association, organization; trust, company, corporation, or any legal entity as well as an individual.
- i) The words “used” or “occupied” include the phrases: “intended to be occupied or used”; “designed to be occupied or used”; or “arranged to be occupied or used”.

### **Section 203           Definitions**

**All weather, paved road** – A road that is suitable for light traffic under all weather conditions and that meets the paved surfacing requirements of the North Carolina Department of Transportation.

**Developer** - Any person or other legal entity engaged in the development or the proposed development of a manufactured home park.

**Enforcement Officer** - The enforcement officer for Bertie County shall be the Planning Director or designated representative.

**Farm** – singularly or jointly owned land parcel or contiguous parcels on which agricultural operations are conducted as the substantial use. Agricultural operations include but are not limited to cultivation of crops, the husbandry of livestock, and forestry.

**Manufactured Home** – A structure that:

1. consists of a single unit mainly assembled at the factory or two (double-wide) or three (triple-wide) principal components mainly assembled at the factory and joined together at the site;
2. is designed so that the total structure (or in the case of a double-wide or triple-wide, each component thereof) can be transported on its own chassis;

3. is designed to be used as a dwelling and provides complete, independent living facilities for one family; and
4. is not permanently attached to a foundation.

A structure otherwise defined herein as a manufactured home is permanently attached to its foundation if:

- a. the foundation was constructed in such a way or at such expense as to make it unlikely that the manufactured home placed upon it will later be moved; or
- b. if the manufactured home cannot be removed from the foundation without great expense or severe damage to the structure.

*Tie downs and other related requirements of this ordinance do not constitute permanent attachment.*

**Manufactured Home Space** – A piece of land within a manufactured home park whose boundaries, design, and improvements are in accordance with the requirements of ordinance to accommodate a single manufactured home.

**Manufactured Home Park** – A parcel of land containing two or more manufactured home spaces for the rental purpose for accommodating manufactured homes for occupancy.

**Manufactured Home Pad** – That area of a manufactured home space that has been reserved and prepared for the placement of a manufactured home.

**Operating Permit** – A permit issued by the Enforcement Officer to the owner or operator of a manufactured home or travel trailer park whose design, specifications and improvements comply with the requirements of this ordinance. **Street, Private** - A street that has not been accepted nor planned for acceptance by North Carolina Department of Transportation or other governmental entity.

**Street, Public** - A right-of-way dedicated and accepted by North Carolina Department of Transportation or other governmental agency for public vehicular traffic.

**Structural Additions** – Any roofed, canopied, enclosed porch or room which is physically attached to a manufactured home. A concrete slab with no roof or walls shall be considered a structural addition.

**Tract** – Any parcel of land whose boundaries have been described or delineated legally and recorded in the office of the Register of Deeds.

**Travel Trailer** – A wheeled vehicular structure built on a chassis, designed to be used as a temporary dwelling for travel or recreational purposes, having a body width not exceeding 8 feet. This is also intended to include structures mounted on auto or truck bodies that are generally referred to as campers.

**ARTICLE III  
PROCEDURES FOR SUBMISSION, REVIEW AND APPROVAL OF  
MANUFACTURED HOME PARK PLATS**

No person may locate, or cause to be located, or allow more than one manufactured home with no direct access to an existing public street for rental to be located on a tract of land under his ownership, possession or control, unless the tract of land is an approved and licensed manufactured home park. This ordinance shall not apply to manufactured homes that are being used for a bona-fide farm purpose as defined in this ordinance.

**Section 301            Review Process**

The plan shall be reviewed by the Enforcement Officer and/or other members of the county staff for compliance with this ordinance, with other applicable state statutes, and county ordinances. The Enforcement Officer will distribute prints of the proposed park to any governmental agency or agencies having a specific interest in the plat for their comments or recommendations, including where applicable but not limited to the Bertie County Environmental Health Department, the Land Resources Division of the North Carolina Department of Environment and Natural Resources, the Division of Coastal Management, and the USDA Natural Resources Conversation Service.

The Planning Board shall approve or disapprove the manufactured home park plan within 90 days of the date at which the plan is first considered by the Planning Board.

If the Planning Board disapproves the plan, it shall be stated in writing the reasons for such action, specifying the provisions of this ordinance with which the plan does not comply. Appeal of the Planning Board ruling shall be by petition to the Board of Commissioners to be heard at a regularly scheduled meeting; Appeal to the Board of Commissioners decision shall be to a court of competent jurisdiction. Written notice of appeals must be petitioned with the Board of Commissioners within thirty (30) days of receipt of disapproval notice.

The approval of a manufactured home park plan shall not be deemed to constitute or affect the acceptance by Bertie County of any dedication shown on the plan. However, the Board of Commissioners, by resolution, may accept any dedication made to the public of lands or facilities for parks or other public purposes, when the lands or facilities are located within its regulatory jurisdiction. Acceptance of dedication of lands or facilities located within the regulatory jurisdiction shall not place on Bertie County any duty to open, operate, repair or maintain any land or facility.

## **Section 302            Submission of Plat**

It is recommended that the developer meet with the Enforcement Officer to discuss plans and ideas pertaining to the development of or to the addition to a manufactured home park.

The developer shall submit fifteen (15) copies of the manufactured home park plat, eighteen by twenty-four inches (18" x 24") in size, and any supplementary material to the Enforcement Officer a minimum of twenty (20) business days prior to the regularly scheduled Planning Board meeting at which said plat is to be considered. The developer shall also include with the submittal one (1) reduced copy of the plat of eleven by seventeen inches (11" x 17") in size. Upon submission of the plat, the developer shall pay a processing fee to Bertie County in accordance with the approved fee schedule adopted by the Bertie County Board of Commissioners.

## **Section 303        Content of Plat**

The plat shall be prepared by a registered surveyor or engineer and shall be drawn at a scale of 50, 100, or 200 feet to one inch and shall contain the following:

1. The location of existing and platted property, buildings, streets, railroads, bridges, culverts, watercourses, transmission lines, sewers, drainage ditches, drain pipes, water mains, town and county boundary lines, and other public utility easements.
2. Existing and platted streets on adjoining property shall be illustrated.
3. Boundaries of tracts shown with bearings, distances, and closure.
4. Wooded areas, pond or lakes, streams or streambeds, marsh swamp, floodplain, and other physical conditions affecting the site.
5. Names of adjacent property owners or subdivisions.
6. Proposed streets, street names, rights-of-way, pavement widths, and approximate grades.
7. Locations of proposed street lights, if any, and utility lines (drainage or underground drainage, water, electricity, and telephone) showing connections to existing supply systems. In the case of water, the size of the lines must be shown. If a dumpster site is proposed, the location, size, number of dumpsters, type of screening material and proposed lighting must be shown.
8. The location, width, and purposes of other proposed rights-of-way or easements.
9. Proposed areas for recreational space, if any.
10. Proposed space lines, space and block numbers, and space dimensions.
11. Location of manufactured home pad, water & sewage disposal system, and the location of off-street parking and driveway areas.
12. Title, date of plat preparation, magnetic and true north arrows, graphic scale, the name of the township(s), county, and state in which the manufactured home park is located.
13. Name of owner, surveyor, or engineer, and the proposed name of the manufactured home park.

14. A vicinity map showing the relationship between the manufactured home park and the surrounding areas at a scale of not less than one inch to four hundred feet.

All plats shall contain the following certifications:

**A. Certificate of Ownership and Dedication**

I (we) hereby certify that I (we) am (are) the owner(s) of the property shown and described hereon, which is located in the jurisdiction of Bertie County and that I hereby adopt this Manufactured Home Park Plat with my free consent .

\_\_\_\_\_  
Owner(s) or Authorized Agent

\_\_\_\_\_  
Date

**B. Certificate of Survey and Accuracy**

I, \_\_\_\_\_ certify that this map was (drawn by me) (drawn under my supervision) from (an actual survey made by me) (an actual survey made under my supervision) (deed description recorded in Book \_\_\_\_, Page \_\_\_\_, etc.) (other); that the error of closure as calculated by latitudes and departures is 1:\_\_\_\_, that the boundaries not surveyed are shown as broken lines platted from information found in Book \_\_\_\_, Page\_\_\_\_, that this map was prepared in accordance with G.S. 47-30 as amended. Witness my hand and seal this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Registered Surveyor or Professional Engineer

**C. Private Roads Disclosure Statement**

The maintenance of the private streets on this plat will be the responsibility of the property owner/developer. Private streets as shown hereon were not constructed to the minimum standards required to allow their inclusion, for maintenance purposes, on the North Carolina highway system. The North Carolina Department of Transportation will not maintain any private road shown on this plat. *(Note: This statement shall not serve as a substitute for any other statutory disclosure requirements.)*

\_\_\_\_\_  
Owner(s) or Authorized Agent

\_\_\_\_\_  
Date

**D. Certificate of Approval**

I hereby certify that the manufactured home plat shown hereon has been found to comply with the Bertie County Manufactured & Mobile Home Park Ordinance and that this plat has been approved by Bertie County.

\_\_\_\_\_  
Bertie County Planning Director

\_\_\_\_\_  
Date

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**ARTICLE IV  
SPECIFICATIONS FOR MANUFACTURED HOME PARKS**

**Section 401           General Provisions**

Any land within the jurisdiction of this ordinance determined by the Bertie County Floodplain Administrator to be located within special flood hazard Zone A or AE, manufactured home park development will be prohibited. Such land may be set aside for uses that will not be endangered by periodic or occasional flooding.

**Section 402           Interior Streets**

All new manufactured home spaces, whether in a new development or in the expanded area of an existing manufactured home park, shall abut upon a hard, paved surface road that is built to meet the NC DOT Road Standards for paving. All manufactured home spaces shall have driveway access to said paved surface road. All interior drives, walkways, and parking spaces shall be constructed and maintained by the owner.

Streets shall be a minimum of sixteen feet (16') in width constructed to meet N.C. Department of Transportation Road Standards for paving regarding the base soil type, surface material and ABC base for thickness, density, gradation and asphalt content. Design and construction shall be certified by a registered engineer.

Permanent dead-end streets shall not exceed one thousand five hundred (1,500) feet in length and shall in a cul-de-sac. Measurement shall be from the point where the centerline of the dead end street intersects with the center of a through street to the center of the turn-around of the cul-de-sac. Where one cul-de-sac intersects with another cul-de-sac, the end of each cul-de-sac shall be no more than five hundred (500) feet from a through street, measured as stated above. The distance from the edge of the pavement on the vehicular turn-around to the right-of-way line shall not be less than the distance from the edge of the pavement to the right-of-way line on the street approaching the turn-around. Cul-de-sacs shall have a minimum radius of thirty-five feet (35')/minimum diameter of seventy feet (70').

**Section 403           Street Names & Street Signs**

Any new street, lane or drive that serves a manufactured home park shall be given a non-duplicative name to eliminate conflicts with emergency services and mail delivery. Each new proposed street name will be verified by the Tax Mapping office for duplication with other streets, lanes and drives in the county.

It shall be the responsibility of the owner or developer to install signs identifying streets at the intersections of all interior streets. Such signs shall meet or exceed specifications for street signs required by Bertie County Emergency Management.

## **Section 404            Off-Street Parking**

Each new manufactured home space shall be provided with at least two (2) paved surfaced off-street parking spaces prior to the beginning of operations of the park. Each space shall be a minimum of twenty feet (20') long and ten feet (10') wide.

The Parking Area must be 20' x 20' with the driveway having a minimum width of ten (10) feet. These parking spaces must be approved, as to location and layout, by the Planning Board.

## **Section 405            Required Manufactured Home Space Area**

Due to issues with septic systems throughout the county, minimum spaces sizes are similar to the minimum requirements of the *Bertie County Subdivision Ordinance*. These minimums are deemed necessary and crucial to the functionality of sewage disposal systems and are meant to allow for repair and replacement of systems if there are failures in the future.

The sizes of new manufactured home spaces shall meet standards of the Bertie County Environmental Health Division as follows:

Space Requirements:

	<b>IMPROVEMENTS</b>	<b>AREA (SQUARE FEET)</b>	<b>SPACE WIDTH (FEET)</b>
1.	Public water and sewer	10,000	80
2.	Public water and sewer; corner space	12,500	80
3.	Public water; soil classified suitable for septic tanks	15,000	90
4.	Public water; soil classified provisionally suitable for septic tanks due to drainage	20,000	100
5.	Public water; soil classified provisionally suitable for septic tanks due to characteristics other than drainage	30,000	140

## **Section 406            Drainage**

All new manufactured home spaces shall be located on a well-drained and properly graded site. At a minimum, each manufactured home space must be properly graded to provide for adequate drainage of water with a minimum of one (1) inch increase in height per each ten (10) feet of distance from the side space line to the center of the space.

## **Section 407            Water Supply**

If the developer is developing new spaces within the service area of the Bertie County Water System, the developer shall connect to the system owned and operated by Bertie County.

Plats shall be reviewed by the Bertie County Water Director and County Engineer to determine if public water service is available for the proposed manufactured home park. The Water Director and County Engineer shall review the following criteria when making the determination on the availability of public water service to the manufactured home park:

- A. Whether the water system with jurisdiction has/will have the capacity to serve the proposed manufactured home park.
- B. The distance and location of the proposed manufactured home park to the nearest available public water service.
- C. The number of spaces in the proposed manufactured home park with regard to the distance of the main water line to be constructed to the manufactured home park.
- D. Estimated cost of extending the water service to the manufactured home park regarding economic feasibility. (COST/DISTANCE/MANUFACTURED HOME PARK)

If public water service is determined to be available for the spaces in a new manufactured home park, the developer shall construct the new water service according to local and state specifications.

Construction plans for the proposed system shall be prepared by a registered engineer, materials and construction to be in accordance with the specification for the Bertie County Water System as prepared by the County Engineer, and submitted with the preliminary plat for approval by the Planning Board, Water Director and the appropriate State Agencies.

Water meters will be installed after the application has been made and required fees paid by the developer. The cost of the construction, connection and approval of the manufactured home park water system shall be paid by the developer.

The Bertie County Planning Board and/or the Bertie County Board of Commissioners may, in consultation with the County's Engineer, determine that certain improvements will be required for the County Water System due to the projected

consumption of water when all proposed manufactured home park spaces are connected to the Bertie County Water System. The Bertie County Board of Commissioners will require the Developers to make and pay for those improvements. The County Engineer will be the selected Engineer for the Construction Project unless otherwise approved by the Board of County Commissioners. The Engineer's Fee will be paid for by the Developer. **Section 408 Use Restrictions**

No part of any new manufactured home park may be used for non-residential purposes that may create any unusual noises, odors, or other offensive nuisances affecting residential living.

### **Section 409 Refuse Collection Facilities**

**Option 1:** Individual, water-tight, covered refuse containers of not less than 30 gallon capacity shall be provided by the manufactured home park owner or operator at each manufactured home space. A concrete slab with a surface measurement of three feet by two feet (3' x 2') and a thickness of not less than four (4) inches equipped with a stand designed to hold the container in an upright and secure position shall be provided at each manufactured home space. The owner or operator of the manufactured home park shall arrange for commercial pickup for each manufactured home space occupant at a frequency of one or more pickups per week.

**Option 2:** If commercial pickup for each individual manufactured home space is not feasible, a dumpster shall be placed in a convenient area onsite for residents to place their garbage for a weekly pickup. The dumpster site shall be visually obscured by a fence or evergreen vegetative screen, but still remain easily accessible for residents to deposit refuse and for trucks that empty and haul the refuse away. Dumpsters shall be placed on a concrete pad.

### **Section 410 Lighting**

Streets in the manufactured home park shall be illuminated with street lamps to enhance safety of residents. Streets shall be illuminated from one half-hour after sunset until one half hour before sunrise.

Street lamps shall be a minimum 175 watt mercury vapor lamp or equivalent (approximately 7000 lumen class) spaced at four hundred feet intervals.

### **Section 411 Recreational Areas/Common Areas**

Common areas, whether recreational or simple open space, have been recognized as important to neighborhoods. To enhance the quality of life for park residents, recreational or common areas are required for manufactured home parks that have at least twenty-five (25) spaces. When the manufactured home park is located on a waterway, lake or pond, water access may be provided for residents if the area is properly posted.

Recreational and common areas shall provide reasonable access from an interior street. A street lamp in the recreational/common area will enhance safety.

All recreational areas shall have a minimum of 10,000 square feet per 25 spaces.

**Section 412            Maintenance**

Maintenance of all required improvements and amenities will be the responsibility of the park owner. The Enforcement Officer will inspect manufactured home parks periodically to ensure maintenance of the park is in good standing with the provisions of this ordinance.

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## **ARTICLE V VARIANCE**

The Planning Board may authorize a variance from these regulations when, in its considered and informed opinion, undue hardship may result from strict compliance due to topographical or other conditions peculiar to the site. In granting any variance, the Planning Board shall make the findings required below, taking into account the nature of the proposed manufactured home park, the existing use of land in the vicinity, the number of persons to reside in the proposed manufactured home park and the probable effect of the proposed manufactured home park upon the contiguous properties, surrounding area, and traffic conditions in the vicinity. No variance shall be granted unless the Planning Board finds the following criteria:

- a. That there are special physical circumstances or topographical conditions affecting said property such that the strict application of the provisions of this ordinance would deprive the applicant of the reasonable use of his land;
- b. That the variance is necessary for the preservation and enjoyment of a substantial property right of the petitioner(s);
- c. That the circumstances giving rise to the need for the variance are peculiar to the parcel and are not generally characteristic of other parcels in the jurisdiction of this ordinance;
- d. That the granting of the variance will not be detrimental to the public health, safety, and welfare or injurious to other property in the territory in which said property is situated;
- e. The need for the variance is not the result of a self-created hardship; and
- f. The need for the variance is not based on financial hardship or the financial interests of the developer or land owner.

Requests for variances shall be submitted in writing to the Planning Director for inclusion on the agenda for the next regular Planning Board meeting. Requests shall be submitted a minimum of seven (7) business days prior to the regular Planning Board meeting to allow time for adequate information to be acquired and reported to the Planning Board.

Appeal to the Planning Board's ruling on a variance shall be to the Bertie County Board of Commissioners. Request for appeal shall be filed within ten (10) days from the date of the Planning Board's ruling. The Board of Commissioners will hear the case to determine if the Planning Board:

1. Exceeded its authority or jurisdiction;
2. Acted erroneously;
3. Failed to use proper procedure
4. Acted arbitrarily or capriciously; or
5. Failed to act as required by law or rule.

Appeal to the Board of Commissioners' ruling shall be to a court of competent jurisdiction.

## **ARTICLE VI SEPARABILITY**

Should any section or provision of this Ordinance be declared by the courts to be unconstitutional or invalid, such declaration shall not affect the ordinance as a whole, or any other part thereof other than the part so declared to be unconstitutional or invalid.

## **ARTICLE VII ENFORCEMENT**

To verify compliance with the requirements of this Ordinance, at any time during normal operating hours, the Enforcement Officer or its designee may inspect each manufactured home park. The manufactured home park owner will then be given sixty (60) days from the date of notice to make any required corrections.

If corrections have not been made within the sixty-day period, a \$50 per day fine will be imposed by the Planning Board for Bertie County on the owner. The Planning Board or its Designee will then, with the assistance of the County Attorney, take all necessary steps to secure a court order requiring compliance by the manufactured home park owner. The Enforcement Officer will notify the Bertie County Building Inspector of the non-compliance. The Building Inspector will not allow any manufactured home setup permits within the park, including replacement for existing manufactured homes until the issue has been resolved.

**ARTICLE VIII  
RECOMMENDATIONS AND SUGGESTED AMENITIES**

The purpose of this article is to provide ideas and encourage good development practices that promote livable communities where people enjoy a better quality of life experience. Due to cost barriers of affordable housing, the following recommendations and suggestions are not requirements for approval of a manufactured home park plan. Discussion with the Planning Department and Planning Board are welcome to provide insight and ideas on these issues.

Maintenance of all recommended and suggested amenities, if provided, will be the responsibility of the park owner.

**Section 804            Buffer Zones**

A buffer strip may be provided around a manufactured home park to provide privacy, neighborhood beautification or to provide separation from an incompatible use on adjacent property.

*Guidelines:*

*Five to twenty feet wide adjacent to each exterior property line densely planted*

*Suggested plant species include but are not limited to the following: (a) Wax Myrtle, (b) Photinia, (c) Euonymus, (d) Leyland Cypress*

**ARTICLE IX**

**EFFECTIVE DATE**

This ordinance shall take effect and shall be in force on and after \_\_\_\_\_, 2013.

Duly adopted by the Board of Commissioners of Bertie County, North Carolina, this the \_\_\_\_\_ day of \_\_\_\_\_, 2014.

**ATTEST:**

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

DRAFT

March 31, 2014

On Monday, April 7, 2014, Mrs. Elaine White, Superintendent of Bertie County Schools will address the Bertie County Commissioners regarding the building of a new bus garage.

Recently, the Bertie Board of Education voted to allot \$900,000 of their fund balance to the building of a new bus garage. The current facility is very outdated and needs to be replaced.

The Board owns approximately 9 acres of land (mostly wooded) on County Farm Road next to the Board's maintenance facility. The plan was to timber the nine acres, build the new bus garage on approximately one acre of this property, and have eight acres graded, compacted, and stoned to the point that all of the buses (approximately 90) could be parked there for summer overhaul and repair.

After review of the entire plan by Hite Associates, the superintendent has learned that the \$900,000 is not sufficient for the building and the site work. There is also concern that there are not enough funds to move the bus fueling station.

These concerns have caused the superintendent to consider another option which is to request that the county commissioners donate the land that the current bus garage is located on, to the Board of Education.

She will discuss this matter with the commissioners.

## Voluntary Agricultural District Advisory Board

**Immediate Vacancies:** 4

**Position Vacancy:**

<b>Board</b>	<b>Term</b>	<b>Name</b>	<b>Began</b>	<b>End</b>
Voluntary Agricultural District Advisory Board	2 years	Jimmy Mizelle	2/6/2012	2/28/2014
Voluntary Agricultural District Advisory Board	2 years	Harold S. Lawrence, Jr.	2/6/2012	2/28/2014
Voluntary Agricultural District Advisory Board	2 years	Joseph E. Leggett	5/21/2012	2/28/2014
Voluntary Agricultural District Advisory Board	2 years	Sid Copeland, Jr.	2/6/2012	2/28/2014

**Special requirements:** See Voluntary Agricultural District Advisory Board statutes of North Carolina

**Notes:** NA

**Attendance of Current Members:** NA

**Applications Received:**

1. Jimmy Mizelle
2. Harold S. Lawrence, Jr.
3. Joseph E. Leggett
4. Sid Copeland, Jr.

**Current Members (unexpired):**

1. Carl Bond
2. Herbert "Herbie Tayloe
3. Shelby Castelloe
4. Curtis Brown
5. Blount Knowles
6. Tyron James
7. George Perry
8. Ron Garrett
9. Richard Rhodes
10. Michael Champion

NC STATE UNIVERSITY

College of Agriculture and Life Sciences  
Bertie County Center  
North Carolina Cooperative Extension Service  
106 Dundee Street  
Post Office Box 280  
Windsor, North Carolina 27983  
Phone: (252) 794-5317  
Fax: (252) 794-5375

April 3, 2014

Bertie County Board of Commissioners  
PO Box 530  
Windsor, NC 27983

RE: Re-appointment to Voluntary Ag District Board

The Voluntary Ag District supports the re-appointment of the following members to the Voluntary Ag District Board. The names are as follows:

- Hal Lawrence, Jr.
- Joseph Leggett
- Sid Copeland, Jr.
- Jimmy Mizelle

Thank you for your consideration regarding this matter.

Sincerely,



Carl K. Bond, Chairman  
Voluntary Ag District Board



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

Name: Harold S. Lawrence Jr.

Home Phone Number: 386-2763 Mobile: 395-1631

Home Fax Number: \_\_\_\_\_

Email Address: Lawrence Farms@Embarqmail.com

Home Address: \_\_\_\_\_

Mailing Address: 629 Browns School Rd. Colerain NC 27924

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

How long have you been a full-time resident of Bertie County? 55 years

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: Farmer Employer: Lawrence Farms Inc.

Business Address: 629 Browns School Rd. Colerain NC 27924

Business Phone Number: \_\_\_\_\_ Business Fax: \_\_\_\_\_

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

- |                                 |          |
|---------------------------------|----------|
| 1. <u>Voluntary AG District</u> | 3. _____ |
| 2. _____                        | 4. _____ |

Qualification for specific category: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of any Bertie County Board/Commission/Committee on which you presently serve:  
Voluntary AG District  
\_\_\_\_\_

If reapplying for a position you presently hold, how long have you served? 2 years

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

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

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:

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

**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: 3-26-14 Applicant's Signature: Harold Cannon

Return application to:

Sarah Seredni, Clerk to the Board  
PO Box 530  
106 Dundee Street  
Windsor, NC 27983  
Fax: (252) 794-5327  
[sarah.seredni@bertie.nc.gov](mailto:sarah.seredni@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: 4/2/14

Received By: Sarah Seredni



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

Name: Joseph E. Leggett

Home Phone Number: 252-794-3288 Mobile: 252-799-7595

Home Fax Number: \_\_\_\_\_

Email Address: Leggett Victoria @ Gmail, com

Home Address: 2730 Indian Woods Rd. Windsor, NC 27983

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? 58 years

Do you live within any corporate or town limits? Yes \_\_\_\_\_ No \_\_\_\_\_ Which: Indian Woods

County Commissioner District: \_\_\_\_\_

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

Occupation: Farmer Employer: self

Business Address: 2730 Indian Woods Rd. Windsor, NC

Business Phone Number: 252-794-3288 Business Fax: \_\_\_\_\_

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

- |                               |          |
|-------------------------------|----------|
| 1. <u>Bertie Ag. District</u> | 3. _____ |
| 2. _____                      | 4. _____ |

Qualification for specific category: Have serviced on this committee for 2 years

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

Bertie County Vol. Ag. District

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:

Have been involved in agriculture for 30+ years

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:

~~\_\_\_\_\_~~  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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: 3-10-14 Applicant's Signature: Joseph E. Leggett

Return application to:

Sarah Seredni, Clerk to the Board  
PO Box 530  
106 Dundee Street  
Windsor, NC 27983  
Fax: (252) 794-5327  
[sarah.seredni@bertie.nc.gov](mailto:sarah.seredni@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: 3/17/14

Received By: Sarah Seredni

received 3/7/14



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

Name: Sid Copeland Jr.

Home Phone Number: 794.4967 Mobile: 209.7515

Home Fax Number: \_\_\_\_\_

Email Address: cope92@embargmail.com

Home Address: 905 Powell Ave Windsor, NC 27983

Mailing Address: SAA

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

How long have you been a full-time resident of Bertie County? 5 1/2 yrs

Do you live within any corporate or town limits? Yes  No \_\_\_\_\_ Which: Windsor

County Commissioner District: Ron Wesson  
(This information can be obtained from the Bertie County Board of Elections at 252-794-5306)

Occupation: farmer Employer: SELF

Business Address: 603 Askewville Rd Windsor, NC 27983

Business Phone Number: \_\_\_\_\_ Business Fax: \_\_\_\_\_

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

- 1. Voluntary Ag. District Advisory
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

Qualification for specific category: experience in agriculture  
previous service on this board

Name of any Bertie County Board/Commission/Committee on which you presently serve:  
Voluntary Ag. District Advisory

If reapplying for a position you presently hold, how long have you served? 1 term / 1 year

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

I am interested in the future of  
agriculture in Bertie county

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:

active farmer  
NCSEA Ag institute graduate  
ECU business administration degree / BA

**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: 3.4.14 Applicant's Signature: [Signature]

Return application to:

Sarah Seredni, Clerk to the Board  
PO Box 530  
106 Dundee Street  
Windsor, NC 27983  
Fax: (252) 794-5327  
[sarah.seredni@bertie.nc.gov](mailto:sarah.seredni@bertie.nc.gov)

Note:

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- \*\*\*Applications must be on file in the Clerk to the Board's Office 7 days prior to consideration for appointment.

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Date Received: 3/7/14

Received By: [Signature]

Received 2/19/14  
SS  
Board reviewed  
3/3/14



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

Name: Jimmy Mizelle

Home Phone Number: \_\_\_\_\_ Mobile: 252-724-0588

Home Fax Number: \_\_\_\_\_

Email Address: jimmymizelle@gmail.com

Home Address: 753 Elm Grove Rd

Mailing Address: Colerain N.C. 27924

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

How long have you been a full-time resident of Bertie County? 47 years

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

County Commissioner District: 3

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

Occupation: Farmer Employer: Jimmy R. Mizelle Farms Inc.

Business Address: 753 Elm Grove Rd Colerain N.C. 27924

Business Phone Number: 252-724-0588 Business Fax: \_\_\_\_\_

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

1. Voluntary Agriculture Districts Advisory Board
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Qualification for specific category: Farmer

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

Voluntary Agriculture Districts Advisory Board

If reapplying for a position you presently hold, how long have you served? 1 year

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

I am a Farmer which I could represent issues which may be for or against Farmers and Land owners

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:

### 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: 2-18-2014 Applicant's Signature: Jemmy McGill

Return application to:

Sarah Seredni, Clerk to the Board  
PO Box 530  
106 Dundee Street  
Windsor, NC 27983  
Fax: (252) 794-5327  
[sarah.seredni@bertie.nc.gov](mailto:sarah.seredni@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: 2/19/14

Received By: Sarah Seredni

Received 3/24/14 B-2

*People Working Together*



1385 John Small Avenue Washington, North Carolina 27889  
www.mideastcom.org  
Phone: (252) 946-8043 Fax: (252) 946-5489

March 20, 2014

Scott Sauer, County Manager  
Bertie County  
PO Box 530  
Windsor, NC 27983

Dear Mr. Sauer,

In accordance with Article V, Section 1, of the Mid-East Commission Bylaws, as amended July 18, 2013, the Board policy will be to achieve minority representation on the Board that is proportionate to the minority population in the region. At this time we have not achieved this requirement. We are asking that you appoint a minority such as an African American, Asian, American Indian/Alaska Native, Native Hawaiian/Pacific Islander, etc., as an at-large representative from your county to serve on the Mid-East Board for a term of one year. An official letter of this appointment by your county is needed and will be filed in the office of the Commission.

Enclosed is a copy of Article V, Section 1 of the Mid-East Commission Bylaws for your review. Also included is a 2014 Member Information Form we would like to have completed and sent back to us along with an official letter of this appointment by your county.

Thank you so much for your cooperation and attention in this matter. Contact me if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'Timothy M. Baynes'.

Timothy M. Baynes  
Executive Director

TMB/th

Enclosure

**Serving: Beaufort County • Bertie County • Hertford County • Martin County • Pitt County**

"Auxiliary aids and services are available upon request to individuals with disabilities."  
Relay numbers for the Hearing Impaired:(TTY) 1-800-735-2962 (voice) 1-800-735-8262

8. To adopt additional policies, rules and procedures, consistent with applicable statutes and these bylaws, needed to carry out the business of the Commission.
9. To provide other assistance as requested and approved by the Commission Board.
10. To perform other duties and responsibilities authorized by enabling legislation and directed by the Commission Board.

The Commission shall have no power to levy any tax or acquire any property by exercise of eminent domain. The Commission should not compete directly with its member governments for intergovernmental funding, operation of programs, or delivery of services unless approved by the Board.

ARTICLE V  
THE GOVERNING BODY OF THE MID-EAST COMMISSION

SECTION 1. The governing body of the Mid-East Commission shall be known as the Mid-East Commission Board or the Board.

The Board shall consist of one representative from each of the member governments. The appointed members shall elect a Chairman to preside at all meetings and other officers as set out in Article IX hereinafter. The Board policy will be to achieve minority representation on the Board that is proportionate to the minority population in the region according to the official US Census taken every 10 years. In the event that minority representation is not met, the following procedure shall be employed:

- A minority representative shall be appointed by each county until minority representation is achieved.
- The order of appointments will be made according to population, with the most current census being the population guideline.
- For illustration purposes, the 2010 Census population figures for the Mid-East Commission are as follows:

• Pitt County	168,148
• Beaufort County	47,759
• Hertford County	24,669
• Martin County	24,505
• Bertie County	21,282

SECTION 2. All Board appointments shall be certified by a resolution or letter of the respective Board of County Commissioners, or the participating Municipal boards, and a copy of said resolution or letter shall be filed in the office of the Commission.

SECTION 3. All Board members from member organizations shall be appointed for a two-year term beginning January 1. Board members may be reappointed in succeeding years but will serve at the pleasure of the appointing member government.

SECTION 4. After three absences from regular Board meetings or 50% of those held during the calendar year the Commission will notify the appropriate governing officials and request a replacement.

**2014 MEMBER INFORMATION FORM**

PLEASE PRINT

NAME: \_\_\_\_\_

MAILING ADDRESS:

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

PHONE #'S:

Home \_\_\_\_\_ Mobile \_\_\_\_\_

Work \_\_\_\_\_

RACE: (African American, Asian, American Indian/Alaska Native, Caucasian,  
Native Hawaiian/Pacific Islander, Other)

\_\_\_\_\_

EMAIL:

\_\_\_\_\_

EMPLOYMENT STATUS:  
(Please Circle One)

Self- Employed

Employed

Retired

Type of Business:

\_\_\_\_\_

## Mid-East Regional Housing Authority

**Immediate Vacancies:** 1

**Position Vacancy:**

Board	Term	Name	Began	End
Mid-East Regional Housing Authority	5 years	Vivian Saunders	3/19/2012	4/20/2014

**Special requirements:** One Commissioner, one Chamber of Commerce Director, and eight citizen appointments

**Notes:** Filled the unexpired term of Collins Cooper, seeks reappointment (*see attached letter and application*)

**Attendance of Current Members:** NA

**Applications Received:**

1. Vivian Saunders



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

Name: Vivian B. Saunders

Home Phone Number: (252) 348-1976 Mobile: (252) 325-1976

Home Fax Number: (252) 348-2010

Email Address: saunders239@yahoo.com

Home Address: P.O. Box 40

Mailing Address: Lewiston Woodville NC 27849

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

How long have you been a full-time resident of Bertie County? 2 1/2 years

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

County Commissioner District: John Trent  
(This information can be obtained from the Bertie County Board of Elections at 252-794-5306)

Occupation: Director Homebase Employer: Self, Non Profit

Business Address: P.O. Box 598

Business Phone Number: (252) 348-2010 Business Fax: (252) 348-2010

- Please list in order of preference the Boards/Commissions/Committees on which you would like to serve:
- Economic Development
  - Mental Health Board
  - Bertie County Social Services Board
  - Recreation Department Board  
Mid East Housing Board

Qualification for specific category: Non Profit and Small Business  
management 2 years. Job Skills Cisco Certified 7 years.  
Grass Roots Organizer and Community Advocate.

Name of any Bertie County Board/Commission/Committee on which you presently serve:  
Bertie County Economic Development  
Mid East Housing Authority

If reapplying for a position you presently hold, how long have you served? One Term 'C.F. Think'

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

I am an advocate for the grass roots community and communication with those who don't have transportation to meetings and access to county information is crucial to these individuals. My interaction and communication will benefit these citizens.

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

Rotarian of the Year, Certified Cisco Trainer, Certified Prep Trainer, Certified Incredible Years Parenting Training, State Child Maltreatment Leadership Team, National Motivation Speaker, Z. Smith Reynolds Advisory Team, YMCA Board, Bertie County Chamber of Commerce, Experience Grant Writer.

#### 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: 11/21/13 Applicant's Signature: Vernon B. Saunders

Return application to:

Misty Gibbs, Assistant County Manager/Clerk to the Board  
PO Box 530  
106 Dundee Street  
Windsor, NC 27983  
Fax: (252) 794-5327  
[misty.gibbs@bertie.nc.gov](mailto:misty.gibbs@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.

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\*\*\*Applications must be on file in the Clerk to the Board's Office 7 days prior to consideration for appointment.

FOR OFFICE USE ONLY

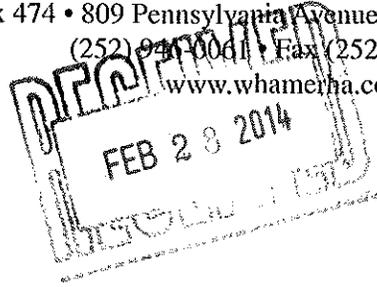
Date Received: 11/21/13

Received By: [Signature]



# MID-EAST REGIONAL HOUSING AUTHORITY

P.O. Box 474 • 809 Pennsylvania Avenue • Washington, NC 27889  
(252) 941-0061 • Fax (252) 975-1279  
www.whamerha.com



February 26, 2014

Mr. Scott Sauer, County Manager  
Bertie County  
PO Box 530  
Windsor, NC 27983

RE: MERHA Board of Commissioners

Dear Mr. Sauer:

Mrs. Vivian Saunder's term as Commissioner of the Mid-East Regional Housing Authority will expire on April 20, 2014.

Mrs. Saunders currently serves as Vice-Chairperson to the Board. She is dedicated to the work of the Mid-East Regional Housing Authority and has genuine concern for her community. She has indicated a willingness to serve again, if reappointed.

Thank you for your consideration.

Sincerely

Marc A. Recko  
Executive Director

cc: Vivian Saunders



Serving Beaufort, Bertie, Hyde, Martin, Pitt, Tyrrell, and Washington Counties



**Windsor, North Carolina**  
**April 7, 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

Absent: Ronald "Ron" Wesson

Staff Present: County Manager Scott Sauer  
 Clerk to the Board Sarah Seredni  
 Assistant County Attorney Jonathan Huddleston  
 Network Administrator Joe Wilkes  
 Finance Director William Roberson

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

Other staff members present for a portion of the meeting included: Board of Elections Director Sheila Holloman, Tax Administrator Jodie Rhea, and Council on Aging Director Venita Thompson.

Due to court obligations, County Attorney Lloyd Smith was present for the second half of the meeting.

Chairman Perry opened the meeting and thanked all of those present for their attendance despite the rainy weather.

**INVOCATION/PLEDGE OF ALLEGIANCE**

Commissioner Harrell led the Invocation and Pledge of Allegiance.

**PUBLIC COMMENTS**

Michele Meisheid of Merry Hill approached the Board regarding the increased cost of completing the High School Equivalency exam (formerly known as the GED). She recommended that the Board consider budgeting funds in the next fiscal year to assist Bertie County students with those costs.

She emphasized that attracting more industry to the County would be even more difficult without a properly educated workforce as some students were still not able to afford the exam at the previous, lower cost.

There were no other Public Comments during this section.

### **APPOINTMENTS**

#### **Check presentation from the Endowment Fund of the North Carolina State Bar Association Foundation (NCBAF) by Tom Hull for the Courthouse stabilization project**

Assistant County Attorney Jonathan Huddleston introduced Tom Hull of the NCBAF. The County received a \$1,000 donation from the Endowment Fund to assist with the Courthouse stabilization project.

Mr. Hull expressed his gratitude to the Board for their long time relationship with Bertie County, as well as providing the Board with additional information about the goals of the Endowment Fund.

Mr. Hull stated that his desire was to bring publicity to all parties involved on the State and local levels.

He also presented the Board with a check, and the Board participated in a photo opportunity with local media present.

Chairman Perry thanked the NCBAF for their contribution and that the Courthouse could have suffered severe damage if there was no action taken to repair it as soon as possible.

The Chairman also noted that County Attorney Lloyd Smith has provided an equal contribution to match this grant in an effort to support the longevity of the historic courthouse.

#### **ABC Board Chairman, Miles Davis, report on new initiative to prevent under aged drinking in advance of the high school prom season**

Mile Davis, ABC Board Chairman, approached the Board to introduce a new program that will be visiting the County called, "Save a Life." The program operates as a traveling tour that visits various high schools in the United States.

Mr. Davis announced that on May 9, 2014 from 8:00am-2:00pm, the "Save a Life" tour would be making a stop at Bertie High School to present students with the opportunity to operate a "drunk mobile," using a golf cart and special goggles so that they can experience alcohol impaired driving while in a safe environment. The event will be in advance of the High School's prom that will take place later that month.

Mr. Davis requested that the Board declare May 9, 2014 as "Save a Life" day in the County.

ABC Board member William Freeman was also present to speak about the program, as well as to explain that ABC stands for "Alcohol Beverage Control," and that this program is a part of the "Control" effort to raise awareness about under age drinking.

## **Introduction and welcome of the Albemarle Regional Library's new director, Teresa Cole**

Teresa Cole introduced herself as the new director of the Albemarle Regional Library and provided informational materials to the Board regarding her background and the current library system.

Ms. Cole also informed the Board of various services that the Albemarle Regional Library system provides including laptop computers with internet access, resume/cover letter preparation, online employment application assistance, as well as children's programming geared towards literacy.

Ms. Cole also stated that one of the library system's current goals is to encourage and inspire children to become members of the library, and therefore, lifelong readers.

Ms. Cole concluded by stating she was looking forward to working with the County as well as with the Board.

Chairman Perry stated that the Board would do what they could to assist the library with their many initiatives.

## **Dr. Michael Elam, President of RCCC, requests funding for the "Better Bertie Initiative"**

Dr. Michael Elam, President of RCCC, was present to request funding for the "Better Bertie Initiative."

The program is designed to be a work study program for RCCC students in Bertie County. The goal of the program is to provide work study opportunities for the students of the County in their chosen area of study.

Dr. Elam stated that the program could provide students with the opportunities to gain real life experience in the workforce as it relates to their curriculum major at RCCC.

Dr. Elam provided various handouts regarding the student population at RCCC, and also requested an amount of \$22,000 during this fiscal year in order to provide the work study program in the County.

Additionally, Dr. Elam requested a total of \$60,000 from the Board to be set aside during the 2014-2014 fiscal year budget to cover costs of the work study program.

He also reiterated to the Board that costs for students to complete the High School Equivalency test have gone up substantially from \$35 to \$120.

Dr. Elam stated that there was some success in negotiating a lower fee of \$80, but the increase in cost could still easily discourage students from completing the exam.

Lastly, Dr. Elam informed the Board that he would be in communication with the County Manager regarding a proposed satellite RCCC campus in the County.

Chairman Perry stated that the Board would consider his \$22,000 request at a later date when all Board members are present. Since the Board did not budget these funds for the current fiscal year, the Board would have to consider dispensing those funds from the current fund balance.

Chairman Perry informed Dr. Elam that the topic would be discussed at a later meeting when all Commissioners were present as dispensing funds from the fund balance was a matter that the entire, full Board should discuss.

### **BOARD APPOINTMENTS**

The Board received a copy of the latest Board Vacancy advertisement that ran in the April 2, 2014 issue of the Bertie-Ledger Advance.

### **CONSENT AGENDA**

#### **Approve minutes for Regular Session 3-17-14, 3-20-14, and 3-24-14**

Commissioner Harrell requested that the minutes be deferred for approval until changes were received changes and/or input from County Attorney Lloyd Smith.

This item was deferred.

#### **Accept Register of Deeds Fees Report – March 2014**

County Manager Sauer recommended this item for approval.

Commissioner Harrell made a **MOTION** to accept the Register of Deeds Fees Report for March 2014. Vice Chairman Smith **SECONDED** the motion. The **MOTION PASSED** unanimously.

#### **Accept Tax Department Error Ledger – January 2014**

County Manager Sauer recommended this item for approval and informed the Board that Tax Administrator Jodie Rhea was present to answer any questions.

Vice Chairman Smith made a **MOTION** to accept the Tax Department Error Ledger for January 2014. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

## DISCUSSION AGENDA

### **Black Rock water line construction update and request for change order approval**

Representatives of the Black Rock Homeowners Association and McDavid and Associates were present during this portion of the meeting.

Mr. Charles Joyner of McDavid & Associates, Inc. informed the Board that all County water lines had been installed but that the restoring of the disturbed property to its original state has been delayed due to inclement weather.

Mr. Joyner also requested that the Board approve a contract change order that would increase the meters to each property from  $\frac{3}{4}$  inch to 1 inch at the expense of the home owners.

Chairman Ted Goode of the Black Rock Home Owner's Association approached the Board with input from his Association's view on the project.

Mr. Goode stated that the Association was very excited about being included in the County water system and asked if there was any flexibility in regards to the 48 month commitment requiring payment of the minimum monthly fee of \$20.00 for a County water hook up.

After some discussion, County Manager Sauer advised the Board that if they were to make an exception like this to the Black Rock community, the same exception would have to be made across the board to every community. He also stated this particular flexibility would undermine the entire financial structure of the project.

The County Manger reminded the Board that the property owners of Black Rock had previously received correspondence from the County, prepared by McDavid and Associates, Inc. outlining the tap fee requirements and suggesting that they evaluate installing a tap based on the timing of construction for new homes. There may be some benefit to the customer to delaying installation of the water tap if construction of their home will be delayed.

Commissioner Trent reminded all of those present involved in the Black Rock County water project that the original agreement states no final payments will be released until the HOA reviews and approves of the condition of the construction site.

Chairman Perry commended the current progress of the cleanup efforts in spite of the latest weather conditions and that the site already looks better than to be expected.

Commissioner Trent made a **MOTION** to approve the contract change order and the revised capital project ordinance for the requested meters. Commissioner Harrell **SECONDED** the motion. The **MOTION PASSED** unanimously.

The contract change order and the revised capital project ordinance for the requested meters read as follows:

SECTION 01029  
CONTRACT CHANGE ORDER

		ORDER NO.	2
		DATE	4/07/14
		STATE	NC
CONTRACT FOR	2011 Black Rock Subdivision Water Improvements Contract No. 1 - Water Improvements	COUNTY	Bertie

OWNER Bertie County Water District II

TO Tony Hawley Construction Company

*(Contractor)*

You are hereby requested to comply with the following changes from the contract plans and specifications:

Description of Changes (Supplemental Plans and Specifications Attached)	DECREASE in Contract Price	INCREASE in Contract Price
Adding 1" Water Meters	\$	\$ 3,600.00
Reference Plans: <u>B-1740 Blue</u>		
TOTALS	\$	\$ 3,600.00
NET CHANGE IN CONTRACT PRICE	\$	\$ 3,600.00

JUSTIFICATION:

Adding 1" Water Meters

Current Contract Amount adjusted by previous Change Order One hundred Fifty Four Thousand Twenty Five and no/100 Dollars (\$201,025.00).

The amount of the Contract will be (~~Decreased~~) (Increased) By The Sum Of: Three Thousand six hundred no/100 Dollars (\$3,600.00).

The Contract Total Including this and previous Change Orders Will Be: Two Hundred Four Thousand and Six Twenty Five and no/100 Dollars (\$204,625.00).

The Contract Construction Completion Date prior to this Change Order is: May 4, 2014

The Contract Period Provided for Completion Will Be (~~Increased~~)(~~Decreased~~)(Unchanged): 0 Days

The Revised Contract Construction Complete Date after this Change Order is: May 4, 2014

This document will become a supplement to the contract and all provisions will apply hereto.

REQUESTED BY OWNER: Bertie County Water District II

By: \_\_\_\_\_ Date: \_\_\_\_\_

Name: Wallace Perry Title: Chairman

RECOMMENDED BY ENGINEER: McDavid Associates, Inc.

By: \_\_\_\_\_ Date: \_\_\_\_\_

Name: Charles A. Joyner, Jr. Title: Project Engineer

ACCEPTED BY CONTRACTOR: Tony E. Hawley Construction Company

By: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

END OF SECTION

Attachment - Change Order No. 2 - Part A, Unit Price Changes  
 Contract No. 1 - Water Improvements  
 2011 Black Rock Subdivision Water Improvements  
 Bertie County Water District II

Item	Description	Unit	Contract As Per CO#1			Adds/Deducts		Contract As Per CO#2 Part A	
			Quantity	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1	4" PVC SDR 21, 200 PSI w/location tape	LF	400	\$6.00	\$2,400.00		\$0.00	\$6.00	\$2,400.00
2	6" PVC SDR 21, 200 PSI w/location tape	LF	19000	\$7.50	\$97,500.00		\$0.00	\$7.50	\$97,500.00
3	6" Gate Valve & Box	EA	17	\$700.00	\$11,900.00		\$0.00	\$700.00	\$11,900.00
4	4" Gate Valve & Box	EA	2	\$700.00	\$1,400.00		\$0.00	\$700.00	\$1,400.00
5	6" Wet Valve & Box	EA	1	\$2,500.00	\$2,500.00		\$0.00	\$2,500.00	\$2,500.00
6	6" 45° Bend, DI Fitting	EA	3	\$260.00	\$780.00		\$0.00	\$260.00	\$780.00
7	6" 90° Bend, DI Fitting	EA	3	\$260.00	\$780.00		\$0.00	\$260.00	\$780.00
8	6" x 6" Tee, DI Fitting	EA	7	\$380.00	\$2,660.00		\$0.00	\$380.00	\$2,660.00
9	6" x 4" Tee, DI Fitting	EA	1	\$380.00	\$380.00		\$0.00	\$380.00	\$380.00
10	6" Plug for Water Line	EA	1	\$225.00	\$225.00		\$0.00	\$225.00	\$225.00
11	10" Drybore 2/10" SC, 6" PVC for WL	LF	40	\$110.00	\$4,400.00		\$0.00	\$110.00	\$4,400.00
12	Fire Hydrant	EA	3	\$2,300.00	\$6,900.00		\$0.00	\$2,300.00	\$6,900.00
13	Residential Blowoff	EA	1	\$1,200.00	\$1,200.00		\$0.00	\$1,200.00	\$1,200.00
14	3/4" Water Service/Service Transfer w/o Meter	EA	0	\$500.00	\$0.00		\$0.00	\$500.00	\$0.00
15	GIS by McDavid Associates, Inc.	AL	1	\$3,500.00	\$3,500.00		\$0.00	\$3,500.00	\$3,500.00
16	3/4" Water Service/Service Transfer w/Meter	EA	85	\$700.00	\$59,500.00		\$0.00	\$700.00	\$59,500.00
17	Hydraulic Model	AL	1	\$5,000.00	\$5,000.00		\$0.00	\$5,000.00	\$5,000.00
18	1" Water Service with Meter	AL	0	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$0.00
Total					\$201,025.00		\$0.00		\$201,025.00

Attachment - Change Order No. 2 - Part B, Quantity Changes  
 Contract No. 1 - Water Improvements  
 2011 Black Rock Subdivision Water Improvements  
 Bertie County Water District II

Item	Description	Unit	Contract As Per CO#2 Part A			Adds/Deducts		Contract As Per CO#2 Part B	
			Quantity	Unit Price	Amount	Quantity	Amount	Quantity	Amount
1	4" PVC SDR 21, 200 PSI w/location tape	LF	400	\$6.00	\$2,400.00		\$0.00	400	\$2,400.00
2	6" PVC SDR 21, 200 PSI w/location tape	LF	13000	\$7.50	\$97,500.00		\$0.00	13000	\$97,500.00
3	6" Gate Valve & Box	EA	17	\$700.00	\$11,900.00		\$0.00	17	\$11,900.00
4	4" Gate Valve & Box	EA	2	\$700.00	\$1,400.00		\$0.00	2	\$1,400.00
5	6" Wet Valve & Box	EA	1	\$2,500.00	\$2,500.00		\$0.00	1	\$2,500.00
6	6" 45° Bend, Di Fitting	EA	3	\$260.00	\$780.00		\$0.00	3	\$780.00
7	6" 90° Bend, Di Fitting	EA	3	\$260.00	\$780.00		\$0.00	3	\$780.00
8	6" x 6" Tee, Di Fitting	EA	7	\$380.00	\$2,660.00		\$0.00	7	\$2,660.00
9	6" x 4" Tee, Di Fitting	EA	1	\$380.00	\$380.00		\$0.00	1	\$380.00
10	6" Plug for Water Line	EA	1	\$225.00	\$225.00		\$0.00	1	\$225.00
11	10" Drybore 2/10" SC, 6" PVC for WL	LF	40	\$110.00	\$4,400.00		\$0.00	40	\$4,400.00
12	Fire Hydrant	EA	3	\$2,300.00	\$6,900.00		\$0.00	3	\$6,900.00
13	Residential Blowoff	EA	1	\$1,200.00	\$1,200.00		\$0.00	1	\$1,200.00
14	3/4" Water Service/Service Transfer w/o Meter	EA	0	\$500.00	\$0.00		\$0.00	0	\$0.00
15	GIS by McDavid Associates, Inc.	AL	1	\$3,500.00	\$3,500.00		\$0.00	1	\$3,500.00
16	3/4" Water Service/Service Transfer w/Meter	EA	85	\$700.00	\$59,500.00	-12	(\$8,400.00)	73	\$51,100.00
17	Hydraulic Model	AL	1	\$5,000.00	\$5,000.00		\$0.00	1	\$5,000.00
18	1" Water Service with Meter	AL	0	\$1,000.00	\$0.00	12	\$12,000.00	12	\$12,000.00
	Total				\$201,025.00		\$3,600.00		\$204,625.00

**RESOLUTION NO \_\_\_\_\_**  
**ADOPTING CAPITAL PROJECT BUDGET ORDINANCE,**  
**FOR**  
**BERTIE COUNTY WATER DISTRICT II**  
**BLACK ROCK SUBDIVISION WATER IMPROVEMENTS**

- WHEREAS,** County Water District II desires to install water lines in the Black Rock Subdivision, and
- WHEREAS,** Public Water Supply Section (PWS) has provided the funding for a twenty (20) year Loan at 0% interest rate, and
- WHEREAS,** Change Order Number 2 adding 1" meters to the Contract and amending the Capital Improvements Budget needs to be approved, and

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF COUNTY WATER DISTRICT II:**

That the Change Order Number 2 and attached Amended Capital Project Ordinance is hereby approved.

Adopted this the \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_ at Windsor, North Carolina

\_\_\_\_\_  
Chairman  
County Water District II

(SEAL)

**ATTEST:**

\_\_\_\_\_  
Sarah Seredni, Clerk to the Board

BERTIE COUNTY WATER DISTRICT II  
 BERTIE CO WATER DISTRICT II/11 BLACK ROCK SUBDIVISION  
 PWS DWSRF WATER IMPROVEMENTS

		<u>APPROVED BUDGET</u>	<u>ADDS / DEDUCTS</u>	<u>AMENDED BUDGET</u>
<b><u>REVENUES</u></b>				
xxxxxx-xxxxxx	PWS DWSRF LOAN	\$ 277,046.00	\$ 0.00	\$ 277,046.00
xxxxxx-xxxxxx	Sales Tax Refund - Restriction	\$ 0.00	\$ 0.00	\$ 0.00
	<b>TOTAL REVENUES</b>	<b>\$ 277,046.00</b>	<b>\$ 0.00</b>	<b>\$ 277,046.00</b>
 <b><u>EXPENSES</u></b>				
xxxxxx-xxxxxx	Construction	\$ 201,025.00	\$ 3,600.00	\$ 204,625.00
xxxxxx-xxxxxx	Miscellaneous	0.00	0.00	0.00
	<b>Subtotal Construction</b>	<b>\$ 201,025.00</b>	<b>\$ 3,600.00</b>	<b>\$ 204,625.00</b>
xxxxxx-xxxxxx	Engineering Design	\$ 26,338.90	\$ 0.00	\$ 26,338.90
xxxxxx-xxxxxx	Construction Administration/Observation	\$ 23,089.00	\$ 0.00	\$ 23,089.00
xxxxxx-xxxxxx	Land Surveying Cost	\$ 0.00	\$ 0.00	\$ 0.00
xxxxxx-xxxxxx	Permit Fee Reimbursable	\$ 500.00	\$ 0.00	\$ 500.00
xxxxxx-xxxxxx	Legal Cost	\$ 10,500.00	\$ 0.00	\$ 10,500.00
xxxxxx-xxxxxx	Closing Cost	\$ 5,541.00	\$ 0.00	\$ 5,541.00
xxxxxx-xxxxxx	Contingency	\$ 10,052.10	\$ -3,600.00	\$ 6,452.10
	<b>TOTAL EXPENSES</b>	<b>\$ 277,046.00</b>	<b>\$ 0.00</b>	<b>\$ 277,046.00</b>

## **Green Engineering – water system evaluation project update and recommendation for performance testing**

Rodney Tart, Project Manager of Green Engineering, was present for this portion of the meeting.

Mr. Tart provided an update to the Board regarding the current performance testing results on the County's water wells, tanks, and pumps.

Mr. Tart submitted a handout to the Board detailing each well's performance and how certain variables, such as the well's age, can affect the success of each link in the water system.

Green Engineering's results showed that Well 6, for example, is consistently underperforming, but that Wells 10 and 12 were either performing better than their projected capabilities, or there is an underlying problem with those meters that submit the data.

Mr. Tart recommended that the Board consider having each well go through a "physical" much like the health physical adults receive on a yearly basis.

He stated that this "physical" for each well could help pinpoint many different problems that could be contributing to the significant water loss that the County is currently experiencing.

The physical could also allow Green Engineering to precisely identify any meters that are not accurately reporting what is happening at each well site.

Mr. Tart stated that gauging each well site's health is particularly important as it also could assist the Board in deciding whether a new well will be needed, if the latest grant for a SCADA system is granted to the County.

Commissioner Harrell inquired if the reporting of Wells 10 and 12 could be the reason for the supposed water loss.

Mr. Tart replied by saying if it does turn out to be a faulty meter, typically they under read with age and not over read.

Mr. Tart also noted that Wells 3 and 4 are not listed as they are not active wells at this time due to the presence of iron in the water of Well 3 and the motor needs to be replaced in Well 4.

Commissioner Harrell asked County Manager Sauer if this matter could be dealt with during budget season.

County Manager Sauer stated that the cost of the performance testing for each well could be taken care of with a series of budget amendments distributing the expense proportionately among each of the four water districts. The total cost of the analysis would be approximately \$18,000.

After some discussion, Commissioner Trent made a **MOTION** for Mr. Tart and County Manager Sauer to move forward with the analysis for an approximate price of \$18,000 with budget amendments as outlined by the County Manager. Vice Chairman Smith **SECOND** the motion. The **MOTION PASSED** unanimously.

Mr. Tart explained that the State Department of Environment and Natural Resources has reviewed the County's local water supply plan submission for 2012, and must be approved by the Board.

Commissioner Harrell made a **MOTION** to approve the Local Water Supply Plan resolution. Vice Chairman Smith **SECONDED** the motion. The **MOTION PASSED** unanimously.

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 COMMISSIONERS**  
J. WALLACE PERRY, Chairman  
CHARLES L. SMITH, Vice-Chairman  
RICK HARRELL  
JOHN TRENT  
RONALD "RON" WESSON

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

### **Resolution Approving Local Water Supply Plan**

WHEREAS, North Carolina General Statute 143-355 (I) requires that each unit of local government that provides public water services or plans to provide such services shall, either individually or together with other such units of local government, prepare and submit a Local Water Supply Plan; and

WHEREAS, as required by the statute and in the interests of sound local planning, a Local Water Supply Plan for Bertie County Regional Water System, has been developed and submitted to the Bertie County Board of Commissioners for approval; and

WHEREAS, the Bertie County Board of Commissioners finds that the Local Water Supply Plan is in accordance with the provisions of North Carolina General Statute 143-255 (I) and that it will provide appropriate guidance for the future management of water supplies for Bertie County Regional Water System, as well as useful information to the Department of Environment and Natural Resources for the development of a state water supply plan as required by statute;

NOW, THEREFORE, BE IT RESOLVED by the Bertie County Board of Commissioners of Bertie County Regional Water System that the Local Water Supply Plan for Bertie County Regional Water System dated April 7, 2014, is hereby approved and shall be submitted to the Department of Environment and Natural Resources, Division of Water Resources; and

BE IT FURTHER RESOLVED that the Bertie County Board of Commissioners intends that this plan shall be revised to reflect changes in relevant data and projections at least once every five years or as otherwise requested by the Department, in accordance with the statute and sound planning practice.

This is the 7<sup>th</sup> day of April, 2014.

  
J. Wallace Perry, Chairman  
Bertie County Board of Commissioners

ATTEST:  
  
Sarah Seredni, Clerk to the Board

**Department of Aging – review of bids for Congregate Meal Nutrition Sites, and discuss programming concerns for Senior Center by Mr. David Perry**

Council on Aging Director, Venita Thompson, was present for this portion of the meeting.

Ms. Thompson presented the Board with the bid that was received for the Congregate Meal Nutrition Sites. The bidder, Trump Restaurant, has bid at \$4.90 per meal versus the current \$4.80 per meal.

Commissioner Harrell inquired about the current company providing the meals and if they submitted a bid for consideration.

Ms. Thompson stated that the only bid she received by the deadline stated in the advertisement is the bid that is currently before the Board.

Commissioner Harrell asked if the current provider gave any indication as to why they did not submit a bid for this year.

Ms. Thompson replied by saying that the current provider mentioned creating a bid but that it was not submitted in time for the advertised deadline, and therefore, it was not delivered to the Board for their consideration.

Commissioner Harrell recommended that the Board extend an opportunity for the current provider to submit their bid.

Vice Chairman Smith stated that if they did not follow the instructions set forth in the advertisement then he didn't see a reason to extend the current provider an additional opportunity to submit a bid.

After some discussion, Commissioner Trent made a **MOTION** to approve the bid from Trump Restaurant at \$4.90 per meal for the Congregate Nutrition Sites. Vice Chairman Smith **SECONDED** the motion. The **MOTION PASSED** with all in favor except Commissioner Harrell.

In regards to the Senior Center booking policies, David Perry of Windsor approached the Board to discuss his concerns about the current process for scheduling events.

Mr. Perry expressed that he had found a band that would like to play at the Senior Center at a discounted rate but that he was facing challenges in regards to scheduling the band at the Center.

Mr. Perry stated that according to staff at the Council on Aging, there are two current, regular bands that have more connections to the Center, and that he believed they were more favored to play there than newer bands.

He stated that even though he was promised an opportunity for his band called *The Country Music Legends Band*, to play during a weekend in April 2014, upon calling to make those plans firm, he was told by the Council on Aging staff that there were currently no open weekends in the schedule in the near future.

Ms. Thompson was given the opportunity by the Board to respond to Mr. Perry's concerns.

In response, Ms. Thompson informed the Board that the current policy allows the two current bands be penciled into the Senior Center schedule for the 1<sup>st</sup> and 3<sup>rd</sup> Saturdays of every month throughout the duration of the year while the 2<sup>nd</sup> and 4<sup>th</sup> Saturdays of the month were left open to accommodate other events.

Ms. Thompson stated that the building is first come and first served in regards to those 2<sup>nd</sup> and 4<sup>th</sup> Saturdays of each month and any other organizations were able to schedule their events with the Senior Center as early as December 1, 2013 for the 2014 calendar year.

Commissioner Harrell asked about the current booking process and the reason for a lack of flexibility.

Ms. Thompson also informed the Board that she has not spoken to Mr. Perry personally regarding the schedule for April, but she did speak to him regarding an event that took place back in January of 2014.

In regards to Commissioner Harrell's inquiry, she stated that she was simply following a process that was put in place under a previous County Manager, and that she did not have any new direction that would allow the Senior Center to adopt a different scheduling procedure.

After some discussion, the Board came to a consensus that they did not understand why there were certain bands that could automatically be penciled into the schedule while others would have to be based on a first come, first served basis.

Ms. Thompson said that the two bands currently being penciled in for the 1<sup>st</sup> and 3<sup>rd</sup> Saturday's are made up of senior citizens.

Mr. Perry responded by saying that he had received personal threats from various members in these two bands and that they have told Mr. Perry to take his band to other counties to perform.

When asked by Commissioner Harrell who was giving Mr. Perry these threats, he stated that he did not feel comfortable releasing their names.

In reply, Commissioner Harrell stated that he did not want to hear of accusations like that made unless Mr. Perry was willing to provide names of these individuals to the Board in public.

The Board asked that Mr. Perry be in contact with County Manager Sauer and Ms. Thompson to discuss a resolution to this matter.

## **Review agreement for transportation services with Choanoke Public Transportation Authority (CPTA)**

Venita Thompson, Director of the Council on Aging, presented the Board with the latest extension of the CPTA contract for continued transportation services in the County.

County Manager Sauer recommended this item for approval.

Commissioner Harrell made a **MOTION** to approve the CPTA contract for continued transportation services in the County. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

## **Review status of Board of Elections lease agreement for Hexlena/Mitchell I voting precinct**

Assistant County Attorney Jonathan Huddleston reviewed the request from the Board of Elections, initiated in August 2013, to facilitate a transfer of ownership and maintenance for the Hexlena/Mitchell I voting precinct facility.

He briefed the Board on the transaction details and presented an Agreement to Repair and Maintain Mitchell I Voting Place, a Deed between the County and Frederick A. Tayloe and wife, Ann D. Tayloe, and a Notice of Negotiated Offer to Purchase to be published for an upset bid as required by State law.

Attorney Huddleston described the complexity of the initial land transaction in 1945 which brought about the circumstances for this proposal. Mr. Tayloe was also present and spoke regarding his commitment to maintain the property and its use as a voting precinct.

Commissioner Harrell made a **MOTION** to approve the proposed transaction and authorize advertisement of an upset bid as recommended by Mr. Huddleston. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

The Agreement to Repair and Maintain Mitchell I Voting Place, the Deed between the County and Frederick A. Tayloe and wife, Ann D. Tayloe, and a Notice of Negotiated Offer to Purchase read as follows:

### **NOTICE OF NEGOTIATED OFFER TO PURCHASE**

Take notice that Bertie County has received a negotiated offer from Freddie A. Tayloe and wife, Ann D. Tayloe to purchase the real property known as the "Hexlena Community Building" located at 1427 Early Station Road, Aulander, North Carolina 27805, PIN# 5889-15-5198, which is the same property that was conveyed to Bertie County by deed from Bernice B. Harrell, dated March 30, 1945, recorded at Deed Book 362, Page 514 in the Office of the Bertie County Register of Deeds.

Consideration for the conveyance is the renovation of the building so that it can continue to be used as the voting place for the Mitchells #1 Precinct. The renovation will involve the expenditure of no less than \$10,000.00 in repairs to the building and a restriction will be placed on the title stating that Bertie County will be allowed to continue to use the building as a voting place. An agreement must be signed requiring the buyer to maintain the building and the grounds in good order and repair and to maintain insurance coverage on the building, among other requirements. A copy of the agreement will be available for review at the office of the County Manager.

Within ten (10) days after April 16, 2014, any person may raise the bid by committing to the same terms of sale and by paying an amount not less than ten percent (10%) of the first One Thousand Dollars (\$1,000.00) and five percent (5%) of the remainder. If the bid is raised, the bidder shall deposit with the County Manager at his address of 106 Dundee Street, Post Office Box 530, Windsor, North Carolina 27983, the increased bid amount and the property described above shall be re-advertised at the increased bid. This procedure shall be repeated until no further qualifying bids are 2 received, at which time the Commissioners of Bertie County may accept the offer and sell the property to the highest bidder. The Commissioners of Bertie County may at any time reject any and all offers.

This negotiated lease advertisement is pursuant to N.C.G.S. §160A-269 and follows a resolution acknowledging Receipt of an offer to purchase real property acted upon by the Commissioners of Bertie County.

This the \_\_\_\_\_ day of \_\_\_\_\_, 2014.

**PRITCHETT & BURCH, PLLC**

Jonathan E. Huddleston  
Attorney at Law  
Post Office Drawer 100  
Windsor, NC 27983  
Telephone: (252)794-3161  
Attorney for Bertie County

NORTH CAROLINA

BERTIE COUNTY

**THIS AGREEMENT TO REPAIR AND MAINTAIN MITCHELL #1 VOTING PLACE**, made this the \_\_\_\_\_ day of \_\_\_\_\_, 2014, by and between **Bertie County**, a political subdivision of the State of North Carolina, whose mailing address is Post Office Box 530, Windsor, North Carolina 27983, hereinafter "County", and **Freddie A. Tayloe and wife, Ann D. Tayloe**, whose mailing address is 1316 Early Station Road, Aulander, North Carolina 27805, hereinafter "Tayloe".

W I T N E S S E T H:

WHEREAS, the voting place for Mitchells #1 Precinct is in the building known as the "Hexlena Community Building" located at 1427 Early Station Road, Aulander, North Carolina 27805, PIN# 5889-15-5198, which is the same property that was conveyed to Bertie County by deed from Bernice B. Harrell, dated March 30, 1945, recorded at Deed Book 362, Page 514 in the Office of the Bertie County Register of Deeds, and is further described on the attached Exhibit A (hereinafter "the Property"); and

WHEREAS, when the Property was conveyed to the County by Bernice Harrell, Ms. Harrell placed a reversion in the deed that stated that the County could own the property only so long as the County operates a voting precinct at Hexlena, otherwise the title would revert back to Ms. Harrell or her heirs, successors or assigns;

WHEREAS, Tayloe purchased the revisionary interest by quitclaim deed dated February 14, 2014, recorded at Book 937, Page 554 in the Office of the Bertie County Register of Deeds, but he desires just as Ms. Harrell that the property continue to be used as a voting place.

WHEREAS, Tayloe desires to make repairs to the Building at his expense, which repairs will exceed \$10,000, and he desires to have title to the property when he makes the repairs;

WHEREAS, Tayloe is motivated to make the repairs to the Building because he owns property next to and across the road from the subject Property. He has also renovated an old store located next to the Property; and

WHEREAS, the County desires to convey the Property to Tayloe so that he will make the needed repairs to the Building but in doing so needs to have a restriction in the deed that Tayloe, his heirs, successors and assigns will allow the County to continue using the Property as a voting place and that they will maintain the Property. The County also desires to have a written agreement with Tayloe that sets out the parties' rights and responsibilities with respect to the use of the Property; and

WHEREAS, pursuant to the requirements of N.C.G.S. §160A-269, the County published a notice of Tayloe's offer, and there were no upset bids during the 10-day upset bid period;

NOW, THEREFORE, in consideration of the mutual covenants set out herein, the parties hereto agree as follows:

1. CONVEYANCE OF THE PROPERTY AND COMPENSATION. The County agrees to convey the Property described in the attached Exhibit A to Freddie A. Tayloe and wife, Ann D. Tayloe. There will be no cash paid at closing. Compensation for the conveyance will come in the form of repairs to the Building made by Tayloe at his expense, his maintenance of the Property and his other obligations to the County that are set out herein.

2. REPAIRS TO THE PROPERTY. Tayloe agrees to make extensive repairs to the Building that is located on the Property. All repairs that are made will be at Tayloe's sole expense. The repairs shall include replacing rotten boards with new, cured timber, replacing windows, repairing the roof, painting the exterior and repairing the handicapped ramp. Tayloe will allow the County Manager or his designee to inspect the Property upon completion of the work, and all work is subject to final approval by the County Manager. All work will be of a workmanlike quality, consistent with industry standards, and in compliance with all applicable buildings codes. The work will be performed by Tayloe and by professionals who are experienced in the restoration of old buildings. The work will be of a quality and appearance consistent with the old store that Tayloe renovated on the property next to this one. All repairs shall be completed before the November 2014 elections.

3. USE OF THE PROPERTY. Tayloe agrees that the County may continue to use the Property as the voting place for Mitchells #1 Precinct, or in the event of the redrawing of precinct lines, the precinct in which the Property is located. Tayloe will allow County employees to have access to the building at reasonable hours to prepare for and conduct voting. Tayloe will allow the County to have a key. The County agrees that it will make no other use of the Building than for voting. Tayloe agrees that he will not allow any use of the Building that would interfere with voting. Any lease of the Property by Tayloe for a period of time that would include an election must be approved by the County in writing. If approved, the Tenant must also allow unimpeded use of the Building for voting. In the event that Tayloe decides to sell the property, he will give the County 60 days written notice of the closing on such conveyance.

4. MAINTENANCE, REPAIRS, UTILITIES AND TAXES. Tayloe agrees that he will maintain the building and grounds in good order and repair at his sole expense so that the use of the Property as a voting place may continue unimpeded. The County Manager or his designee will be allowed to inspect the Property at any time during normal business hours. In the event that the initial repairs are not made to the building, or if the building and grounds fall into disrepair, after 30 days notice to cure the County is entitled to make the needed repairs to the building and to clean, mow or otherwise maintain the grounds, and the County may send an invoice requesting reimbursement for the same to Tayloe. In the event that Tayloe fails to pay the invoice within 30 days of receipt, the County may place a lien on the property for the amount owed and enforce that lien in the manner allowed by law for the abatement of a public nuisance. All of the requirements set out in this Agreement, including the obligations to repair, to maintain, and to insure the Property, run with the land and are binding on Tayloe and his heirs, successors and assigns.

Tayloe agrees to pay the utilities. If Tayloe desires that the County reimburse him for the electricity used on election days, he is to take meter readings at the beginning of the day and at the end of the day and submit a written request to the County for payment along with a copy of his electric bill for the month in which the election occurs.

Tayloe will pay the property taxes.

5. INSURANCE. Tayloe shall keep the Property insured against loss by fire and all of the risks and perils of standard hazard insurance in an amount not less than the full replacement value of the Property. Such insurance shall be written by a company

of recognized financial standing which is authorized to do an insurance business in the State of North Carolina, and shall show the County as an additional insured. In the event the Building is damaged or destroyed by fire or casualty, Tayloe will use the insurance proceeds to repair or rebuild the Building. Within 30 days of each annual renewal of insurance, Tayloe shall provide a copy of the declaration page to the County. In the event that Tayloe fails to comply with this paragraph after 30 days notice to cure, the County is entitled to force place the insurance. The County will then send an invoice requesting reimbursement for the same to Tayloe. In the event that Tayloe fails to pay the invoice within 30 days of receipt, the County may place a lien on the property for the amount owed and enforce that lien in the manner allowed by law for the abatement of a public nuisance.

6. EXPECTED COST OF REPAIRS. Tayloe represents to the County that the repairs will total in excess of \$10,000. At any time during or after the repairs are performed Tayloe will provide invoices to the County upon request. Tayloe understands that the County has relied on his representation of the minimum cost of repairs in advertising the negotiated offer and accepting the offer. If the final cost of repairs totals less than \$10,000, Tayloe will pay the difference to the County within 30 days of demand. In the event that Tayloe fails to pay the amount owed within 30 days of receipt of notice, the County may place a lien on the property for the amount owed and enforce that lien in the manner allowed by law for the abatement of a public nuisance.

7. INDEMNIFICATION. The County shall comply with all applicable laws, ordinances, and regulations affecting its use and occupancy of the Property, and shall indemnify and hold Tayloe harmless from loss, cost or expenses resulting from or

occasioned by the County's use of the Property. Tayloe agrees not to initiate or endorse any rule, regulation ordinance or law which would adversely affect the County's use and enjoyment of the Property. Tayloe shall indemnify and hold the County harmless from loss, cost or expenses resulting from or occasioned by Tayloe's failure to repair or maintain the Property.

8. RELEASE OF CLAIM FOR COMPENSATION FOR PRIOR MAINTENANCE.

Tayloe has maintained the Property grounds for approximately 37 years by mowing, trimming and cleaning up trash. In consideration of the conveyance of the Property to Tayloe and the other mutual covenants set out herein, Tayloe agrees to release any claim he may have for compensation or reimbursement for maintenance of the building and grounds that has occurred before the date of this Agreement.

9. NO WAIVER. Any delay by the County in enforcing a right or remedy set out in the Agreement or otherwise provided by law shall not be deemed a waiver of that right or remedy. No waiver by the County of any covenant or condition shall be deemed to imply or constitute a further waiver of the same at a later time. All rights and remedies of County are cumulative, and the exercise of any one shall not be an election excluding County at any other time from exercising a different or inconsistent remedy.

10. NOTICES. Any notice which the parties are required or desire to give the other shall be deemed sufficiently given or rendered if, in writing, is delivered personally, or sent by certified mail, postage prepaid, to the address listed after the respective names at the beginning of this Agreement. Any notice given herein by personal delivery shall be deemed delivered when received. Any properly addressed

notice given herein by certified mail shall be deemed delivered when the return receipt therefor is signed, or refusal to accept the mailing by the addressee is noted thereon by the postal authorities.

11. MISCELLANEOUS. Headings of paragraphs are for convenience only and shall not be considered in construing the meaning of the contents of such paragraph. The invalidity of any portion of this Agreement shall not have any effect on the balance thereof. Should County or Tayloe institute any legal proceedings against the other for breach of any provisions herein contained, the prevailing party in such action shall in addition to damages be entitled to recover its costs and expenses from the losing party including its reasonable attorney fees in the amount allowed by law. This Agreement shall be binding upon the respective parties hereto, and upon their successors and assigns. This Agreement supersedes and cancels all prior negotiations between the parties, and any changes hereto must be in writing signed by both parties.

12. JURISDICTION AND VENUE. The parties agree that this Agreement is to be interpreted under the laws of the State of North Carolina. In the event that any action of any type, civil or otherwise, becomes necessary to enforce any of the provisions of this action, the parties further agree that the venue of this action shall be in Bertie County, North Carolina.

IN WITNESS WHEREOF, Bertie County and Freddie A. Tayloe and wife, Ann D. Tayloe, have executed this Agreement as of the day and year above written.

**COUNTY**

ATTEST:

BERTIE COUNTY

\_\_\_\_\_  
Sarah Seredni, Clerk  
to the Board of County Commissioners

BY: \_\_\_\_\_  
J. Wallace Perry, Chairman of the Board  
of Bertie County Board of Commissioners

(SEAL)

**TAYLOE**

\_\_\_\_\_(SEAL)  
Freddie A. Tayloe

\_\_\_\_\_(SEAL)  
Ann D. Tayloe

## EXHIBIT A

All that certain tract of land in Mitchells Township, Bertie County, North Carolina, described as follows:

BEGINNING in the public road at Odie Tayloe's corner; thence running along said line 90 feet; thence turning at right angles and running a Northern course 90 feet; thence turning at right angles and running an Easterly course 44 feet to the public road; thence along said public road a Northwesterly direction 115 feet to the point of beginning.

This is the same property conveyed to Bertie County by deed from Bernice B. Harrell, dated March 30, 1945, and recorded on May 10, 1945 in Deed Book 362, Page 514 of the Bertie County Public Registry.

The voting place for Mitchells #1 Precinct is located on this property in the building known as the "Hexlena Community Building," located at 1427 Early Station Road, Aulander, North Carolina 27805, PIN# 5889-15-5198.

JEH/ 14 County/ Hexlena Voting – Frederick Tayloe 14-T-7  
Agreement With Frederick Tayloe (jb)

**DEED**

---

This certifies that there are no delinquent ad valorem real estate taxes, which the Bertie County Tax Collector is charged with collecting that are a lien on **PIN: 5889-15-5198**, Bertie County Office of Land Records. This is not a Certification that the PIN # matches the deed description.

---

Tax Collector

---

Date

---

PREPARED BY JONATHAN E. HUDDLESTON, PRITCHETT & BURCH, PLLC, POST OFFICE DRAWER 100, WINDSOR, NORTH CAROLINA 27983

MAIL AFTER RECORDING TO:

Frederick A. Tayloe  
1316 Early Station Road  
Aulander, NC 27805

THIS DEED, made this the \_\_\_ day \_\_\_\_\_, 2013, by and between **Bertie County**, a political subdivision of the State of North Carolina, party of the first part, whose mailing address is Post Office Box 530, Windsor, North Carolina, party of the first part, to **Frederick A. Tayloe and wife, Ann D. Tayloe**, whose mailing address is 1316 Early Station Road, Aulander, North Carolina 27805, parties of the second part;

WITNESSETH:

WHEREAS, Frederick A. Tayloe and wife, Ann D. Tayloe, did make an offer to purchase the subject property from the party of the first part with consideration for such purchase being renovation of the building that is located on the property so that it can continue to be used as the voting place for the Mitchells #1 Precinct, the renovation involving the expenditure of no less than \$10,000.00 in repairs to the building and a restriction being placed on the title stating that Bertie County will be allowed to continue to use the building as a voting place, and an agreement being signed requiring the buyer to maintain the building and the grounds in good order and repair and to maintain insurance coverage on the building, among other requirements;

WHEREAS, pursuant to §160A-269 of the North Carolina General Statutes, Bertie County adopted a resolution acknowledging the receipt of the Tayloe's offer to purchase at a regularly scheduled meeting on April 7, 2014.

WHEREAS, the offer was advertised in the Bertie Ledger-Advance for upset bids on April 16, 2014, and no upset bids were made during the 10 day upset bid period.

NOW, THEREFORE, for and in consideration of the sum of ten dollars and the mutual covenants and agreements made between the parties, receipt of which is hereby acknowledged, Bertie County has bargained, sold, and conveyed and by these presents does bargain, sell, and convey unto the said parties of the second part, and their successors, heirs, and assigns, that certain lot or parcel of land situate in Bertie County, North Carolina, more particularly described as follows:

All that certain tract of land in Mitchells Township, Bertie County, North Carolina, described as follows:

BEGINNING in the public road at Odie Tayloe's corner; thence running along said line 90 feet; thence turning at right angles and running a Northern course 90 feet; thence turning at right angles and running an Easterly course 44 feet to the public road; thence along said public road a Northwesterly direction 115 feet to the point of beginning.

This is the same property conveyed to Bertie County by deed from Bernice B. Harrell, dated March 30, 1945, and recorded on May 10, 1945 in Deed Book 362, Page 514 of the Bertie County Public Registry.

THIS CONVEYANCE IS MADE SUBJECT TO THE FOLLOWING RESTRICTIVE COVENANTS:

- 1) That Bertie County be allowed to use the property as a voting place.
- 2) That the party of the second part repair the building that is located on the property before the November 2014 elections and to do so in compliance with the specifications and minimum cost requirements of the Agreement between the parties;
- 3) That the party of the second part maintain the building and grounds in good order and repair so that the use of the building as a voting place may continue unimpeded. In the event that the initial repairs are not made to the building, or if the building and grounds fall into disrepair, the County is entitled to make the needed repairs to the building and to clean, mow or otherwise maintain the grounds, and the County may send an invoice requesting reimbursement for the same to the party of the second part.
- 4) That the party of the second part keep the Property insured against loss by fire and all of the risks and perils of standard hazard insurance in an amount not less than the full replacement value of the Property with the County as an additional insured. In the event the property is damaged or destroyed by fire or casualty, the party of the second part will use the insurance proceeds to repair or rebuild it. Within 30 days of each annual renewal of insurance, the party of the second part shall provide a copy of the declaration page to the County. In the event that the party of the second part fails to comply with this paragraph after

30 days notice to cure, the County is entitled to force place the insurance. The County will then send an invoice requesting reimbursement for the same.

- 5) In the event that the party of the second part fails to pay any invoice sent by the County as the result of any of the above paragraphs within 30 days of receipt, the County may place a lien on the property for the amount owed and enforce that lien in the manner allowed by law for the abatement of a public nuisance.
- 6) These requirements run with the land and are binding on the heirs, successors and assigns of the parties of the second part.

This conveyance is made subject to County property taxes for the year 2014 and subsequent years, the payment of which shall be assumed by the purchaser.

TO HAVE AND TO HOLD the same to the said parties of the second part and their successors and assigns in as full and ample a manner as said party of the first part is authorized and empowered to convey the same.

IN WITNESS WHEREOF, the said party of the first part has caused this instrument to be executed in its name by the Chairman of the Board of County Commissioners, attested by its Clerk and its corporate seal hereto affixed, all by due authority of the vote of the Board of County Commissioners heretofore duly given, this the day and year first above written.

ATTEST:

BERTIE COUNTY

\_\_\_\_\_  
Sarah Seredni  
Clerk to the Board of  
Commissioners  
(SEAL)

BY: \_\_\_\_\_  
J. Wallace Perry, Chairman of  
the Board of Commissioners of  
Bertie County

## **Discuss proposed schedule of Board of Equalization and Review**

Tax Administrator Jodie Rhea was present for this portion of the meeting.

He reminded the Board that on May 5, 2014 at 10:00am, the Board would need to convene as the Board of Equalization and Review as required by NC General Statutes.

### **Review final draft of Business Personal Property Audit contract for services with CTS, Inc.**

After reviewing the recommended changes from County Attorney Smith, Commissioner Trent made a **MOTION** to approve the contract for services with CTS, Inc. Vice Chairman Smith **SECONDED** the motion. The **MOTION PASSED** unanimously.

County Manager Sauer reminded the Board that this agreement will assist the County Tax Office with verification of the accuracy of business personal property tax listings. These accounts will be reviewed and audited, and the contract requires that the private financial information of the businesses be held confidential and not open to public information.

### **Review final draft of office space lease agreement at the DRC building for the Pathway to Independence Program**

County Manager Sauer recommended this item for approval.

Vice Chairman Smith made a **MOTION** to approve the office space lease agreement for the DRC building for the Pathway to Independence Program as drafter the County Attorney. Commissioner Harrell **SECONDED** the motion. The **MOTION PASSED** unanimously.

### **Review final draft of Child Support Enforcement contract for services with YoungWilliams**

County Manager Sauer recommended this item for approval.

Vice Chairman Smith made a **MOTION** to approve the final draft of the Child Support Enforcement contract for services with YoungWilliams Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

**Consider budget amendment from Board of Elections for additional early voting sites as required by that State Board of Elections**

Sheila Holloman, Board of Elections Director, and Board Chairman Carolyn Woodard and Board member Michael Freeman were present to discuss the changes being made by the State Board of Elections regarding early voting sites and their requirements.

It was stated that additional early voting sites would be opened in Powellsville, Lewiston, and Merry Hill in order to be compliant with the State's requirements. The Board of Elections requested an additional \$4,666.00 be given to that Department in order to cover the costs of opening these additional locations for the early voting period.

Chairman Perry informed the Board that this is a State mandate and that the County really doesn't have a choice in the matter.

Commissioner Harrell made a **MOTION** to approve the additional funding from General Fund resources to the Board of Elections Department of \$4,666.00 to cover the additional early voting sites. Vice Chairman Smith **SECONDED** the motion. The **MOTION PASSED** unanimously.

**Review five year capital planning projections for Board of Elections to replace voting equipment required by the State Board of Elections**

The Board of Elections Chairman Woodard also informed the Board about a new policy from the State that would make the County's current voting equipment "de-certified" and therefore, obsolete as of 2016.

Chairman Woodard stated that the County would be required to purchase and install certified equipment no later than year 2020 but staff recommends that the Board planning accordingly now to have the equipment by 2018.

The Board commended the Board of Elections for making them aware of this new policy sooner rather than later.

The Board came to a consensus to revisit this matter during budget session in order to plan funds accordingly.

**EMS Update and potential acquisition of equipment**

County Manager Sauer informed the Board of an auction involving various ambulance and transport equipment that will take place in the beginning on May 7 and May 8, 2014.

County Manager Sauer recommended that the Board grant Emergency Services Director, Mitch Cooper, the opportunity to view the equipment prior to the auction in order to determine if there is any equipment available that could be of use to the County.

The Board will review Mr. Cooper's findings at the next meeting, and consider allowing the County to participate in this auction.

### **COMMISSIONER'S REPORTS**

The Commissioners had no remarks during this section.

### **COUNTY MANAGER'S REPORTS**

County Manager Sauer provided an update to the Board regarding Steve Biggs's health progress after his emergency surgery.

He stated that Mr. Biggs was now back at home and was resting comfortably until the doctor gives him clearance to return to work.

County Manager Sauer reminded the Board about the 2014 NCACC District Meeting hosted by the County this Wednesday, April 9, 2014 beginning at 5:15pm at the Cashie Convention Center.

Mr. Sauer also reminded the Board about the Mayors and Commissioners Dinner in Powellsville at 7:00pm on Thursday, April 10, 2014.

Also, Mr. Sauer informed the Board that budgets for each County department had been received, and he outlined various requests including: the Department of Social Service who is requesting two (2) new full time positions, Board of Elections is requesting ten (10) new laptop computers and printers, Sheriff's Department is requesting seven (7) new positions, and nine (9) vehicles, Animal Control is requesting one (1) new vehicle, and the Communication's Department is requesting a complete system upgrade.

County Manager Sauer also stated that the School Budget is pending but that Ann Williams of Hite Architects has responded to his inquiry about operating costs for the new high school with an estimate of \$10,000-\$12,000 per month.

Mr. Sauer also reported that Sales Tax receipts for six months total \$797,931.00, and are projected to reach the budgeted revenue of \$1,585,300.00 by year's end.

Additionally, Mr. Sauer present information regarding the Landfill Host Fees for eight months that total \$1,114,365.00, and are projected to reach approximately ninety percent (90%) of budgeted revenue by year's end resulting in a revenue shortfall of \$178,000.00 if the trend continues.

Also, Mr. Sauer updated the Board regarding Health Insurance Coverage options and that there would be a presentation to Department Heads on Wednesday, April 16<sup>th</sup> by Donna Nixon so that the County can gauge the impact for employees as it looks at various scenarios to mitigate a cost increase for the General Fund.

Lastly, Mr. Sauer reiterated to the Board that the positive impact of the Local Option Sales Tax Referendum could not be understated, as it would provide projected annual revenue of \$160,000.

Mr. Sauer also informed the Board that while searching for a contract mower service for the remote well sites, Maintenance Director Anthony Rascoe has requested that the current mower being used for County property be deemed “surplus” in order for it to be eligible for a trade in for a new mower that is budgeted for replacement this year.

Commissioner Harrell made a **MOTION** to deem the current mower (asset tag # 10757) as surplus in order for it to be deemed eligible as a trade in. Vice Chairman Smith **SECONDED** the motion. The **MOTION PASSED** unanimously.

Lastly, Mr. Sauer shared with the Board that he had been contacted by JoAnn Jordan of the Bertie County Relay for Life Committee. She was inquiring about the County providing sponsorship for the 2014 Relay for Life event on May 16<sup>th</sup> and 17<sup>th</sup>.

The Board came to a consensus to support this year’s Relay for Life as they have done in the past, committing \$500.00 for its sponsorship.

### **COUNTY ATTORNEY’S REPORT**

County Attorney Smith requested that the Board go into Closed Session pursuant to N.C.G.S. 143-318.11(a)(3) to consult with the County Attorney in order to preserve the attorney-client privilege that exists between the attorney and this public body.

### **CLOSED SESSION**

Commissioner Trent made a **MOTION** to go into Closed Session pursuant to N.C.G.S. 143-318.11(a)(3) to consult with the County Attorney in order to preserve the attorney-client privilege that exists between the attorney and this public body. Vice Chairman Smith **SECONDED** the motion. The **MOTION PASSED** unanimously.

The Board goes into Closed Session.

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

### **OPEN SESSION**

As per recommendation by the County Attorney, Commissioner Harrell made a **MOTION** to approve the minutes that were deferred earlier in the meeting for 3-17, 3-20, and 3-24-14 with the changes provided by the County Attorney. Vice Chairman Smith **SECONDED** the motion. The **MOTION PASSED** unanimously.

### **ADJOURN**

Chairman Perry adjourned the meeting at 12:47pm.



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

March 14, 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 **FEBRUARY** 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 Department

Approved on \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_

RLS*14*59	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
	2/10/2014	Hughes, Richard 14A6853205315.3	G01	226.38	0	0		\$226.38
		Deferred Tax Entered in Error						
	2/17/2014	Hughes, Richard 14A6853205315.2	G01	210.21				\$210.21
		Deferred Tax Entered in Error						
	2/17/2014	Hughes, Richard 14A6853205315.1	G01	175.01				\$175.01
		Deferred Tax Entered in Error						
	2/17/2014	Whitehurst, Rosa 14A5860689638	FLF	100.25				\$100.25
		Incorrect Legal Fees						
	2/17/2014	Whitehurst, Rosa 14A5860648712	FLF	100.25				\$100.25

RLS*14*59	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
	2/14/2014	Mizelle, Jeffery 13A18614.80	G01	8.4	0	0.84		\$9.24
		Listed in Error						
	2/25/2014	Greene, Patricia 13A5855883857	G01	64.68				\$64.68
		Double Listed with #30577						
	2/25/2014	Forehand, Chrisopher 13A6900864813	G01	72.56				\$72.56
		Correction to Grade made by Reval	G06	20.73				\$20.73
	2/28/2014	Cobb, Will 13A25768.80	G01	26.33				\$26.23
		Listed in Error						

RLS*14*59	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
	2/14/2014	Mizelle, Jeffery 12A18614.80	G01	7.8	0	0.78		\$8.58
		Listed In Error						
	2/18/2014	Sessoms, Allan 12A5889543616	FLF	29.19				\$29.19
		Incorrect Legal Fees						

RLS*14*59	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
	2/13/2014	Whitehurst, Earnest 09A5881253041	FLF	600	0	0		\$600.00
		Listed In Error						



## BERTIE COUNTY

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

**BOARD OF COMMISSIONERS**  
 J. WALLACE PERRY, Chairman  
 CHARLES L. SMITH, Vice-Chairman  
 RICK HARRELL  
 JOHN TRENT  
 RONALD "RON" WESSON

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

### BERTIE COUNTY BOARD OF COMMISSIONERS

Proclamation in support of National County Government Month - April 2014  
 "Ready and Resilient Counties: Prepare. Respond. Thrive"

**WHEREAS**, the nation's 3,069 counties serving more than 300 million Americans provide essential services to create healthy, safe, vibrant and economically resilient communities; and

**WHEREAS**, counties build infrastructure, maintain roads and bridges, provide health care, administer justice, keep communities safe, run elections, manage solid waste, keep records and much more; and

**WHEREAS**, Bertie County and all counties take pride in their responsibility to protect and enhance the health, welfare and safety of its residents in sensible and cost-effective ways; and

**WHEREAS**, in order to remain healthy, vibrant, safe, and economically competitive, America's counties must be able to anticipate and adapt to all types of change; and

**WHEREAS**, through National Association of Counties President Linda Langston's Resilient Counties initiative, NACo is encouraging counties to focus on how they prepare and respond to natural disasters and emergencies or any situation that the counties may face, such as economic recovery or public health and safety challenges; and

**WHEREAS**, each year since 1991 the National Association of Counties has encouraged counties across the country to actively promote their own programs and services to the public they serve; and

**WHEREAS**, Bertie County believes it important to be proactive in promoting ready and resilient communities through successful justice policies, practices and educational programs; and

**NOW, THEREFORE, BE IT RESOLVED THAT WE, THE BERTIE COUNTY BOARD OF COMMISSIONERS**, do hereby proclaim April 2014 as National County Government Month and do hereby encourage all Bertie County officials, employees, and residents to participate in County Government celebration activities.

This the 21<sup>st</sup> day of April, 2014.

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J. Wallace Perry, Chairman  
 Bertie County Board of Commissioners

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Sarah Seredni, Clerk to the Board

COUNTY OF BERTIE  
FINANCIAL SUMMARY  
FISCAL YEAR 13/14

GOVERNMENTAL FUNDS	BUDGET	MAR	YTD	Prior Year	
				% TO DATE	% TO DATE
<b>REVENUES</b>					
PROPERTY TAXES	\$ (10,174,774.00)	\$ (120.00)	\$ (9,359,666.63)	92.00%	95.20%
SALES AND OTHER TAXES	\$ (1,585,300.00)	\$ (146,601.38)	\$ (854,868.66)	53.90%	53.10%
UNRESTRICTED INTERGOVERNMENT	\$ (102,000.00)	\$ -	\$ (19,187.00)	18.80%	19.20%
RESTRICTED INTERGOVERNMENT	\$ (809,457.00)	\$ (43,467.62)	\$ (551,105.70)	68.10%	48.90%
PERMITS & FEES	\$ (2,554,167.00)	\$ (124,217.01)	\$ (1,304,370.87)	51.10%	68.90%
SALES & SERVICES	\$ (75,001.00)	\$ (5,472.51)	\$ (46,957.43)	62.60%	62.40%
MISCELLANEOUS	\$ (187,130.00)	\$ (12,613.99)	\$ (216,539.30)	115.70%	120.60%
INTEREST EARNED ON INVESTMENTS	\$ (20,000.00)	\$ (4,430.28)	\$ (11,767.30)	58.80%	31.80%
TRANSFERS	\$ (1,341,733.00)	\$ -	\$ -	0.00%	0.00%
FUND BALANCE APPROPRIATED	\$ (1,483,888.00)	\$ -	\$ -	0.00%	0.00%
TRANSFERS TO DEBT SERVICE	\$ (2,370,969.00)	\$ -	\$ -	0.00%	0.00%
TRANSFERS GEN TO DSS	\$ (1,369,859.00)	\$ -	\$ -	0.00%	0.00%
DSS	\$ (3,610,989.00)	\$ (58,934.86)	\$ (2,124,778.78)	58.80%	63.70%
DSS PERMITS & FEES	\$ (5,000.00)	\$ (500.00)	\$ (2,900.00)	58.00%	79.00%
DSS MISCELLANEOUS	\$ (1,200.00)	\$ 311.97	\$ (159.69)	13.30%	33.30%
<b>TOTAL REVENUES</b>	<b>\$ (25,691,467.00)</b>	<b>\$ (396,045.68)</b>	<b>\$ (14,492,301.36)</b>	<b>56.41%</b>	<b>62.50%</b>
<b>EXPENDITURES</b>					
GOVERNING BODY	\$ 194,732.00	\$ 9,575.65	\$ 101,349.00	52.10%	57.90%
ADMINISTRATION	\$ 259,977.00	\$ 17,885.65	\$ 191,378.43	74.00%	81.10%
FINANCE	\$ 288,298.00	\$ 20,224.56	\$ 189,398.57	65.90%	63.70%
TAX LISTING & COLLECTIONS	\$ 503,983.00	\$ 29,821.92	\$ 324,385.00	66.10%	68.90%
LEGAL	\$ 185,000.00	\$ 16,034.53	\$ 131,916.64	71.30%	107.70%
COURT FACILITIES	\$ 81,372.00	\$ 5,823.90	\$ 29,574.47	37.00%	29.00%
ELECTIONS	\$ 126,543.00	\$ 4,987.57	\$ 84,208.14	68.00%	92.90%
REGISTER OF DEEDS	\$ 286,162.00	\$ 28,939.92	\$ 198,489.14	71.40%	79.00%
PUBLIC BUILDINGS	\$ 607,263.00	\$ 31,224.35	\$ 470,423.55	79.30%	81.60%
BERTIE DATA CENTER	\$ 216,285.00	\$ 19,732.16	\$ 147,903.89	73.00%	77.40%
SHERIFF	\$ 2,074,278.00	\$ 139,316.49	\$ 1,405,166.15	68.60%	71.40%
911 COMMUNICATIONS	\$ 377,947.00	\$ 30,072.54	\$ 246,254.10	67.10%	67.50%
EMERGENCY MANAGEMENT	\$ 458,326.00	\$ 73,403.68	\$ 348,215.39	78.70%	77.70%
EMERGENCY SERVICES	\$ 1,188,654.00	\$ 143,295.95	\$ 541,674.68	47.00%	-
PLANNING/INSPECTIONS	\$ 314,715.00	\$ 22,500.22	\$ 197,947.11	63.30%	66.50%
MEDICAL EXAMINER	\$ 8,000.00	\$ 100.00	\$ 2,300.00	61.30%	53.30%
ANIMAL CONTROL	\$ 107,141.00	\$ 8,296.56	\$ 71,732.56	67.60%	68.90%
RC DOMESTIC VIOLENCE TASK FORC	\$ -	\$ -	\$ 1,035.42	100.00%	33.00%
SOLID WASTE	\$ 517,106.00	\$ 42,492.23	\$ 341,349.45	66.00%	66.60%
ECONOMIC DEVELOPMENT	\$ 82,980.00	\$ 7,219.69	\$ 60,070.65	72.40%	70.70%
COOPERATIVE EXTENSION	\$ 175,850.00	\$ 13,238.36	\$ 93,414.15	54.40%	59.60%
SOIL CONSERVATION	\$ 67,573.00	\$ 5,461.64	\$ 48,462.02	71.70%	98.30%
HEALTH DEPARTMENT	\$ 97,200.00	\$ 8,000.00	\$ 72,000.00	74.10%	74.10%
VETERAN SERVICES	\$ 25,671.00	\$ 2,109.85	\$ 19,359.87	76.00%	73.40%
AID TO AGING/NUTRITION	\$ 458,713.00	\$ 29,647.97	\$ 295,842.18	64.50%	67.20%
PARKS & RECREATION	\$ 201,356.00	\$ 14,813.07	\$ 131,024.87	70.30%	68.60%
SPECIAL APPROPRIATIONS	\$ 4,731,101.00	\$ 330,901.04	\$ 3,248,530.39	69.20%	69.60%
TRANSFERS TO OTHER FUNDS	\$ 4,655,574.00	\$ -	\$ -	0.00%	0.00%
CONTINGENCY	\$ 29,737.00	\$ -	\$ -	0.00%	0.00%
SOCIAL SERVICES-ADMINISTRATION	\$ 2,475,445.00	\$ 178,176.75	\$ 1,562,057.35	63.60%	68.70%
SOCIAL SERVICES PROGRAMS	\$ 2,523,516.00	\$ 157,035.81	\$ 1,611,028.84	65.90%	64.20%
TOTAL DEBT SERVICE	\$ 2,370,969.00	\$ 6,468.42	\$ 1,644,967.51	69.40%	77.50%
<b>TOTAL EXPENDITURES</b>	<b>\$ 25,691,467.00</b>	<b>\$ 1,396,800.48</b>	<b>\$ 13,811,459.52</b>	<b>53.76%</b>	<b>59.40%</b>

**CASH**

	Prior Year	
	March 31, 2014	March 31, 2013
CENTRAL DEPOSIT ACCOUNT - SOUTHERN	\$ 2,667,219.86	\$ 2,266,090.46
CD'S - SOUTHERN	\$ 6,500,000.00	\$ 6,500,000.00
NC CAPITAL MANAGEMENT TRUST	\$ 2,596,210.29	\$ 2,246,595.65
	<b>\$ 11,763,430.15</b>	<b>\$ 11,012,686.11</b>

COUNTY OF BERTIE  
FINANCIAL SUMMARY  
FISCAL YEAR 13/14

		BUDGET	MAR	YTD	% TO DATE	Prior Year % TO DATE
<b>UTILITY FUNDS</b>						
<b>DISTRICT I</b>						
TOTAL PERMITS & FEES		\$ (39,000.00)	\$ (1,701.17)	\$ (20,299.15)	52.00%	49.40%
TOTAL SALES & SERVICES		\$ (340,000.00)	\$ (25,937.02)	\$ (251,405.26)	73.90%	65.80%
TOTAL MISCELLANEOUS		\$ (700.00)	\$ -	\$ (2,680.00)	382.90%	391.40%
TOTAL OTHER		\$ (2,000.00)	\$ -	\$ -	0.00%	0.00%
	<b>TOTAL REVENUES</b>	\$ (381,700.00)	\$ (27,638.19)	\$ (274,384.41)	71.88%	60.21%
WATER DISTRICT I	<b>TOTAL EXPENDITURES</b>	\$ 381,901.00	\$ 8,035.24	\$ 121,450.40	32.70%	26.30%
<b>DISTRICT II</b>						
TOTAL PERMITS & FEES		\$ (34,000.00)	\$ (4,582.53)	\$ (43,199.61)	127.10%	94.90%
TOTAL SALES & SERVICES		\$ (662,000.00)	\$ (59,763.47)	\$ (510,650.91)	77.10%	81.60%
TOTAL MISCELLANEOUS		\$ (9,900.00)	\$ (15.00)	\$ (4,319.62)	43.60%	1330.10%
TOTAL OTHER		\$ (200.00)	\$ -	\$ -	0.00%	0.00%
	<b>TOTAL REVENUES</b>	\$ (706,100.00)	\$ (64,361.00)	\$ (558,170.14)	79.05%	83.43%
WATER DISTRICT II	<b>TOTAL EXPENDITURES</b>	\$ 706,752.00	\$ 28,896.05	\$ 308,623.31	45.30%	23.50%
<b>DISTRICT III</b>						
TOTAL PERMITS & FEES		\$ (41,400.00)	\$ (3,148.63)	\$ (25,924.18)	62.60%	81.10%
TOTAL SALES & SERVICES		\$ (470,000.00)	\$ (40,606.52)	\$ (349,665.18)	74.40%	65.90%
TOTAL MISCELLANEOUS		\$ (700.00)	\$ (20.00)	\$ (553.79)	79.10%	33.70%
TOTAL OTHER		\$ (2,000.00)	\$ -	\$ -	0.00%	0.00%
	<b>TOTAL REVENUES</b>	\$ (514,100.00)	\$ (43,775.15)	\$ (376,143.15)	73.17%	66.69%
WATER DISTRICT III	<b>TOTAL EXPENDITURES</b>	\$ 514,585.00	\$ 18,498.76	\$ 207,655.89	42.00%	30.20%
<b>DISTRICT IV</b>						
TOTAL PERMITS & FEES		\$ (44,500.00)	\$ (1,850.06)	\$ (24,358.34)	54.70%	46.50%
TOTAL SALES & SERVICES		\$ (449,128.00)	\$ (34,495.77)	\$ (328,810.40)	73.20%	66.50%
TOTAL MISCELLANEOUS		\$ (600.00)	\$ -	\$ (100.00)	16.70%	23.60%
TOTAL OTHER		\$ (700.00)	\$ -	\$ -	0.00%	0.00%
	<b>TOTAL REVENUES</b>	\$ (494,928.00)	\$ (36,345.83)	\$ (353,268.74)	71.38%	64.60%
WATER DISTRICT IV	<b>TOTAL EXPENDITURES</b>	\$ 495,262.00	\$ 12,506.85	\$ 167,929.07	35.10%	26.90%
<b>BERTIE PHONE</b>						
TOTAL MISCELLANEOUS		\$ (70,000.00)	\$ (6,024.67)	\$ (53,589.73)	76.60%	68.50%
FUND BALANCE APPROPRIATED		\$ (108,500.00)	\$ -	\$ -	0.00%	0.00%
	<b>TOTAL REVENUES</b>	\$ (178,500.00)	\$ (6,024.67)	\$ (53,589.73)	30.02%	68.50%
BERTIE PHONE SYSTEM	<b>EXPENDITURES</b>	\$ 178,500.00	\$ 3,773.55	\$ 132,893.92	89.90%	65.00%



## COUNTY OF CURRITUCK

### BOARD OF COMMISSIONERS

S. Paul O'Neal, Chairman  
 Paul R. Martin, Vice-Chairman  
 O. Vance Aydlett, Jr.  
 Marion J. Gilbert  
 David L. Griggs  
 Kevin E. McCord  
 H.M. "Butch" Petrey

County Manager's Office  
 153 Courthouse Road, Suite 204  
 Currituck, North Carolina 27929  
 Telephone (252) 232-2075 / Fax (252) 232-3551  
 State Courier # 10-69-17

DANIEL F. SCANLON II  
 County Manager  
 DONALD I. McREE, JR.  
 County Attorney  
 MARY S. GILBERT  
 Clerk to the Board

April 9, 2014

The Honorable Senator Richard Burr  
 U. S. Senate  
 217 Russell Senate Office Building  
 Washington, DC 20510

Dear Senator Burr,

During its regularly scheduled meeting on April 7, 2014, the Currituck County Board of Commissioners adopted the enclosed resolution.

This resolution is in support of recognition of World War II Coastwise Merchant Mariners.

Your consideration and action on this request is most appreciated. If further information is needed, please do not hesitate to contact us.

Sincerely,

Mary S. Gilbert  
 Clerk to the Board

cc: Board of Commissioners

Enclosure



## **COUNTY OF CURRITUCK**

County Manager's Office  
153 Courthouse Road, Suite 204  
Currituck, North Carolina 27929  
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April 9, 2014

The Honorable Kay Hagan  
U.S. Senate  
521 Dirksen Senate Office Building  
Washington DC 20510

Dear Senator Hagan,

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This resolution is in support of recognition of World War II Coastwise Merchant Mariners.

Your consideration and action on this request is most appreciated. If further information is needed, please do not hesitate to contact us.

Sincerely,

Mary S. Gilbert  
Clerk to the Board

cc: Board of Commissioners

Enclosure



## **COUNTY OF CURRITUCK**

### **BOARD OF COMMISSIONERS**

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DANIEL F. SCANLON II  
County Manager  
DONALD I. McREE, JR.  
County Attorney  
MARY S. GILBERT  
Clerk to the Board

April 9, 2014

The Honorable Walter B. Jones, Jr.  
U.S. House of Representatives  
2333 Rayburn House Office Building  
Washington, DC 20515-3303

Dear Congressman Jones,

During its regularly scheduled meeting on April 7, 2014, the Currituck County Board of Commissioners adopted the enclosed resolution.

This resolution is in support of recognition of World War II Coastwise Merchant Mariners.

Your consideration and action on this request is most appreciated. If further information is needed, please do not hesitate to contact us.

Sincerely,

Mary S. Gilbert  
Clerk to the Board

cc: Board of Commissioners

Enclosure



## **COUNTY OF CURRITUCK**

### **RESOLUTION IN SUPPORT OF RECOGNITION OF**

### **“WW II COASTWISE MERCHANT MARINERS ”**

**Findings 1:** The US Merchant Marine Seamen of WW II gained veteran status under a court ruling via Schmacher, Willner, et al, V. Secretary of the Air Force Edward C. Aldridge, Jr 665 F Supp 41 (D.D.C 1987) providing they meet certain eligibility requirements.

**Findings 2:** USCG Information Sheet #77 (April 1992) identifies **acceptable forms of documentation** for eligibility meeting the requirements pursuant to Schmacher V. Aldridge, 655 41(D.D.C 1987)

- a. Certificate of Discharge (Form 718A)
- b. Continuous Discharge Books (ship's deck/engine logbooks)
- c. Company letters showing vessel names and dates of voyages

**Findings 3:** Some 10,000 to 30,000 **coastwise** seagoing tug and barge merchant seamen have been or may be denied recognition upon application because actions taken by government agencies (prior to P. L. 95-202) have removed required eligibility records from being available to the veteran.

**Findings 4:** Commandant USCG Order of 20 March, 1944 **relieves masters of tugs, towboats and seagoing barges of the responsibility of submitting reports of seamen shipped or discharged on forms 718A.** This action removes item (a) from the eligibility list in Findings 2.

**Findings 5:** USCG Information Sheet # 77 (April, 1992) further states “Deck logs were traditionally considered to be the property of the owners of the ships. After World War II, however, the deck and engine logbooks of vessels operated by the War Shipping Administration were turned over to that agency by the ship owners, and **were destroyed during the 1970s**”. This action effectively eliminates item (b) from the eligibility list in Findings 2.

**Findings 6:** Company letters showing vessel names and dates of voyages are highly suspect of ever existing due to the strict orders prohibiting even the discussion of ship/troop movement. Then consider item (c) of Findings 2 should be removed from the eligibility list. USCG Info Sheet # 77, page 2 refers

**Findings 7:** Commandant, USCG Ltr 5739 Ltr of 09 Apr 2010 states, “**The US Government did not issue mariner credentials to females during the World War II.**”

**Findings 8:** Excerpts from Pres. Roosevelt's fireside Chat 23: On the Home Front (Oct. 12, 1942):“In order to keep stepping up our production, we have had to add millions of workers to the total labor force of the Nation. “In order to do this, we shall be compelled to use **older men, and handicapped people, and more women, and even grown boys and girls**, wherever possible and reasonable, to replace men of military age and fitness; **to use their summer vacations, to work somewhere in the war industries.**

**Findings 9:** Post the Revolutionary War; many Acts of Congress were enacted to provide pensions to those veterans applying for support. Thousands of servicemen were without documented service and remained without any viable means to prove service. Excerpts from documents retained at the NARA provide: **Generally the process required an applicant to appear before a court of record in the State of his or her residence to describe under**

**oath the service for which a pension was claimed.** This sets precedence for using certified oaths in conjunction with the Social Security documents as alternative documentation.

**Findings (10):** US CG Official Shipping/Discharge documents (Forms 718A) were obtained from the National Archives and Records Administration, Wash. DC through the superb support of Mr. Mark Mollan, WW II Senior Archivist, that contained information proving Active Duty (AD) services for some WW II coastwise barge and tug Merchant Mariners. Together with additional information obtained via a FOIA request to the National Maritime Center, research brought forth additional information. **Research conducted between June-August 2013, in concert with the NMC,** using official records of 1172 coastwise merchant mariners and the USCG Merchant Marine Casualties of WW II report of 1950 revealed the following:

**WW II Coastwise Mariners Listing: Excel Sheet #1**

- 1172 Mariners identified via official USCG Shipping/Discharge Forms 718A
- 84 Mariners may be women according to their feminine sounding names; OR 7.2%
- 1058 Mariners' ages were specified. Ages ranged from 10 to 78.
- 583 Mariners identified within draft age and included those in 4F status; OR 55.1% of known ages.
- 525 Mariners identified at over the draft age of 37; OR 49.6% of known ages.
- 114 Mariners with age not specified; OR 09.7%
- 47 Mariners who served were under the age of 17; OR 4.4% of known ages.
- 16 Mariners KIA with 1 receiving DD Form 1300.

**National Maritime Form DD 214 Listing: Excel Sheet #2**

- 794 Mariners were identified on NMC Coastwise Mariners listing identifying Active Duty services.
- 291 Mariners on NMC listing had no USCG MMLD numbers listed; OR 36.6%
- 85 Mariners issued DD Form 214 from NMC listing, OR 10.7% of NMC; OR 7.2% of WW II CMM

**Merchant Marine KIA & MIA Casualties from all causes = 9521** \* (usmm.org)

- 5662 Mariner Casualties from USCG per 1950 Report \* (USCG 1950 casualty report)
- 3859 Mariner Casualties from Other Sources \* (Additional sources = Art. Moore and US Congress)

**Merchant Marine Casualties recognized by all sources = 414**

- 344 Mariner Casualties from USCG 1950 Casualty Report \* (USCG 1950 casualty report)
- 77 Mariner Casualties from NMC report & not listed on USCG 1950 Casualty List \* (NMC DD 1300 Report)
- 1 Mariner in NMC DD 1300 files as having received Form DD 1300 yet 16 identified on WW II CM listing

**Rationale: 9521 Merchant Mariners KIA or MIA serving and only 414 receiving Veteran status.**

**Findings 11:** The USCG cannot provide a true estimate of merchant mariners serving in WW II. **GAO/HEHS-97-196R** refers. Estimates range from 250,000 to 410,000 from recognized historians. None of these historians were aware of these 10,000 to 30,000 coastwise merchant seamen where many served without proper credentials and were not included in above estimates. **Some were elderly handicapped; others women and some were school children** who served in a billet, drew wages and paid taxes. They served on the same vessels in the same hostile war zones and performed the same services alongside others who were documented. **Yet, only about 91,000 merchant mariners have been recognized as veterans with just 1192 of these veterans in receipt of compensation or pension benefits the VA refers.** This is a vast disparity in ratio of the other service branches.

**Findings 12:** DOD and NARA Agreement **N1-330-04-1 of Jul, 08, 2004** puts in place a procedure to transfer military personnel files of individuals from all services, (including civilian personnel or contractual groups who were later accorder military status under the provisions of Public Law 95-202). This agreement affects military personnel records of individuals **62 years** after separation from service. Action has taken place for all **except** the US Merchant Marine IAW P.L 95-202. This **inaction** by the **Department of Homeland Security via (COMDT USCG)** has caused many of the mariners to have **gone unrecognized** for their services. Many have passed without ever gaining recognition or benefits and soon all will be History. Only **about 91,000 out of 250,000 have ever received recognition** as veterans with many unable to gain access because of age and health condition requiring assistance for others outside family. Had compliance taken place, these records would be available to all and providing the mariner a chance to being recognized many years ago and enjoying the benefits awarded to them via public law.

**Whereas: (1)** By court order, Schumacher v. Aldridge 665 F Supp 41 (D.D.C. 1987) provided for veteran status to certain US Merchant Marine seamen during WW II (07 December, 1941 to 31 December, 1946) with the same benefits accorded all veterans as administered by the Veterans Administration. There were **no provisions** for the elderly handicapped, women or schoolchildren to even be considered for their services as mariners serving anywhere within the US Merchant Marine providing an avenue to veteran status.

**Whereas: (2)** The USCG Information Sheet #77 of Apr. 1992 identifies specific criteria to be used to prove active duty performed by an individual seaman for the purpose of attaining veteran status and findings (5), (6) & (7) identified specific **official government actions** that **removed** these particular documents from the reach of the mariner and **clearly identifies the requirement** to put in place a method of utilizing **alternative** documentation and other approved methods to take the place of specific documents removed from use by the government actions cited in this document.

**Whereas: (3)** Women were removed from ships at the onset of WW II and not allowed to serve in any capacity by direction of the War Shipping Administrator, Admiral Emory S. Land. The Captains of the Ports (USCG COTP) were given specific directions to **deny** official USCG maritime credentials to any woman requesting them. They served but without official credentials in every capacity on most vessels. Families were the sole crew on many barges throughout the WW II and afterwards. Companies **welcomed this** arrangement because **critical** crew replacements were **reduced** considerably and allowing those barges to move the bulk war materials more quickly freeing the more able bodied seaman and provided the opportunity to man the larger seagoing ships taking vital supplies to troops on all the fronts, keeping the enemy from our doors. A **win win** situation vital to war defense. **To date** there is **no law or other avenue** recognizing women as veterans of the US Merchant Marine during WW II

**Whereas: (4)** President Roosevelt's speech of 12 Oct, 1942 puts in place the use of elderly and handicapped individuals, school children and women in an effort to support war efforts by replacing men of military age and fitness, and in stepping up our production of war materials for those on the front lines. Women, the elderly disabled and schoolchildren entered the varied war defense plant services in droves and many found their way into the coastwise barge and tug trades as well.

**Whereas: (5)** DOD & NARA Agreement N1-330-04-1 of July 08, 2004 provides for the transfer of military records to the National Personnel Records Center, St. Louis, MO for use as archival records, open to the public. But inaction by the DHS for the mariner in over 10 years has caused the veteran loss of due access of his records that may have accorded him recognition as a veteran. Under aged children served this nation in every war.

**Whereas: (6)** Previous bills HR 1288, now HR 2189 and S-1361 would have provided for alternative records to be used in place of records lost, destroyed or denied for coastwise seamen affected and allowed women and school children be recognized for their services rendered for the first time ever. **No laws** in place to allow for resolution. Note: **S 1361** was incorporated into **S 1950** and then **S 1982** but **reduced to a 90 day Process Review**, thereby losing its effectiveness to recognize any of the coastwise mariners. Both bills were rejected by the Senate. A review of the Process is not warranted or necessary. Both Bills S 1950 and S 1982 were rejected by Senate vote.

**Whereas: (7)** The elderly disabled, children and women have served in every war this nation has ever known. Most have served without recognition but history is replete with actions of young children stepping up to serve, some receiving our highest honors and others serving in our highest ranks of service, congress and the presidency; e.g. President Andrew Jackson (age **13**); America's first Admiral, David Glasgow Farragut was appointed a midshipman at age **9** by President James Madison; Willie Johnson (age **11**) was recipient of the Medal of Honor; Albert Cohen of Memphis TN who enlisted at age **11** & KIA age **15**. History is laced with children defending this nation and Coastwise Mariners had their fair share of them. **Findings #10 provides support info.**

**Whereas: (8)** Although they served gallantly and with honor, actions taken against those that were elderly and disabled, school children and women by denying them official credentials during WW II is considered **discrimination** today.

**Whereas: (9)** The House Bill HR 2189 contains the original wording as proposed and offers alternative methods of recognition for these Coastwise Mariners from WW II. The proposed Senate Bill S 1982 will only **review** the process used to determine whether an individual performed service under honorable conditions that satisfies the requirements of a coastwise merchant seamen who is recognized as having performed active duty service under the court ruling via Schmacher, Willner, et al, V. Secretary of the Air Force Edward C. Aldridge Jr 665 f Supp 41 (D.D.C.1987). There are no considerations in any **existing** legislation that provides for women who served, under aged schoolchildren or elderly handicapped seaman any avenue to attain veteran status. **Nor** is there a current avenue to use alternative methods of recognition or other actions that have proved effective in past wars for use in lieu of documents that were denied and/or destroyed by several specific official government actions.

**Whereas: (10)** A Process Review of 90 additional days can only **conclude** that in order to correct this significant oversight, legislation will still be required to allow for alternative documentation and other actions that will lead to recognition as veterans for these WW II coastwise merchant mariners. By the time the study is over the 113<sup>th</sup> congress will have expired and all is lost and back to the beginning; thereby again losing precious lives who may gain recognition if **HR 2189 is allowed to move forward. Notwithstanding cost associated with a study.**

**The following actions are recommended:**

**(1) Initiate congressional actions to:** Provide sufficient response to support Merchant Mariners' provisions of HR 2189 (with wording intact to insure all coastwise barge and tugboat mariners who served during WW II regardless of age, gender or disability) are recognized as veterans in accordance with or similar to: court ruling via Schmacher, Willner, et al, V. Secretary of the Air Force Edward C. Aldridge, Jr 665 F Supp 41 (D.D.C 1987, **granting veterans status.**

**Now, therefore, be it resolved** that the Currituck County Board of Commissioners hereby supports the efforts on behalf of the World War II Coastwise Merchant Mariners and urges our Representatives in the Senate and the House to pass legislation to approve the above recommendations.

**Adopted** this the 7<sup>th</sup> day of April, 2014.

  
\_\_\_\_\_  
S. Paul O'Neal, Chairman  
Currituck County Board of Commissioners

ATTEST:

  
Mary S. Gilbert  
Clerk to the Board





## BERTIE COUNTY

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

**BOARD OF COMMISSIONERS**  
J. WALLACE PERRY, Chairman  
CHARLES L. SMITH, Vice-Chairman  
RICK HARRELL  
JOHN TRENT  
RONALD "RON" WESSON

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

### RESOLUTION IN SUPPORT OF RECOGNITION OF "WW II COASTWISE MERCHANT MARINERS"

**Findings 1:** Some US Merchant Marine Seamen of WW II gained veteran status under a court ruling via Schmacher, Willner, et al, V. Secretary of the Air Force Edward C. Aldridge, Jr 665 F Supp 41 (D.D.C 1987). The USCG later **required** they meet certain eligibility requirements.

**Findings 2:** Some 10,000 to 30,000 **coastwise** seagoing tug and barge merchant seamen have been or may be denied recognition upon application because actions taken by government agencies (prior to P. L. 95-202) have removed required eligibility records from being available to the veteran.

**Findings 3:** Commandant, USCG Ltr 5739 Ltr of 09 Apr 2010 states, "**The US Government did not issue mariner credentials to females during the World War II.**"

**Findings 4:** USCG Information Sheet #77 (April 1992) identifies **acceptable forms of documentation** for eligibility meeting the requirements pursuant to Schmacher V. Aldridge, 655 41(D.D.C 1987)

- a. Certificate of Discharge (Form 718A)
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- c. Company letters showing vessel names and dates of voyages

**Findings 5:** Commandant USCG Order of 20 March, 1944 **relieves masters** of tugs, towboats and seagoing barges **of the responsibility of submitting reports of seamen shipped or discharged on forms 718A.** This action removes item (a) from the eligibility list in Findings 4.

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**Findings 8:** Excerpts from Pres. Roosevelt's fireside Chat 23: On the Home Front (Oct. 12, 1942): "In order to keep stepping up our production, we have had to add millions of workers to the total labor force of the Nation. "In order to do this, we shall be compelled to use **older men, and handicapped people, and more women, and even grown boys and girls**, wherever possible and reasonable, to replace men of military age and fitness; **to use their summer vacations, to work somewhere in the war industries.**" Underage combatants had served in all of America's wars from the time of the Revolution. The unknown number who served in the Second World War perpetuated that legacy. They served with distinction and valor, and indisputably demonstrated that, despite their age, they could serve as well as those around them.

**Findings 9:** Post the Revolutionary War; many Acts of Congress were enacted to provide pensions to those veterans applying for support. Thousands of servicemen were without documented service and remained without any viable means to prove service. Excerpts from documents retained at the NARA provide: **Generally the process required an applicant to appear before a court of record in the State of his or her residence to describe under oath the service for which a pension was claimed.** This establishes precedence for using certified oaths in conjunction with the Social Security documents as alternative documentation.

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**WW II Coastwise Mariners Listing: Excel Sheet #1**

1172 Mariners identified via official USCG Shipping/Discharge Forms 718A

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1058 Mariners' ages were specified. Ages ranged from 10 to 78.

583 Mariners identified within draft age and included those in 4F status; OR 55.1% of known ages.

525 Mariners identified at over the draft age of 37; OR 49.6% of known ages.

114 Mariners with age not specified; OR 09.7%

47 Mariners who served were under the age of 17; OR 4.4% of known ages.

16 Mariners KIA with 1 receiving DD Form 1300.

**National Maritime Form DD 214 Listing: Excel Sheet #2**

794 Mariners were identified on NMC Coastwise Mariners listing identifying Active Duty services.

291 Mariners on NMC listing had no USCG MMLD numbers listed; OR 36.6%

85 Mariners **issued** DD Form 214 from NMC listing, OR 10.7% of NMC; OR 7.2% of WW II CMM

**Merchant Marine KIA & MIA Casualties from all causes = 9521** \* (usmm.org)

5662 Mariner Casualties from USCG per 1950 Report \* (USCG 1950 casualty report)

3859 Mariner Casualties from Other Sources \* (Additional sources = Art. Moore and US Congress)

**Merchant Marine Casualties recognized by all sources = 414**

- 344 Mariner Casualties from USCG 1950 Casualty Report \* (USCG 1950 casualty report)
- 70 Mariner Casualties from NMC report & not listed on USCG 1950 Casualty List \* (NMC DD 1300 Report)
- 1 Mariner in NMC DD 1300 files as having received Form DD 1300 yet 16 identified on WW II CM listing

**Rationale: 9521 Merchant Mariners KIA or MIA** serving and **only 414** receiving Veteran status.

**Findings 11:** The USCG **cannot** provide a **true estimate** of merchant mariners serving in WW II. **GAO/HEHS-97-196R** refers. Estimates range from 250,000 to 410,000 from recognized historians. None of these historians were aware of these 10,000 to 30,000 coastwise merchant seamen where many served without proper credentials and were not included in above estimates. **Some were elderly handicapped; others women and some were school children** who served in billets, drew wages and paid taxes. They served on the same vessels in the same hostile war zones and performed the same services alongside others who were documented. **Yet, only about 91,000 merchant mariners have been recognized as veterans with just 1192 of these veterans in receipt of compensation or pension benefits the VA refers.** This is a vast disparity in ratio of the other service branches.

**Findings 12:** DOD and NARA Agreement **N1-330-04-1 of Jul, 08, 2004** puts in place a procedure to transfer military personnel files of individuals from all services, (including civilian personnel or contractual groups who were later accorded military status under the provisions of Schmacher, Willner, et al, V. Secretary of the Air Force Edward C. Aldridge, Jr 665 F Supp 41 (D.D.C 1987). This agreement affects military personnel records of individuals **62 years** after separation from service. Action has taken place for all **except** the US Merchant Marine IAW above court order. This **inaction** by the **Department of Homeland Security via (COMDT USCG)** has caused many of the mariners to have **gone unrecognized** for their services. Many seafarers have passed without ever gaining recognition or benefits and soon all will be History. National Personnel Records Center estimate there are between 1400 to 2500 Cubic feet of Shipping/Discharge documents being stored at the NARA district offices and NMC yet to be transferred to the National Personnel Records Center in Branson, Missouri. Many seafarers have passed without ever gaining recognition or benefits and soon all will be History. NMC cites **about 91,000 out of 250,000 to 415,000 have ever received recognition** as veterans with many unable to gain access because of age and health condition requiring assistance for others outside family. Had compliance taken place, these records would have been available to all and providing the mariner a chance to being recognized many years ago and enjoying the benefits awarded to them via court order.

**Whereas:** (1) By court order, Schmacher v. Aldridge 665 F Supp 41 (D.D.C. 1987) **provided for veteran status** to certain US Merchant Marine seamen during WW II (07 December, 1941 to 31 December, 1946) with the same benefits accorded all veterans as administrated by the Veterans Administration. There were **no provisions** for the elderly handicapped, women or schoolchildren to even be considered for their services as mariners serving anywhere within the US Merchant Marine providing an avenue to veteran status.

**Whereas: (2)** The USCG Information Sheet #77 of Apr. 1992 identifies specific criteria to be used to prove active duty performed by an individual seaman for the purposed of attaining veteran status and findings (5), (6) & (7) identified specific **official government actions** that **removed** these particular documents from the reach of the mariner and **clearly identifies the requirement** to put in place a method of utilizing **alternative** documentation and other approved methods to take the place of specific documents removed from use by the government actions cited in this document.

**Whereas: (3)** Women **were removed** from ships at the onset of WW II and not allowed to serve in any capacity by direction of the War Shipping Administrator, Admiral Emory S. Land. The Captains of the Ports (USCG COTP) were given specific directions to **deny** official USCG maritime credentials to any woman requesting them. They **served but without official credentials** in every capacity on most vessels. Families were the sole crew on many barges throughout the WW II and afterwards. Companies **welcomed this** arrangement because **critical** crew replacements were **reduced** considerably and allowing those barges to move the bulk war materials more quickly freeing the more abled bodied seaman and provided the opportunity to man the larger seagoing ships taking vital supplies to troops on all the fronts, keeping the enemy from our doors. A **win win** situation vital to war defense. **To date** there is **no law or other avenue** recognizing women as veterans of the US Merchant Marine during WW II

**Whereas: (4)** President Roosevelt's speech of 12 Oct, 1942 **puts in place the use of elderly and handicapped individuals, school children and women in an effort to support war efforts** by replacing men of military age and fitness, and in stepping up our production of war materials for those on the front lines. Women, the elderly disabled and schoolchildren entered the varied war defense plant services in droves and many found their way into the coastwise barge and tug trades as well.

**Whereas: (5)** DOD & NARA Agreement N1-330-04-1 of July 08, 2004 **provides for the transfer** of military records to the National Personnel Records Center, St. Louis, MO for use as archival records, open to the public. But **inaction by the DHS for the mariner in over 10** years has caused the veteran loss of due access of his records that may have accorded him recognition as a veteran. Recommend Congressional inquiry into delay of WW II Merchant Mariners personnel records.

**Whereas: (6)** Previous bills HR 1288, now HR 2189 and S-1361 would have provided for **alternative records** to be used in place of **records lost, destroyed or denied** for coastwise seamen affected and allowed women and school children be recognized for their services rendered for the first time ever. **No laws** in place to allow for resolution. Note: **S 1361** was incorporated into **S 1950 and then S 1982** but **reduced to a 90 day Process Review**, thereby losing its effectiveness to recognize any of the coastwise mariners. Both bills were rejected by the Senate. A review of the Process is **not** warranted or necessary. Both Bills S 1950 and S 1982 were rejected by Senate vote.

**Whereas: (7)** The elderly disabled, children and women have served in every war this nation has ever known. Most have served without recognition but history is replete with actions of young children stepping up to serve, some receiving our highest honors and others serving in our highest ranks of service, congress and the presidency; e.g. President Andrew Jackson (age **13**); America's first Admiral, David Glasgow Farragut was appointed a midshipman at age **9** by

President James Madison; Willie Johnson (age **11**) was recipient of the Medal of Honor; Albert Cohen of Memphis TN who enlisted at age **11** & KIA age **15**. History is laced with children defending this nation and Coastwise Mariners had their fair share of them. **Findings #9 & #10 provide support info.**

**Whereas:** (8) Although they served gallantly and with honor, actions taken against those that were elderly and disabled, school children and women by denying them official credentials during WW II is considered **discrimination** today.

**Whereas:** (9) The House Bill HR 2189 contains the original wording as proposed and offers alternative methods of recognition for these Coastwise Mariners from WW II. The proposed Senate Bill S 1982 will only **review** the process used to determine whether an individual performed service under honorable conditions that satisfies the requirements of a coastwise merchant seaman who is recognized as having performed active duty service under the court ruling via Schmacher, Willner, et al, V. Secretary of the Air Force Edward C. Aldridge Jr 665 f Supp 41 (D.D.C.1987). There are no considerations in any **existing** legislation that provides for women who served, under aged schoolchildren or elderly handicapped seaman any avenue to attain veteran status. **Nor** is there a current avenue to use alternative methods of recognition or other actions that have proved effective in past wars for use in lieu of documents that were denied and/or destroyed by several specific official government actions.

**Whereas:** (10) A Process Review of 90 additional days can only **conclude** that in order to correct this significant oversight, legislation will still be required to allow for alternative documentation and other actions that will lead to recognition as veterans for these WW II coastwise merchant mariners. By the time the study is over the 113<sup>th</sup> congress will have expired and all is lost and back to the beginning; thereby again losing precious lives who may gain recognition if **HR 2189 is allowed to move forward. Notwithstanding cost associated with a study.**

**The following actions are recommended:**

(1) **Initiate congressional actions to:** Provide sufficient response to support Merchant Mariners' provisions of HR 2189 (with wording intact to insure all coastwise barge and tugboat mariners who served during WW II (regardless of age, gender or disability) are recognized as veterans in accordance with or similar to: court ruling via Schmacher, Willner, et al, V. Secretary of the Air Force Edward C. Aldridge, Jr 665 F Supp 41 (D.D.C 1987, **granting veterans status.**

Now, therefore, be it resolved that the Bertie County Board of Commissioners hereby supports the efforts on behalf of the World War II Coastwise Merchant Mariners and urges our Representatives in the Senate and the House to pass legislation to approve the above findings and recommendations.

Adopted this the 21<sup>st</sup> day of April, 2014.

---

J. Wallace Perry, Chairman  
Bertie County Board of Commissioners

AITEST

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Sarah Seredni,  
Clerk to the Board



1385 John Small Avenue Washington, North Carolina 27889

www.mideastcom.org

Phone: (252) 946-8043 Fax: (252) 946-5489

December 11, 2013

Scott Sauer, County Manager  
Bertie County  
PO Box 530  
Windsor, NC 27983

Dear Mr. Sauer,

The Board of Directors and staff of the Mid-East Commission have been working on an analysis of the space needs for the MEC offices since 2010. We are at the point of trying to finalize the floor plans and arrange financing for the project. The following steps have been taken that lead up to this point:

1. A space needs study was completed in 2010 by The Wooten Company to determine adequate space needs for the current staffing levels and provide for some small amount of growth in the future. This original analysis has been thoroughly reviewed and revised by MEC staff and the Building Committee (Executive Committee) of the Board of Directors.
2. The Building Committee has reviewed the options for a location and decided on a location to remain in Beaufort County. The first location that they decided on was property owned by Beaufort County. This property included a dilapidated structure of an old county nursing home that needs to be demolished. Unfortunately, the State Historic Preservation Office (SHPO) has placed this property on the Study List for Historic Properties. We are currently requesting a determination from SHPO regarding demolition of the building with the assistance of Beaufort County.
3. MEC has worked with The Wooten Company to prepare a preliminary footprint of approximately 17,500 sq ft. The final draft of the floor plan should be ready in early 2014.
4. Various meetings with USDA have been held to prepare for the process of getting the project financed on a long term basis.
5. MEC staff has met with the staff of the Local Government Commission to discuss details of getting approval for issuing the debt for this project.

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Item # 5 above dealing with LGC approval is a very time consuming process as many of you know from previous debt issuances. MEC must submit additional documentation for the financing agreement of this project. One thing that the LGC is requiring us to submit is the attached Interlocal Agreement and Resolution. The LGC has instructed us that they would like to see the attached documents from each local government if possible. They also recognize that a majority of our municipalities have population less than 2,500 people. They will accept this from all 5 counties and each municipality with 2,500+ populations at a minimum.

At the present time, we are not asking each of the local governments for formal approval and adoption of the Interlocal Agreement and Resolution. We first need to see if there is consensus around the region for us to move forward with this project to continue with the building plans.

Please contact me if you have any questions.

Please reply by January 15<sup>th</sup> to myself with a signed copy of this letter of your local government's tentative willingness to participate in the project in this way.

Sincerely,



Timothy M. Baynes  
Executive Director

TMB/th

---

Scott Sauer  
Bertie County Manager

Yes

No

INTERLOCAL AGREEMENT – MEC BUILDING PROJECT

THIS INTERLOCAL AGREEMENT, made and entered into this the \_\_\_\_\_ day of \_\_\_\_\_, 2014, by and between BEAUFORT COUNTY, BERTIE COUNTY, HERTFORD COUNTY, MARTIN COUNTY, PITT COUNTY, TOWN OF AURORA, TOWN OF BATH, TOWN OF BELHAVEN, TOWN OF CHOCOWINITY, TOWN OF PANTEGO, CITY OF WASHINGTON, TOWN OF WASHINGTON PARK, TOWN OF ASKEWVILLE, TOWN OF AULANDER, TOWN OF COLERAIN, TOWN OF KELFORD, TOWN OF LEWISTON-WOODVILLE, TOWN OF ROXOBEL, TOWN OF WINDSOR, TOWN OF AHOSKIE, TOWN OF COFIELD, TOWN OF COMO, TOWN OF HARRELLSVILLE, TOWN OF MURFREESBORO, TOWN OF WINTON, TOWN OF BEAR GRASS, TOWN OF EVERETTS, TOWN OF HAMILTON, TOWN OF HASSELL, TOWN OF JAMESVILLE, TOWN OF OAK CITY, TOWN OF PARMELE, TOWN OF ROBERSONVILLE, TOWN OF WILLIAMSTON, TOWN OF AYDEN, TOWN OF BETHEL, TOWN OF FALKLAND, TOWN OF FARMVILLE, TOWN OF FOUNTAIN, CITY OF GREENVILLE, TOWN OF GRIFTON, TOWN OF GRIMESLAND, VILLAGE OF SIMPSON, and TOWN OF WINTERVILLE, all bodies politic and corporate and all being political subdivisions of the State of North Carolina (hereinafter referred to as “MEMBERS”);

And MID-EAST COMMISSION, a governmental entity under G.S. 160A-470 with municipal and county membership inclusive of the local governments listed above (hereinafter referred to as “MEC”);

WITNESSETH:

**THAT WHEREAS**, MEC plans to acquire real estate and construct a building to serve as its office facility; and

**WHEREAS**, the Members regularly use the services and resources provided by the MEC to help promote the public good and welfare; and

**WHEREAS**, MEC has rented office space since its formation in 1967; and

**WHEREAS**, MEC, for had the full participation and membership of its Members for more than years; and

**WHEREAS**, MEC will continue to need office space for its operation and service to its member local governments; and

**WHEREAS**, MEC’s current office space lease will expire on \_\_\_\_\_; and

**WHEREAS**, MEC is allowed by its duly approved Charter and By Laws and by North Carolina General Statute 160A-475 to own real property for use as its office facility; and

**WHEREAS**, in accordance with G.S. 160A-475, the MEC shall use the acquired real estate and constructed facility as security for the loan to be obtained; and

**WHEREAS**, the MEC Policy Board has approved borrowing up to \$3,000,000 from the United States Department of Agriculture to acquire real estate and construct the planned office facility; and

**WHEREAS**, the MEC current dues structure and other program revenues are adequate to service the proposed debt; and

**WHEREAS**, the Members have agreed by resolution to assist MEC in obtaining needed financing for the acquisition of real estate and construction of an office facility by entering into this Interlocal Agreement; and

**WHEREAS**, this Interlocal Agreement is being entered into in order for this project, proposed by the MEC to receive all necessary approvals from the Local Government Commission; and

**NOW, THEREFORE**, in consideration of the foregoing premises and the following covenants and conditions ~~subject to NCGS 160A-474~~, the parties thereto agree as follows:

1. Mid-East Commission shall continue to operate for the benefit of its local government members;
2. The Members agree, with each other and with MEC, to join in and provide additional security for financing secured by MEC to acquire real estate and construct an office facility, by expressing intent to continue to remain members of MEC and continue to pay annual dues for the duration of the loan obtained by MEC.

**IN WITNESS WHEREOF**, this agreement has been approved by Resolution of the Members and the MEC a copy of said Resolution has been spread across the minutes of their respective meetings, that this agreement has been duly signed, sealed, and delivered by the Members and MEC the day and year as written.

Mid-East Commission

By: \_\_\_\_\_  
Doug Mercer, Chairman

Attest: (SEAL)

By: \_\_\_\_\_  
Timothy Baynes, Executive Director

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

\_\_\_\_\_  
Finance Officer for Mid-East Commission

**RESOLUTION**  
**\_\_\_\_\_ COUNTY**  
**SUPPORT FOR INTERLOCAL AGREEMENT**  
**MEC-OWNED OFFICE FACILITY**

**WHEREAS**, Mid-East Commission (MEC) plans to acquire real estate and construct a new building to serve as its office facility;

**WHEREAS**, MEC has rented office space since its formation in 1967;

**WHEREAS**, MEC will continue to need office space for its operations and service to its member local governments;

**WHEREAS**, MEC's current office space lease will expire on \_\_\_\_\_;

**WHEREAS**, MEC is allowed by its duly approved Charter and By-Laws, and by North Carolina General Statute 160A-475 to own real property for use as its office facility;

**WHEREAS**, the MEC Policy Board has approved borrowing up to \$3,000,000 from the United States Department of Agriculture (USDA) to acquire real estate and construct the planned office facility;

**WHEREAS**, \_\_\_\_\_ County has been an active member of MEC for more than \_\_\_\_ years;

**WHEREAS**, MEC has provided valuable assistance to its local government members for more than 46 years;

**WHEREAS**, MEC is required by the North Carolina Local Government Commission to have an Interlocal Agreement in place as additional security for its financing, which is attached hereto;

**NOW THEREFORE BE IT RESOLVED** that \_\_\_\_\_ County agrees to be a party to the referenced Interlocal Agreement and authorizes and directs the Chairman to execute said Agreement.

BY VOTE OF THE \_\_\_\_\_ County Board of Commissioners upon motion

BY: \_\_\_\_\_ AND SECOND BY: \_\_\_\_\_

This the \_\_\_\_ day of \_\_\_\_\_,

ATTEST:

\_\_\_\_\_

\_\_\_\_\_

**MEC OCCUPANCY COST ESTIMATES**

	<b>Current Location</b>	<b>Washington - 4.5% \$2,800,000</b>	<b>Washington - 4.0% \$2,800,000</b>	<b>Washington - 3.5% \$2,800,000</b>
<b>Square Feet</b>	15,887	17,500	17,500	17,500
Building Debt Service (Forty Years)		153,000.00	142,000.00	132,000.00
Building Lease Payments	138,000.00			
Electric	16,526.48	14,000.00 ****	14,000.00	14,000.00
Water / Sewer	2,109.88	2,100.00	2,100.00	2,100.00
Gas	9,255.10	7,500.00 ****	7,500.00	7,500.00
Liability Insurance	5,621.00	5,621.00	5,621.00	5,621.00
Property Insurance	1,845.00	9,075.00	9,075.00	9,075.00
Cleaning	14,375.00	10,000.00	10,000.00	10,000.00
Maintenance (Reserve for new bldg)	2,321.01	10,000.00	10,000.00	10,000.00
Sublease				
<b>Total Annual</b>	190,053.47	211,296.00	200,296.00	190,296.00
<b>Monthly</b>	15,837.79	17,608.00	16,691.33	15,858.00
<b>Per sq foot</b>	11.96	12.07	11.45	10.87

\*\*\*\* Potential savings could be recognized with a properly insulated structure and properly working HVAC system.

**Beaufort County NC Works Center Sublease Income**

Washington Housing	\$ 3,300.00	
United Way	\$ 5,100.00	
Score	\$ 3,300.00	
Telamon	\$ 4,800.00	
LVBC	\$ 3,300.00	
NC Dept of Commerce	\$ 13,800.00	(tentative plans still being finalized)
	<u>\$ 33,600.00</u>	

**MID-EAST COMMISSION**  
Return on Investment - Dues Assessment

FY 2012/2013

COUNTY OF BERTIE

The dues assessments paid by each local government enables Mid-East Commission to plan, apply for, and administer federal and state grants and programs. The programs below are only calculated on individuals who live within the local government's geographic area.

	PROGRAM			
	Member Dues	Workforce Development	Aging	Community/Economic Development
<b>Dues Investment of the County of Bertie</b>				
County of Bertie	\$7,092			
Peanut Belt RPO Local Match	5,231			
<b>Total Dues Investment</b>	<b>\$12,323</b>			
<b>Programs that benefit Local Government / Citizens</b>				
WIA - Adult (43 participants @ \$3,523.30 each)		\$151,502		
WIA - Dislocated Worker (16 participants @ \$4,291.19 each)		68,659		
WIA - Youth (52 participants @ \$3,650.83 each)		189,843		
Aging - Home Delivered Meals (7,812 meals to 65 people @ \$5.7838 each)			45,183	
Aging - Congregate Meals (10,839 meals to 201 people @ \$6.8571 each)			74,324	
Aging - General Transportation (5,719 trips to 43 people @ \$8.1482 each)			46,600	
Aging - Personal Care - In Home Services (3,202 hours to 10 people @ \$13.50 ea)			43,227	
Aging - LV2 In Home Services (3,583 hours to 14 people @ \$14.7059 ea)			52,691	
Aging - Gen Purp/Sr Ctr Operations/Info & Assist			42,556	
Aging - Project CARE Respite (2 families @ \$1,000 cost)			2,000	
Aging - Caregiver Supplemental (liquid nutrition and incontinent supplies)			1,027	
Aging - Caregiver Respite (4 caregivers @ \$1,375 average cost)			5,500	
RPO - Transportation planning and assistance				20,925
<b>Total Benefits</b>		<b>\$410,004</b>	<b>\$313,108</b>	<b>\$20,925</b>

<b>Net Benefits (Costs)</b>		\$410,004	\$313,108	\$20,925
		0	0	0
		410,004	313,108	20,925
Cash flow	(\$12,323)	\$410,004	\$313,108	\$20,925
Cumulative Net Benefit	\$731,714			

Evaluation Metrics	
<b>Service Dollars returned to Local Government (Citizens)</b>	\$ 60.38
<b>(For every \$1.00 in local dues, Bertie County residents received \$60.38 in programs and services.)</b>	



## Mid-East Commission

### **Building Floor Plan Discussion Items**

1. MEC currently has 26 employees of which 5 work at offsite locations.
2. MEC operates the Beaufort County NC Works (JobLink) Center with some office space that is subleased to partner agencies.
  - a. This arrangement requires additional space that would not normally be necessary in an office setting such as a computer resource area (bank of 6 computers) for public access, computer training room (12 training computers), Jobsearch materials and resource area, and private testing room (3 computers).
  - b. This additional space also includes a large conference room of approximately 1200 sq feet that can be split into 3 smaller rooms. We are constantly looking for space to hold regional meetings that require us to rent space for large crowds. We also get requests from outside agencies such as NCACC, NCLM, and various state departments for meeting space to hold meetings in eastern NC.
  - c. This arrangement makes up approximately 50% of the building design.
3. The floor plan as included with this material is still in draft form. We have requested some minor changes from the architect to reduce some of the extra dead space.

### **Occupancy Cost Estimates Discussion Items**

1. Utilities for the new facility are expected to be less than we are currently paying due to the fact that our current building is not properly designed and constructed for energy efficiency. The utility costs are also estimated to be lower based on discussions with Duke Energy and NC Electricities that could see potential savings in municipal power bills of at least 20% by the time construction is completed.
2. Beaufort County NC Works Center sublet income is not currently being included in the financial costs analysis of the new building. This insures that our current programmatic funding is adequate to service the debt. Sublet income is intended to develop a capital reserve fund for future building related expenses such as HVAC system repairs, roof maintenance and repairs, etc.

**MEC OCCUPANCY COST ESTIMATES**

	<b>Current Location</b>	<b>Washington - 4.5% \$2,800,000</b>	<b>Washington - 4.0% \$2,800,000</b>	<b>Washington - 3.5% \$2,800,000</b>
<b>Square Feet</b>	15,887	17,500	17,500	17,500
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**\*\*\*\* Potential savings could be recognized with a properly insulated structure and properly working HVAC system.**

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Score	\$ 3,300.00	
Telamon	\$ 4,800.00	
LVBC	\$ 3,300.00	
NC Dept of Commerce	\$ 15,000.00	(tentative plans still being finalized)
	<u>\$ 34,800.00</u>	



ENGINEERING

PLANNING

ARCHITECTURE

October 18, 2013

Mr. Timmy Baynes  
Executive Director  
Mid-East Commission  
1385 Small John Avenue  
Washington, North Carolina 27910

Re: **Schematic Design Office Building**  
**1436 Highland Drive**  
**Washington, NC 27889**

Dear Timmy:

Included for your review are The Wooten Company's estimated cost, design and construction schedule for the proposal Mid East Commission office building. The building is to be located at the 1436 Highland Drive, Washington NC 27889. The estimated costs are based on the schematic design of 17,556 gross square feet. The schematic plan incorporates Mid East Commission's review comments on previously submitted schematic floor plans. The revisions include reduction in size of approximately 4000 gross square feet. Also included are the estimated fees for design and construction administration. The fees are based upon the design services usually required for USDA funded projects. Documents used to develop the schematics include:

Asbestos Survey, Visual Hazardous Materials Assessment and Lead-Paint Inspection Report February 8, 2013 by Terracon.

Site Evaluation August, 2012 by The Wooten Company

Revised Space Needs Assessment October 1, 2012 by Mid - East Commission

Schematic Design Review of July and September 2013

### **Project Understanding**

#### **Site**

The proposed site is approximately 20 acres located at 1436 Highland Drive Washington, in Beaufort County, North Carolina. The site is currently developed with two buildings: Beaufort County Nursing Home constructed in 1919 and the County Health Department constructed in the mid 1990,s. The Nursing Home is to be demolished and the Mid East Commission Office building is to be constructed on the demolished buildings location. Specific site work to be provided is as outlined in Site Evaluation of August 2012 by The Wooten Company.

Off street parking is to allow for eighty parking spaces (80) with forty (40) of the spaces designated for staff. Four (4) of the staff spaces are to be designated for Mid East Commission and Division of Employment Services vehicles.

120 North Boylan Avenue  
Raleigh NC 27603-1423

919.828.0531  
fax 919.834.3589

The number of spaces will need to be verified with the existing Health Department parking. There may be an opportunity to share spaces with the Mid – East Commission.

### **Building**

The schematic floor plan provides a total of 17,556 gross square feet. The building is a one story steel frame with brick veneer. The building is elongated on an east west axis allowing the use of north and south facing skylights for natural lighting.

### **Budget Estimate**

The following estimated budget is for a complete ready to occupy office building of 17,556 gross square feet.

Site costs include all utilities, parking, landscaping, storm water controls and site access. Estimates are provided for the demolition of the existing County Home and AMC abatement. These costs will need to be verified and adjusted as the project develops. Mid East Commission is presently developing an agreement with the County for the purchase of the property and the building's demolition. The budget assumes that the land will be donated by the County.

Costs for the installation or purchase of data, audio visual systems, and communication equipment are not included in the budget. These costs will be based on the system selected and the extent of the devices required by Mid East Commission. The wiring for these systems is included in the building construction estimates.

#### Space Needs

##### Floor 1

Department	Net Square Feet
Job Link & ESC	3,860
Aging	958
Planning	718
Work Force	733
Finance	616
Administration	355
Shared Spaces	4084
Total Net Square Feet	11,324
Ancillary Space	6,232
Total Gross Square Feet	17,556

**Estimated Budget for New Building at 1436 Highland Drive Washington NC**

Item	SF	\$/SF	Estimated Cost
Demolition (County Home )	20,000	\$4.00	\$80,000.00
Hazardous Material Abatement	20,000	\$2.00	\$40,000.00
New Construction (Exterior Shell)	17,560	\$80.00	\$1,404,800.00
New Construction(Interior Up fit)	17,560	\$60.00	\$1,053,600.00
Site Work	17,560	\$8.00	\$140,480.00
Landscaping	17,560	\$1.30	\$22,830.00
Data Infrastructure (wiring) Included in up-fit			
<b>Total Estimated Construction Cost</b>			<b>\$2,741,710.00</b>
Contingency @ 10% of estimated cost			\$274,170.00
Architectural and Engineering Fees @ 7.0%			\$183,520.00
Construction Services @ 1.5 %			\$49,325.00
Site Evaluation (Provided)			\$1,750.00
Space Needs Study(Provided)			\$5,200.00
Cost Estimates (if required by USDA)			\$1,000.00
Legal Fees and Administration			\$ 3,000.00
Furniture (by Owner)		TBD	\$ 0.00
Audio-Visual Equipment (by Owner)		TBD	\$ 0.00
Communication Equipment (by Owner)		TBD	\$0.00
Data Equipment (by Owner)		TBD	\$0.00
Miscellaneous			
Site Survey			\$2,000.00
Topographic Site Survey			\$1,500.00
Hazardous Materials Survey			\$2,800.00
Soil Borings			\$7,500.00
Advertising for Bids			\$1,000.00
Land Costs (Donated by County)			\$ 0.00
Purchase Building ( Donated by County )			\$0.00
Construction Interest @ 5%		TBD	\$0.00
Permitting Costs			\$4,000.00
<b>Total Estimated Project Budget</b>			<b>\$3,278,475.00</b>

The estimated budget includes estimates for the demolition of the County Home and the abatement of hazardous materials. If provided by the County the associated costs can be removed from the budget. The Architectural and Engineering fees are base on an estimated construction cost of \$2,621,710.00. This is the estimated construction cost of \$2,741,710.00 less the \$80,000 for the existing buildings demolition, and \$40,000 for hazardous materials abatement.

**Schedule**

<b>Programming &amp; Schematic Design</b>	<b>Design Development</b>	<b>Construction Documents</b>	<b>Bidding and Negotiation</b>	<b>Construction Administration</b>
<ul style="list-style-type: none"> <li>• Develop floor plan in accordance with approved program.</li> <li>• Further develop functional relationships.</li>   <li>• Review local and state codes in relation to building's construction and egress.</li> <li>• Preliminary material selection.</li>   <li>• Adjust budget for construction</li>   <li>• Develop mechanical and electrical system concepts.</li> <li>• Presentation</li> </ul>	<ul style="list-style-type: none"> <li>• Develop approved schematic floor plans.</li> <li>• Review with owner exact doors, walls, and window locations.</li> <li>• Decide on materials to be used.</li>   <li>• Revise floor plans as directed by the Owner.</li>   <li>• Refine mechanical and electrical systems.</li>   <li>• Provide outline specifications.</li>   <li>• Presentation</li>   <li>• Owner Review</li> </ul>	<ul style="list-style-type: none"> <li>• Develop drawings for bidding and construction.</li> <li>• Select colors for building finishes.</li>   <li>• Develop specifications and contract bidding documents.</li>   <li>• Receive review by local and state agencies.</li>   <li>• Develop form of contract.</li> </ul>	<ul style="list-style-type: none"> <li>• Advertise for bids.</li>   <li>• Receive and review bids.</li>   <li>• Recommend contractor to be selected.</li>   <li>• Review with Owner with bonds and insurance, and contracts.</li> <li>• Verify contractor schedule for construction.</li> <li>• Verify contractor schedule of values.</li> </ul>	<ul style="list-style-type: none"> <li>• Set up preconstruction meeting.</li>   <li>• Review change orders.</li>   <li>• Review shop drawings and materials submitted by contractor.</li>   <li>• Check on progress of construction in conformance with schedule.</li> <li>• Process contractor's application for payment.</li> <li>• On-site inspections of construction.</li>   <li>• Substantial completion and final inspection.</li> <li>• 1-year warranty inspection.</li> </ul>
<p style="text-align: center;"><b>Product</b></p> <ul style="list-style-type: none"> <li>• Owner-approved floor plans.</li>   <li>• Mechanical concept.</li>   <li>• Electrical concept.</li> <li>• Revised budget.</li> </ul>	<p style="text-align: center;"><b>Product</b></p> <ul style="list-style-type: none"> <li>• Design development drawings showing final building floor plan, furniture location.</li> <li>• Mechanical and electrical systems defined and located.</li> </ul>	<p style="text-align: center;"><b>Product</b></p> <ul style="list-style-type: none"> <li>• Provide contract documents including all drawings, specifications, bid forms and agency approvals necessary to contract and construct the project.</li> </ul>	<p style="text-align: center;"><b>Product</b></p> <ul style="list-style-type: none"> <li>• Completed contract between owner and contractor for construction of the project</li> </ul>	<p style="text-align: center;"><b>Product</b></p> <ul style="list-style-type: none"> <li>• A completed project on time and within budget.</li> </ul>
<p style="text-align: center;"><b>Duration</b> 45 Days</p>	<p style="text-align: center;"><b>Duration</b> 50 Days</p>	<p style="text-align: center;"><b>Duration</b> 50 Days</p>	<p style="text-align: center;"><b>Duration</b> 45 Days</p>	<p style="text-align: center;"><b>Duration</b> 270 Days</p>

## Schedule

Task	Days	Date
Contracts for Design	0	November 15, 2013
Schematic Design	45	December 30, 2013
Owner Review	7	January 7, 2014
Design Development	50	February 26, 2014
Owner/USDA Review	10	March 8, 2014
Working Drawings	50	April 27, 2014
Owner/USDA Review	10	May 7, 2014
Advertise for Bids	0	May 7, 2014
Receive Bids	30	June 6, 2014
Contracts for Construction	15	June 21, 2014
Notice to Proceed	7	June 28, 2014
Construction Start	270	June 28, 2014
Construction Complete		March 25, 2015

The above schedule anticipates preapproval of contractors selected to bid on the project. At design development a prequalification package will be advertised and distributed to contractors requesting the pre bid package. From the submitting contractors it is anticipated Mid - East to qualify six contractors to bid the project.

Demolition of the existing building and ACM abatement is to take place during the development of the design development and construction documents. The site will need to be prepared by the contractor who is constructing the building. This is recommended to avoid the transfer of responsibilities from one contractor to another. We do not anticipate the site will need to be preloaded. This will be determined by the soils engineer.

### Preliminary Schematic Design

As indicated above preliminary schematic designs have been developed for the Mid East Office Building.

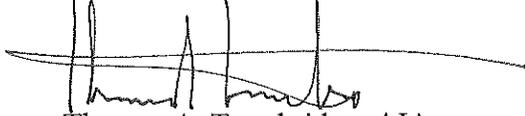
Preliminary schematic mechanical, electrical, and plumbing design will be limited to estimated load summaries. If Mid East Commission elects to proceed with the project and The Wooten Company provides the design services, the preliminary schematic design fee will be deducted from the schematic plans to be developed for the working drawings.

All plans will be developed to allow for USDA funding. AIA Documents B102 and B201 will be used for the Owner/Architect agreement. These documents and contracts will be provided upon Mid-East's decision to purchase the building.

Please call if you have any questions or need additional information.

Sincerely,

THE WOOTEN COMPANY



Thomas A. Trowbridge, AIA

Project Architect

TAT/tat

Enclosures: None

Worksite Name	Worksite Contact	Worksite Address	Worksite Telephone	Career Goal	Work days/hours	Start Date
MCC-Windsor	Margaret Askew	409W Granville St. Windsor, Nc	252-794-4861	Cosmetology	M-F/25	7.2.12
MCC-Windsor	Margaret Askew	409W Granville St. Windsor, Nc	252-794-4861	Nursing	M-F/25	6.26.12
WH-Basnight	Mike Dail	205 US13 S Windsor, Nc 27983	252-794-4187	Graphic Design	M-F/25	3.29.12
Kiddie World	Mary Cherry Cofield	548 US Highway 13&17 S Windsor, Nc 27983	252-794-3967	Criminal Justice	M-F/25	3.29.12
Chamber Of Commerce	Carol Woodard	121 Granville St Windsor, Nc 27983	252-794-4277	Criminal Justice	M-F/25	6.21.12
Kiddie World	Mary Cherry Cofield	205 US13 S Windsor, Nc 27983	252-794-3967	Nursing	M-F/25	6.21.12
Board of Elections	Sheila Holloman	210 W Watson St. Windsor, Nc 27983	252-794-5306	Criminal Justice	M-F/25	6.11.12
Bertie Emergency Mgnt	Mitch Cooper	106 Dundee St Windsor, NC 27983	252-794-5302	Air Force	M-F/25	7.2.12
Bertie Joblink	Diane Hoggard	1001 S King St Windsor, Nc 27983	252-794-5616	Phlebotomy	M-F/25	4.2.12
MCC-Windsor	Margaret Askew	409W Granville St. Windsor, Nc	252-794-4861	Nursing	M-F/25	2.21.12
Kiddie World	Mary Cherry Cofield	548 US Highway 13&17 S Windsor, Nc 27983	252-794-3967	Shipyard Worker	M-F/25	3.7.12
Bertie Emergency Mgnt	Mitch Cooper	106 Dundee St Windsor, NC 27983	252-794-5302	Army	M-F/25	7.2.12
Bertie Emergency Mgnt	Mitch Cooper	106 Dundee St Windsor, NC 27983	252-794-5302	Marines	M-F/25	7.2.12
Kiddie World	Mary Cherry Cofield	548 US Highway 13&17 S Windsor, Nc 27983	252-794-3967	Fashion Design	M-F/25	6.21.12
Kiddie World	Mary Cherry Cofield	548 US Highway 13&17 S Windsor, Nc 27983	252-794-3967	Military	M-F/25	6.21.12
Kiddie World	Mary Cherry Cofield	548 US Highway 13&17 S Windsor, Nc 27983	252-794-3967	Pediatrician	M-F/25	6.21.12
Bertie Emergency Mgnt	Mitch Cooper	106 Dundee St Windsor, NC 27983	252-794-5302	Mechanical Engineer	M-F/25	7.2.12

Previous worksites  
for Youth Work experience

Home and Community Care Block Grant for Older Adults

DOA-731 (Rev. 2/13)

County Funding Plan

County Bertie  
July 1, 2013 through June 30, 2014

County Services Summary

Revised: 11/01/13

Services	A				B	C	D	E	F	G	H	I
	Access	In-Home	Other -	Total	Required Local Match	Net Service Cost	USDA Subsidy	Total Funding	Projected HCCBG Units	Projected Reimbursement Rate	Projected HCCBG Clients	Projected Total Units
Congregate			71301		7922	79223	6503	85726	11339	6.7771	1345	11339
HDM			44500		4944	49444	4800	54244	8012	6.151	501	8012
Gen. Transp.	50000				5556	55556		55556	5700	9.6296	353	5700
Med. Transp.	3500				389	3889		3889	312	13.0000	12	312
Respite		48000			5333	53333		53333	3583	14.885	95	3583
Senior Ctr. Oper.			20000		2222	22222		22222	0	0	0	0
I & A			4000		444	4444		4444	0	0	0	0
					0	0		0				
					0	0		0				
In-Home L1		27000			3000	30000		30000	2109	13.75	3	2109
In-Home L2		10000			1111	11111		11111	727	13.75	1	727
					0	0		0				
					0	0		0				
					0	0		0				
Total	53500	85000	139801	278301	30922	309222	11303	320525	31782		2310	31782

Received  
11/23/14  
Needs Correction  
- Add \$14,000 Senior  
Games

*A. Walker*  
Signature, Chairman, Board of Commissioners Date

HDM - stands  
for Home Delivered  
Meals - Budget of \$44,500

## Summary of contract mowing bids at remote water sites

<u>Company/Individual Name</u>	<u>Price</u>
Donald Northcott	\$75.00 per site
Daniel Morris	\$42.50 per site
Dean Mizelle	\$50.00 per site
Timmy Winston	\$80.00 per site
Pierce Turf Management/ Dewey F. Pierce, II.	\$49.95 per site
James Lawn Service James O. Davis	\$52.25 per site
Steve Watson	\$42.50 per site
Greg White	\$41.66 per site
James Swain	\$95.00 per site
East Coast Pride Ray Jones	\$38.75 per site
Tyrone James	\$90.00 per site
Franklin Brockers	\$45.00 per site
JDR Lawncare, Inc. Jamaul Rogers	\$23.00-\$25.00 (depending on size of site)

Bertie County Regional Water System Mowing Bid

Site	Address	City	Cost per mow	Monthly	6 months
Well # 1 Spivey	149 Mardre Rd	Windsor, NC 27983	\$23	\$46	\$276
Well # 2 Heckstall	424 Grabtown Rd	Windsor NC 27983	\$23	\$46	\$276
Well # 3 Harrell	418 Exter Rd	Colerain NC 27924	\$25	\$50	\$300
Well # 4 Harrell	829 NC 42	Colerain NC 27924	\$25	\$50	\$300
Well # 6 Champion	535 NC 45N	Merry Hill NC 27957	\$25	\$50	\$300
Well # 7 Copeland	1224 Black Rock Rd	Merry Hill NC 27957	\$25	\$50	\$300
Well # 8 Tayloe/ Tank #4 Tayloe	632 Connarista Rd	Kelford NC 27847	\$25	\$50	\$300
Well # 9 Jenkins	924 Cornnarista Rd	Aulander NC 27805	\$25	\$50	\$300
Well # 10 McCrery/ Tank #5 McCrery	2347 NC 45 N	Colerain NC 27924	\$25	\$50	\$300
Well # 11 Dunlow	203 New Rd	Colerain NC 27924	\$25	\$50	\$300
Well # 12 Byrum	1946 Wakelon Rd	Colerain NC 27924	\$25	\$50	\$300
Well # 13 Illinois Municipal/ Tank #7 Illinois Municipal	212 Early Station Rd	Ahoskie NC 27910	\$25	\$50	\$300
Well # 14 Evans	833 Francis Mill rd	Aulander NC 27805	\$25	\$50	\$300
Tank #1 Heckstall	217 Mardre rd	Windsor NC 27983	\$23	\$46	\$276
Tank #2 Robertson	426 Morris Ford Rd	Colerain NC 27924	\$25	\$50	\$300

Tank #3 Taylor	143 NC 45 N	Colerain NC 27924	\$25	\$50	\$300
Tank#6 Smithwick	905 Sams Souci Rd	Windsor NC 27983	\$23	\$46	\$276
Tank #8 International/ Paper, Booster Pump #3	224 Cooper Hill Rd	Windsor Nc 27983	\$23	\$46	\$276
Booster Pump #1Bunch	1232 Bull Hill Rd	Windsor Nc 27983	\$23	\$46	\$276
Booster Pump #2 Berry	734 Old Merry Rd	Merry Hill 27957	\$25	\$50	\$300

Total			\$488.00	\$976.00	\$5,856.00
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Phone: 252-558-7963  
 Fax: 252-792-8045  
 E-mail: [jdrilawncareservices@gmail.com](mailto:jdrilawncareservices@gmail.com)



607 Washington Street,  
 Williamston NC 27892  
 PO Box 386



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
3/31/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed, if SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

**PRODUCER**  
Brad Jones  
Jones Insurance Agency  
1063 WALMART DRIVE  
WILLIAMSTON NC, 27892

**INSURED**  
JDR LAWNCARE INC  
PO BOX 386  
Williamston, NC 27892  
(252) 558-7963

**CONTACT:** Brad Jones  
**PHONE:** 2528091001  
**FAX:** 2528091002

**INSURER(S) AFFORDING COVERAGE**

**INSURER A:** ATLANTIC CASUALTY  
**INSURER B:** Bloomington Compensatio  
**INSURER C:**  
**INSURER D:**  
**INSURER E:**  
**INSURER F:**

**COVERAGES**      **CERTIFICATE NUMBER:**      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSTR	TYPE OF INSURANCE	ADDL. BURNING	POLICY NO.	POLICY EFF. DATE	POLICY EXP. DATE	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> CLAIMS-MADE    OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: POLICY    PRO-    LOC		LO01033724-0	7/8/2013	7/8/2014	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (EX EQUIPMENT) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG
	<b>AUTOMOBILE LIABILITY</b> ANY AUTO    SCHEDULED ALL OWNED    AUTOS AUTOS    NON-OWNED HIRE/AUTOS    AUTOS					COMBINED SINGLE LIMIT (Ex aggregate) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
	<b>UMBRELLA LIAB</b> OCCUR EXCESS LIAB    CLAIMS-MADE  DEF    RETENTION#					EACH OCCURRENCE AGGREGATE
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (necessary in NH) YES    NO    N/A YES    NO    N/A DESCRIPTION OF OPERATIONS below		NCNC0062111	7/8/2013	7/8/2014	WC STATL    ODR TORY LIMITS    ER B.L EACH ACCIDENT \$100,000 B.L DISEASE - EA EMPLOYEE \$100,000 E.L DISEASE - POLICY LIMIT \$500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLE (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

**CERTIFICATE HOLDER**      **CANCELLATION**

CERTIFICATE HOLDER

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE  
*Brad Jones*

**Freeman, Crystal**

---

**From:** Kimberly Strother [kstrother@emscltd.com]

**Sent:** Monday, April 14, 2014 3:05 PM

**To:** Freeman, Crystal

**Subject:** Report

**Attachments:** BERTIE COUNTY OPS REPORTS.pdf

I have attached the operations report for each month from December 2013 – April 2014. The line which says cash transports is the amount of money collected each month. The line which says Total Charges is the amount charged each month. The totals from December to April are:

Billed out- \$541,276.60

Collected- \$158,069.09

Please let me know if you need anything else. We are also getting you set up on the client upload website to be able to pull your reports each month after close out. When we have that ready, I will let you know and you will have to call Technical support at 866-399-4170 to get your user name and password for the site. They will also give you the website address.

Thanks,

## Kim Strother

Account Manager

EMS Consultants, LTD

P.O. Box 2407

LaGrange, GA 30241

Phone: 866-808-8940 Ext. 243

Fax: 706-298-5326

[kstrother@emscltd.com](mailto:kstrother@emscltd.com)



*Technology, Service, Expertise*

## December 2013 Period 12 Operations Report

	This Year		Last Year	
	Month	Year To Date	Month	Year To Date
Total Expenses:	0.00	0.00	0.00	0.00
Total Transports:	148	148	0	0
Total Resp Fees:	0	0	0	0
Cash Transports:	0.00	0.00	0.00	0.00
Cash Resp Fees:	0.00	0.00	0.00	0.00
Total Cash:	0.00	0.00	0.00	0.00
Total Disc. & W/O:	0.00	0.00	0.00	0.00
Total Charges:	94,257.20	94,257.20	0.00	0.00
A/R Balance:	94,257.20	94,257.20	0.00	0.00
Cost Per Call:	0.00	0.00	0.00	0.00
Cash Per Transport:	0.00	0.00	0.00	0.00
Collection Rate:	0.00	0.00	0.00	0.00

## Discount and Writeoff Summary

	This Year		Last Year	
	Month	Year To Date	Month	Year To Date
Discounts:	0.00	0.00	0.00	0.00
Unclassified:	0.00	0.00	0.00	0.00
Medicare Contract:	0.00	0.00	0.00	0.00
Medicaid Contract:	0.00	0.00	0.00	0.00
Insurance Contract:	0.00	0.00	0.00	0.00
Charity:	0.00	0.00	0.00	0.00
Bad Debt:	0.00	0.00	0.00	0.00
Other:	0.00	0.00	0.00	0.00
Total Writeoffs:	0.00	0.00	0.00	0.00
Adj. Collection Rate: (After Medicare and Medicaid Contractual Adjustments)	0.00	0.00	0.00	0.00

System Total A/R: 94,257.20 Days In A/R: 30

## January 2014 Period 1 Operations Report

	This Year		Last Year	
	Month	Year To Date	Month	Year To Date
Total Expenses:	0.00	0.00	0.00	0.00
Total Transports:	230	230	0	0
Total Resp Fees:	0	0	0	0
Cash Transports:	0.00	0.00	0.00	0.00
Cash Resp Fees:	0.00	0.00	0.00	0.00
<b>Total Cash:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Total Disc. & W/O:	0.00	0.00	0.00	0.00
Total Charges:	119,665.60	119,665.60	0.00	0.00
A/R Balance:	119,665.60	119,665.60	0.00	0.00
Cost Per Call:	0.00	0.00	0.00	0.00
Cash Per Transport:	0.00	0.00	0.00	0.00
Collection Rate:	0.00	0.00	0.00	0.00

## Discount and Writeoff Summary

	This Year		Last Year	
	Month	Year To Date	Month	Year To Date
Discounts:	0.00	0.00	0.00	0.00
Unclassified:	0.00	0.00	0.00	0.00
Medicare Contract:	0.00	0.00	0.00	0.00
Medicaid Contract:	0.00	0.00	0.00	0.00
Insurance Contract:	0.00	0.00	0.00	0.00
Charity:	0.00	0.00	0.00	0.00
Bad Debt:	0.00	0.00	0.00	0.00
Other:	0.00	0.00	0.00	0.00
<b>Total Writeoffs:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Adj. Collection Rate: (After Medicare and Medicaid Contractual Adjustments)	0.00	0.00	0.00	0.00

System Total A/R: 213,824.10 Days In A/R: 54

## February 2014 Period 2 Operations Report

	This Year		Last Year	
	Month	Year To Date	Month	Year To Date
Total Expenses:	0.00	0.00	0.00	0.00
Total Transports:	250	480	0	0
Total Resp Fees:	0	0	0	0
Cash Transports:	1,792.90	1,792.90	0.00	0.00
Cash Resp Fees:	0.00	0.00	0.00	0.00
<b>Total Cash:</b>	<b>1,792.90</b>	<b>1,792.90</b>	<b>0.00</b>	<b>0.00</b>
Total Disc. & W/O:	4,778.00	4,778.00	0.00	0.00
Total Charges:	147,794.90	267,460.50	0.00	0.00
A/R Balance:	141,224.00	260,889.60	0.00	0.00
Cost Per Call:	0.00	0.00	0.00	0.00
Cash Per Transport:	7.17	3.73	0.00	0.00
Collection Rate:	1.21	0.67	0.00	0.00

## Discount and Writeoff Summary

	This Year		Last Year	
	Month	Year To Date	Month	Year To Date
Discounts:	0.00	0.00	0.00	0.00
Unclassified:	0.00	0.00	0.00	0.00
Medicare Contract:	0.00	0.00	0.00	0.00
Medicaid Contract:	0.00	0.00	0.00	0.00
Insurance Contract:	0.00	0.00	0.00	0.00
Charity:	0.00	0.00	0.00	0.00
Bad Debt:	50.00	50.00	0.00	0.00
Other:	4,728.00	4,728.00	0.00	0.00
<b>Total Writeoffs:</b>	<b>4,778.00</b>	<b>4,778.00</b>	<b>0.00</b>	<b>0.00</b>
Adj. Collection Rate: (After Medicare and Medicaid Contractual Adjustments)	1.21	0.67	0.00	0.00

System Total A/R: 354,348.10 Days in A/R: 72

## March 2014 Period 3 Operations Report

	This Year		Last Year	
	Month	Year To Date	Month	Year To Date
Total Expenses:	0.00	0.00	0.00	0.00
Total Transports:	276	756	0	0
Total Resp Fees:	0	0	0	0
Cash Transports:	136,917.67	138,710.57	0.00	0.00
Cash Resp Fees:	0.00	0.00	0.00	0.00
<b>Total Cash:</b>	<b>136,917.67</b>	<b>138,710.57</b>	<b>0.00</b>	<b>0.00</b>
Total Disc. & W/O:	90,771.08	95,549.08	0.00	0.00
Total Charges:	161,077.70	428,538.20	0.00	0.00
A/R Balance:	-66,611.05	194,278.55	0.00	0.00
Cost Per Call:	0.00	0.00	0.00	0.00
Cash Per Transport:	496.07	183.47	0.00	0.00
Collection Rate:	85.00	32.36	0.00	0.00

## Discount and Writeoff Summary

	This Year		Last Year	
	Month	Year To Date	Month	Year To Date
Discounts:	0.00	0.00	0.00	0.00
Unclassified:	0.00	0.00	0.00	0.00
Medicare Contract:	74,551.27	74,551.27	0.00	0.00
Medicaid Contract:	16,215.68	16,215.68	0.00	0.00
Insurance Contract:	0.00	0.00	0.00	0.00
Charity:	0.00	0.00	0.00	0.00
Bad Debt:	0.00	50.00	0.00	0.00
Other:	4.13	4,732.13	0.00	0.00
<b>Total Writeoffs:</b>	<b>90,771.08</b>	<b>95,549.08</b>	<b>0.00</b>	<b>0.00</b>
Adj. Collection Rate: (After Medicare and Medicaid Contractual Adjustments)	194.73	41.06	0.00	0.00

System Total A/R: 287,737.05 Days In A/R: 54

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	This Year		Last Year	
	Month	Year To Date	Month	Year To Date
Total Expenses:	0.00	0.00	0.00	0.00
Total Transports:	32	788	0	0
Total Resp Fees:	0	0	0	0
Cash Transports:	19,358.52	158,069.09	0.00	0.00
Cash Resp Fees:	0.00	0.00	0.00	0.00
<b>Total Cash:</b>	<b>19,358.52</b>	<b>158,069.09</b>	<b>0.00</b>	<b>0.00</b>
Total Disc. & W/O:	11,158.74	106,707.82	0.00	0.00
Total Charges:	18,481.20	447,019.40	0.00	0.00
A/R Balance:	-12,036.06	182,242.49	0.00	0.00
Cost Per Call:	0.00	0.00	0.00	0.00
Cash Per Transport:	604.95	200.59	0.00	0.00
Collection Rate:	104.74	35.36	0.00	0.00

Discount and Writeoff Summary

	This Year		Last Year	
	Month	Year To Date	Month	Year To Date
Discounts:	0.00	0.00	0.00	0.00
Unclassified:	0.00	0.00	0.00	0.00
Medicare Contract:	9,190.48	83,741.75	0.00	0.00
Medicaid Contract:	1,968.26	18,183.94	0.00	0.00
Insurance Contract:	0.00	0.00	0.00	0.00
Charity:	0.00	0.00	0.00	0.00
Bad Debt:	0.00	50.00	0.00	0.00
Other:	0.00	4,732.13	0.00	0.00
<b>Total Writeoffs:</b>	<b>11,158.74</b>	<b>106,707.82</b>	<b>0.00</b>	<b>0.00</b>
Adj. Collection Rate: (After Medicare and Medicaid Contractual Adjustments)	284.37	45.80	0.00	0.00
System Total A/R:		275,700.99	Days In A/R:	453

This is a list of the Ambulance that will be at the auction on May 7<sup>th</sup>. There will be medical equipment auctioned off May 8<sup>th</sup>.

Inventory: AMBULANCES

2010 MERCEDES SPRINTER 2500 DIESEL 186K miles  
WD3PE7CC4A5462476  
2010 MERCEDES SPRINTER 2500 DIESEL 222K miles  
WD3PE7CC0A5462488  
2010 MERCEDES SPRINTER 2500 DIESEL 201K miles  
WD3PE7CC7A5462200  
2010 MERCEDES SPRINTER 2500 DIESEL 228K miles  
WD3PE7CCXA5461929  
2010 MERCEDES SPRINTER 2500 DIESEL 234K miles  
WD3PE7CC9A5462201  
2009 CHEV VAN 2500 EXPRESS DIESEL 288K miles  
1GBHG396491152365  
2009 FORD VAN E350 DIESEL 145K miles  
1FDSS34P39DA76079  
2009 CHEV VAN EXPRESS DURAMAX DIESEL 187K  
miles 1GBHG396191155465  
2009 CHEV VAN EXPRESS DURAMAX DIESEL 225K  
miles 1GBHG396491172017  
2009 CHEV VAN EXPRESS DURAMAX DIESEL 240K  
miles 1GBHG396091156283  
2009 FORD VAN E350 DIESEL 210K miles  
1FDSS34PX9DA76080  
2008 DODGE SPRINTER 2500 DIESEL 139K miles  
WD0PE745585336747  
2008 DODGE SPRINTER 2500 DIESEL 181K miles  
WD0PE745185307262  
2008 DODGE SPRINTER 2500 DIESEL 121K miles  
WD0PE745685331024  
2008 DODGE SPRINTER 2500 DIESEL 237K miles  
WD0PE745385305898  
2008 DODGE SPRINTER 2500 DIESEL 218K miles  
WD0PE745585332293  
2008 DODGE SPRINTER 2500 DIESEL 150K miles  
WD0PE745085332749  
2008 DODGE SPRINTER 2500 DIESEL 181K miles  
WD0PE745185330606  
2007 FORD CUBE E450 DIESEL 204K miles  
1FDXE45P87DB01024  
2007 FORD CUBE E450 DIESEL 170K miles  
1FDXE45PX7DB01025  
2007 CHEV VAN 2500 DIESEL 291K miles

This is a list of the Ambulance that will be at the auction on May 7<sup>th</sup>. There will be medical equipment auctioned off May 8<sup>th</sup>.

1GBHG396871250893  
2007 FORD CUBE E450 DIESEL 204K miles  
1FDXE45P67DB01023  
2007 FORD E150 GAS 150K miles  
1FTNE14W37DA61132  
2007 FORD CUBE E450 DIESEL 298K miles  
1FDXE45P27DB01021  
2007 FORD VAN E150 GAS 167K miles  
1FTNE14W37DA61129  
2007 FORD VAN E150 GAS 137K miles  
1FTNE14W57DA61133  
2007 FORD VAN E150 GAS 147K miles  
1FTNE14W97DA20732  
2007 CHEV VAN EXPRESS DURAMAX DIESEL 308K  
miles 1GBHG396071250855  
2007 CHEV VAN EXPRESS DURAMAX DIESEL 346K  
miles 1GBHG396071250533  
2007 CHEV VAN EXPRESS DURAMAX DIESEL 317K  
miles 1GBHG396371250753  
2007 FORD VAN E150 GAS 1FTNE14W97DA61135  
2006 FORD VAN E450 DIESEL 205K miles  
1FDSS34P66DB32480  
2006 DODGE SPRINTER 2500 DIESEL 197K miles  
WD0PD744965939661  
2006 DODGE SPRINTER 2500 DIESEL 202K miles  
WD0PD744665930528  
2006 DODGE SPRINTER 2500 DIESEL 270K miles  
WD0PD744X65938812  
2006 DODGE SPRINTER 2500 DIESEL 187K miles  
WD0PD744965931155  
2006 DODGE SPRINTER 2500 DIESEL 329K miles  
WD0PD744865935245  
2006 DODGE SPRINTER 2500 DIESEL 313K miles  
WD0PD644465927265  
2006 Freightliner SPRINTER 2500SHC DIESEL 319K  
miles WDYPD644065891989  
2006 DODGE SPRINTER 2500 DIESEL 354K miles  
WD0PD744465947179  
2006 DODGE SPRINTER 2500 DIESEL 277K miles  
WD0PD744165929089  
2006 DODGE SPRINTER 2500 DIESEL 218K miles  
WD0PD744365942698

This is a list of the Ambulance that will be at the auction on May 7<sup>th</sup>. There will be medical equipment auctioned off May 8<sup>th</sup>.

2006 DODGE SPRINTER 2500 DIESEL 182K miles  
WD0PD744465930530  
2006 DODGE SPRINTER 2500 DIESEL 215K miles  
WD0PD644765967193  
2006 DODGE SPRINTER 2500 DIESEL 193K miles  
WD0PD644765968845  
2006 FORD VAN E250 GAS 165K miles  
1FTNE24W06HA87734  
2006 DODGE SPRINTER 2500 DIESEL 138K miles  
WD0PD744065944151  
2006 DODGE SPRINTER 2500 DIESEL 245K miles  
WD0PD644X65969715  
2006 DODGE SPRINTER 2500 DIESEL 211K miles  
WD0PD744565934103  
2006 DODGE SPRINTER 2500 DIESEL 245K miles  
WD0PD744665939309  
2006 FORD VAN F450 XLT CUBE 6.0L DIESEL 61K miles  
1FDXF46P16ED95807  
2006 DODGE SPRINTER 2500 DIESEL 235K miles  
WD0PD744265932244  
2006 FORD VAN E350 DIESEL 157K miles  
1FDSS34P26DA53663  
2006 FORD VAN E350 DIESEL 217K miles  
1FDSS34P56DA40714  
2006 FORD VAN E350 DIESEL 173K miles  
1FDSS34P66DA54248  
2006 FORD CUBE E350 DIESEL 1FDWE35P06HA24503  
2006 DODGE SPRINTER 2500 DIESEL 209K miles  
WD0PD644165969490  
2005 Freightliner CUBE 3500C 281K miles  
WDPPD844055806454  
2005 Freightliner CUBE 3500C DIESEL 247K miles  
WD1PD844155768758  
2005 FORD VAN E350 DIESEL 196K miles  
1FDSS34P55HB38682  
2005 FORD E350 6.0L DIESEL 235K miles  
1FDSS34P05HA09491  
2005 FORD VAN E350 DIESEL 178K miles  
1FDSS34P75HB38683  
2005 FORD VAN E350 BAD MOTOR DIESEL 245K miles  
IFDSS34P25HA06043  
2004 FORD CUBE E350 DIESEL 287K miles

This is a list of the Ambulance that will be at the auction on May 7<sup>th</sup>. There will be medical equipment auctioned off May 8<sup>th</sup>.

1FDWE35L64HA21423  
2004 Freightliner SPRINTER 2500SHC DIESEL 239K  
miles WD2PD644545703569  
2004 Freightliner SPRINTER 2500SHC DIESEL 288K  
miles WD2PD644145650224  
2004 Freightliner SPRINTER 2500SHC DIESEL 189K  
miles WD2PD644645698382  
2003 FORD VAN E350 DIESEL 287K miles  
1FDSS34F53HA93814  
2003 FORD VAN E250 GAS 255K miles  
1FTNS24223HB58448  
2003 FORD VAN E350 DIESEL 304K miles  
1FDSS34F73HA93815  
2003 FORD VAN E350 SALVAGE 280K miles  
1FDSS34F73HB83689  
1999 FORD(EXP) EDDIE BAUER 4X4 5.4L GAS 208K  
miles 1FMPU18L3XLB55668  
1998 FORD CUBE E450 DIESEL 198K miles  
1FDXE40F5WHA51592  
1993 INT 4700 LP DIESEL 192K miles  
1HTSLPHM5PH452508