

# Bertie County Board of Commissioners



April 20, 2015

Chairman	Ronald "Ron" Wesson	District 1
	Stewart White	District II
Vice Chairman	Tammy A. Lee	District III
	John Trent	District IV
	Ernestine (Byrd) Bazemore	District V

# BERTIE COUNTY BOARD OF COMMISSIONERS

April 20, 2015

7:00pm

Kelford Community Building

## 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.*

**2:00** Board meets inside the Commissioners Room located at 106 Dundee Street, Windsor, NC to:

- Convene as the Board of Equalization and Review
- Community Based Recreation project update
- Receive an update from Bertie County Medical Director, Dr. Michael Lowry
- Discuss current abandoned/condemned building policies with Assistant County Attorney, Jonathan Huddleston
- Discuss water project updates including budget items for FY 2015-2016
- Discuss fiber communications extension for Sheriff's Office pending relocation
- Discuss Tax Office implementation of new server installation and data transfer process previously approved by the Board

**7:00-7:05** Call to Order and Welcome by Chairman Wesson – Kelford Community Building

**7:05-7:10** Invocation and Pledge of Allegiance by Vice Chairman Lee

**7:10-7:25** Public Comments

(A)

### \*\*\* APPOINTMENTS \*\*\*

**7:25-7:40** Aging Services expenditures for Bertie County presentation by Annette Eubanks, Aging Program Director, Mid-East Commission Area Agency on Aging (A-1)

**7:40-7:55** Marc Finlayson of the Highway 17 Association will provide an update on the advocacy efforts to promote the Raleigh to Norfolk Interstate highway project (A-2)

**7:55-8:10** Presentation of appreciation for Norman & Jean Cherry, Walter "Pete" Jernigan, Jr., and the late Carolyn Jernigan (A-3)

**8:10-8:25** Non-Emergency Transport update by Emergency Services Director, Mitch Cooper, and NET Coordinator, Ian Trainor (including recommendation by County Attorney for improved collections – use of property liens) (A-4)

### Board Appointments (B)

1. There are no Board Appointments.

### Consent Agenda (C)

1. Approve Regular Session minutes for 4-7-15 (C-1)
2. Approve Closed Session minutes for 4-7-15
3. Budget Amendment in the amount of \$25,000 for Water Department hydraulic model update approved by the Board on April 7, 2015 (C-2)

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

#### Discussion Agenda (D)

1. Discuss USDA/FSA County office lease with Assistant County Attorney, Jonathan Huddleston (D-1)
2. Discuss and consider for approval the consolidation of four water districts and creating a single water utility fund, and review the Resolution adopting an agreement between Bertie County and the County Water Districts (D-2)

### Commissioners' Reports (E)

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

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

#### Public Comments Continued

#### Closed Session

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

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

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

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

### Adjourn



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

I, Ernestine Byrd Bazmore, do solemnly swear that I will support and maintain the Constitution and laws of the United States, and the Constitution and Laws of North Carolina not inconsistent, therewith, and that I will faithfully discharge the duties of my office as a member of the Board of Equalization and Review of Bertie County, North Carolina, and that I will not allow my actions as a member of the Board of Equalization and Review to be influenced by personal or political friendships or obligations, so help me God.

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

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

Sworn to and subscribed to before me this the 20<sup>th</sup> day of April, 2015,

\_\_\_\_\_  
Vashti F. James, Clerk of Superior Court



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

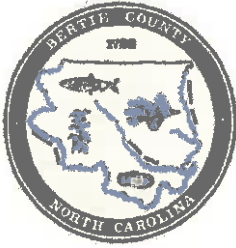
I, Stewart J. White, do solemnly swear that I will support and maintain the Constitution and laws of the United States, and the Constitution and Laws of North Carolina not inconsistent, therewith, and that I will faithfully discharge the duties of my office as a member of the Board of Equalization and Review of Bertie County, North Carolina, and that I will not allow my actions as a member of the Board of Equalization and Review to be influenced by personal or political friendships or obligations, so help me God.

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

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

Sworn to and subscribed to before me this the 20<sup>th</sup> day of April, 2015,

\_\_\_\_\_  
Vashti F. James, Clerk of Superior Court



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

I, Ronald Wesson, do solemnly swear that I will support and maintain the Constitution and laws of the United States, and the Constitution and Laws of North Carolina not inconsistent, therewith, and that I will faithfully discharge the duties of my office as a member of the Board of Equalization and Review of Bertie County, North Carolina, and that I will not allow my actions as a member of the Board of Equalization and Review to be influenced by personal or political friendships or obligations, so help me God.

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

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

Sworn to and subscribed to before me this the 20<sup>th</sup> day of April, 2015,

\_\_\_\_\_  
Vashti F. James, Clerk of Superior Court



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

I, John Trent, do solemnly swear that I will support and maintain the Constitution and laws of the United States, and the Constitution and Laws of North Carolina not inconsistent, therewith, and that I will faithfully discharge the duties of my office as a member of the Board of Equalization and Review of Bertie County, North Carolina, and that I will not allow my actions as a member of the Board of Equalization and Review to be influenced by personal or political friendships or obligations, so help me God.

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

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

Sworn to and subscribed to before me this the 20<sup>th</sup> day of April, 2015,

\_\_\_\_\_  
Vashti F. James, Clerk of Superior Court



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

I, Tammy Lee, do solemnly swear that I will support and maintain the Constitution and laws of the United States, and the Constitution and Laws of North Carolina not inconsistent, therewith, and that I will faithfully discharge the duties of my office as a member of the Board of Equalization and Review of Bertie County, North Carolina, and that I will not allow my actions as a member of the Board of Equalization and Review to be influenced by personal or political friendships or obligations, so help me God.

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

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

Sworn to and subscribed to before me this the 20<sup>th</sup> day of April, 2015,

\_\_\_\_\_  
Vashti F. James, Clerk of Superior Court

**Scott Sauer**

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**Subject:** Municipal Code Enforcement

Assistant County Attorney Jonathan Huddleston and Planning & Inspections Director Traci White will be present to discuss this issue.

There are several attachments for your review and background information.



**Scott T. Sauer** – County Manager  
[Bertie County, NC](#)  
(252) 794-6112





**BERTIE COUNTY  
PLANNING & INSPECTIONS  
PO Box 530 106 DUNDEE STREET  
WINDSOR, NC 27983**

PLANNING: (252)794-5336 INSPECTIONS: (252)794-5303  
Fax (252)794-5361 www.co.bertie.nc.us

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## **MEMORANDUM**

**TO:** Zee Lamb, County Manager  
Lloyd Smith, County Attorney

**CC:** Board of Commissioners

**FROM:** Traci White, Planning Director

**RE:** LEWISTON-WOODVILLE MINIMUM HOUSING CODE AGREEMENT

**DATE:** September 25, 2009

There are some concerns about the agreement proposed by the Town of Lewiston-Woodville to have the Bertie County Building Inspector enforce the town's minimum housing standards.

Minimum housing standards or minimum housing code is a set of regulations specific to the jurisdiction, in the same way as a zoning ordinance, and should be enforced locally by the jurisdiction. For instance, the Town of Lewiston-Woodville has a zoning ordinance that is enforced by the town. Issues with the zoning ordinance are carried before the Town Council. The town also may contract with an agency such as the Mid-East Commission to assist them with enforcement. The consultant, for a fee, would act as the town code enforcement official. The enforcement of minimum housing standards can be time consuming and there could be mounting legal fees associated with those types of enforcement issues, including condemnations. Currently, the county is compensated for building inspections by receiving the fees from building permits.

Another problem with the proposal would be that the county would be responsible for enforcement of standards that are not enforced by the county itself, or in any other jurisdiction in the county. If the agreement was entered into, it could be said that every locality in Bertie County could propose that the Bertie County Building Inspector enforce each individual set of standards, unique to that locality, at the county's expense.

Staff recommends denying the proposed agreement with the Town of Lewiston-Woodville, since Bertie County currently has an agreement with the Town of Lewiston-Woodville, signed in 1985, for the enforcement of the state building code. If the town wishes to enforce local town standards then a town code enforcement official should enforce that policy.

Responses from some other North Carolina Planners on this issue are attached for your information.

If you have any questions, please feel free to contact me.

BERTIE COUNTY ORDINANCE, # 1985-1ORDINANCE CREATING BERTIE COUNTY INSPECTION DEPARTMENT AND TO ENFORCE WITHIN BERTIE COUNTY NORTH CAROLINA STATE BUILDING CODE AND RELATED LOCAL BUILDING RULES AND REGULATIONS EFFECTIVE JULY 1, 1985.

The Board of Commissioners Of Bertie County, North Carolina, Do Ordain As Follows:

Article I. Authority For And Purpose of Ordinance.

1-1. Authority For Ordinance. This ordinance is adopted by Authority of General Statutes of North Carolina, Chapter 153A, Article 18, Part 4, and other General Statutes relating to Building Safety and Maintenance and to the enforcement within the County of Bertie of the North Carolina State Building Code and related local building rules and regulations approved by the Building Code Council.

1-2. Purpose of Ordinance.

- (a). To provide for the enforcement within Bertie County of the North Carolina State Building Code and related local building rules and regulations approved by the Building Code Council.
- (b). To create the Bertie County Inspection Department.
- (c). To provide for the appointment of one or more Bertie County Building Inspectors.
- (d). To repeal previously existing Bertie County Ordinance relating to County Inspection Department and County Electrical Inspector.
- (e). To repeal previously existing Bertie County Ordinance relating to Bertie County Energy and Insulation Inspector.

Article II. Bertie County Inspection Department And Building Inspectors.

2-1. Inspection Department Created. There is hereby created the Bertie County Inspection Department consisting of one or more Inspectors appointed by the Board of County Commissioners.

2-2. Position Of Building Inspector Created. There is hereby created the position of Bertie County Building Inspector. The Board of Commissioners of Bertie County is hereby authorized to appoint from time to time one or more Bertie County Building Inspectors and to fix the salary and expense allowance therefor, as provisions therefor shall be made in the annual County Budgets.

2-3. Duties And Responsibilities. The duties and responsibilities of the Bertie County Inspection Department and of the Bertie County Building Inspectors in that Department are and shall be to enforce within Bertie County's territorial jurisdiction the North Carolina State Building Code and related local building rules and regulations approved by the Building Code Council, the provisions of this ordinance, and other reasonable and appropriate provisions and regulations that may be enacted from time to time by the Board of Commissioners of Bertie County, relating to:

- (1) The construction of buildings.
- (2) The installation of such facilities as plumbing systems, electrical systems, heating systems, refrigeration systems, and air-conditioning systems.
- (3) The installation of insulation.
- (4) The maintenance of buildings in a safe, sanitary, and healthful condition.
- (5) Other matters that may be specified by the Board of Commissioners of Bertie County.
- (6) To receive applications for permits, to issue or deny permits, to make necessary inspections, to issue or deny certificates of compliance, to issue orders to correct violations, to bring judicial actions against actual or threatened violations, to keep adequate records, and to take any other actions that may be necessary to adequately enforce the North Carolina State Building Code and related local building rules and regulations approved by the Building Code Council, and the provisions of this ordinance, and other reasonable and appropriate provisions and regulations that may be enacted from time to time by the Board of Commissioners of Bertie County.

2-4. Forms, Records and Reports. The Bertie County Inspection Department and each Bertie County Building Inspector shall use forms for applications, permits and records as approved by the North Carolina Commissioner of Insurance and as shall be required by the Bertie County Manager or the Board of Commissioners of Bertie County; shall keep complete records of all applications received, all permits issued, all permits denied, all permits revoked, all stop orders issued, all inspections and reinspections made and other official work performed in accordance with the provisions of this ordinance; and shall submit periodic reports to the County Manager, to the Board of Commissioners, to the managers, mayors and governing bodies of the towns the territories within which are placed within the authority of the County Inspection

Department, and to State Agencies as required by law.

2-5. Qualifications Of Building Inspectors. No one shall be appointed to the office of Bertie County Building Inspector unless he or she shall have first obtained from the North Carolina Code Officials Qualifications Board and submitted to the County Manager and to the Board of County Commissioners a certificate showing that he or she is a "Qualified Code-Enforcement Official" and as such is qualified under Article 9B of Chapter 143 of the General Statutes of North Carolina to engage in the practice of Building Code Enforcement.

2-6. Oath Of Office. Each Building Inspector shall take an oath to faithfully perform the duties of his office.

2-7. Applications And Fees. At the time any application is filed in Bertie County for a building permit or for any other kind or class of permit that is required by the North Carolina State Building Code or related local building rules and regulations, that have been approved by the Building Code Council, the applicant shall pay to Bertie County a fee the amount of which shall be determined as hereinafter provided. From time to time the Board of Commissioners of Bertie County by its resolutions, duly adopted, shall establish a schedule of fees which shall be applicable to and collected from applicants for building permits of various kinds and classes; shall designate one or more officers or employees of Bertie County with whom shall be filed applications for building permits; and shall designate one or more officers or employees of Bertie County who shall collect and receive and issue receipts for building permit application fees.

2-8. Inspector Not To Engage In Private Business. No person who holds the position of Bertie County Building Inspector shall engage in or hold any interest in the occupations or businesses of construction of buildings, installation of plumbing systems, installation of electrical systems, installation of heating systems, installation of refrigeration systems, installation of air-conditioning systems, or installation of insulation.

Article III. Jurisdiction Within Towns.

3-1. Towns May Request County Building Inspectors To Exercise Powers Within The Municipalities. The Board of Commissioners or Town Council of any incorporated town located within Bertie County shall have the right, by its resolution duly adopted, to request the Board of County Commissioners to direct a Bertie County Building Inspector to exercise within all of the town's territorial jurisdiction all of his or her powers as provided by the General Statutes of North Carolina and by the North Carolina State Building Code and by this Ordinance. All such requests shall be made on resolution forms provided by Bertie County and on terms and conditions approved by the Board of Commissioners of Bertie County. Each such town shall deliver three certified copies of its request resolution to the Bertie County Manager who shall then submit the request to the Board of Commissioners of Bertie County. After the request shall have been accepted by the Board of County Commissioners, such acceptance shall be certified by its Chairman and Clerk on the three certified copies of the town's request resolution which shall then be distributed as follows: (1) one back to the town; (2) one to the County Inspection Department; and (3) one to the Bertie County Manager.

3-2. County Building Inspector To Exercise Powers Within Municipalities. Upon the acceptance by the Board of Commissioners of Bertie County of a request duly made by the Board of Commissioners or Town council of any incorporated town located within Bertie County the Bertie County Inspection Department and the Bertie County Building Inspector are hereby directed to exercise within the territorial jurisdiction of such incorporated town all of the powers and to perform the duties granted and imposed upon the County Inspection Department and Upon the County Building Inspector by the General Statutes of North Carolina and by the North Carolina State Building Code and by this Ordinance.

3-3. County Employee. While performing his or her duties within the territorial jurisdiction of any town the Bertie County Building Inspector shall continue to be a County Employee.

3-4. Termination. The authority of the Bertie County Inspection Department and of the Bertie County Building Inspector within any incorporated town may be terminated by the Town or by the County upon thirty days notice given by either to the other pursuant to resolution adopted by the Board of Commissioners or Town Council of the town or by resolution adopted by the Board of County Commissioners.

ARTICLE IV. Existing Ordinances Repealed.

4-1. Earlier Ordinance For County Inspection Department and County Electrical Inspector Repealed. That certain ordinance designated and entitled BERTIE COUNTY ORDINANCE, #1974-2. ORDINANCE ADOPTING STATE ELECTRICAL CODE; CREATING COUNTY INSPECTION DEPARTMENT; CREATING OFFICE OF COUNTY ELECTRICAL INSPECTOR; DUTIES; PERMITS; PROCEDURES; PENALTIES FOR FAILURE TO COMPLY, that was adopted by this Board on the 19th day of March, 1974, and made effective the first day of April, 1974, be and the same is hereby repealed.

4-2. Earlier Ordinance For County Energy And Insulation Inspector Repealed. That certain ordinance designated and entitled BERTIE COUNTY ORDINANCE, #1977-3, AN ORDINANCE TO LICENSE INSULATION CONTRACTORS AND OTHERS WHO INSTALL MATERIALS AND EQUIPMENT DESIGNED TO MEET THE ENERGY CONSERVATION STANDARDS OF THE STATE BUILDING CODE, that was adopted by this Board on the 20th day of December, 1977, and made effective the first day of January, 1978, be and the same is hereby repealed.

Article V. Effective Date.

5-1. Effective Date. This Ordinance shall be effective on and after the first day of July, 1985.

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Adopted by the Board of Commissioners of Bertie County on the first day of April, 1985.

\_\_\_\_\_  
Charles H. Edwards, Chairman of the Board of  
Commissioners of Bertie County, North Carolina

INTERLOCAL AGREEMENT BEWTEEN BERTIE COUNTY AND THE TOWN OF  
AULANDER

This Interlocal Agreement, made and entered into this the 8<sup>th</sup> day of January, 2009, by and between the Town of Aulander, a municipal corporation organized and existing pursuant to the laws of the State of North Carolina, Party of the First Part, hereinafter referred to as the TOWN and Bertie County, a political subdivision of the State of North Carolina established and operating pursuant to the laws of the State of North Carolina, Party of the Second Part, hereinafter referred to as the COUNTY;

WITNESSETH:

WHEREAS, the TOWN and the COUNTY, pursuant to the authority granted by the North Carolina General Statute 160A-461, hereby covenant, contract, and agree as follows:

1. The TOWN hereby contracts with the COUNTY to use the services of the Inspections Department of the COUNTY to administer the TOWN'S Flood Damage Prevention Ordinance within the corporate limits and extraterritorial jurisdiction of the TOWN.
2. The COUNTY'S Flood Damage Prevention Ordinance and any amendments thereto are hereby adopted by the TOWN, through execution of this Interlocal Agreement, as well as by Resolution of the Town's Governing Board, and the same shall apply within the corporate limits and extraterritorial jurisdiction of the TOWN.
3. The services of the Bertie County Planning and Inspections Department shall be performed at no cost to the TOWN. However, should any claims of any type arise out of the services provided by the COUNTY under this agreement, the TOWN agrees to indemnify and hold the COUNTY, its employees, agents and contractors harmless from any and all claims for liability, loss, injury, damages to persons or property, costs, and attorney's fees resulting from any action brought against County, its employees, agents, contractors and Commissioners arising as a result of the services performed on behalf of the TOWN that are the subject of this Agreement.
4. All fees and charges associated with administering the Flood Damage Prevention Ordinance as adopted by the Board of County Commissioners, shall be collected by the COUNTY, shall be the sole property of the COUNTY, and no part thereof shall be payable to the TOWN.

5. On behalf of the Town, the Bertie County Planning and Inspections Department will use the same degree of effort to enforce the Flood Damage Prevention Ordinance as it does for the County, except that if any civil or criminal action becomes necessary to enforce the same, the TOWN shall bring any legal action as may be required to enforce said Ordinance, upon written notice from the Bertie County Planning and inspections Department of such violations.
  
6. This Agreement shall continue until such time as either the TOWN or COUNTY resolves to terminate the Agreement and gives six (6) months written notice to the other party of said termination or upon mutual agreement of both parties.
  
7. This Agreement may only be modified in writing and executed by both parties.
  
8. That the effective date of this Interlocal Agreement shall be February 4, 2009.

IN WITNESS WHEREOF, the Town of Aulander has caused this Agreement to be signed in its name by its Mayor, attested by its Clerk, and its Official Seal to be hereunto affixed, and Bertie County has caused this agreement to be signed in its name by the Chair of the Board of Commissioners and attested by the Clerk of its Board and its Official Seal to be hereunto affixed, the day and year first above written.

TOWN OF AULANDER

By \_\_\_\_\_ Mayor

ATTEST \_\_\_\_\_ Clerk

BERTIE COUNTY

By \_\_\_\_\_ Chairman

ATTEST \_\_\_\_\_ Clerk



**BERTIE COUNTY  
PLANNING & INSPECTIONS  
PO Box 530 106 DUNDEE STREET  
WINDSOR, NC 27983**

**PLANNING: (252) 794-5336 INSPECTIONS: (252) 794-5303  
Fax (252) 794-5361 [www.co.bertie.nc.us](http://www.co.bertie.nc.us)**

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Joe R Jernigan, Sr.  
PO Box 335  
Aulander, NC 27805  
February 11, 2015

Dear Mr. Jernigan,

This letter is in reference to the letter that I mailed you back on September 11, 2014. I have not received anything from you about the mobile home located on Jernigan Lane, Lot 1, nor have I received anything on the Richard Lane. There are seven (7) mobile homes there, but one of them the tenant has fixed. The reason for this letter is to let you know that I will be turning this matter over to a Lawyer. Thanks for your help.

Sincerely,

G.T. Pittman  
Bertie County Building Official  
GTP/shb



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Henry Hathaway  
PO Box 2537  
Elizabeth City, NC 27906  
February 12, 2015

Dear Mr. Hathaway,

This letter is in reference to the letter that I mailed to you on September 12, 2014. The property located at 415 W Main St. in Aulander. I have not heard from you about what you are going to do with the property. I don't have a choice but to turn this over to a Lawyer. If for some reason you do not want this to go to the Lawyer, please let me know just as soon as you receive this letter.

Sincerely,

A handwritten signature in cursive script that reads "G.T. Pittman".

G.T. Pittman  
Bertie County Building Official  
GTP/shb





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Glenwood Lassiter  
716 White Oak Road  
Windsor, NC 27983  
February 11, 2015

Dear Mr. Lassiter,

This letter is in reference to the letter that was mailed to you on September 11, 2014. I have noticed that you have not started any work on you property located at 505 South Commerce St in Aulander. This leaves me no choice but to turn it over to our lawyer to condemn this property.

Sincerely,

A handwritten signature in cursive script, appearing to read "G.T. Pittman".

G.T. Pittman  
Bertie County Building Official  
GTP/shb



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Christopher Schott  
204 Tall Timber Dr.  
Salisbury, PA 15558  
February 11, 2015

Dear Mr. Schott,

This letter is in response about your property located at 405 South Commerce Street in Aulander. We spoke on the phone on October 17, 2014 about this. You told me that it was a Historical Home. Whether it is or not you still need to fix it up, or clean up the lot. If for some reason you do not agree with me, a hearing will be scheduled with the Town, so you can explain the reason to them. Looking forward to hearing from you.

Sincerely,

A handwritten signature in black ink, appearing to read "G.T. Pittman".

G.T. Pittman  
Bertie County Building Official  
GTP/shb



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Casey Peele  
3 East Big Sky Dr.  
Hampton, VA 23666  
February 11, 2015

Dear Mr. Peele

This letter is a follow up to the letter we mailed last October 2014, about your property located at 303 West Elm St in Aulander. The house is in such bad shape that it is dangerous to life because of bad condition. I will be putting on condemned notice on the building. The building will have to be torn down. If for some reason you do not agree with me, I will set up a meeting with the Town Commissioners so you can tell them why you do not want the building torn down.

Sincerely,

G.T. Pittman  
Bertie County Building Official  
GTP/shb



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Jane R Brown  
PO Box 8  
Aulander, NC 27805  
February 12, 2015

Dear Ms. Bowen,

This letter is a reminder that your ninety (90) day extension will be up on February 17, 2015. Per our last phone call, it will be cleaned up by this date. There will be no more extensions. Please have it cleaned up by this date and give me a call so that I can pass it along to the Town of Aulander.

Sincerely,

A handwritten signature in black ink, appearing to read "G.T. Pittman".

G.T. Pittman  
Bertie County Building Official  
GTP/shb



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Victoria Mitchell  
Velma Williford  
2005 Lancaster Dr  
Tarboro, NC 27886  
February 12, 2015

Dear Ms. Mitchell

This letter is in reference to the letter I mailed to you on October 3, 2014. I have noted that your Grandmother is deceased. If you would like for me to get someone to clean up the lot, please let me know so that we can fill out the paper work. Or if you would like to find someone to clean it up, that would be fine. It has to be cleaned up now. If for some reason you do not, let me know and I will have to turn it over to a Lawyer. Please let me know something immediately.

Sincerely,

G.T. Pittman  
Bertie County Building Official  
GTP/shb



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PLANNING & INSPECTIONS  
PO Box 530 106 DUNDEE STREET  
WINDSOR, NC 27983**

**PLANNING: (252) 794-5336 INSPECTIONS: (252) 794-5303  
Fax (252) 794-5361 [www.co.bertie.nc.us](http://www.co.bertie.nc.us)**

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Edward Blanchard  
PO Box 1204  
Ahoskie, NC 27910  
February 11, 2014

Dear Mr. Blanchard,

This letter is in reference to the letter mailed October 3, 2014 for 113 Chestnut St. in Aulander. To this date I have not heard from you about you intentions of what you have decided about this. I have no choice but to condemn this property, then I will hand it over to a Lawyer.

Sincerely,

A handwritten signature in cursive script, appearing to read "G.T. Pittman".

G.T. Pittman  
Bertie County Building Official  
GTP/shb



**BERTIE COUNTY  
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---

Armando Grissino  
114 Grission Lane  
Tabery, NY 13471  
February 11, 2015

Dear Mr. Grissino,

This letter is in reference to the letter that I mailed to you on October 3, 2014. I road by you place, 411 East Main St. in Aulander on February 6, 2015 and couldn't tell that anything had been done to your property. The only thing I saw was No Trespassing signs in the windows. This gives me no choice but to condemn it. If you do not agree with me, we can set up a hearing with the Town of Aulander. Please let me know what you want to do.

Sincerely,

A handwritten signature in cursive script that reads "G.T. Pittman".

G.T. Pittman  
Bertie County Building Official  
GTP/shb

**Subject:** Water Project Updates April 20, 2015

Attached for information only, are project summaries for funding application development engagements with Green Engineering which were authorized by the Board in August 2014 following a lengthy work session:

- 1) South Windsor distribution improvements (USDA Rural Development financing)
- 2) System Control and Data Acquisition project (State Revolving Fund financing)

Both projects are being prepared on an "at risk" basis by the consultant with no cost obligation or encumbrance of County funds. After two unsuccessful CDBG applications, efforts are now focused on USDA Rural Development financing (combined grant and loan packages), plus State Revolving Fund monies with no interest. One of the County's struggles has been the "law of unintended consequences" whereby if the County water system had experienced regulatory violations, or "NOVs-- notices of violations" our grant applications would have scored more points on the rating scale. This has also been the case with the South Windsor Water system which had no violations for its operation in recent years.

At its regular meeting on September 8<sup>th</sup> 2014 the Board of Commissioners approved:

- Mission Statement for Bertie Regional Water System, "To provide the highest quality of drinking water services to its customers at the lowest possible cost while protecting the environment and maintaining its assets for a sustainable future."
- Asset Management Plan
- Capital Improvement Plan for fiscal years 2014 through 2025
- Back Flow and Cross Connection Prevention Plan
- Operations and Maintenance Plan (with implementation funding in the FY 2014-2015 approved budget)

Additionally, the Board has authorized the consolidation and transfer of assets with the South Windsor Water system. Green Engineering has also been engaged to evaluate the requests from the Town of Lewiston-Woodville and the Town of Roxobel for consolidation of their water systems with the County. Operationally, the Water Department is working toward a July 1, 2015 cutover date.

At the April 7<sup>th</sup> meeting the Board approved an update of the water system hydraulic model with a specific focus on the northwest quadrant near Roxobel which will aid in the system design and installation of an appropriately sized booster pump station to address water pressure issues in and around the Town of Roxobel.

April 29<sup>th</sup>, Water Superintendent Ricky Spivey and I will meet with USDA Rural Development staff to review the South Windsor project.

Forward progress continues!



## Active Water Department projects

### 1) South Windsor distribution system improvements (Water District III) USDA Rural Development application:

- Water distribution system upgrade including all meter replacement for 1,326 customers
- District III SCADA works to include master units at Connie's and Ricky's offices, wells 1 & 2 and tank 1,
- Automatic meter reading system for all existing water meters in District III
- Woodard Road water main reinforcements consisting of installation of ± 27,500 linear feet of 6-inch water main.

**Project cost estimate:** \$ 3,089,801 (seeking grant and loan financing with possible 2.75% over 40 years)

**Annual debt service payment:** \$ 128,350 which is offset by revenue from system consolidations

-65,280	South Windsor customer revenue
-56,059	Lewiston-Woodville customer revenue
-60,526	Roxobel customer revenue
<hr/>	
<b>-53,515</b>	<b>Estimated annual net revenue gain for consolidated water system*</b>

### 2) System Control and Data Acquisition project application for 0% State Revolving Fund loan

- 4 additional bulk meters (for Scotch Hall, Avoca, and two other locations)
- Roxobel meter replacement for 160 customers
- Lewiston-Woodville meter replacement for 310 customers

**Project cost estimate:** \$ 1,832,910 State Revolving Fund 0% loan application under development

**Annual debt service payment:** \$ 91,646 which is offset as follows:

-53,515	net revenue gain—see note above*
-55,000	annual cost savings achieved by SCADA (analog phone lines eliminated)
<hr/>	
<b>-16,689</b>	<b>Projected total system annual savings in operational cost for consolidated system</b>

**Note:** The \$ 53,515 net revenue gain is conservatively estimated with \$-0- grant dollars from USDA. For every \$100,000 in grant received, the loan payment is reduced by \$ 4,563 per year.

South Windsor Distribution

**7.5. Total Project Cost Estimate**

<b>Table 16</b>					
<b>Proposed Project – Estimated Construction Costs</b>					
<b>Construction Cost Estimate:</b>					
<b>Part A – Distribution Replacement</b>					
Item	Description	Quantity	Units	Unit Cost	Extended Cost
1	8-Inch Dia. PVC Water Main	9,200	LF	\$15.00	138,000.00
2	8-Inch Dia. D.I. Water Main	200	LF	\$30.00	6,000.00
3	8-Inch I.D. Directional Bore	650	LF	\$110.00	71,500.00
4	6-Inch Dia. PVC Water Main	7,000	LF	\$11.00	77,000.00
5	6-Inch Dia. D.I. Water Main	600	LF	\$25.00	15,000.00
6	4-Inch Dia. D.I. Water Main	800	LF	\$16.00	12,800.00
7	2-Inch Dia. PVC Water Main	8,800	LF	\$8.50	74,800.00
8	Pipeline, Clean-up, Seeding & Testing	26,800	LF	\$2.00	53,200.00
9	8-inch Gate Valve w/ Box	15	EA	\$1,400.00	21,000.00
10	6-inch Gate Valve w/ Box	25	EA	\$950.00	23,750.00
11	4-inch Gate Valve w/ Box	8	EA	\$750.00	6,000.00
12	2-inch Gate Valve w/ Box	16	EA	\$530.00	8,480.00
13	Fire Hydrant	15	EA	\$2,500.00	37,500.00
14	Blow-off Assembly	17	EA	\$2,000.00	34,000.00
15	Compact Fittings	15,000	LBS	\$4.75	71,250.00
16	12-inch Dia. Steel Casing (Bore & Jack)	600	LF	\$175.00	105,000.00
17	Long Services	56	EA	\$1,600.00	89,600.00
18	Short Services	50	EA	\$800.00	40,000.00
19	Long Services: Other	35	EA	\$1,100.00	38,500.00
20	Short Services: Other	35	EA	\$800.00	28,000.00
21	12 Gauge Wire	26,000	LF	\$0.25	6,500.00
22	Silt Fence	1,500	LF	\$3.00	4,500.00
23	Check Dam	50	EA	\$100.00	5,000.00
24	Ditch Liner	250	SY	\$3.00	750.00
25	Asphalt Road (Remove & Replace)	200	SY	\$60.00	12,000.00
26	Asphalt Drive (Remove & Replace)	200	SY	\$60.00	12,000.00
27	Concrete Drive (Remove & Replace)	200	SY	\$75.00	15,000.00
28	Stone Bedding	200	TONS	\$30.00	6,000.00
29	CABC Stone	300	TONS	\$25.00	7,500.00
30	Rip-Rap	35	SY	\$45.00	1,575.00
31	Select Backfill	80	CY	\$20.00	1,600.00
<b>Total Part A – Distribution Replacement</b>					<b>\$1,023,805.00</b>
<b>Part B – SCADA Improvements</b>					
31	Training and Spare Parts	1	LS	\$15,000.00	15,000.00
32	SCADA Master, Computer & Peripherals	1	LS	\$126,800.00	126,800.00
33	Well #1 149 Madre Rd., Windsor, NC	1	LS	\$24,500.00	24,500.00
34	Well #2 424 Gradtown Rd., Windsor, NC	1	LS	\$24,500.00	24,500.00
35	Tank #1 217 Madre Rd., Windsor, NC	1	LS	\$24,500.00	24,500.00
36	Chlorine Analyzers at Well #1	2	LS	\$6,000.00	12,000.00
37	Static Water Level Gauges at Well #1	2	EA	\$4,500.00	9,000.00
38	Well Head Encoder Meters	2	EA	\$3,500.00	7,000.00
39	Altitude Valve Vault – Tank #	1	EA	\$47,500.00	\$47,500.00
<b>Total Part B – SCADA Improvements</b>					<b>\$290,800.00</b>

**Table 16 (Continued)**  
**Proposed Project – Estimated Construction Costs**

<b>Construction Cost Estimate:</b>					
<b>Part C – Woodard Road Water Main</b>					
Item	Description	Quantity	Units	Unit Cost	Extended Cost
1	6-Inch Dia. PVC Water Main	26,000	LF	\$11.00	286,000.00
2	6-Inch Dia. D.I. Water Main	800	LF	\$25.00	20,000.00
3	8-Inch I.D. Directional Bore	775	LF	\$110.00	85,250.00
4	Pipeline, Clean-up, Seeding & Testing	27,575	LF	\$2.00	55,150.00
5	6-inch Gate Valve w/ Box	25	EA	\$950.00	23,750.00
6	Fire Hydrant	5	EA	\$2,500.00	12,500.00
7	Compact Fittings	4,500	LBS	\$4.75	21,375.00
8	12-inch Dia. Steel Casing (Bore & Jack)	100	LF	\$175.00	17,500.00
9	12 Gauge Wire	28,000	LF	\$0.25	7,000.00
10	Silt Fence	1,500	LF	\$3.00	4,500.00
11	Check Dam	50	EA	\$100.00	5,000.00
12	Ditch Liner	250	SY	\$3.00	750.00
13	Asphalt Road (Remove & Replace)	50	SY	\$60.00	3,000.00
14	Asphalt Drive (Remove & Replace)	100	SY	\$60.00	6,000.00
15	Concrete Drive (Remove & Replace)	50	SY	\$75.00	3,750.00
16	Stone Bedding	150	TONS	\$30.00	4,500.00
17	CABC Stone	200	TONS	\$25.00	5,000.00
18	Rip-Rap	35	SY	\$45.00	1,575.00
19	Select Backfill	80	CY	\$20.00	1,600.00
<b>Total Part C – Woodard Road Water Main</b>					<b>\$584,200.00</b>
<b>Part D – Water Meter Replacement</b>					
1	¾" AMR Water Meter	1,305	EA	\$350.00	456,750.00
2	1" AMR Water Meter	7	EA	\$400.00	2,800.00
3	2" AMR Water Meter	7	EA	\$1,600.00	11,200.00
4	3" AMR Water Meter	1	EA	\$2,200.00	2,200.00
<b>Total Part D – Water Meter Replacement</b>					<b>\$472,950.00</b>
<b>Sub-Total – Construction (Parts A - D)</b>					<b>\$2,351,755.00</b>

**Table 17**  
**Proposed Project – Total Estimated Project Cost**

<b>Sub-total Construction Cost Estimate</b>	<b>\$ 2,351,755.00</b>
<b>Contingency @ 10%</b>	<b>\$ 235,176.00</b>
<b>Study and Report Phase</b>	<b>\$ 31,000.00</b>
Preliminary Engineering Report	\$ 18,500.00
Environmental Report	\$ 12,500.00
<b>Total Basic Services,</b>	<b>\$ 151,500.00</b>
Preliminary Design Phase (30%)	\$ 45,450.00
Final Design Phase: Submittals (20%)	\$ 30,300.00
Final Design Phase: Approvals (20%)	\$ 30,300.00
Bidding or Negotiating Phase (10%)	\$ 15,150.00
Construction Phase (15%)	\$ 22,725.00

Final Payment (5%)	\$ 7,575.00
<b>Total Additional Services</b>	<b>\$ 57,500.00</b>
Easement Surveys	\$ 12,500.00
GIS (As-Builts)	\$ 15,000.00
Ground-Penetrating Radar Survey	\$ 30,000.00
<b>Resident Inspection<sub>2</sub></b>	<b>\$ 136,400.00</b>
<b>Advertisements and Permits</b>	<b>\$ 6,500.00</b>
<b>Legal Fees &amp; Admin.</b>	<b>\$ 35,000.00</b>
<b>Capitalized Interest<sub>3</sub></b>	<b>\$ 84,970.00</b>
<b>Estimated Total Project Cost</b>	<b>\$ 3,089,801.00</b>

1. Basic Service Fee based on Total Construction of \$2,351,755.00.
2. Resident Project Representative service fees were computed based on one full-time inspector for 8 hours a day at \$77.00/hour for a project duration of 10 months.
3. One year of interest on RD loan of \$3,089,801.00.

#### 7.6. Annual Operating Budget

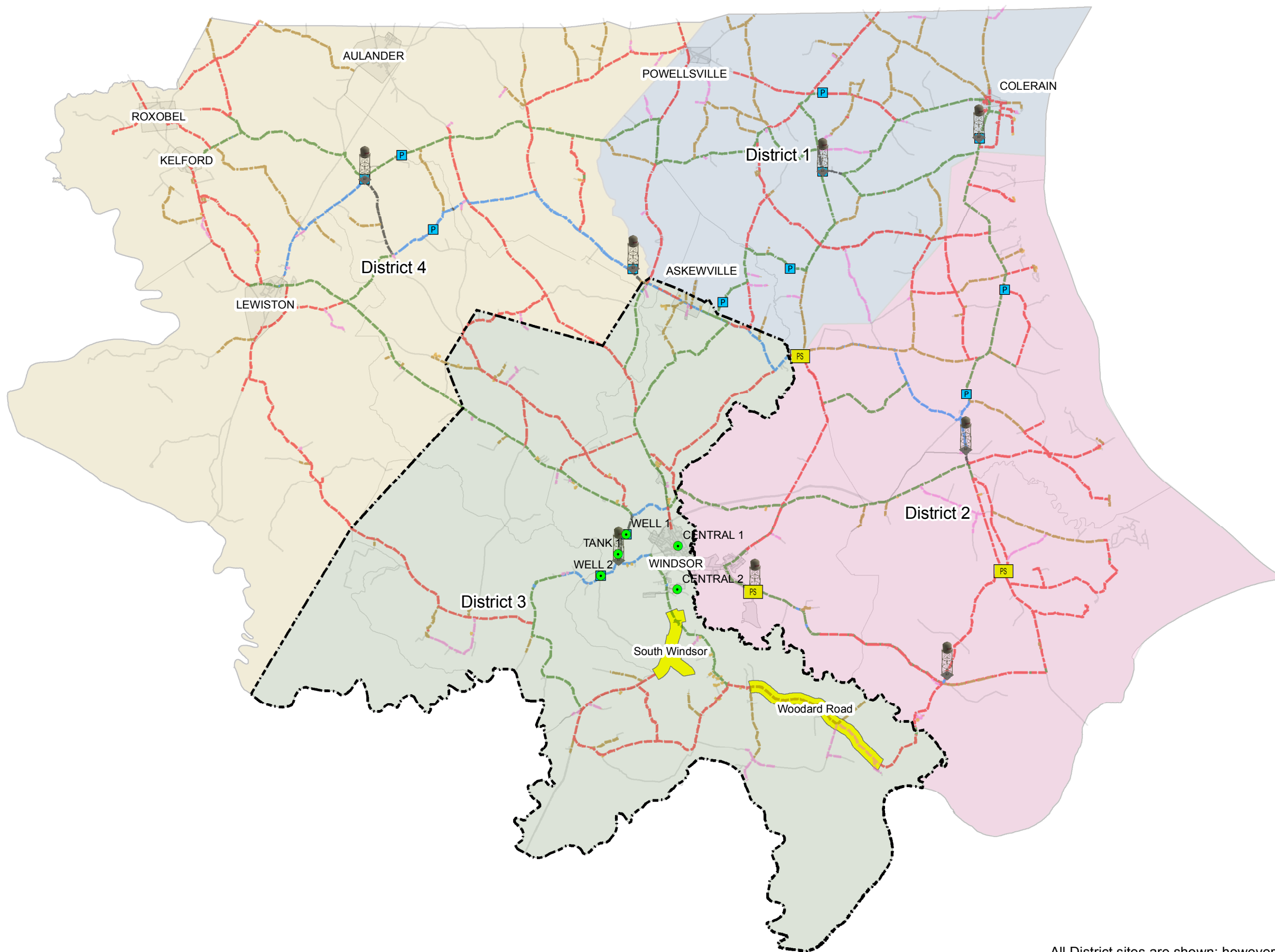
<b>Table 18 Proposed – Project Funding</b>	
USDA Rural Development Loan	\$ 3,089,801.00
<b>Total Funding</b>	<b>\$ 3,089,801.00</b>

<b>Table 19 Proposed Rate Schedule</b>		
<b>Residential</b>		
	<b>Existing</b>	<b>Proposed</b>
<b>Base Charge</b>	<b>\$15.53</b>	<b>\$21.60</b>
<b>Cost per 1,000 gallons</b>	<b>\$4.50</b>	<b>\$4.50</b>
<b>Commercial</b>		
<b>Base Charge</b>	<b>\$27.00</b>	<b>\$33.00</b>
<b>Cost per 1,000 gallons</b>	<b>\$4.75</b>	<b>\$4.75</b>

<b>Table 20 Annual Operating Budget</b>		
<b>Annual Revenues</b>		
	<b>FY 2014 (Last FY Completed Actuals)</b>	<b>FY 2017 (1<sup>st</sup> Typical Year)</b>
<i>Operating Revenues:</i>		
<i>Charges for services</i>	<b>\$ 489,065</b>	<b>\$ 698,603</b>
<i>Water taps</i>	<b>\$ 8,163</b>	<b>\$ 8,163</b>
<i>Other Operating Revenues</i>	<b>\$ 30,563</b>	<b>\$ 30,563</b>
<i>Non-Operating Revenues:</i>		
<i>Investment earnings</i>	<b>\$ 1,315</b>	<b>\$ 1,315</b>
<i>Miscellaneous Revenue</i>	<b>\$ 614</b>	<b>\$ 614</b>
<b>Total Annual Revenues</b>	<b>\$ 529,720.00</b>	<b>\$ 739,258.00</b>

**Table 20 (Continued)  
Annual Operating Budget**

<b>Annual Expenses</b>		
	<b>FY 2014 (Last FY Completed Actuals)</b>	<b>FY 2017 (1<sup>st</sup> Typical Year)</b>
<b>Annual Operations &amp; Maintenance:</b>		
<b>Water administration:</b>		
Salaries and benefits	\$ 114,799	\$ 159,799
Telephone and postage	\$ 22,922	\$ 25,088
Travel	\$ 286	\$ 300
Repairs and maintenance	\$ 11,158	\$ 17,216
Advertising	\$ 97	\$ 102
Supplies	\$ 22,023	\$ 25,224
Uniforms	\$ 732	\$ 769
Contracted services	\$ 39,281	\$ 41,245
Professional fees	\$ 4,930	\$ 15,177
Dues and subscriptions	\$ 1,004	\$ 1,054
Chemicals	\$ 4,130	\$ 5,437
Employee training	\$ 158	\$ 166
Insurance	\$ 4,523	\$ 4,749
Utilities	\$ 36,755	\$ 43,693
Water testing	\$ 8,205	\$ 8,615
Other expenses <sub>1</sub>	\$ 24,559	\$ 25,787
Capital Outlay – Equipment	\$	\$ 43,500
<b>Sub-Total</b>	<b>\$ 295,562.00</b>	<b>\$ 417,921.00</b>
<b>Annual Debt Payments:</b>		
Principal <sub>2</sub>	\$ 75,000	\$ 90,000
Interest, fees and amortization <sub>3</sub>	\$ 89,179	\$ 77,413
USDA RD Loan (Totaling \$3,089,801 @ 2.75%) <sub>4</sub>	\$	\$ 128,324
<b>Sub-Total</b>	<b>\$ 164,179.00</b>	<b>\$ 295,737.00</b>
<b>Reserve Account:</b>		
Debt Service Reserve <sub>5</sub>	\$	\$ 12,800
Short-Lived Asset Reserves	\$	\$ 12,504
<b>Sub-total</b>	<b>\$ 0.00</b>	<b>\$ 25,304.00</b>
<b>Total Annual Expenses</b>	<b>\$ 459,741.00</b>	<b>\$ 738,962.00</b>



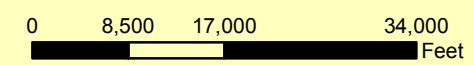
# Water System Improvements Bertie County

Bertie County, North Carolina

## FIGURE 1 PLANNING AREA MAP

### Legend

- SCADA Improvement Sites
- Water District III
- Existing Water System**
- PS Booster Pump Station
- Elevated Storage Tank
- P Production Well
- Water Main**
- Size**
- 2-inch
- 3-inch
- 4-inch
- 6-inch
- 8-inch
- 10-inch
- 12-inch
- 14-inch
- 16-inch

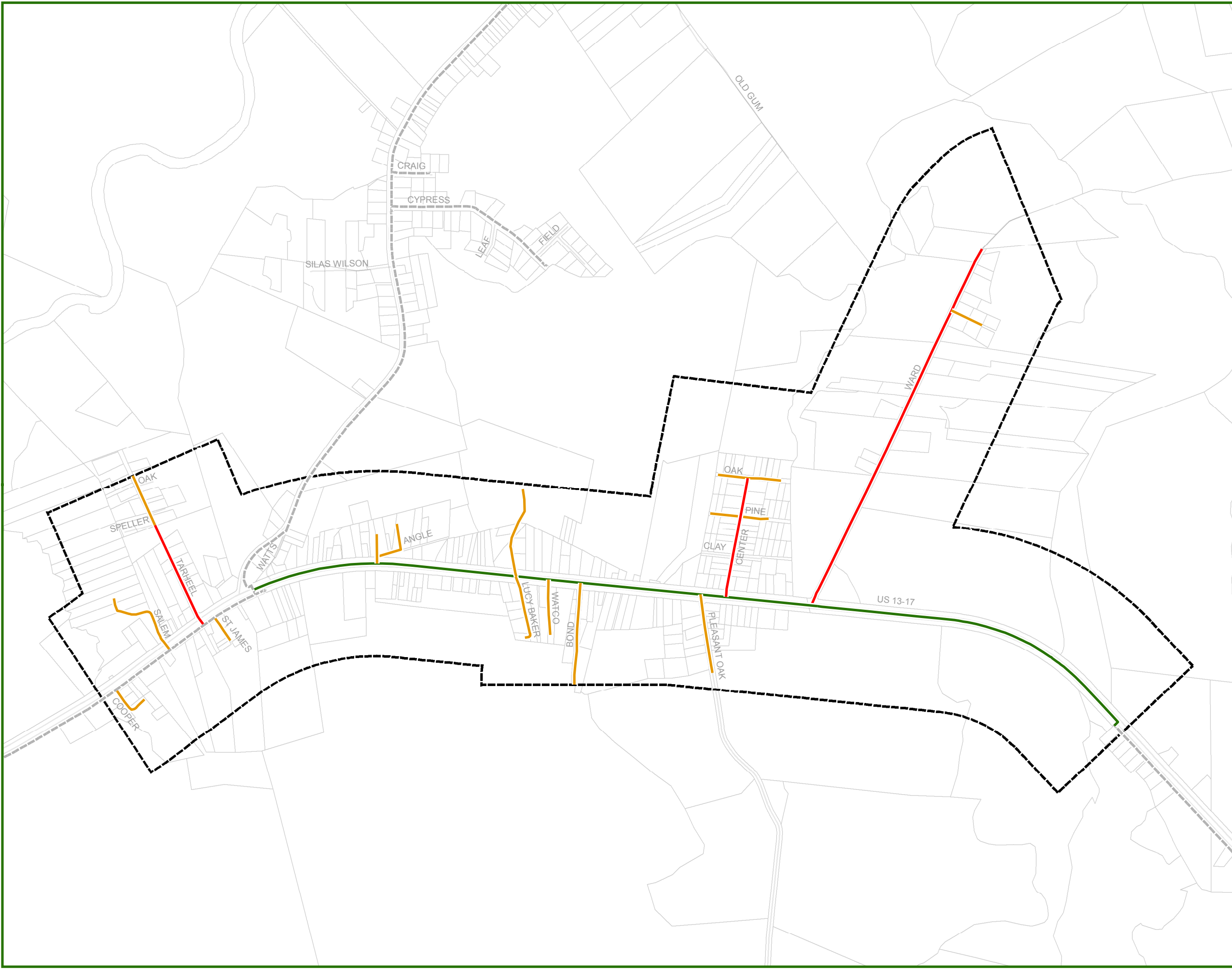


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 Fax: (252) 243-7489

This map is a graphic representation and should be used for planning purposes only. Green Engineering cannot guarantee the accuracy of this map.

All District sites are shown; however, only the District sites that have a label are scheduled for improvements



**Water System Improvements  
Bertie County**

*Bertie County, North Carolina*

**FIGURE 4  
PROPOSED IMPROVEMENTS  
SERVICE AREA MAP  
SOUTH WINDSOR WATER  
PROJECT ASSOCIATION**

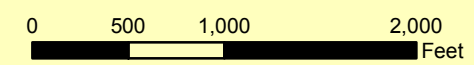
**Legend**

- South Windsor Project Area
- Existing Water Mains - County

**Proposed Imp. - South Windsor**

**Size**

- Prop. 2-Inch
- Prop. 6-Inch
- Prop. 8-Inch

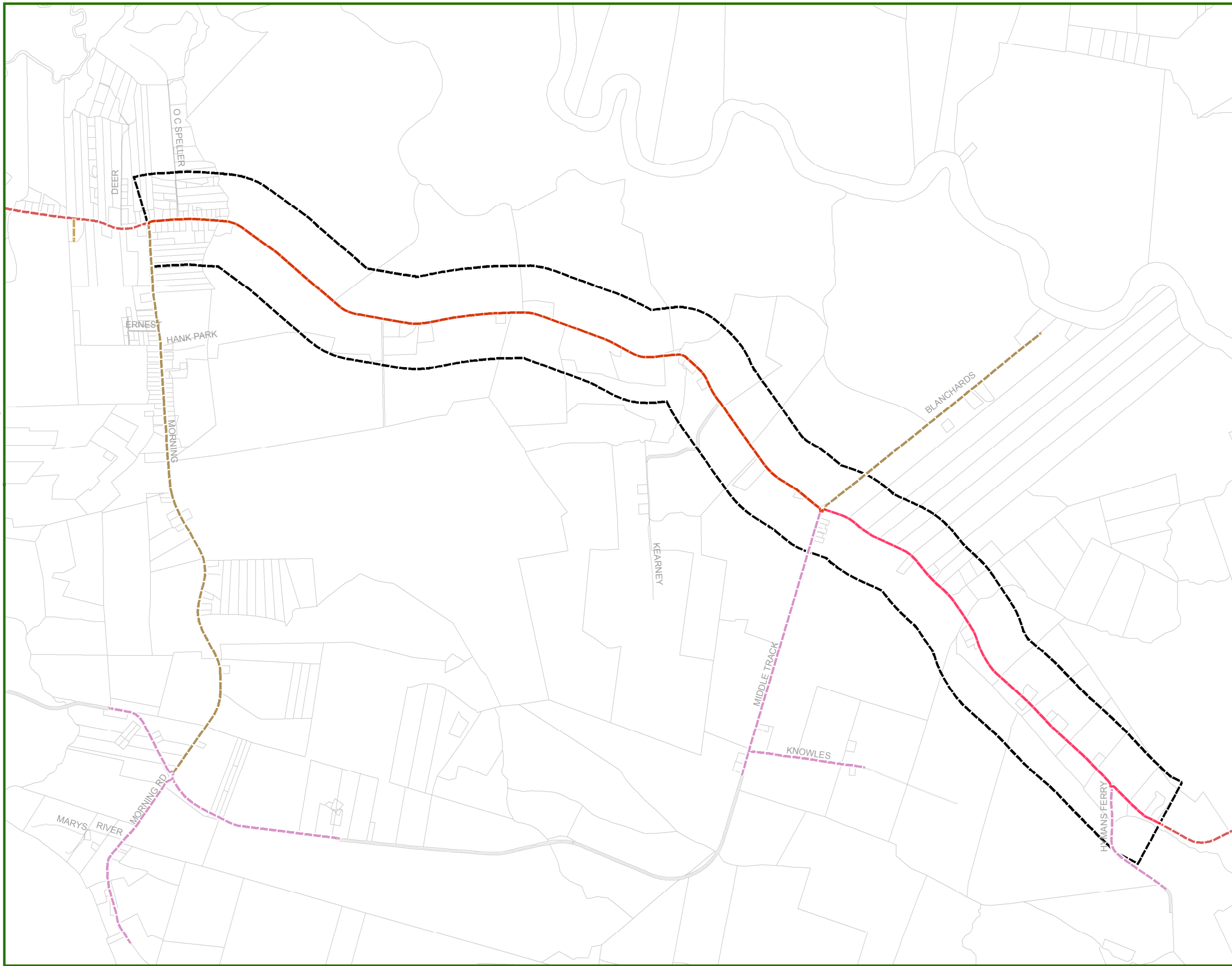


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**Water System Improvements  
Bertie County**

*Bertie County, North Carolina*

**FIGURE 5  
PROPOSED IMPROVEMENTS  
SERVICE AREA MAP  
WOODARD ROAD**

**Legend**

Woodard Road Project Area

**Proposed Imp. - Woodard Road**

Prop. 6-inch

**Existing Water Main  
Size**

2-inch

3-inch

4-inch

6-inch

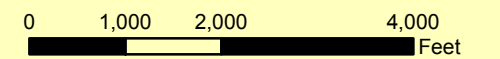
8-inch

10-inch

12-inch

14-inch

16-inch



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**Scott Sauer**

---

**Subject:** Fiber installation for Sheriff's Office relocation to County Farm Road

Please see the IT/Data Center's review of fiber installation options attached.

**Note:** There is a six(6) month lead time for procurement of the materials for this project.

Funds are currently available in the County's Telephone Fund to cover this project.



**Scott T. Sauer** – County Manager  
[Bertie County, NC](#)  
(252) 794-6112

**Cost Analysis for Internet Access/Telephones  
Only for New Sheriff's Office/Communications Center**

**Option 1**

**County Owned Fiber**

	One Time Charges	Recurring Costs	Cost Over 10 Years
Installation	\$61,870.00	None Yearly	\$ 61,870.00

**Option 2**

**MCNC Fiber**

	One Time Charges	Recurring Costs	Cost Over 10 Years
Installation	\$42,717.00	\$ 6,000.00 Yearly	\$ 102,717.00

**Option 3**

**Stand Alone Facility**

	One Time Charges	Recurring Costs	Cost Over 10 Years
T1 for Telephones	\$1,524.00	\$340.00 x12	
Internet Access	\$24.00	\$1,200.00 x12	
Watchguard Firebox	\$4,000.00	\$3,000.00 x1	
Totals	\$5,548.00	\$21,480.00 Yearly	\$220,348.00

**Scott Sauer**

---

**Subject:** Tax Office--computer server replacement and data transfer

Tax Administrator Jodie Rhea and IT Administrator Scott Pearce will be present to provide a brief update on this project.

Funds were approved in the FY 2014-2015 budget for this project.



**Scott T. Sauer** – County Manager  
[Bertie County, NC](#)  
(252) 794-6112

## **Information for Transferring PAAS Software from UNIX AIX 4.3.2 to Windows Server 2012 R2**

In 2014 the county received a letter from IBM stating that support and new hardware would soon be discontinued for their RS/6000 series servers. Bertie County uses a RS/6000 server for the Property Information and Tax Collections software, or PAAS. Universe is the database used to store the information entered in the PAAS front end application. The server hardware is over twenty years old and in critical need of updating.

The IT Center's plan is to have this software moved to a new Microsoft Windows Server Version 2012 R2. This will allow hardware support for many years to come, enable us to automate backups of this critical server, and provide better onsite support when needed. The following is an overview of what is involved to complete this upgrade, and also the steps taken to achieve them.

- 1. Purchase a new server for the software to reside.** After receiving hardware requirements, a Dell PowerEdge Server was purchased exceeding those requirements which included hardware maintenance for 5 years. The server has already been setup and configured in preparation for the PAAS/Universe software transfer.
- 2. Acquire a new license for the database software.** Universe is the database software used to contain the data entered into the PAAS software. This includes all land records and property tax information. Three companies were contacted for quotes to obtain the new license to run Universe on the new Windows Server platform. OnGroup, who we currently pay yearly renewals for the UNIX version of Universe, provided a quote but we later found that they had not been correctly renewing our license and that they had lost their reseller privileges with Rocket Software. Rocket Software also provided a quote but Keystone software came in with the lowest bid, also providing it as value added. At least for the first year this is the lowest cost and best solution.
- 3. Find a vendor to move the PAAS/Universe software and data to the new server.** In the beginning the plan was to have GoodPickin' do the entire project. They have been our support for both the PAAS application and the database since we stopped paying Keystone for support in the early 2000's. We moved to GoodPickin' support because of the lengthy wait times and inability of Keystone to fix some issues with their PAAS application. GoodPickin' in my experience has been one of the best vendors I have had to deal with in the fifteen years I have been in the IT Center.

In speaking with GoodPickin' they give us a list of steps that must be completed before the transfer could be made. One of the first steps was to notify Keystone of our intentions. In locating the contract that was signed in 1998 between Bertie County and Keystone Software it stated that if the county ever wanted to move the PAAS software to a new platform then a fee of \$29,000 would be due to them. After having Keystone come and show us their newest version of software, looking at other vendor's solutions and finding them much more expensive, it was decided by the Tax Department that it would be in the best interest of the county to stay

with the PAAS software version being used. Upon relaying those intentions to Keystone software the owner stated that if they were allowed to quote us the entire move then they would cut the \$29,000 change of platform fee to \$14,500. After the quote was received, that statement was retracted, saying that they would only cut the fee if allowed to do the entire project. I also spoke with the county attorney Lloyd Smith about the contract to see if there was any way to get around it. In the end we all felt that would not be in the best interest of the county and that if successful, GoodPickin' or any other company may not be interested in completing the work.

I then tried speaking with IT Directors from counties that have had this project completed, Bill Blanchard from Northampton County, and Andy Muncey from Macon County, both stated that after numerous misstatements and problems with Keystone doing the initial transfer, they had to get GoodPickin' to come in and clean it up and make everything usable again. Costing them time and money over what was initially paid to Keystone.

Below are the quotes received from Keystone, the first is to complete the entire project.



## QUOTATION - PAAS relocation

To: Scott Pounce  
 Bertie County  
 106 Dundee Street - P.O. Box 530  
 Windsor, NC 27983

From: Michael J. Liggins  
 Keystone Information Systems  
 1000 Lincoln Road  
 Maple Shade, NJ 08052  
[mjliggins@keystoneinfo.com](mailto:mjliggins@keystoneinfo.com)  
 Phone: 856-722-0700

RE: PAAS relocation - Keystone to provide migration services

Date	Estimation	Customer Order # / Purchase Order #	Quote valid for 90 days	Quote #
4/1/2015	114978			157387-1
Qty	Description	Unit Price	Amount	Annual Maintenance
40	UniVerse RDBMS server edition - reinstatement license fee (first year of maintenance included)	\$ 381	\$ 15,240	\$ 3,280*
1	Keystone's contractual re-licensing fee (see attached "Software Relocation License Designation Form"). ** due upon project approval. Fully creditable towards a project to upgrade to Keystone's current version of PAAS (PAAS II).	\$ 29,000	\$ 29,000	
1	Windows server set-up, configuration, and migration services. Keystone will provide up to 100 hours of migration services for the following: * Install a current version of the UniVerse database environment on the new server * Migrate / copy the software and data from the old server to the new server * Convert the programs and data to work with an Intel-based (Windows) chipset * Work in conjunction with Good Pickin' as needed to troubleshoot any issues related to the UniVerse installation and data/program conversion.	\$ 175	\$ 17,500	
<b>TOTAL</b>			<b>\$ 44,392</b>	<b>\$ 3,280*</b>

**Notes:**

\* As indicated above, the first year of UniVerse maintenance is included. Keystone would serve as Bertie County's UniVerse maintenance provider. Annual support for 40 UniVerse licenses is currently priced at \$3,280.

Signature below is Customer / Buyer's Acceptance and order to proceed with the purchase, delivery and required payment for above quoted products and services. Unless otherwise stipulated by Keystone, order of products and services proposed herein will constitute agreement that same will be added to the Agreement for Purchase of Software Licenses and Associated Services executed between Keystone Information Systems, Inc. and Bertie County.

With an Authorized Signature, this document will serve as an order.

This is the quote from Keystone just to be able to fulfill the contract to make the transfer.



## QUOTATION - PAAS relocation

To: **Scott Pearce**  
 Bertie County  
 106 Donise Street - P.O. Box 530  
 Windsor, NC 27983

From: **Michael J. Liggers**  
 Keystone Information Systems  
 1000 Lenola Road  
 Maple Shade, NJ 08052  
[mike@kevinfosys.com](mailto:mike@kevinfosys.com)  
 Phone: 856-722-0700

RE: **PAAS re-licensing fee -- no Keystone services**

Date	Salesperson	Customer Order # / Purchase Order #	Quote valid for 90 days	Quote #
4/1/2015	Liggers			140162-2
Q#	Description	Unit Price	Amount	Annual Maintenance
40	UniVerse RDBMS server edition - reinstatement license fee (first year of maintenance included)	\$ 381	\$ 15,240	\$ 3,280*
	Keystone's contractual re-licensing fee (see attached "Software Relocation License Designation Form"). ** due upon project approval. 50% of this fee (\$14,500) would be creditable towards a project to upgrade to Keystone's current version of PAAS (PAAS II).	\$ 29,000	\$ 29,000	
<b>TOTAL</b>			<b>\$ 42,716</b>	<b>\$ 3,280*</b>

**Notes:**

\* As indicated above, the first year of UniVerse maintenance is included. Keystone would serve as Bertie County's UniVerse maintenance provider. Annual support for 40 UniVerse licenses is currently priced at \$3,280.

*Signature below is Customer / Buyer's Acceptance and order to proceed with the purchase, delivery and required payment for above quoted products and services. Unless otherwise stipulated by Keystone, order of products and services proposed herein will constitute agreement that same will be added to the Agreement for Purchase of Software Licenses and Associated Services executed between Keystone Information Systems, Inc. and Bertie County.*

With an Authorized Signature, this document will serve as an order.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Print Name and Title



This is the quote from GoodPickin to make the transfer.



***Bertie County, NC Tax Server Migration***

Good Pickin' Inc. (GPI) offers the following proposal to assist the Bertie County, NC Property Tax offices (BRT) in migrating their tax application and database, currently running on an IBM AIX server, to a new server, yet to be selected.

For services rendered, GPI will charge BRT up to \$30,000, with the understanding that, if certain services are not required of GPI, BRT's total cost will be less than the stated amount.

It is understood that BRT will properly address, prior to migration, all legal and ethical issues regarding the movement of its software and database to a new server.

Highlights of GPI services to be rendered include, but are not limited to, items described on the page.

GPI will require that a BRT resource be identified to act as the in-house liaison to the project so that communication flows properly into and out of the tax office.

GPI appreciates the opportunity to offer this proposal.

Completed project cost if Keystone does the transfer: \$44, 192.00

Completed project cost if GoodPickin' does the transfer: \$72,716.00

In conclusion the cost of making the transfer with Keystone is much lower, but after numerous phone and email conversations with Keystone and their inability to give us a straight answer, the information received from IT Directors from counties who have already made this transfer, and the outstanding service and support we have received from GoodPickin over the last 12 years, My recommendation is to get GoodPickin to do the transfer and avoid all the problems and down time that others have experienced with Keystone.

Thank You

Information Technology Administrator

Scott Pearce

---

April 10<sup>th</sup>, 2015

Bertie Information Technology Center

# BERTIE COUNTY BOARD OF COMMISSIONERS

April 20, 2015

7:00pm

Kelford Community Building

## 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.*

**2:00** Board meets inside the Commissioners Room located at 106 Dundee Street, Windsor, NC to:

- Convene as the Board of Equalization and Review
- Community Based Recreation project update
- Receive an update from Bertie County Medical Director, Dr. Michael Lowry
- Discuss current abandoned/condemned building policies with Assistant County Attorney, Jonathan Huddleston
- Discuss water project updates including budget items for FY 2015-2016
- Discuss fiber communications extension for Sheriff's Office pending relocation
- Discuss Tax Office implementation of new server installation and data transfer process previously approved by the Board

**7:00-7:05** Call to Order and Welcome by Chairman Wesson – Kelford Community Building

**7:05-7:10** Invocation and Pledge of Allegiance by Vice Chairman Lee

**7:10-7:25** Public Comments

(A)

### \*\*\* APPOINTMENTS \*\*\*

**7:25-7:40** Aging Services expenditures for Bertie County presentation by Annette Eubanks, Aging Program Director, Mid-East Commission Area Agency on Aging (A-1)

**7:40-7:55** Marc Finlayson of the Highway 17 Association will provide an update on the advocacy efforts to promote the Raleigh to Norfolk Interstate highway project (A-2)

**7:55-8:10** Presentation of appreciation for Norman & Jean Cherry, Walter "Pete" Jernigan, Jr., and the late Carolyn Jernigan (A-3)

**8:10-8:25** Non-Emergency Transport update by Emergency Services Director, Mitch Cooper, and NET Coordinator, Ian Trainor (including recommendation by County Attorney for improved collections – use of property liens) (A-4)

### Board Appointments (B)

1. There are no Board Appointments.

### Consent Agenda (C)

1. Approve Regular Session minutes for 4-7-15 (C-1)
2. Approve Closed Session minutes for 4-7-15
3. Budget Amendment in the amount of \$25,000 for Water Department hydraulic model update approved by the Board on April 7, 2015 (C-2)

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

#### Discussion Agenda (D)

1. Discuss USDA/FSA County office lease with Assistant County Attorney, Jonathan Huddleston (D-1)
2. Discuss and consider for approval the consolidation of four water districts and creating a single water utility fund, and review the Resolution adopting an agreement between Bertie County and the County Water Districts (D-2)

### Commissioners' Reports (E)

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

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

#### Public Comments Continued

#### Closed Session

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

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

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

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

### Adjourn

Aging Service Providers County Directory

<b>Bertie County Service Providers</b>			
Service Provider	Director/ POC	Telephone	E-mail
<b>County Manager</b>	Scott Sauer	(252) 794-5300	Scott.sauer@bertie.nc.gov
<b>Bertie Co DSS</b>	Patricia Pugh-Wynn	(252) 794-5370	Patricia.cherry@bertie.nc.gov
<b>Bertie County Council on Aging</b>	Venita Thompson	(252) 794-5315	Venita.thompson@bertie.nc.gov
<b>Pitt County Board of Education</b>	Rita Roy	(252) 902-1983	

Aging Service Budgets

Provider	Service	HCCBG Budget (w/out match)	Year- to- Date Expenditure	Percent of Budget Spent
<b>Bertie DSS</b>	Level I Home Mgmt (041)	38,000	21,029	55%
<b>Bertie COA</b>	Level II Respite (236)	52,358	35,288	67%
	Congregate Nutrition (180)	57,000	29,363	52%
	Home Delivered (020)	35,000	21,921	63%
	General Transportation (250)	\$ 47,885	23,722	50%
	Medical Transportation (033)	\$ 3,500	181	5%
	Information & Assistance (040)	\$ 4,000	2,398	60%
	Housing & Home Imp. (140)	3,000	0	0%
	Senior Center Operations (170)	\$ 15,000	9,002	60%
<b>Pitt County Board of Education</b>	Senior Games (220)	4,000	2,772	69%
<b>Total Budget</b>		<b>259,743</b>	<b>145,676</b>	<b>56% (66%)</b>

Provider	Service	Non-Block Grant Allocated Budget (w/out local match)	Year- to- Date Expenditure	Percent of Budget Spent
<b>Bertie COA</b>	Senior Center General Purpose	5,191	0	0%
<b>Legal Aid of Ahoskie</b>		1,671	1,504	90%

**Expenditures through February 2015**

**Black= On target    Red= Underspent by 8% or more    Purple= Overspent by 8% or more**



P.O. Box 1673 • New Bern, NC 28563  
Phone (252) 514-2748 • Fax (252) 636-2953

March 25, 2015

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

Dear Mr. Sauer:

Edgecombe County has graciously offered to host a meeting of local government leaders from along the US 64 and US 17 corridors to talk about a prospective coalition to advocate for the Raleigh to Norfolk interstate highway that has been called the I-495 initiative. The purpose of the meeting will be:

- To reaffirm that a northeastern North Carolina interstate would be important to the economic well-being and quality of life of our communities, and determine whether an advocacy organization would be beneficial in moving the project forward;
- To determine if bringing the US 64 counties and municipalities into the existing Highway 17 Association is the best way to form the advocacy organization;
- To determine what the effort should cost and the fairest and most equitable way to pay for it;
- To determine a program of work for the new coalition, including how it would interact with the NC Board of Transportation, NCDOT, the Congress, the NC General Assembly, MPOs and RPOs in the corridor and other regional stakeholders.
- To determine what role the coalition might play in supporting or facilitating the two feasibility studies NCDOT plans for the US 64 and US 17 corridors.

The meeting will take place at the Edgecombe County offices on April 8. Details of the meeting are as follows:

Date: Wednesday, April 8, 2015

Time: 10:30 a.m. to 12:00 noon (Lunch will be provided afterward)

Location: Edgecombe County offices, 201 St. Andrews Street, Tarboro, NC 27886

It will be important for all local governments to participate so that all points of view may be aired. Thanks for planning to be with us to discuss this very important issue.

Sincerely,

John Kirkland  
President  
Highway 17 Association



## The I-495 Coalition: Bringing US 17 and US 64 Together for northeastern North Carolina

*Mission: The mission of the I-495 Coalition will be to secure, through Congressional legislation or Federal Highway Administration promulgation, a "future interstate" designation for the US 64 and US 17 corridors between Raleigh and Norfolk. Concurrent to achieving "future interstate" designation, the purpose of the I-495 Coalition will be to facilitate the planning, prioritization, design, permitting, right of way and construction of projects along the US 64 and US 17 corridors to bring those corridors up to interstate standards.*

We will achieve our mission by:

### Lobbying Congress

- Work with the North Carolina Congressional delegation and the state's transportation lobbyists to pass legislation authorizing "Future Interstate 495."
- Encourage long-term sustainable Federal funding for transportation infrastructure and hold North Carolina harmless in any reauthorization.

### Lobbying the General Assembly and NCDOT

- Incorporate US 64 corridor into the US 17 Committee of the Board of Transportation. Add Division 4 BOT Member (Gus Tulloss) and Division Engineer (Tim Little) to the team and begin tracking progress of I-495 projects.
- Seek immediate relief from the funding discrepancies of STI, including restoration of projects that dropped off the STIP and gaining better access to the Project Prioritization process.
- Secure long-term, sustainable State funding for Transportation Infrastructure that will enable more projects to be built along the I-495 corridor, or that will serve the I-495 corridor.
- Work with Governor McCrory's Office and the NCDOT to promote the vision of a Raleigh to Norfolk Interstate Highway.

## Partnering with I-495 Stakeholders

- Secure support from Hampton Roads Transportation Planning Organization (TPO) and southeastern Virginia communities for the I-495 Initiative, including the Virginia Congressional delegation.
- Partner with the Regional Transportation Alliance in Raleigh to support the vision.
- Work with the Rocky Mount and Greenville Metropolitan Planning Organizations (MPOs) and the Upper Coastal Plain, Peanut Belt, Albemarle and Mid-East Rural Planning Organization (RPOs) to prioritize I-495 projects.
  
- Work with local governments, state agencies, economic development alliances, foundations and other stakeholders to support and promote the I-495 Initiative in the context of:
  - Improved public safety;
  - Increased mobility and trip-time savings;
  - Enhanced economic development;
  - Short and long-term job growth;
  - Broadening tax bases and increased tax revenue generation;
  - Improved quality of life for the citizens of northeastern North Carolina.

Management and Government Affairs coordination for the Coalition will be provided by Marc Finlayson, currently the Executive Director of the Highway 17 Association.

Finlayson has a track record of success in Transportation Policy:

- Chairs NC Go!, the statewide transportation advocacy coalition.
- Serves on the NC Chamber of Commerce Coalition for a Prosperous Future.
- Is well respected among the senior leadership of the NC Department of Transportation and among the statewide transportation advocacy community.
- Has testified before the NC Board of Transportation, the 21<sup>st</sup> Century Transportation Committee, the NC Logistics Task Force, the Charlotte-Mecklenburg Chamber of Commerce, Legislative Committees and other organizations on transportation policy and funding.
- Is regularly quoted in statewide and regional media on transportation policy and funding.
- Has participated in annual meetings of the Southeastern Association of State Highway and Transportation Organizations (SASHTO).
- Has coordinated and hosted Transportation Secretary Tony Tata in roll-outs of the Governor's 25-year Transportation Vision to over 120 people in Craven, Onslow and Carteret Counties.
- Hosted Secretary Tata at a joint meeting of the US 17 Association and US 70 Commission boards of directors in New Bern on February 13.

**I-495 Corridor Counties by Population, Lane Miles; Cities by Powell Bill Allocation**

I-495 Counties    Population    10 cents / person    Contribution

Bertie	20,344	\$0.10	\$2,034.40
Camden	10,187	\$0.10	\$1,018.70
Chowan	14,726	\$0.10	\$1,472.60
Edgecombe	55,574	\$0.10	\$5,557.40
Martin	23,699	\$0.10	\$2,369.90
Nash	95,093	\$0.10	\$9,509.30
Pasquotank	39,981	\$0.10	\$3,998.10
Perquimans	13,601	\$0.10	\$1,360.10
Pitt	174,263	\$0.10	\$17,426.30
<b>Total</b>	<b>447,468</b>	<b>\$0.10</b>	<b>\$44,746.80</b>

1-495 Counties    Lane Miles    \$2 / Lane Mile    Contribution

Bertie	1,228	\$2.00	\$2,456.20
Camden	416	\$2.00	\$831.20
Chowan	515	\$2.00	\$1,029.80
Edgecombe	1,514	\$2.00	\$3,027.00
Martin	1,173	\$2.00	\$2,345.00
Nash	2,343	\$2.00	\$4,685.20
Pasquotank	727	\$2.00	\$1,454.20
Perquimans	643	\$2.00	\$1,286.20
Pitt	2,318	\$2.00	\$4,635.80
<b>Total</b>	<b>10,875</b>	<b>\$2.00</b>	<b>\$21,750.60</b>

I-495 Cities    Powell Bill    .5 cent / dollar    Contribution

Bethel	52,960	\$0.01	\$264.80
Camden	0	\$0.01	\$0.00
Edenton	141,840	\$0.01	\$709.20
Elizabeth City	490,310	\$0.01	\$2,451.55
Greenville	2,235,740	\$0.01	\$11,178.70
Hertford	60,620	\$0.01	\$303.10
Knightdale	339,320	\$0.01	\$1,696.60
Nashville	155,300	\$0.01	\$776.50
Robersonville	56,930	\$0.01	\$284.65
Rocky Mount	1,622,520	\$0.01	\$8,112.60
Spring Hope	41,070	\$0.01	\$205.35
Tarboro	330,180	\$0.01	\$1,650.90
Wendell	172,330	\$0.01	\$861.65
Williamston	168,090	\$0.01	\$840.45
Windsor	102,110	\$0.01	\$510.55
Zebulon	124,730	\$0.01	\$623.65
<b>Total</b>	<b>6,094,050</b>	<b>\$0.01</b>	<b>\$30,470.25</b>



1-495 Partners	Rounded By Population	Rounded By Lane Mile	Rounded By Powell Bill	Rounded Total	Actual Annual Commitment
Bertie	\$2,000.00	\$2,450.00		\$4,450	
Camden	\$1,000.00	\$800.00		\$1,800	
Chowan	\$1,500.00	\$1,000.00		\$2,500	
Edgecombe	\$5,550.00	\$3,000.00		\$8,550	
Martin	\$2,350.00	\$2,350.00		\$4,700	\$7,500.CC
Nash	\$9,500.00	\$4,700.00		\$14,200	
Pasquotank	\$4,000.00	\$1,450.00		\$5,450	
Perquimans	\$1,350.00	\$1,300.00		\$2,650	
Pitt	\$17,400.00	\$4,600.00		\$22,000	
Bethel			\$250.00	\$250	
Camden			\$0.00	\$0	
Edenton			\$700.00	\$700	\$2,500.CC
Elizabeth City			\$2,450.00	\$2,450	
Greenville			\$11,200.00	\$11,200	
Hertford			\$300.00	\$300	
Knightdale			\$1,700.00	\$1,700	
Nashville			\$800.00	\$800	
Robersonville			\$300.00	\$300	
Rocky Mount			\$8,000.00	\$8,000	
Spring Hope			\$200.00	\$200	
Tarboro			\$1,650.00	\$1,650	
Wendell			\$850.00	\$850	
Williamston			\$850.00	\$850	\$3,000.CC
Windsor			\$500.00	\$500	\$2,000.CC
Zebulon			\$600.00	\$600	
<b>Total</b>	<b>\$44,650.00</b>	<b>\$21,650.00</b>	<b>\$30,350.00</b>	<b>\$96,650.00</b>	

# *Certificate of Appreciation*

AWARDED TO

## Norman Cherry

The Bertie County Board of Commissioners does hereby express its gratitude and sincere thanks for your effort and strong commitment to the community in the establishment of the Senior Nutrition Site in the Town of Kelford.

Awarded this 20th day of April, 2015

---

Ronald D. Wesson, Chairman  
Bertie County Board of Commissioners

# *Certificate of Appreciation*

AWARDED TO

**Jean Cherry**

The Bertie County Board of Commissioners does hereby express its gratitude and sincere thanks for your effort and strong commitment to the community in the establishment of the Senior Nutrition Site in the Town of Kelford.

Awarded this 20th day of April, 2015

---

Ronald D. Wesson, Chairman  
Bertie County Board of Commissioners

# *Certificate of Appreciation*

AWARDED TO THE FAMILY OF THE LATE

## Carolyn F. Jernigan

The Bertie County Board of Commissioners does hereby honor the life and legacy of the late Carolyn F. Jernigan for her community leadership and tireless commitment to the establishment of the Senior Nutrition Site in the Town of Kelford.

Awarded this 20th day of April, 2015

---

Ronald D. Wesson, Chairman  
Bertie County Board of Commissioners

# *Certificate of Appreciation*

AWARDED TO

**Walter “Pete” Jernigan, Jr.**

The Bertie County Board of Commissioners does hereby express its gratitude and sincere thanks for your effort and strong commitment to the community in the establishment of the Senior Nutrition Site in the Town of Kelford.

Awarded this 20th day of April, 2015

---

Ronald D. Wesson, Chairman  
Bertie County Board of Commissioners

**Subject:** Use of property liens for enforcement of ambulance fee collections

For the Board's discussion and consideration:

Please see NC General Statute 44-51.1 attached

Following a recent EMS operations update to the Board regarding revenue collections, the County Attorney brought this statute to my attention regarding the use of property liens for unpaid ambulance fees.



**Scott T. Sauer** – County Manager  
[Bertie County, NC](#)  
(252) 794-6112



1 of 100 DOCUMENTS

General Statutes of North Carolina  
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\*\*\* Statutes current through the 2014 Regular Session \*\*\*

CHAPTER 44. LIENS  
ARTICLE 9A. LIENS FOR AMBULANCE SERVICE

[Go to the North Carolina Code Archive Directory](#)

*N.C. Gen. Stat. § 44-51.1 (2014)*

§ 44-51.1. Lien on real property of recipient of ambulance service paid for or provided by county or municipality

There is hereby created a general lien upon the real property of any person who has been furnished ambulance service by a county or municipal agency or at the expense of county or municipal government. The lien created by this section shall continue from the date of filing until satisfied, except that no action to enforce it may be brought more than 10 years after the date on which ambulance service was furnished nor more than three years after the date of recipient's death. Failure to bring action within such times shall be a complete bar against any recovery and shall extinguish the lien.

**HISTORY:** 1969, c. 684.

**Windsor, North Carolina  
April 7, 2015  
Regular Meeting**

The Bertie County Board of Commissioners as well as various municipal officials met to participate in the Incident Command System (ICS) 402 class at the Roanoke-Cashie River Center located at 112 W. Water Street, Windsor, NC. The following members were present or absent:

**Present:** Ronald "Ron" Wesson, District I  
Stewart White, District II  
Tammy A. Lee, District III  
John Trent, District IV  
Ernestine (Byrd) Bazemore, District V

**Absent:** None

**Staff Present:** County Manager Scott Sauer  
Clerk to the Board Sarah S. Tinkham  
Emergency Services Director Mitch Cooper

**Municipal Officials:** Mayor Dayle Vaughan (Lewiston-Woodville)  
Commissioner Robert J. Kaylor (Colerain)  
Public Works Steven Draper (Aulander)

**Instructors:** Alex Auten,  
North Carolina Emergency Management  
Charles Tripp,  
North Carolina Emergency Management

There were no media members present.

**INCIDENT COMMAND SYSTEM (ICS) 402**

The Board and municipal officials participated in the ICS 402 class which outlined the required steps in preparing and responding to various natural disasters, acts of terror, and other emergency situations.

It was the consensus of the Board that the County Manager and Mitch Cooper schedule a community stakeholder review of the Emergency Operations Plan functions and responsibilities in the near future.



**ADJOURN**

Chairman Wesson adjourned the meeting at 1:00pm.

---

Ronald D. Wesson, Chairman

---

Sarah S. Tinkham, Clerk to the Board

**Windsor, North Carolina  
April 7, 2015  
Regular Meeting**

The Bertie County Board of Commissioners met for their regularly scheduled meeting at the special time of 2:00pm in the Commissioners Room located at 106 Dundee Street Windsor, NC. The following members were present or absent:

**Present:** Ronald "Ron" Wesson, District I  
Stewart White, District II  
Tammy A. Lee, District III  
John Trent, District IV  
Ernestine (Byrd) Bazemore, District V

**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  
Department of Social Services Director Linda Speller

Barry Ward of the Bertie Ledger-Advance and Gene Motley of the Roanoke-Chowan News Herald were present from the media.

**CALL TO ORDER**

Chairman Wesson called the meeting to order and thanked all of those present for their attendance.

**INVOCATION**

Vice Chairman Lee led the Invocation and Pledge of Allegiance.

**PUBLIC COMMENTS**

Dr. Michael Elam, President of Roanoke-Chowan Community College (RCCC), provided the Board with an update on the latest events happening on campus.

He stated that many were advocating for Bertie even in his absence from Commissioners meetings including the work of the newest member of the Board of Trustees, Julie Terry, a Bertie County resident.

He relayed that Ms. Terry had recently attended a college trustee seminar in Chicago, Illinois and received valuable training that will assist her in her work as a representative of the County.

Dr. Elam also mentioned the recently established RCCC satellite campus at the former Bertie High School building as well as a recent Robotics event that was held to promote the interest of middle school aged children in STEM (Science, Technology, Engineering, and Math) initiatives.

Chairman Wesson inquired about the addition of more vocational classes at the former Bertie High School campus.

Dr. Elam replied by stating that he was currently working closely with Bertie County Public Schools Superintendent, Elaine White, to provide additional programs in the future including hotel & restaurant management, plumbing, and others.

## APPOINTMENTS

### **Public Hearing – Road Name Change Policy**

County Manager Sauer began by stating that the latest version of this draft is the most recent and reflects the Board's requested changes from a previous meeting, and that this public hearing has been appropriately advertised in accordance with North Carolina General Statutes.

Chairman Wesson opened the public hearing to receive citizen comments, and hearing none, the public hearing was closed.

Chairman Wesson open the floor for a motion or additional discussion.

Commissioner Bazemore made a **MOTION** to approve the Road Name Change Policy Ordinance as requested. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

### **Republic Services – Update on contract documents, site selection, and development**

Matt East and Josephine Aiken of Republic Services were present for this portion of the meeting.

County Attorney Smith provided his recommended changes and the Board discussed those suggestions as needed with the representatives of Republic Services.

The Board also inquired about Republic Services' hiring process and requested confirmation that all current employees of each convenience site would be considered first.

Mr. East assured the Board that the current staff would receive priority. He also stated that Republic Services was currently participating in discussions with Waste Industries about possibly purchasing the current convenience center properties.

Chairman Wesson assured Mr. East and Ms. Aiken that once the suggested changes have been made, and the contract has been resubmitted to the County Attorney, it would be approved in the coming days and would not have to be approved at a formal Board meeting.

**East Carolina Behavioral Health and Coastal Care consolidation proposal by Bland Baker**

Mr. Bland Baker of Coastal Care provided a brief PowerPoint presentation regarding the consolidation of the Area Board of Coastal Care and the Area Board of East Carolina Behavioral Health.

This new Board will provide a local presence in the counties served and assure each county has input into the services received by its residents. Bertie County will be classified into the Northern Region.

Commissioner Bazemore made a **MOTION** to approve the Resolution as presented. Commissioner Trent **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**

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

### **Resolution of Support for an Alternative Governance Structure for the Area Authority serving Bertie County**

**WHEREAS**, in accordance with N. C. General Statute § 122C 115 (c1), the Area Board of CoastalCare, an Area Authority serving Brunswick, Carteret, New Hanover, Onalaw and Pender Counties and the Area Board of East Carolina Behavioral Health, an Area Authority serving Beaufort, Bertie, Camden, Chowan, Craven, Currituck, Dare, Gates, Hertford, Hyde, Jones, Martin, Northampton, Pamlico, Pasquotank, Perquimans, Pitt, Tyrrell, and Washington Counties, have entered into an agreement to consolidate their agencies into a twenty-four county Area Authority serving all previously names counties; and

**WHEREAS**, the Secretary of the N. C. Department of Health and Human Services has approved this consolidation, as required by law; and

**WHEREAS**, N. C. General Statute § 122C – 118.1, which specifies the composition of an Area Authority Board, permits an alternative Area Board structure to be implemented 1) if the total population of the Area Authority catchment area exceeds 1,250,000 and 2) if the counties which comprise the Area Authority agree by resolution to an alternative structure; and

**WHEREAS**, the total population of the new Area Authority created by the consolidation of CoastalCare and East Carolina Behavioral Health is 1,260,778; and

**WHEREAS**, it is in the best interest of the residents of the twenty-four counties to approve an alternative governance structure for the consolidated Area Authority;

**NOW, THEREFORE, BE IT RESOLVED**, that we, the Bertie County Board of Commissioners, do hereby approve the structure of the Area Board and the Regional Advisory Boards of the consolidated Area Authority, as outlined below.

To provide a local presence in the counties served and to assure that each county has input into the services received by its residents, the twenty-four county catchment area will have three regions. The regions have been designed to equalize, to the extent possible, the number of counties, population in the region, and overall square mileage of the regions. The three regions and the counties served are:

**Northern Region:** Bertie, Camden, Chowan, Currituck, Gates, Hertford, Martin, Northampton, Pasquotank and Perquimans Counties.

or designee of the regional Consumer and Family Advisory Committee. County Commissioner members of the Regional Advisory Boards may serve for as long as they are a commissioner. Other members of the Regional Advisory Board may serve for up to three, three year consecutive terms.

The primary functions of the Regional Advisory Board will be to advise the Area Authority Chief Executive Officer on the evaluation and hiring of a Regional Director; recommending priorities for expenditure of state and county funds for development of the annual budget; determining local priorities for inclusion in the overall strategic plan; identifying community needs and concerns; monitoring resolution of issues; and monitoring performance at the local level, including access to care, expenditure of service funds, number of consumers served, services delivered, provider network size and composition, outcomes, and consumer satisfaction.

Each Regional Advisory Board will establish its own bylaws based on local needs, but in compliance with standardized requirements established by the Governing Board for quorums, frequency of meetings, elections of officers, duties of members, committees and committee appointments, and attendance standards. Such bylaws are subject to the approval of the Governing Board.

Each Regional Advisory Board will select four (4) members to serve as the Area Authority Governing Board: one county commissioner, the Consumer and Family Advisory Committee chair or designee, and two other members. In addition, the chair or designee of the Area Authority Network Council shall serve on the Governing Board as a non-voting member. The county commissioner members of the Governing Board shall serve one three year term without consecutive reappointment, so that commissioner representation on the Governing Board will rotate among the counties in each region. The other members of the Governing Board may serve three, three year terms.

The Governing Board's primary responsibilities will include determining policy; strategic planning, including consideration of local priorities as determined by the Regional Advisory Boards; budgets; hiring and evaluations of the Chief Executive Officer; monitoring of deliverables, including overall performance and financial management; government affairs and advocacy; reporting to constituent counties; responding to concerns and feedback from the Regional Advisory Boards; reviewing, revising and approving the Regional Advisory Board bylaws; and all other responsibilities outlined in N. C. law for Area Authority Boards. The Governing Board will develop and adopt bylaws to address its activities in accordance with law.

ADOPTED this 7 day of April

2015.



Ronald D. Wesson, Chairman  
Bertie County Board of Commissioners



Sarah S. Tinkham, Clerk to the Board

**Project update and additional service agreement proposal by Bob Segal Revenue and Expense Specialists**

Bob Segal was presented an update of his firm's progress and proposed an additional service to include entities such as utility companies which have not fully listed property for taxes.

Commissioner Trent made a **MOTION** to approve the additional contract with Mr. Segal's firm. Vice Chairman Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

**BOARD APPOINTMENTS**

**Latest Board Vacancy Advertisement – Bertie Ledger-Advance**

The Board electronically received a copy of the latest Board vacancy advertisement that was published in the April 1, 2015 edition of the Bertie-Ledger Advance.

There was no action needed for this item.

**CONSENT AGENDA**

**Approve minutes for Regular Session 3-16-15**

County Manager Sauer recommended this item for approval.

Commissioner Trent made a **MOTION** to approve the Regular Session minutes from 3-16-15. Commissioner White **SECONDED** the motion. The **MOTION PASSED** unanimously.

**Accept Register of Deeds Fees Report – March 2015**

County Manager Sauer recommended this item for approval.

Commissioner White made a **MOTION** to accept the Register of Deeds Fees Report for March 2015. Vice Chairman Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

**Service weapon disposition – in honor of retiring Chief Deputy Greg Atkins**

Chairman Wesson read the following resolution into the record:



**BERTIE COUNTY**  
106 DUNDEE STREET  
POST OFFICE BOX 530  
WINDSOR, NORTH CAROLINA 27983  
(252) 794-5306  
FAX: (252) 794-5327  
WWW.CO.BERTIE.NC.US

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

**RESOLUTION DECLARING SERVICE WEAPONS AS SURPLUS PROPERTY;  
AUTHORIZATION OF PURCHASE BY RETIRING  
CHIEF DEPUTY GREG ATKINS**

**THAT, WHEREAS,** Greg Atkins, began his Bertie County Law Enforcement career on September 21, 1987; and

**WHEREAS,** after 30 years of distinguished service to Bertie County, Greg Atkins will retire; and

**WHEREAS,** North Carolina General Statute 20-187.2 (a) provides that the governing body of the law enforcement agency may in its discretion, award to a retiring member upon his/her request for their service weapon(s); and

**WHEREAS,** the governing body deems said service weapons as surplus property; and

**WHEREAS,** according to North Carolina General Statute 14-202 and 14-409.1, proper permits have been obtained in order to receive the side arm.

**NOW, THEREFORE, BE IT RESOLVED** by the Bertie County Board of Commissioners that Greg Atkins be awarded the following service weapons for the following denominations: a price of one dollar (\$1.00) for a Sig 9229, 40 caliber, with the Serial Number of AJU22252 and a fair market value price of two hundred and fifty dollars (\$250) for a Smith & Wesson, 357 Revolver, with the Serial Number CJU0091.

This resolution adopted this 7<sup>th</sup> day of April, 2015.

(SEAL)

Ronald D. Wesson, Chairman  
Bertie County Board of Commissioners

Sarah S. Tinkham, Clerk to the Board



Commissioner Trent made a **MOTION** to declare the service weapons listed as surplus equipment in order to be sold for the listed denominations as stated. Vice Chairman Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

The Board thanked Mr. Atkins for his dedicated service to the County.

### **DISCUSSION AGENDA**

#### **Discuss NACo Prescription, Health, and Dental Plan as recommended by Commissioner Bazemore**

The Board reviewed a brochure in their electronic agenda packet about a Prescription, Health, and Dental Plan for County citizens.

The program would be of no cost to the County but it would provide discounts to citizens if they receive healthcare from participating providers.

Commissioner Trent made a **MOTION** to move forward with the program and to have all processes followed to secure the discount options for the citizens of the County. Commissioner Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously.

#### **Presentation of Health, Dental, and Life Insurance bids for FY 2015-2016 by Donna Nixon of Pierce Group Benefits**

In follow up to Ms. Nixon's presentation to the Board in February, the Board reviewed recommendations health, dental, and life insurance coverage for FY 2015-2016.

After some discussion, Commissioner Trent made a **MOTION** to selected Blue Cross and Blue Shield's option 2 as well as a Life Insurance/Dental package from Met Life as recommended by Donna Nixon. Commissioner Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously.

There was also discussion about the need to review the County's funding obligations for accrued liability for post-employment benefits. The County Manager was encouraged to put this item on an upcoming work session agenda.

#### **Finance Officer's Report and Budget Amendments**

The Board received a copy of the Finance Officer's Report in their electronic agenda packet.

The County Manager highlighted several key points of interest for the governing body, especially the fiscal performance of the water system in light of recent rate structure adjustments approved by the Board effective July 1, 2014.

Finance Officer, William Roberson, requested that the Board approve Budget Amendment #15-03.

Commissioner White made a **MOTION** to approve Budget Amendment #15-03 as requested. Vice Chairman Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

Budget Amendment #15-03 reads as follows:

BUDGET AMENDMENT					
# 15-03					
DECREASE			DECREASE		
10-0090-4991-99	\$	3,289	10-4950-5399-30	\$	3,289
TO REDUCE BUDGET TO ACTUAL AMOUNT RECEIVED - EFNEP PROGRAM - SUPPLIES					
INCREASE			INCREASE		
12-5380-5399-70	\$	3,999	12-0025-4531-02	\$	3,999
INCREASE BUDGET FOR CRISIS - MONEY FROM FEDERAL GOV.					
INCREASE			INCREASE		
10-5860-5399-95	\$	29,251	EDTAP	10-0025-4586-03	\$ 29,251
12-5380-5399-95	\$	19,500	EDTAP	12-0025-4586-03	\$ 19,500
12-5380-5399-94	\$	9,013	WF	12-0025-4531-10	\$ 9,013
10-8100-5895-20	\$	47,076	RGP	10-0025-4585-04	\$ 47,076
TO SETUP BUDGET FOR ROAP TRANSPORTATION MONEY FROM STATE					
DECREASE			INCREASE		
46-6307-5399-86	\$	2,339	46-6307-5399-85	\$	2,339
BUDGET REVISION FOR 11-CDBG-HU FUNDS					
DECREASE			INCREASE		
47-4500-5400-10	\$	15,673	47-4500-5399-85	\$	11,673
			47-4500-5399-87	\$	4,000
BUDGET REVISION FOR 11-CDBG-SS FUNDS					
INCREASE			INCREASE		
10-0050-4839-82	\$	2,393	20-Oct	10-4950-5399-20	\$ 2,393
10-0050-4839-82	\$	1,542	26-Nov	10-4950-5399-20	\$ 1,542
10-0050-4839-82	\$	1,446	4-Mar	10-4950-5399-20	\$ 1,446
TO INCREASE BUDGET - SERVS SAFE REIMBURSEMENTS					
DECREASE			INCREASE		
51-5430-5399-09	\$	33,530	51-5430-5991-00	\$	33,530
TO ADJ BUD FOR CHANGE ORDER G-05 PASSED ON JULY 07, 2014					
INCREASE			INCREASE		
12-5380-5411-50	\$	5,995	12-0025-4586-18	\$	5,995
TO INCREASE BUDGET FOR LOW-INCOME HOME ENERGY ASSISTANCE - (LIEAP)					
INCREASE			INCREASE		
10-5860-5399-05	\$	2,476	10-0025-4586-07	\$	2,476
TO SETUP BUDGET FOR SHIP GRANT - MONEY REC'D 10-14-14					

<b>BUDGET AMENDMENT</b>			
		# 15-03	
	INCREASE		INCREASE
10-0050-4848-08	\$ 1,800	10-5860-5400-00	\$ 1,800
<b>TO SET UP BUDGET FOR KELFORD NUTRITION SITE RENT (DONATION FROM ARTHUR W. PERDUE FOUNDTION, INC.)</b>			
	INCREASE		INCREASE
12-0025-4531-04	\$ 28,800	12-5380-5399-73	\$ 28,800
<b>TO SET UP BUDGET - ADOPTION SERVICES (ADOPTION PROMCTION FUND)</b>			
	DECREASE		DECREASE
10-0025-4586-02	\$ 21,921	10-5860-5220-00	\$ 15,890
12-0025-4586-02	\$ 312	10-5860-5399-22	\$ 10,555
		10-5860-5121-00	\$ 5,191
		12-5380-5399-60	\$ 312
			INCREASE
		10-5860-5399-08	\$ 1,539
		10-5860-5399-81	\$ 4,843
		10-5860-5351-10	\$ 3,333
<b>REDUCE BUDGET FROM HCCBG AND REALLOCATE FUNDS (MID-EAST)</b>			
	DECREASE		INCREASE
47-4500-5399-88	\$ 5,107	47-4500-5400-10	\$ 8,144
47-4500-5399-87	\$ 2,637		
47-4500-5399-88	\$ 400		
<b>TO REALLOCATE 11-CDBG-SS FUNDS / M. BARNETTE</b>			
	INCREASE		INCREASE
10-0090-4991-99	\$ 150,000	10-6100-5695-13	\$ 150,000
<b>PURCHASE PRICE OF ADMINISTRATIVE BUILDING ALLOCATED TO SCHOOL CAPITAL OUTLAY WITH MOTION TO APPROVE REQUEST TO USE CAPITAL OUTLAY TO RENOVATE OLD BERTIE HIGH SCHOOL - FEBRUARY 2, 2015 MEETING.</b>			
	INCREASE		INCREASE
10-0025-4586-05	\$ 3,893	10-5860-5399-10	\$ 5,191
10-0090-4991-99	\$ 1,298		
<b>TO SETUP BUDGET FOR SR CENTER GENERAL PURPOSE MONEY (SIGNED OCT. 2014)</b>			
	INCREASE		INCREASE
10-0090-4991-99	\$ 200,000	10-6100-5695-36	\$ 200,000
<b>TO SETUP BUDGET FOR BERTIE-MARTIN REGIONAL JAIL CAPITAL OUTLAY (SEE MARCH 16, 2015 BOC MEETING.)</b>			
<b>APPROVED / /2015</b>			

**Personnel Policy Amendment – proposal to modify definition of permanent part-time position from twenty (20) hours to (30) hours to insure compliance with federal Affordable Care Act in determining eligibility for employer provided health insurance coverage**

It was the consensus of the Board that this matter will be reviewed at a later date and considered for approval following the County Attorney’s review and recommendation.

**Schedule interviews for Marketing & Economic Development Evaluation**

County Manager Sauer was instructed to contact all of the Marketing firms to discuss a date for interviews with focus on the last week of April.

**COMMISSIONERS’ REPORTS**

Chairman Wesson encouraged all available Commissioners to attend the 48<sup>th</sup> Annual Meeting of the Mid-East Commission at the Cashie Convention Center on Thursday, April 16, 2015.

The Board also discussed meeting early on April 20<sup>th</sup> beginning at 2:00pm to discuss various matters including: convening as the Board of Equalization and Review, receive an update from Bertie County Medical Director Mike Lowery, discuss a county-wide abandoned/condemned building ordinance with the Assistant County Attorney, as well as receive water project updates.

The Board will then convene their regularly scheduled meeting at the Kelford Community Building located at 107 Broadway Street in the Town of Kelford at 7:00pm.

**COUNTY MANAGER’S REPORTS**

County Manager Sauer presented a second contract from Green Engineering regarding the Roxobel Water Project and requested the Board’s approval to move forward expeditiously to acquire that Town’s water system.

This work will include an update of the water system’s hydraulic model and will assist the County with locating a booster pump station to improve water pressure for the Town of Roxobel.

Commissioner Trent made a **MOTION** to move forward with the proposed contract with Green Engineering to take further steps in acquiring the Town of Roxobel’s water system using funds from the County’s fund balance reserves to cover the \$25,000 contract amount. Vice Chairman Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

Commissioner Trent reported that renovations are scheduled to begin soon at the Bertie-Martin Regional Jail.

Vice Chairman Lee informed the Board of a letter she had recently received regarding Senate Bill 658 which involves the prohibition of hunting on Sunday. Vice Chairman Lee stated that the letter was received from someone who requests the County's support.

After some discussion, the Board came to a consensus that any person interested in voicing their opinion on this Senate Bill should contact their State legislators directly.

Chairman Wesson suggested that the Board consider forming a County-wide inter-agency council that would focus on quality of life issues for the citizens of Bertie County.

### COUNTY ATTORNEY'S REPORTS

The County Attorney requested that the Board consider putting a clause in the Republic Services contract that specifies the hourly rate structure that would go into effect for the convenience sites in the event of a natural disaster.

### COUNTY MANAGER'S REPORTS

The County Manager did not make any remarks at this time other than to request time in Closed Session.

### CLOSED SESSION

Vice Chairman Lee 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, and 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. Commissioner Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously.

The Board shifts into Closed Session.

### OPEN SESSION

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

There was no further discussion.

**ADJOURN**

Chairman Wesson adjourned the meeting at 6:00pm.

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Ronald D. Wesson, Chairman

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Sarah S. Tinkham, Clerk to the Board

<b>BUDGET AMENDMENT</b>				
		<b># 15-04</b>		
	<b>INCREASE</b>			<b>INCREASE</b>
61-7111-5399-25	\$ 3,000		61-0090-4991-99	\$ 3,000
62-7112-5399-25	\$ 9,750		62-0090-4991-99	\$ 9,750
63-7113-5399-25	\$ 7,250		63-0090-4991-99	\$ 7,250
64-7114-5399-25	\$ 5,000		64-0090-4991-99	\$ 5,000
<b>TO INC BUDGET FOR HYDRAULIC MODEL- MOTION PASSED ON APRIL 7th MEETING</b>				



	LEASE AMENDMENT NUMBER - 3
	TO LEASE NO. Bertie COUNTY North Carolina USDA Service Center
<b>USDA LEASE AMENDMENT</b>	106 East Dundee Street, Windsor, NC 27983

**THIS AGREEMENT**, made and entered into this date by and between

County of Bertie

Whose address is: P.O. Box 190  
Windsor, NC 27983

Hereinafter called the Lessor, and the **UNITED STATES OF AMERICA**, hereinafter called the Government:

**WHEREAS**, the parties hereto desire to amend the above Lease to establish beneficial occupancy and payment of rent.

**NOW THEREFORE**, these parties for the considerations hereinafter mentioned covenant and agree that the said Lease is amended, effective upon execution by the Government, as follows:

- A. This Lease Agreement (LA) is issued to extend the lease term beginning October 1, 2013, up to December 31, 2018. The new lease term can be terminated with 120 days' written notice.
- B. The annual rent shall be \$26,712.00 payable at the rate of \$2,226.00 per month (representing \$10.50 per square foot at 2,544 net usable square feet) in arrears.
- C. The Lessor must have an active registration in the System for Award Management (SAM) System (via the Internet at <https://www.sam.gov>) prior to lease approval and throughout the life of the lease. To remain active, the Lessor must update or renew its registration annually. The Government will not process rent payments to Lessors without an active SAM Registration.
- D. Pursuant to U.S. Government Lease for Real Property, dated 7/10/2006, the Government reserves the right to terminate this lease or decrease the amount of space at any time by giving at least 120 days notice in writing.

*This Lease Amendment contains 1 pages.*

All other terms and conditions of the lease shall remain in force and effect.

IN WITNESS WHEREOF, the parties subscribed their names as of the below date.

**FOR THE LESSOR:**

Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Entity Name: \_\_\_\_\_  
 Date: \_\_\_\_\_

**FOR THE GOVERNMENT:**

Signature: \_\_\_\_\_  
 Name: Morrell Jordan  
 Title: Lease Contracting Officer  
 USDA Farm Service Agency  
 Date: \_\_\_\_\_

**WITNESSED FOR THE LESSOR BY:**

Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_



**BERTIE COUNTY**

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**BOARD OF  
COMMISSIONERS**

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

**RESOLUTION ADOPTING AGREEMENT BETWEEN BERTIE COUNTY AND  
THE COUNTY WATER DISTRICTS**

**WHEREAS**, there are four (4) County Water Districts within the County of Bertie including Water District I, Water District II, Water District III, Water District IV,; and

**WHEREAS**, it is the desire of the County and the above-named Water Districts to provide a cost efficient method for the administration, operation, maintenance and expansion of water services to each of the Districts; and

**WHEREAS**, the adoption and approval of the attached Agreement between Bertie County and the Water Districts would accomplish such end; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the County of Bertie and by the Board of Commissioners sitting as the governing body of the County Water Districts named above, that the attached agreement is hereby approved on behalf of the County and the County Water Districts and that the Chairman of the Board of Commissioners is authorized to sign such Agreement on behalf of the County and each Water District.

Duly adopted this \_\_\_\_\_ day of \_\_\_\_\_ 2015, upon motion made by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_ and adopted by the following vote:

Ayes \_\_\_\_\_ Noes \_\_\_\_\_ Absent \_\_\_\_\_

BY: \_\_\_\_\_  
**Ronald D. Wesson, Chairman of the Board and the governing body of the above-named Water Districts of Bertie County**

ATTEST:

\_\_\_\_\_  
**Sarah S. Tinkham , Clerk to the Board,  
Clerk to the Bertie County Water Board**

STATE OF NORTH CAROLINA  
BERTIE COUNTY AGREEMENT

THIS AGREEMENT, entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2015 by and between BERTIE COUNTY, a body politic and corporate, (herein "County"), WATER DISTRICT I OF BERTIE COUNTY (herein "District I"), WATER DISTRICT II OF BERTIE COUNTY (herein "District II"), WATER DISTRICT III OF BERTIE COUNTY (herein "District III"), and WATER DISTRICT IV OF BERTIE COUNTY (herein "District IV"), DISTRICT I, DISTRICT II, DISTRICT III, and DISTRICT IV herein being collectively referred to as "Districts";

ARTICLE I

AUTHORITY

Without limitation, the following portions of the General Statutes of North Carolina are recited herein as authority for this Agreement:

1. "PUBLIC ENTERPRISES" (CHAPTER 153A, ARTICLE 15)

(a) N.C.G.S § 153A-274. PUBLIC ENTERPRISE DEFINED

As used in this Article, "public enterprise" includes:

- Water supply and distribution systems.
- Wastewater collection, treatment and disposal systems of all types

(b) N.C.G.S. §153A-275. AUTHORITY TO OPERATE PUBLIC ENTERPRISES

- A county may acquire, lease as lessor or lessee, construct, establish, enlarge, improve, extend, maintain, own, operate, and contract for the operation of public enterprises in order to furnish services to the county and its citizens . . .
- A county may adopt adequate and reasonable rules to protect and regulate a public enterprise belonging to or operated by it. The rules shall be adopted by ordinance . . . (Emp. Add.)

(c) N.C.G.S. §153A-277. AUTHORITY TO FIX AND ENFORCE RATES

- A county may establish and revise from time to time schedules of rents, rates, fees, charges, and penalties for the use of or the services furnished by a public enterprise. Schedules of rents, rates, fees, charges, and penalties may vary for the same class of service in different areas of the county and may vary according to classes of service, and different schedules may be adopted for service provided outside of the county . . . ." (Emp. Add.)

(d) N.C.G.S. §153A-278. JOINT PROVISION OF ENTERPRISORY SERVICES

"Two or more counties, cities, or other units of local government may cooperate in the exercise of any power granted by this Article according to the procedures and provisions of Chapter 160A, Article 20, Part 1."

2. "INTERLOCAL COOPERATION." CHAPTER 160A, ARTICLE 20, PART I

(a) N.C.G.S. §160A-460. DEFINITIONS.

"The words defined in this section shall have the meanings indicated when used in this part;

(1) "Undertaking" means the joint exercise of two or more units of local government, or the contractual exercise by one unit for one or more other units, of any power, function, public enterprise, right, privilege, or immunity of local government.

(2) "Unit" or "unit of local government" means a county, city, consolidated city-county, local board of education, sanitary district, facility authority created under Part 4 of this Article, or other local political sub-division, authority, or agency of local government." (Emp. Add.)

(b) N.C.G.S. §160A-461. INTERLOCAL COOPERATION AUTHORIZED

"Any unit of local government in this State and any one or more other units of local government in this State or any other state (to the extent permitted by the laws of the other state) may enter into contracts or agreements with each other in order to execute any undertaking. The contracts and agreements shall be of reasonable duration, as determined by the participating units, and shall be ratified by resolution of the governing board of each unit spread upon its minutes." (Emp. Add.)

3. "COUNTY WATER AND SEWER DISTRICTS" (CHAPTER 162, ARTICLE 6)

(a) N.C.G.S. §162A-88. DISTRICT IS A MUNICIPAL CORPORATION

"The inhabitants of a county water and sewer district created pursuant to this Article are a body corporate and politic by the name specified by the board of commissioners. Under that name they are vested with all the property and rights of property belonging to the corporation; have perpetual succession; may sue and be sued; may contract and be contracted with; may acquire and hold any property, real and personal, devised, bequeathed, sold, or in any matter conveyed, dedicated to, or otherwise acquired by them, and from time to time hold, invest, sell, or dispose of the same; may have a common seal and alter and renew it at will; may establish, revise and collect rates, fees or other charges and penalties for the use of or the services furnished or to be furnished by any sanitary sewer system, water system or sanitary sewer and water system of the district; and may exercise those powers conferred on them by this Article." (Emp. Add.)

(b) N.C.G.S. §162A-89. GOVERNING BODY OF DISTRICT POWERS

"The board of commissioners of the county in which a county water and sewer district is created is the governing body of the district."

(c) N.C.G.S. §162A-90. BONDS AND NOTES AUTHORIZED

"A county water and sewer district may from time to time issue general obligation and revenue bonds and bond anticipation notes pursuant to the Local Government Finance Act, for the purposes of providing sanitary sewer systems or water systems or both... A county water and sewer district may from time to time issue tax and revenue anticipation notes pursuant to Chapter 159, Article 9, Part 2."

4. "COUNTY PROPERTY" (CHAPTER 153A, ARTICLE 8, PART I)

(a) N.C.G.S. §153A-165. LEASES.

"A county may lease as lessee, with or without option to purchase, any real or personal property for any authorized public purpose....."

ARTICLE II  
RECITALS

The following recitals are herewith set forth as statements of existing facts and are hereby incorporated as substantive parts of this Agreement;

1. The parties to this Agreement are "units of local government" and the subject matter of this agreement is an "undertaking" pursuant to the provisions of N.C.G.S. §160A-460.
2. The Districts are county water and sewer districts created by the Board of Commissioners of Bertie County pursuant to the provisions of Chapter 162A, Article 6 of the General Statutes of North Carolina.
3. Each of the Districts has, pursuant to N.C.G.S. §162A-90, issued bonded indebtedness, said indebtedness having been approved by the North Carolina Local Government Commission pursuant to the North Carolina Local Government Finance Act.
4. Each of the Districts was successful in acquiring financial assistance from the United States Department of Agriculture, Rural Utilities Service, among others, to construct water systems and/or wastewater collection, treatment and disposal systems.
5. None of the Districts currently employ personnel or have any means to administer the ongoing operations and maintenance of their systems.
6. The County currently administers the operations of each of the Districts and attempts to allocate costs of administration in an equitable and pro-rata basis among the Districts; however, the costs of administration by the County require it to separate operating costs for each of the Districts and that such separation and current manner of operation is unduly complex, cumbersome, duplicative and inefficient.

7. The Board of Commissioners of Bertie County, as commissioners of Bertie County and as the governing body of each of the Districts has caused an analysis of the advisability, feasibility and legality of consolidating the operations of the Districts and, after due and diligent consideration has, in the exercise of their best judgment, determined that it is in the best interest of each District as well as the efficient use of County resources to administer the operations and maintenance of the Districts by consolidating the operations and management as herein defined and agreed.

ARTICLE III  
CREATION OF LEASEHOLD INTEREST

Each of the Districts, as lessors, by the execution of this Agreement, does hereby lease to County, as lessee, and County by the execution of this Agreement, does hereby lease from each of the Districts, upon the terms and conditions herein set forth, all of each District's right, title and interest in and to all water lines, wells, pumps, and appurtenances thereto owned by any of said Districts and does hereby further lease unto County, as lessee, all of its right, title and interest in and to any and all real estate now owned by or hereafter acquired by each of the Districts. It is the intent and purpose of this Agreement that each of the Districts does hereby lease to County, as lessee, and County does hereby accept, as lessee, all of the real and personal property of each of the Districts, subject to the terms and conditions as herein set forth.

ARTICLE IV  
TRANSFER OF ASSETS

Each of the Districts does hereby transfer unto County all of its right, title and interest in and to all cash, accounts receivable, contract rights or other intangibles, to have and to hold the same according to the terms and conditions as set forth herein. In addition, County agrees to assume the payment of all accounts payable, cash deposits on hand and any other contract obligation of each of the Districts, excluding specifically, however, the assumption and payment of any bonded or other indebtedness currently payable to any banking institution for funds received for the construction, operation or maintenance of improvements within any District.



ARTICLE V  
OBLIGATIONS OF COUNTY

As consideration for the lease and transfer of each District's interest as hereinabove set forth, County agrees to:

1. Through the Bertie County Water Department the County will administer all operations and maintenance of the water and, to the extent applicable, wastewater systems within each District. In so doing, County agrees that, at a minimum, the current level of service provided to each District will be maintained.
2. Establish and revise from time to time schedules of rates, fees, charges, and penalties for the use of or the water and sewer services furnished and to bill and collect same. It is agreed that any and all funds collected by the Water Department shall be collected and maintained as separate water and sewer enterprise funds and will not be commingled with the general funds of the County but used solely for the operation and management of the water and sewer enterprises.

Funds collected by the Water Department shall be separated into a water enterprise fund and a wastewater enterprise fund so that funds received for water services will be used exclusively for the operation, maintenance and extension of water services and funds collected by the Water Department for wastewater services will be used exclusively for the operation, maintenance and extension of wastewater services.

3. Deliver to each District or its designee for payment, on a timely basis, funds sufficient to pay when due all principal and interest payments on each District's current indebtedness.

ARTICLE VI  
COMPLIANCE WITH INTERLOCAL COOPERATION STATUTES

In compliance with N.C.G.S., Chapter 160A, Article 20, Part 1, it is herein specified:

1. PURPOSE OF THE AGREEMENT

The purpose of this Agreement is to provide a cost efficient method for the administration, operation, maintenance and expansion of water and, where applicable in a District providing such, wastewater services to each of the Districts through the Bertie County Water Department.

2. DURATION OF THE AGREEMENT

The duration of this Agreement as it relates to any individual District shall be for so long as such District has outstanding any indebtedness which has been issued under the North Carolina Local Government Finance Act.

3. APPOINTMENT OF PERSONNEL

The personnel necessary to carry out the provisions of this Agreement and undertaking shall be appointed by the Bertie County Water Department, subject to the approval of the Bertie County Board of Commissioners.

4. METHOD OF FINANCING THE AGREEMENT

The financing of this undertaking shall be by the enterprise funds received for the provision of water and wastewater services as specified in this Agreement and the apportionment of costs and revenues shall be by the Board of Commissioners of Bertie County.

5. OWNERSHIP OF REAL PROPERTY

Any real property owned or acquired by any District during the term of this Agreement shall be and remain the property of the District owning or acquiring such, subject to the leasehold interest of the County as hereinabove specified in Article III.

Upon expiration of this Agreement between County and any of the individual Districts pursuant to the provisions of Articles VI and VII, the ownership of any real property currently owned or acquired during the term hereof shall be transferred to the County by special warranty deed pursuant to the provisions of Article VII.

6. AMENDMENTS

This Agreement may be amended by written agreement between the County and any individual District who is or may become a party hereto as to any matters between the County and such individual District; however, no amendment affecting any District who does not agree or consent to such amendment shall be effective as to any such non-consenting District.

**7. TERMINATION**

This Agreement shall be terminated as to any individual District by an agreement in writing between the County and such terminating District; however, the termination as to any such District shall not affect any non-terminating District.

Notwithstanding anything to the contrary herein contained, this Agreement shall be terminated as to any individual District at such time as such District has no outstanding indebtedness issued pursuant to the North Carolina Local Government Finance Act.

**ARTICLE VII**  
**OPTION TO PURCHASE**

Each District hereby grants to the County an option to purchase for the sum of One Dollar (\$1.00) all of the real and personal property owned by the District upon the termination of the lease as herein specified and the termination of this Agreement pursuant to the provisions of Article VI. Transfer shall be by special warranty deed and appropriate bill of sale.

Upon termination of this Agreement and acquisition by the County of the properties of the Districts as herein specified, County agrees to continue to provide the services as specified herein at the existing levels of service and as the same may be expanded in the future.

**ARTICLE VIII**  
**NEW DISTRICTS**

Any new water and sewer district which may be formed in Bertie County pursuant to the provisions of Chapter 162A, Article 6 of the General Statutes of North Carolina shall be made a party to this Agreement upon formation of such District.

**ARTICLE IX**  
**NON-APPROPRIATION BY COUNTY**

Nothing in this Agreement shall be construed as obligating the County, either expressly or by implication, to exercise its power to levy taxes either to make payments to the District under this Agreement or to pay any judgment entered as a result of the County's breach of this Agreement. Nothing herein contained shall be construed either expressly or by implication as a pledge of the taxing power or full faith and credit of the County for the performance of this Agreement. County shall not be obligated to appropriate County funds for the obligation incurred hereunder except those water and sewer enterprise funds as herein specified.

IN TESTIMONY WHEREOF, the parties hereto have set their hand and seal by resolutions duly adopted by the governing board of the County and the Districts all on the day and year first above written.

WATER DISTRICT I OF BERTIE COUNTY

BY: \_\_\_\_\_  
**Ronald D. Wesson, Chairman,**  
Bertie County Board of Commissioners,  
sitting as the governing body of Water  
District I of Bertie County

ATTEST/WATER DISTRICT I SEAL:

\_\_\_\_\_  
Sarah S. Tinkham , Clerk to the Board

WATER DISTRICT II OF BERTIE COUNTY

BY: \_\_\_\_\_  
**Ronald D. Wesson, Chairman**  
Bertie County Board of Commissioners,  
sitting as the governing body of Water  
District II of Bertie County

ATTEST/WATER DISTRICT II SEAL:

\_\_\_\_\_  
Sarah S. Tinkham , Clerk to the Board

WATER DISTRICT III OF BERTIE COUNTY

BY:

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**Ronald D. Wesson, Chairman,**  
Bertie County Board of Commissioners,  
sitting as the governing body of Water District III  
of Bertie County

ATTEST/WATER DISTRICT III SEAL:

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**Sarah S. Tinkham, Clerk to the Board**

WATER DISTRICT IV OF BERTIE COUNTY

BY:

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**Ronald D. Wesson, Chairman,**  
Bertie County Board of Commissioners,  
sitting as the governing body of Water District IV  
of Bertie County

ATTEST/WATER DISTRICT IV SEAL:

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**Sarah S. Tinkham, Clerk to the Board**

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the County of Bertie and by the Board of Commissioners sitting as the governing body of the County Water Districts named above, that the attached agreement is hereby approved on behalf of the County and the County Water Districts and that the Chairman of the Board of Commissioners is authorized to sign such Agreement on behalf of the County and each Water District.

Duly adopted this \_\_\_\_\_ day of \_\_\_\_\_ 2015, upon motion made by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_ and adopted by the following vote:

Ayes \_\_\_\_\_ Noes \_\_\_\_\_ Absent \_\_\_\_\_

BY: \_\_\_\_\_  
**Ronald D. Wesson, Chairman**  
**Bertie County Board of Commissioners**

**ATTEST/BERTIE COUNTY SEAL:**

\_\_\_\_\_  
**Sarah S. Tinkham , Clerk to the Board**

**Scott Sauer**

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**Subject:** County Manager's Report for April 20th agenda

**Calendar Reminders:**

- April 21 6:00 p.m. Bertie Martin Regional Jail Commission ( I will be attending with Commissioner Trent ).
- April 30 8:30 a.m. Marketing & Economic Development Evaluation proposals from four (4) firms—River Center
- May 4 1:00 p.m. Colerain Elementary 2<sup>nd</sup> Grade students visiting County offices—volunteers please!  
Ms. Carla Pesce, teacher and Askewville Town Commissioner is coordinating this event.
- May 4 4:00 p.m. Board of Commissioners Regular meeting—preliminary agenda items
- Superintendent White—FY 2015-2016 budget proposal presentation
  - Kim Schwartz, CEO Roanoke Chowan Community Health Center—program update
  - Consider project closeout documents for Black Rock Water Line construction project
  - Consider DSS document shredding proposal
  - Discuss office space requests for DRC facility (128 S. Granville Street, Windsor)
- May 16 10:00 a.m. 2015 Relay for Life at Bertie High School – request for donation and letter of support
- May 18 7:00 p.m. Board of Commissioner Regular meeting—Colerain Volunteer Fire Department

**Pending work session matters:**

- 1) Review post-employment benefit actuarial costs and unfunded future liability
- 2) Consider Employee Assistance Program for all county staff and dependents
- 3) Joint meeting with Board of Education to receive S&ME consultant report
- 4) Emergency Operations Plan—community stakeholders meeting to review agency responsibilities