

# Bertie County Board of Commissioners



July 21, 2014

**BERTIE COUNTY BOARD OF COMMISSIONERS**

**July 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 Vice Chairman Smith
- 7:05-7:20** Public Comments
- 7:20-7:35** Mid-East Commissions (MEC) request to host a meeting in Bertie County – presentation by MEC Executive Director, Timothy Baynes
- 7:35-7:50** Black Rock Water Line Project Update – Charles Joyner

**Board Appointments (B)**

1. Bertie County FSA Office – nomination recommendations (B-1)

**Consent Agenda (C)**

1. Approve minutes for Regular Session 7-7-14 (C-1)
2. Accept Tax Department Error Ledger – June 2014 (C-2)
3. Tax Settlement Report for FY2013-2014 (C-3)
  - a. N.C.G.S. 105-373
  - b. Report – Delinquent Real and Personal Property Tax
  - c. Report – Delinquent Personal/Insolvent Property
  - d. Monthly Collections
  - e. Collection Percentage
4. 2013-2014 Insolvent Tax Resolution (C-4)
5. Charge of Tax Administrator for the collection of FY2014-2015 Tax Levy (C-5)
  - a. N.C.G.S. 105-321

6. FYI – CDBG Monthly Performance Status Reports (C-6)

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

**Discussion Agenda (D)**

1. e-Recording Memorandum of Understanding for the Register of Deeds Office (D-1)
2. Review amendment verbally approved at last Board meeting re: Road Name Policy (D-2)
3. EMS Update and Non-Emergency Transport start-up for August 1st

**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**



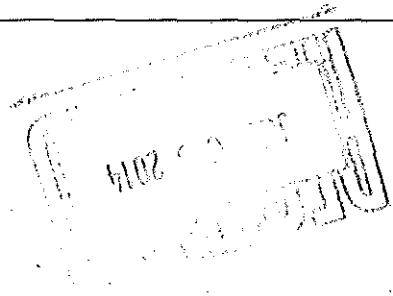
United States Department of Agriculture

Farm  
Service  
Agency

Bertie County FSA Office  
106 Dundee Street Suite 131  
Windsor NC 27983

July 2, 2014

Bertie County Manager  
PO Box 530  
Windsor NC 27983



Dear Bertie County Manager,

The Bertie County FSA Office is in the process of conducting the nomination process for the County Committee. This area of our county that is electing a representative is LAA-2 (Colerain, Whites, and Merry Hill). We would like to solicit your input into this process. If you know of a qualified candidate for this position please complete the attached nominating petition and return to the FSA office prior to the August 1, 2014. Please review the instructions associated with the FSA-669A that outlines the qualifications for the position as well as the duties of being a county committee member.

If you have any questions feel free to contact the FSA office at 252-794-5308.

Sincerely,

/s/ Ronald Garrett

Ronald M. Garrett  
County Executive Director

**FSA-669A**  
(04-22-14)

U.S. DEPARTMENT OF AGRICULTURE  
Farm Service Agency

## NOMINATION FORM FOR COUNTY FSA COMMITTEE ELECTION

This form allows individuals to nominate themselves or any other person as a candidate. If additional forms are needed, this one may be copied or may be obtained at the County FSA Office or obtained electronically at <http://www.sc.egov.usda.gov>. Each form submitted must be:

- A. Limited to one nominee.
  - B. Signed and dated by the nominee in Item 3. Nominee must sign if willing to have his/her name placed on the ballot and agrees to serve if elected.
- Note:** Name shown on ballot will appear exactly the same as in Agency records.
- C. Delivered to the County FSA Office or postmarked no later than August 1, 2014.
  - D. Signed and dated as a write-in candidate if elected as a member and willing to serve on the COC.

The County FSA Committee is responsible for reviewing each form to determine the eligibility of nominees. A person who is nominated on this form and is found ineligible will be so notified and have an opportunity to file a challenge.

Persons nominated should actively participate in the operation of a farm or ranch and be well qualified for committee work. A producer is eligible to be a County FSA committee member if the producer resides in the Local Administrative Area (LAA) in which the election is to be held and is eligible to vote.

This is a non-salary public service position. A small stipend is provided to offset expenses.

Federal regulations may prohibit County FSA Committee members from holding certain positions in some farm, commodity, and political organizations if such positions pose a conflict of interest with FSA duties. The positions include functional offices such as president, vice president, secretary, or treasurer; and positions on boards or executive committees. Conflict of interest restrictions also apply to employees, operators, managers, and majority owners of tobacco warehouses. Questions concerning eligibility should be directed to the County FSA Office.

A candidate has the option to request that all voted ballots for an individual county committee election be returned to the respective State Office in lieu of being returned to the county office. This request must be in writing and submitted to the local County Executive Director prior to the announced end of the nomination period.

The duties of County FSA Committee members include:

- A. Administering farm program activities conducted by the County FSA Office.
- B. Informing farmers of the purpose and provisions of the FSA programs.
- C. Keeping the State FSA Committee informed of LAA conditions.
- D. Monitoring changes in farm programs.
- E. Participating in county meetings as necessary.
- F. Performing other duties as assigned by the State FSA Committee.

*The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited basis will apply to all programs and/or employment activities.) Persons with disabilities, who wish to file a program complaint, write to the address below or if you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint, please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).*

*If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov). USDA is an equal opportunity provider and employer.*

FSA-669A  
(04-22-14)

U.S. DEPARTMENT OF AGRICULTURE  
Farm Service Agency

**NOMINATION FORM FOR COUNTY FSA COMMITTEE ELECTION**

1. NAME OF NOMINEE (Type or Print Nominee's Full Name)	<b>TO BE COMPLETED BY COUNTY FSA OFFICE</b>	
	4. INITIALS OF EMPLOYEE RECEIVING FORM AND DATE RECEIVED	
2. ADDRESS OF NOMINEE	5. COUNTY	
	6. LAA	7. STATE
3. NOMINEE'S CERTIFICATION:  <i>I hereby agree to have my name placed on the ballot, that I will serve if elected, and if there is a conflict of interest, I will resign such position.</i>		8. NOMINATOR'S CERTIFICATION:  <i>If this nomination is by other than self, the following eligible voter or representative of a community based organization hereby nominates the afore-named person to be a candidate in the next County FSA Committee election for the county.</i>
<input type="checkbox"/> I DO want to witness the settling of tied votes with another nominee. <input type="checkbox"/> I DO NOT want to witness the settling of tied votes with another nominee.		
3A. SIGNATURE OF NOMINEE	3B. DATE	8A. SIGNATURE OF NOMINATOR
<input type="checkbox"/> Check here if nominee is a write-in candidate.		8B. DATE
(If the individual is self nominating, no signature is required).		

**9. TO BE COMPLETED BY NOMINEE**

**VOLUNTARY INFORMATION FOR MONITORING PURPOSES:** The following information is requested by the Federal Government in order to monitor FSA's compliance with federal laws prohibiting discrimination against program participants on the basis of race, color, national origin, religion, sex, marital status, handicapped condition, or age. You are not required to furnish this information, but are encouraged to do so. This information will not be used in evaluating your nomination or to discriminate against you in any way.

<b>ETHNICITY</b>	<b>RACE (Choose as many boxes as applicable)</b>	<b>GENDER</b>
<input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino	<input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> White <input type="checkbox"/> Black or African-American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander	<input type="checkbox"/> Male <input type="checkbox"/> Female

**INSTRUCTIONS FOR COMPLETING THIS FORM**

Complete the form as follows:

- ITEM 1** Type or Print the nominee's full name. The nominee must be:
  - A. Eligible to vote in the designated County FSA Committee election.
  - B. Eligible to hold the office of County FSA Committee member.
  - C. Willing to serve if elected.
- ITEM 2** Enter the nominee's current address.
- ITEM 3** The nominee must check one of the boxes to indicate a preference regarding the settling of tied votes.
- ITEMS 3A & 3B** The nominee must sign and date.
- ITEMS 8A & 8B** The nominator must sign and date. (If the individual is self nominating, no signature is required.)
- ITEM 9** Completing this item is voluntary.

**ALL FORMS MUST BE RECEIVED IN THE COUNTY OFFICE OR POSTMARKED BY AUGUST 1, 2014.**

**NOTE:** The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a - as amended). The authority for requesting the information identified on this form is 7 CFR Part 7 and the Agricultural Act of 2014 (Pub. L. 113-79). The information will be used to obtain nominees for election to the County FSA Committee. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for County Personnel Records, USDA/FSA-6. Providing the nominee name, address, signature/date and nominator signature/date (when applicable) information is voluntary, but necessary for processing the form. Failure to furnish the nominee name, address, signature/date and nominator signature/date (when applicable) information will result in a determination of ineligibility for nomination for election to the County FSA Committee.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0560-0229. The time required to complete this information collection is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The provisions of appropriate criminal and civil fraud, privacy, and other statutes may be applicable to the information provided. **RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.**

**Windsor, North Carolina**  
**July 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  
Ronald "Ron" Wesson

Absent: None

Staff Present: County Manager Scott Sauer  
Clerk to the Board Sarah S. Tinkham  
County Attorney Lloyd Smith  
Network Administrator Joe Wilkes  
Finance Director William Roberson  
Emergency Services Director Mitch Cooper  
Emergency Medical Services Director Matt Leicester  
Utility Customer Service Manager Connie Coburn  
Water Department Director Ricky Spivey  
Tax Administrator Jodie Rhea  
Economic Development Steve Biggs  
Soil and Water Conservation Director Vic Thompson

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

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

**INVOCATION/PLEDGE OF ALLEGIANCE**

Chairman Perry led the Invocation and Pledge of Allegiance.

**PUBLIC COMMENTS**

There were no Public Comments during this section.

## APPOINTMENTS

### **Soil and Water Conservation District – Vic Thompson – to review and approve debris removal grant**

Bertie County's Soil and Water Conservation Director thanked the Board for allowing him to speak before them today.

Mr. Thompson informed the Board of grant money that was just awarded to the County. A sum of \$8,847.00 was awarded to the County for stream debris removal on the Cashie River.

Mr. Thompson requested that the Board accept the grant, and also reminded them that the sum is 100% grant funded, and doesn't require a funding match from the County.

Commissioner Trent made a **MOTION** to accept the grant of \$8,847.00 for supreme debris removal. Vice Chairman Smith **SECONDED** the motion. The **MOTION PASSED** unanimously.

The Board also inquired about what the County was currently doing to prevent and contain hydrilla and alligator weed.

Mr. Thompson stated that Bertie County and the Cashie River do not have problems with hydrilla, but that alligator weed is being controlled as much as possible.

Mr. Thompson described two methods of alligator weed containment: a pellet and herbicide method, and also reminded the Board that although the problem can be controlled, it is impossible to completely eliminate.

Commissioner Wesson inquired if the effort would be more successful if the County joined together with the Town of Windsor, and assist them with their current project to control the alligator weed plant as it is a "nuisance" to kayakers, boaters, and other Cashie River users.

Mr. Thompson stated that it would absolutely make a difference, and that he could return to the Board with other data and information that could aid in their decision to participate with the Town of Windsor.

### **Bertie High School – Project Reconciliation – Ann Williams – Hite Architects**

Ann Williams of Hite Architects approached the Board with her final, verbal report regarding the new Bertie High School project.

\$300,000 was the original project contingency as recommended by Davenport, the County's financial advisors

(50,000) transferred to the furniture budget which was approved by the Board of Commissioners

\$250,000 revised project contingency  
(132,203.58) for the 6 change orders approved by the Board during the project (which equates to less than ½ of 1%)

117,796.42 subtotal—remaining contingency  
458.73 Furniture budget balance after all invoices were paid

\$118,299.15 adjusted contingency  
+33,529.15 balance of general contractor’s allowances returned to the owner (the County)

\$151,784.30 final total for remaining project contingency

\$50,000 is being sought as reimbursement from NCDOT for costs associated with turn lanes and bus parking

Bertie County should receive a project contingency recovery of \$151,784.30 plus \$50,000 refund from NCDOT for total of \$201,784.15

Ms. Williams also requested that the Board approve a change order provided by WIMCO in the amount of #33,529.15 as a contract reduction and refund to the County. Commissioner Wesson made a **MOTION** to approve the change order provided by WIMCO. Vice Chairman Smith **SECONDED** the motion. The **MOTION PASSED** unanimously.

Ms. Williams also thanked the Board for their support, and that she would be presenting a final written report on the project once the project was completed.

**Heritage Collegiate Leadership Academy – Kashi B. Hall – update re: Charter School**

Kashi B. Hall, Executive Director of Heritage Collegiate Leadership Academy, approached the Board with another update on the Charter School.

Mrs. Hall stated that the Charter School is now “full steam ahead,” and that zoning modifications were completed for the School to temporarily install modular classrooms at rear lot of the Cashie Convention Center. Construction on a permanent facility will begin this fall.

Mrs. Hall also stated that currently the school has accepted 208 students, and that the maximum is 240 students. Most students to reside in the County, but there are other students that reside in Hertford, Chowan, Martin, and Pitt Counties. Hiring of staff is ongoing and the first day of classes is August 26<sup>th</sup>.



Mrs. Hall stated that all Bertie County residents will receive bus service once those services are successfully contracted out. She informed the Board that she was currently in negotiations with various contractors including the Bertie County Public School System.

All in all, Mrs. Hall mentioned that the feedback she has received about the school has been positive, and that she hopes the Charter School can maintain a good relationship with members of the community, as well as with the Bertie County Public School System.

Additionally, Mrs. Hall noted that due to budget constraints, she voluntarily took a \$10,000 pay cut in order to further balance the Charter School's budget. She also expressed her concern to the Board regarding the local funding, and how it needs to be received directly through the Bertie County Public School System's Board of Education.

Commissioner Trent inquired about the School's security plans, and if Mrs. Hall has been in contact with both the Town of Windsor, and Sheriff John Holley about the plan of action in case of emergencies.

Mrs. Hall stated that she would be sure to consult both Police Departments to adopt a security and safety plan that will best suit the Charter School and its staff, students, and faculty.

Commissioner Trent also asked Mrs. Hall to provide the County Manager with a copy of the Charter School's budget, and Mrs. Hall indicated that she would provide a copy soon.

## **BOARD APPOINTMENTS**

### **Planning Board**

The Board received a handout regarding two vacant positions on the Planning Board. Commissioner Wesson reiterated to the public that individuals did not have to be recommended to a Board, and that simply filling out a Board Appointment application would deem them eligible for appointment.

Mr. Wesson also stated that importance of this particular Board, and that a representative is needed for an at large position as well as from District II (Merry Hill/Whites).

There were no Board Appointments.

## **CONSENT AGENDA**

**Approve minutes for Regular Session 6-2-14, 6-9-14, 6-10-14, 6-11-14, 6-12-14, 6-16-14, 6-18-14, and 6-26-14**

Commissioner Harrell made a **MOTION** to approve the minutes pending any changes from the County Attorney for Regular Sessions 6-2-14, 6-9-14, 6-10-14, 6-11-14, 6-12-14, 6-16-14,

6-18-14, and 6-26-14. Commissioner Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

**Register of Deeds Fees Report – June 2014**

County Manager Sauer recommended this item for approval.

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

**Budget Amendment #14-07**

County Manager Sauer recommended this item for approval.

Commissioner Harrell made a **MOTION** to accept Budget Amendment # 14-07 as recommended by the County Manager. Vice Chairman Smith **SECONDED** the motion. The **MOTION PASSED** unanimously.

Budget Amendment #14-07 reads as follows:

**BUDGET AMENDMENT**

# 14-07

INCREASE			INCREASE		
10-5860-5399-05	\$	2,244	10-0025-4586-07	\$	2,244

TO INCREASE SHIIP GRANT BUDGET - MONEY REC'D 09-16-13

**Approve the FY2014-2015 Personnel Assignment of Job Classifications and Grades**

County Manager Sauer recommended this item for approval. The personnel assignment includes all new EMS and non-emergency services employees.

Vice Chairman Smith made a **MOTION** to approve the FY2014-2015 Personnel Assignment of Job Classifications and Grades as recommended by the County Manager. Commissioner Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

The FY2014-2015 Personnel Assignment of Job Classifications and Grades reads as follows:

Bertie County F/Y 2014-2015  
List of Classes Arranged by Grade

GRADE	CLASSIFICATION	HIRING RATE	MAXIMUM
53		18,302	28,368
54	Custodian Housekeeper Nutrition Site Coordinator	19,088	29,587
55	Lead Nutrition Site Coordinator	19,909	30,859
56	EMT- Basic	20,766	32,187
57	Criminal Justice Partnership Program Assistant Data Entry Operator II Office Assistant Office Assistant III	21,658	33,570
58	Deputy Register of Deeds EMT- Intermediate Maintenance Worker	22,589	35,013
59	Administrative Support Specialist Animal Control Officer IM Technician Public Information Assistant IV Records Specialist Tax Customer Service Representative	23,560	36,519
60	Senior Records Specialist Telecommunicator Utility Customer Service Representative Water Field Technician	24,573	38,088
61	Assistant Register of Deeds Accountant Clerk V IM Caseworker I Senior Tax Customer Service Representative	25,630	39,726
62	Aging Services Coordinator Land Records Specialist Recreation Programs Assistant	26,732	41,435
63	Finance Technician IM Caseworker II	27,882	43,218

Bertie County F/Y 2014-2015  
List of Classes Arranged by Grade

	Nuisance Abatement Officer Permits and Help Desk Specialist Senior Animal and Litter Control Officer Social Worker I Social Worker Trainee		
64	Soil and Water Administrative Specialist Veteran's Service Officer	29,079	45,074
65	Administrative Assistant Administrative Assistant II Deputy Sheriff EMT- Paramedic IM Caseworker III IM Investigator II Soil and Water Technician Telecommunications Supervisor	30,331	47,012
66	Clerk to the Board/ Executive Assistant	31,635	49,034
67	Building Codes Inspector Buildings and Grounds Supervisor Deputy Sheriff - Special Assignment Elections Director GIS Technician IM Supervisor II Social Worker II Utility Customer Service Manager Administrative Officer I	32,995	51,142
68	Criminal Justice Partnership Program Manager Deputy Sheriff Corporal Deputy Sheriff Supervisor Human Services Coordinator III	34,415	53,343
69	Aging Services Director Compliance Officer (EMS) Deputy Tax Collector Social Worker III Transport Coordinator (EMS)	35,895	55,637
70	SW Investigative/Assessment and Treatment Parks and Recreation Director	37,438	58,029
71	Deputy Sheriff Division Commander	39,047	60,523

Bertie County F/Y 2014-2015  
List of Classes Arranged by Grade

72	Codes Enforcement Administrator GIS Administrator Register of Deeds	40,726	63,126
73	Chief Deputy Sheriff Human Resources Officer Social Work Supervisor III	42,478	65,840
74	Network Administrator	44,304	68,671
75		46,210	71,626
76	EMS- Division Chief Planning and Inspections Director Water System Manager	48,198	74,706
77	Economic Development Director Emergency Services Director Information Systems Administrator Tax Administrator	50,270	77,919
78	Sheriff	52,433	81,271
79	Finance Director	54,686	84,764
80		57,037	88,407
81		59,490	92,210
82		62,048	96,175
83	Social Service Director	64,716	100,310
84		67,499	104,624
85		70,401	109,121

Bertie County F/Y 2014-2015  
List of Classes Arranged by Title

GRADE	CLASSIFICATION	HIRING RATE	MAXIMUM
61	Accountant Clerk V	25,630	39,726
65	Administrative Assistant	30,331	47,012
65	Administrative Assistant II	30,331	47,012
67	Administrative Officer I	32,995	51,142
59	Administrative Support Specialist	23,560	36,519
62	Aging Services Coordinator	26,732	41,435
69	Aging Services Director	35,895	55,637
59	Animal Control Officer	23,560	36,519
61	Assistant Register of Deeds	25,630	39,726
67	Building Codes Inspector	32,995	51,142
67	Buildings and Grounds Supervisor	32,995	51,142
73	Chief Deputy Sheriff	42,478	65,840
66	Clerk to the Board/Executive Assistant	31,635	49,034
72	Codes Enforcement Administrator	40,726	63,126
69	Compliance Officer (EMS)	35,895	55,637
57	Criminal Justice Partnership Program Assistant	21,658	33,570
68	Criminal Justice Partnership Program Manager	34,415	53,343
54	Custodian	19,088	29,587
57	Data Entry Operator II	21,658	33,570
58	Deputy Register of Deeds	22,589	35,013
65	Deputy Sheriff	30,331	47,012
67	Deputy Sheriff - Special Assignment	32,995	51,142
68	Deputy Sheriff Corporal	34,415	53,343
71	Deputy Sheriff Division Commander	39,047	60,523
69	Deputy Tax Collector	35,895	55,637
77	Economic Development Director	50,270	77,919
67	Elections Director	32,995	51,142
76	EMS- Division Chief	48,198	74,706
77	Emergency Services Director	50,270	77,919
56	EMT-Basic	20,766	32,187
58	EMT- Intermediate	22,589	35,013
65	EMT-Paramedic	30,331	47,012
79	Finance Director	54,686	84,764
63	Finance Technician	27,882	43,218
72	GIS Administrator	40,726	63,126
67	GIS Technician	32,995	51,142

Bertie County F/Y 2014-2015  
List of Classes Arranged by Title

54	Housekeeper	19,088	29,587
73	Human Resources Officer	42,478	65,840
68	Human Services Coordinator III	34,415	53,343
61	IM Caseworker I	25,630	39,726
63	IM Caseworker II	27,882	43,218
65	IM Caseworker III	30,331	47,012
65	IM Investigator II	30,331	47,012
67	IM Supervisor II	32,995	51,142
59	IM Technician	23,560	36,519
77	Information Systems Administrator	50,270	77,919
62	Land Records Specialist	26,732	41,435
55	Lead Nutrition Site Coordinator	19,909	30,859
58	Maintenance Worker	22,589	35,013
74	Network Administrator	44,304	
63	Nuisance Abatement Officer	27,882	43,218
54	Nutrition Site Coordinator	19,088	29,587
57	Office Assistant	21,658	33,570
57	Office Assistant III	21,658	33,570
70	Parks and Recreation Director	37,438	58,029
63	Permits and Help Desk Specialist	27,882	43,218
76	Planning and Inspections Director	48,198	74,706
59	Public Information Assistant IV	23,560	36,519
59	Records Specialist	23,560	36,519
61	Recreation Activities Program Specialist	25,630	39,726
62	Recreation Programs Assistant	26,732	41,435
72	Register of Deeds	40,726	63,126
63	Senior Animal and Litter Control Officer	27,882	43,218
60	Senior Records Specialist	24,573	38,088
61	Senior Tax Customer Service Representative	25,630	39,726
78	Sheriff	52,433	81,271
83	Social Service Director	64,716	100,310
73	Social Work Supervisor III	42,478	65,840
63	Social Worker I	27,882	43,218
67	Social Worker II	32,995	51,142
69	Social Worker III	35,895	55,637
63	Social Worker Trainee	27,882	43,218
64	Soil and Water Administrative Specialist	29,079	45,074
65	Soil and Water Technician	30,331	47,012
70	SW Investigative/Assessment and Treatment	37,438	58,029

Bertie County F/Y 2014-2015  
List of Classes Arranged by Title

77	Tax Administrator	50,270	77,919
59	Tax Customer Service Representative	23,560	36,519
65	Telecommunications Supervisor	30,331	47,012
60	Telecommunicator	24,573	38,088
69	Transport Coordinator (EMS)	35,895	55,637
67	Utility Customer Service Manager	32,995	51,142
60	Utility Customer Service Representative	24,573	38,088
64	Veteran's Service Officer	29,079	45,074
60	Water Field Technician	24,573	38,088
76	Water System Manager	48,198	74,706

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**BERTIE COUNTY**  
**Salary Schedule**  
**2014-2015**

GRADE	HIRING RATE	MINIMUM	MID POINT	MAXIMUM	GRADE
53	18,302	19,217	23,335	28,368	53
54	19,088	20,043	24,338	29,587	54
55	19,909	20,904	25,384	30,859	55
56	20,766	21,804	26,476	32,187	56
57	21,658	22,741	27,614	33,570	57
58	22,589	23,718	28,801	35,013	58
59	23,560	24,738	30,039	36,519	59
60	24,573	25,801	31,331	38,088	60
61	25,630	26,911	32,678	39,726	61
62	26,732	28,069	34,083	41,435	62
63	27,882	29,277	35,550	43,218	63
64	29,079	30,533	37,077	45,074	64
65	30,331	31,847	38,671	47,012	65
66	31,635	33,217	40,334	49,034	66
67	32,995	34,644	42,069	51,142	67
68	34,415	36,136	43,879	53,343	68
69	35,895	37,690	45,766	55,637	69
70	37,438	39,310	47,733	58,029	70
71	39,047	41,000	49,785	60,523	71
72	40,726	42,763	51,926	63,126	72
73	42,478	44,602	54,159	65,840	73
74	44,304	46,519	56,488	68,671	74
75	46,210	48,521	58,918	71,626	75
76	48,198	50,608	61,452	74,706	76
77	50,270	52,784	64,095	77,919	77
78	52,433	55,054	66,852	81,271	78
79	54,686	57,421	69,725	84,764	79
80	57,037	59,888	72,722	88,407	80
81	59,490	62,464	75,850	92,210	81
82	62,048	65,151	79,112	96,175	82
83	64,716	67,952	82,513	100,310	83
84	67,499	70,874	86,062	104,624	84
85	70,401	73,921	89,761	109,121	85
86	73,428	77,099	93,621	113,813	86
87	76,587	80,416	97,648	118,710	87

### **FYI – CDBG Monthly Performance Status Reports**

County Manager Sauer presented this item as FYI only as required by the CDBG regulations.

No action was needed on this item.

### **FYI – Tax Department Collections as of May 2014**

This item was also shown for FYI purposes, but a motion to accept the reports was requested.

After some discussion, Commissioner Harrell made a **MOTION** to receive the report. Vice Chairman Smith **SECONDED** the motion. The **MOTION PASSED** unanimously.

Commissioner Wesson inquired about delinquent personal property taxes.

County Attorney Smith interjected by stating that delinquency has been decreased to new State regulations, and he also requested guidance from the Board regarding Perdue's tax appeal to the NC Property Tax Commission, as it is the largest taxpayer in the County.

## **DISCUSSION AGENDA**

### **Tax Settlement Reports for 2013 and 2014**

This item was deferred, and Mr. Jodi Rhea explained that the month of June was not yet closed out.

### **Charge of the Tax Administrator for the collection of the 2014-2015 Tax Levy**

This item was deferred, and the County Manager explained that this resolution must be adopted before tax bills are mailed out.

### **Introduction of Non-Emergency Transport Coordinator**

Emergency Services Director Mitch Cooper, and Emergency Medical Services Division Chief Matt Leicester introduced Kim Campbell. Ms. Campbell will be the Non-Emergency Transport Coordinator for that division.

Ms. Campbell stated that she was currently living and working in Wilson, NC, and that she has been in the EMS/Non-Emergency Transport business for 18 years with her first job being a street/911 paramedic. All of her transport experience was gathered as an employee of Johnston Ambulance Service in Wilson, NC from where she is currently resigning.

## **Non-Emergency Transport Status Update**

Matt Leicester briefly updated the Board about the current state of the Non-Emergency Transport program in the County.

He stated that the vehicles that will be used for the program have been re-lettered with Bertie County's information on them, and that he saw no issue with beginning the service as early as August 1<sup>st</sup> as originally planned.

## **Overview of Emergency Operations Plan (Hurricane Season)**

Emergency Services Director Mitch Cooper approached the Board to update them of the County's Emergency Operations Plan (EOP). Mr. Cooper stated that the plan was available to the public online, and that Bertie Middle School, West Bertie Elementary, and Colerain Elementary School were all designated storm shelters.

Vice Chairman Smith inquired about the possibility of the new Bertie High School being deemed a storm shelter.

In reply, Mr. Cooper stated that he would need to take a walk through of the building with the American Red Cross in order for that designation to be made, and that is was an avenue he was currently exploring.

Mr. Cooper also provided the Board with an update regarding damage from Hurricane Arthur. He stated that there were 2 houses in the Colerain area that received minor roof damage, and that power was temporarily discontinued due to damaged power lines. Mr. Cooper stated that power was restored in the Colerain area within a couple of hours.

Mr. Cooper also assured the Board that the Department would stand ready to respond to any additional hurricanes throughout the season, and stated that despite some meteorologists calling for a quiet season that some of the quieter hurricane seasons produce the biggest storms for Eastern Carolina.

## **Confirm Community Meeting Location for 7-21-14**

Chairman Perry informed the Board that Lewiston-Woodville was not able to host the 7-21-14 meeting, and that efforts had been made to secure other locations, but those efforts were not successful.

Vice Chairman Smith made a **MOTION** to hold the 7-21-14 evening meeting at the County Offices, and to resume Community Meeting locations as normal in August.

Commissioner Harrell suggested that since Lewiston-Woodville is Commissioner Trent's district that he should try to speak with Jeff Stalls of Perdue. Mr. Harrell stated that there are various locations that could accommodate a meeting, if needed.

Vice Chairman Smith withdrew his motion in order for Commissioner Trent to see if Perdue was available to host the 7-21-14 evening meeting.

Chairman Perry asked for the Board to convene as the Board of Directors for Water Districts I, II, III and IV.

Vice Chairman Smith made **MOTION** the Board to convene as the Board of Directors for Water Districts I, II, III, IV. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

### **Water Department Update – delivered evaluation report and review initial capital outlay acquisition**

County Manager Sauer reminded the Board that during the budget work sessions, the Board agreed on a figure of \$150,000 for capital outlay for the Water Department and that he would present all purchases for the Board's approval. Water Department Superintendent Ricky Spivey presented a purchase bid for three (3) pickup trucks which are available on State contract from Capital Ford in Raleigh. After discussion with the Board, it was noted that if Capital Outlay items are in the approved budget amount, the department could proceed with the purchases. Mr. Spivey thanked the Board for its support as we begin to make many changes in operation for the Water Department.

Commissioner Trent asked if there was any further action necessary relative to the new water rates discussed during the budget, and the County Manager explained that all of the new rates and adjustments were incorporated in the FY 2014-2015 Budget Ordinance approved by the Board in June.

Commissioner Wesson asked about the status of the final agreement with South Windsor Water Association, and the County Manager explained that there are a few items pending from the Association, but the County's effort was complete with the final report from auditor Jeff Best that was received in June.

Chairman Perry called for a motion for the Board of Directors return to regular session as the Bertie County Board of Commissioners.

Commissioner Harrell made a **MOTION** to convene again at the Bertie Board of Commissioners. Commissioner Trent **SECONED** the motion. The **MOTION PASSED** unanimously.

## **Set date for extended Water Department Work Session**

The Board set a date of Wednesday, August 6, 2014 at 10:00am to hold a Water Department Work Session as requested by County Manager Sauer. The meeting will be held in the Commissioner's Room located at 106 Dundee Street in Windsor.

### **COMMISSIONER'S REPORTS**

Commissioner Wesson introduced Bertie County's Youth Delegate, Clint Conner, of the Bertie County STEM School.

Mr. Wesson informed those present that Mr. Conner would be representing Bertie County at the 107<sup>th</sup> NCACC Annual Conference on August 14-17, 2014 in Asheville, NC.

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

County Manager Sauer informed that Board that Timothy Baynes of Mid-East Commission would be approaching the Board on 7-21-14 with a request for a joint meeting of all County and municipality representatives.

Commissioner Wesson also informed the Board that the Mid-East Commissioner Board is looking to gain input and suggestions from the County and its municipalities in regards to Mr. Baynes performance, funding requests, etc.

### **COUNTY ATTORNEY'S REPORT**

County Attorney Smith informed the Board that CDBG Scattered Site Housing financial obligation notes could be reduced for several homeowners according to McDavid and Associates, and that Mr. Smith just needed a motion, and signature for the notes to be accepted.

Commissioner Harrell made a **MOTION** to accept the reduced notes for the CDBG Scattered Site Housing program as requested by the County Attorney. Vice Chairman Smith **SECONDED** the motion. The **MOTION PASSED** unanimously.

County Attorney Smith also requested the opportunity for Closed Session.

### **PUBLIC COMMENTS CONTINUED**

Diane Spivey, wife of deceased Isaiah Spivey, approached the Board about her request of renaming her street as "Isaiah Spivey Lane" instead of "Spivey Lane." Ms. Spivey informed the Board that the road name had just been re-posted as Spivey Lane, and that even though the Board

couldn't accomplish her request to rename it, she stated that she enjoys the Commissioners meetings, and will still continue to attend.

Commissioner Wesson interjected by stating that the motion that the Board made at a recent meeting to maintain the street name as "Spivey Lane" was only meant to be temporary as per Bertie County's Road Name Change Policy, those requests can only be reviewed during the month of October.

Commissioner Harrell stated that the policy could just be amended by the Board.

Commissioner Harrell made a **MOTION** to amend the Road Name Change Policy allowing road name changes to occur during anytime in the year. Commissioner Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

### **CLOSED SESSION**

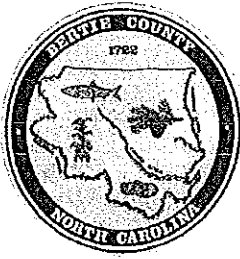
As requested by the County Attorney, and County Manager Sauer, Vice Chairman Smith made a **MOTION** to go into Closed Session pursuant to N.C.G.S. § 143-318.11(a)(3) to go into closed session to consult with the County Attorney in order to preserve the attorney-client privilege that exists between the 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, and pursuant to N.C.G.S. § 143-318.11(a)(4) To discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations. The action approving, the signing of an economic development contract or commitment, or the action authorizing the payment of economic development expenditures, shall be taken in an open session. Commissioner Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

The Board shifts into Closed Session.

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

### **ADJOURN**

Chairman Perry adjourned the meeting at 12:30pm.



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

July 02, 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 **JUNE** and this request for your approval is made pursuant to "Resolution of the Board of Commissioners" dated August 5, 1985. This may also serve as your report to the Board of Commissioners required by the same "Resolution."

Respectfully Submitted,

Tax Administrator

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

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Group Nbr: RLS414\*181  
Group Type: ABATEMENTS/RELEASES  
Nbr. Trans: 2

Tax Codes	Levy	Penalty	Subtotal	Charges	Interest	Subtotal	Discount	Total
YEAR 2013								
AD ADVERTISEMENT	2.50-	0.00	2.50-	0.00	0.00	0.00	0.00	2.50-
TOTALS FOR 2013	2.50-	0.00	2.50-	0.00	0.00	0.00	0.00	2.50-
YEAR 2008								
FLF FORECLOSURE LEGA	122.71-	0.00	122.71-	0.00	0.00	0.00	0.00	122.71-
TOTALS FOR 2008	122.71-	0.00	122.71-	0.00	0.00	0.00	0.00	122.71-
GROUP TYPE TOTALS	125.21-	0.00	125.21-	0.00	0.00	0.00	0.00	125.21-

**7-21-14**

Items C-3 thru C-5  
(Tax Settlement FY2013-2014, Reports,  
Charge of FY2014-2015 Tax Levy, etc.)  
of this agenda are located in a separate  
document

## Monthly Performance Status Report

(Due the 15th of each month)

Grantee: Bertie County Grant Number: 12-C-2487 Month: July Year: 2014

For the month ending 6/30/14

Activity	Performance Schedule (on/off)	Current Performance Status (if off schedule)	Remedy to get back on Schedule (if off schedule)
<i>C-1 Water</i>	<i>on</i>		

Prepared By: Mike Barnette

Title: Program Manager

Endorsed By:   
Scott T. Sauer

Title: County Manager

Board Update

By: Scott T. Sauer

Title: County Manager

Method of Update: Board Update

Date: 8/4/14

# Monthly Performance Status Report

(Due the 15th of each month)

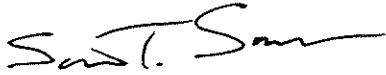
Grantee: Bertie County Grant Number: 11-C-2304 Month: July Year: 2014

For the month ending 6/30/14

Activity	Performance Schedule (on/off)	Current Performance Status (if off schedule)	Remedy to get back on Schedule (if off schedule)
Rehabilitation	on		
Reconstruction	on		
Clearance	on		

Prepared By: Mike Barnette

Title: Program Manager

Endorsed By:   
Scott T. Sauer

Title: County Manager

Board Update

By: Scott T. Sauer

Title: County Manager

Method of Update: Board Report

Date: 8/4/14  
*(next available meeting)*

# Monthly Performance Status Report

(Due the 15th of each month)

Grantee: Bertie County Grant Number: 11-C-2289 Month: July Year: 2014

For the month ending 6/30/2014

Activity	Performance Schedule (on/off)	Current Performance Status (if off schedule)	Remedy to get back on Schedule (if off schedule)
Rehabilitation	on		Phase 1 complete Beginning additional units - Phase 2

Prepared By: Mike Barnette

Title: Program Manager

Endorsed By: Scott T. Sauer

Title: County Manager

Board Update:

By: Scott T. Sauer 

Title: County Manager

Method of Update: Board Update

Date: 8/4/14  
*(next available meeting)*

## **ELECTRONIC RECORDING MEMORANDUM OF UNDERSTANDING (MOU)**

**THIS MEMORANDUM OF UNDERSTANDING**, dated \_\_\_\_\_, is between the Register of Deeds of Bertie County, North Carolina ("**COUNTY**"), and Internet Technologies, Inc. ("**INTTEK**") with offices at 330 Shipyard Blvd, Wilmington, NC. 28412.

Bertie County Register of Deeds desires to offer the recording of Real Property documents by electronic means in substitution for traditional paper based methods. This MOU helps assure that these transactions are legally valid and enforceable as a result of the use of available electronic technologies and will be to the mutual benefit of the parties of the transactions.

For the purposes of the MOU, Internet Technologies, Inc., will act as the *Electronic Recording Provider*. This means that **INTTEK** will provide software, data processing systems and fiscal management to facilitate **Electronic Recording** of documents between **SUBMITTERS** and **COUNTY**. **SUBMITTERS** are defined as those persons or agencies which desire to voluntarily record documents via electronic means with **COUNTY**. **Electronic Recording** is defined to be electronically based submitting of documents and funds from **SUBMITTERS** to **COUNTY** and electronically based receipt of confirmation of recording from **COUNTY** to **SUBMITTERS**.

### **INTTEK Responsibilities**

**INTTEK** is responsible for providing, supporting and maintaining software and data processing systems required to implement **Electronic Recording**.

**INTTEK** will make every effort to ensure that **Electronic Recording** Software is secure and that documents in transit between **SUBMITTER** and **COUNTY** will remain immutable before recording at the **COUNTY**.

**INTTEK** will work with **SUBMITTERS** and **COUNTY** to resolve any issues that are within the scope of the **Electronic Recording** Software.

**INTTEK** will maintain an audit trail of all documents and transactions which are processed via **Electronic Recording** Software.

**INTTEK** will provide means for **COUNTY** to receive payment for Electronically Recorded documents during the same business day in which they are processed, as required by NC General Statute.

### **General Understandings**

The **COUNTY** shall not be liable for any fees associated with **Electronic Recording**. Neither the **COUNTY**, nor **SUBMITTER**, nor **INTTEK** shall be liable to the other for any special, incidental, exemplary or consequential damages arising from or as a result of any delay, omission or error in the **Electronic Recording** transmission or receipt. Neither party shall be liable for any failure to perform processing of the transactions and documents where such failure results from any act of God or other cause beyond the party's reasonable control including, without limitation, any mechanical, electronic or communications failure which prevents the parties from transmitting or receiving the **Electronic Recording** transactions. Either party may terminate this MOU for any reason by providing 30 days written notice of termination to the other party.

July 9<sup>th</sup>, 2014

**ELECTRONIC RECORDING  
MEMORANDUM OF UNDERSTANDING (MOU)**

**Accepted and Agreed:**

**Bertie County**

**Internet Technologies, Inc.**



\_\_\_\_\_  
J. Wallace Perry, Chairman,  
Board of Commissioners

\_\_\_\_\_  
David McGough, President

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

Date: 07/09/2014

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

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

July 9<sup>th</sup>  
, 2014



**BERTIE COUNTY**

**PETITION**

**ROAD NAME CHANGE**

## PROCEDURE FOR ROAD NAME CHANGES

1. Applicant must acquire road name petition from the Emergency Management Office.
2. Petitions must be returned to the Emergency Management Office by July 15th.
  - A. Each year a public hearing will be held the second regular meeting of the County Commissioners in the month of October.
3. Petitions should carry the names of at least eighty percent (80%) of the land owners on the road.
  - A. Property owners are defined as those persons owning parcel/s which touch or have their only access to the road as mapped by the Bertie county Tax Office, Mapping Division. (Property owners whose access to the public road is via a named private lane are not property owners as defined herein.)
  - B. Property owners may be limited to one (1) signature when more than one owner is involved.
  - C. When more than one parcel appears on a road owned by the same person/s, one signature will be allowed.
4. The county will present the petition to the fire department/s. The department shall recommend approval or disapproval of the proposed name change. If the department recommends disapproval, reason/s for such action must be stated.
5. The cost incurred in changing road name shall be paid by the property owners affected by the change. A responsible party must be identified at the time of petitioning. The cost shall be one hundred dollars (\$100.00) plus eighteen dollars (\$18.00) per sign required.

**ROAD NAME PETITION**

Number \_\_\_\_\_

Filed \_\_\_\_\_

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

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

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

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

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

( ) Assignment of a name to an unnamed road.

( ) Changing the name of a road.

**LOCATION OF ROAD**

Described location in relation to major highways or state roads: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FIRE DISTRICT/S**

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

\_\_\_\_\_

\_\_\_\_\_

**CITIES AND TOWNS WITHIN FIVE MILES OF ROAD**

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

\_\_\_\_\_

\_\_\_\_\_

**Property Owners**

1. \_\_\_\_\_  
\_\_\_\_\_  
Map & Parcel # \_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_  
Map & Parcel # \_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_  
Map & Parcel # \_\_\_\_\_

4. \_\_\_\_\_  
\_\_\_\_\_  
Map & Parcel # \_\_\_\_\_

5. \_\_\_\_\_  
\_\_\_\_\_  
Map & Parcel # \_\_\_\_\_

6. \_\_\_\_\_  
\_\_\_\_\_  
Map & Parcel # \_\_\_\_\_

7. \_\_\_\_\_  
\_\_\_\_\_  
Map & Parcel # \_\_\_\_\_

8. \_\_\_\_\_  
\_\_\_\_\_  
Map & Parcel # \_\_\_\_\_

9. \_\_\_\_\_  
\_\_\_\_\_  
Map & Parcel # \_\_\_\_\_

10. \_\_\_\_\_  
\_\_\_\_\_  
Map & Parcel # \_\_\_\_\_

**Others**

1. \_\_\_\_\_  
\_\_\_\_\_  
Map & Parcel # \_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_  
Map & Parcel # \_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_  
Map & Parcel # \_\_\_\_\_

4. \_\_\_\_\_  
\_\_\_\_\_  
Map & Parcel # \_\_\_\_\_

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\_\_\_\_\_  
Map & Parcel # \_\_\_\_\_

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\_\_\_\_\_  
Map & Parcel # \_\_\_\_\_

10. \_\_\_\_\_  
\_\_\_\_\_  
Map & Parcel # \_\_\_\_\_

**Property Owners**

11. \_\_\_\_\_  
\_\_\_\_\_  
Map & Parcel # \_\_\_\_\_

12. \_\_\_\_\_  
\_\_\_\_\_  
Map & Parcel # \_\_\_\_\_

13. \_\_\_\_\_  
\_\_\_\_\_  
Map & Parcel # \_\_\_\_\_

14. \_\_\_\_\_  
\_\_\_\_\_  
Map & Parcel # \_\_\_\_\_

15. \_\_\_\_\_  
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Map & Parcel # \_\_\_\_\_

16. \_\_\_\_\_  
\_\_\_\_\_  
Map & Parcel # \_\_\_\_\_

17. \_\_\_\_\_  
\_\_\_\_\_  
Map & Parcel # \_\_\_\_\_

18. \_\_\_\_\_  
\_\_\_\_\_  
Map & Parcel # \_\_\_\_\_

19. \_\_\_\_\_  
\_\_\_\_\_  
Map & Parcel # \_\_\_\_\_

20. \_\_\_\_\_  
\_\_\_\_\_  
Map & Parcel # \_\_\_\_\_

**Others**

11. \_\_\_\_\_  
\_\_\_\_\_  
Map & Parcel # \_\_\_\_\_

12. \_\_\_\_\_  
\_\_\_\_\_  
Map & Parcel # \_\_\_\_\_

13. \_\_\_\_\_  
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Map & Parcel # \_\_\_\_\_

14. \_\_\_\_\_  
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15. \_\_\_\_\_  
\_\_\_\_\_  
Map & Parcel # \_\_\_\_\_

16. \_\_\_\_\_  
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Map & Parcel # \_\_\_\_\_

17. \_\_\_\_\_  
\_\_\_\_\_  
Map & Parcel # \_\_\_\_\_

18. \_\_\_\_\_  
\_\_\_\_\_  
Map & Parcel # \_\_\_\_\_

19. \_\_\_\_\_  
\_\_\_\_\_  
Map & Parcel # \_\_\_\_\_

20. \_\_\_\_\_  
\_\_\_\_\_  
Map & Parcel # \_\_\_\_\_

**Property Owners**

21. \_\_\_\_\_  
 \_\_\_\_\_  
 Map & Parcel # \_\_\_\_\_

22. \_\_\_\_\_  
 \_\_\_\_\_  
 Map & Parcel # \_\_\_\_\_

23. \_\_\_\_\_  
 \_\_\_\_\_  
 Map & Parcel # \_\_\_\_\_

24. \_\_\_\_\_  
 \_\_\_\_\_  
 Map & Parcel # \_\_\_\_\_

25. \_\_\_\_\_  
 \_\_\_\_\_  
 Map & Parcel # \_\_\_\_\_

**Others**

21. \_\_\_\_\_  
 \_\_\_\_\_  
 Map & Parcel # \_\_\_\_\_

22. \_\_\_\_\_  
 \_\_\_\_\_  
 Map & Parcel # \_\_\_\_\_

23. \_\_\_\_\_  
 \_\_\_\_\_  
 Map & Parcel # \_\_\_\_\_

24. \_\_\_\_\_  
 \_\_\_\_\_  
 Map & Parcel # \_\_\_\_\_

25. \_\_\_\_\_  
 \_\_\_\_\_  
 Map & Parcel # \_\_\_\_\_

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

Number of property owners along the road \_\_\_\_\_.

Number of property owners in support of the petition \_\_\_\_\_.

Number of non-property owners in support of the petition \_\_\_\_\_.

Percentage of property owners signing the petition \_\_\_\_\_%.

Administrative Action: \_\_\_\_\_  
 \_\_\_\_\_

Board Action: \_\_\_\_\_  
 \_\_\_\_\_

**ROAD NUMBERS**

(SR & four digits) SR \_\_\_\_\_

(Highway Number) N.C. # \_\_\_\_\_ U.S. # \_\_\_\_\_

No number ( )

**PRESENT NAME OF ROAD**

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

\_\_\_\_\_

**PROPOSED NAME OF ROAD**

Name to which road be renamed: \_\_\_\_\_

\_\_\_\_\_

**RESPONSIBLE PERSON**

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

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Estimated Cost: \_\_\_\_\_

**FIRE DEPARTMENT**

Fire Department Name: \_\_\_\_\_

Check One: \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved

If not approved, give reason/s below:

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

Signature: Chief \_\_\_\_\_

Secretary \_\_\_\_\_

Fire Department Name: \_\_\_\_\_

Check One: \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved

If not approved, give reason/s below:

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

Signature: Chief \_\_\_\_\_

Secretary \_\_\_\_\_