

Bertie County

Board of Commissioners



September 8, 2015

4:00pm

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

September 8, 2015

Meeting Agenda

Windsor

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.

4:00-4:05 Call to Order and Welcome by Chairman Wesson (Commissioners Room, Windsor)

4:05-4:10 Invocation and Pledge of Allegiance by Chairman Wesson

4:10-4:25 Public Comments (*3 minute limit per person*)

(A)

***** APPOINTMENTS *****

4:25-4:35 Community Based Recreation update by Donna Mizelle and Heidi Bonislowski – status of citizen surveys and community meetings which will be held in Colerain, Aulander, and Lewiston

4:35-4:45 Review grant award for children’s handicap accessible playground as it relates to pending update for master plan of pending Recreation Complex (last visited in 2003) – Donna Mizelle

4:45-4:55 Hyper Reach presentation and Public Officials Conference led by Emergency Services Director, Mitch Cooper

4:55-5:05 Agency program update by Bobby Williams, Site Manager of the Hope Foundation

5:05-5:15 Agency program update by Adalia Powell, Treasurer of the Bertie County Arts Council

Board Appointments (B)

1. Workforce Development Board
2. Tri-County Airport Authority Board

Consent Agenda (C)

1. Accept Register of Deeds Fees Report – August 2015
2. Approve minutes for regular session 8-17-15
3. Budget Amendment #15-09 and #16-03
4. Bid award for CDBG Farm Lane Project – 2012/CDBG water improvements
5. Accept HCCBG services agreement for FY 2016 – Council on Aging

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

Discussion Agenda (D)

1. Planning & Inspections Director, Traci White - discuss date for joint meeting with the Planning Board to review the Land Use Plan and the draft Manufactured Home Park Ordinance
2. Fall Litter Sweep event – Nuisance Abatement Officer, Barry Anderson
3. Water Department Superintendent, Ricky Spivey – Memorandum of Understanding for Town of Roxobel water system, and related items for the pending State revolving fund application
4. Discuss Request for Qualifications draft – Employee Compensation Study

Commissioners’ Reports (E)

County Manager’s Reports (F)

County Attorney’s Reports (G)

Public Comments Continued
(3 minute limit per person)

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



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: September 8, 2015

AGENDA ITEM: A-1

DEPARTMENT: Parks and Recreation

SUBJECT: Community Based Recreation update by Donna Mizelle and Heidi Bonislowski – status of citizen surveys and community meetings which will be held in Colerain, Aulander, and Lewiston

COUNTY MANAGER RECOMMENDATION OR COMMENTS: N/A

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

FYI; no action needed.

ATTACHMENTS: No

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: \$46,000 was approved for part time salaries in FY 15-16 which is an increase of \$38,000 over the previous year to support programming for Community Based Recreation in partnership with the Towns of Colerain, Aulander, Lewiston-Woodville, and the school system.



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: September 8, 2015

AGENDA ITEM: A-2

DEPARTMENT: Parks and Recreation

SUBJECT: Review grant award for children's handicap accessible playground as it relates to pending update for master plan of pending Recreation Complex (last visited in 2003) – Donna Mizelle

COUNTY MANAGER RECOMMENDATION OR COMMENTS: N/A

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

Details about the grant known so far include:

1. Bertie County and the Parks and Recreation Department will design a playground; submit plans to ECBH
2. ECBH will review the plans and provide a check for the needed amount
3. Playground must be completed by June 2016

More details will be released at the event listed below.

A check presentation ceremony will be held on **Wednesday, September 16, 2015 at 1:00pm**. The location will be the Parks and Recreation Complex in Windsor.

The Board of Commissioners, the Town of Windsor, the Windsor YMCA, as well as the Board of Education and members of the public are invited to attend. Members of the media will also be present.

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

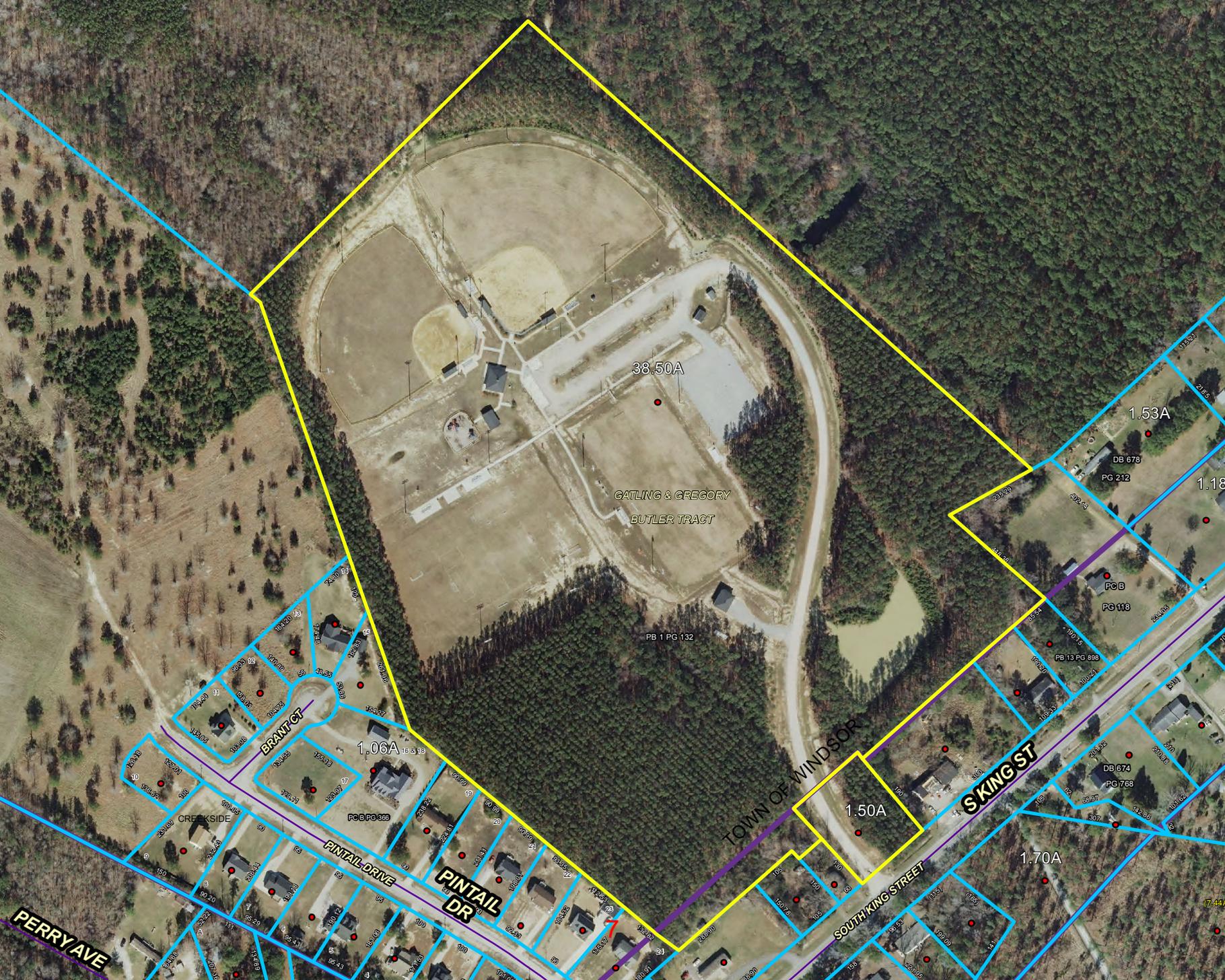
ITEM HISTORY: A resolution in support of this grant application was signed by the Chairman per passing vote by the Board at the planning session held on August 12, 2015.











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2003 RECREATION AND PARKS MASTER PLAN
FOR BERTIE COUNTY, NORTH CAROLINA

VOLUME I: Executive Report



by
T. Ashley Grandy
Brandi Blevins
Eric Lucas
&
Dr. Robert C. Wendling

Department of Recreation and Leisure Studies
School of Health and Human Performance
East Carolina University
Greenville, NC
February, 2003



Bertie County Recreation Department

PO Box 530

Windsor, NC 27983

252-794-5363 fax 252-794-5327

Donna H. Mizelle, Director

January 16, 2003

Robert C. Wendling, PhD
Department of Recreation and Leisure Studies
Minges 167
East Carolina University
Greenville, NC 27858

Dear Dr. Wendling:

The Bertie County Recreation Department would like to have a master plan to discover and document what recreational needs for the county. The Master Plan will be used to help the County to acquire grants funds to meet the needs for recreation.

Please find the following information for Bertie County:

1. Inventory, evaluation and analysis of existing parks, programs and recreational facilities.
2. Public input concerning existing parks, programs and the recreational needs in Bertie County.
3. Determine and prioritize the parks, programs and recreational needs for Bertie County.
4. Overall summary and recommendations for Bertie County's existing and most importantly our recreational needs.

We look forward to receiving the Master Recreation Plan for Bertie County.

Please feel free to contact me at 252-794-5363 or e-mail me at donna.mizelle@ncmail.net.

Sincerely,

A handwritten signature in cursive script that reads "Donna H. Mizelle".

Donna H. Mizelle
Bertie County Recreation Director

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OVERVIEW

The 2003 Recreation and Park Master Plan for Bertie County was prepared to provide citizens and elected officials of Bertie County with: (1) a comprehensive report of existing facilities, parks and programs, and (2) recommendations for meeting both short and long term recreation needs of county residents.

The plan begins with a description of the background, history and economy of Bertie County. Next, the physical and biological resources were identified since those qualities significantly influence outdoor recreation opportunities. Finally, a needs analysis was conducted which included: (1) a description of sociodemographic characteristics, (2) a descriptive analysis of public input data, (3) an inventory of existing recreation and park facilities, (4) a comparison with state standards, (5) a comparison of current recreational facilities and parks with counties of similar size, (6) a comparison of per capita recreation expenditures with counties of similar size, (7) an evaluation of the accessibility of public recreation facilities for people with disabilities, (8) an evaluation of the conditions of existing recreation facilities and parks based on maintenance, vandalism, user impact on vegetation and soil limitations, and (9) an evaluation of existing outdoor recreation facilities and parks using the Recreation Opportunity Spectrum.

The sociodemographics characteristics of county residents were reviewed including age, gender, income, marital status, and race. This provided a “resident profile” that was essential in identifying recreation needs. In summary, the county was different from the state and the nation in all sociodemographic characteristics.

Public input was gathered through a Recreation Advisory Committee meeting, two public meetings, a student survey of Bertie County Junior High School and a random telephone survey. The purpose for obtaining public input was to identify current recreation activities of residents in

Bertie County, their support and evaluation of recreation opportunities in the planning area, and their recreation preferences for additional facilities and programs. Analysis of the public input data clearly demonstrated the need for recreation facilities and services in the county.

All public recreation and park facilities including public schools in Bertie County were inventoried. The inventory also identified recreation facilities at schools. All public recreation facilities and parks were then compared to the state standards as defined in the 1995-2000 North Carolina Outdoor Recreation Plan (NC DEHNR, 1995) using park area and recreation facility standards. Bertie County failed to meet the aforementioned state standards, and differed from other counties when comparing (1) recreation facilities provided and (2) then current recreation budgets.

The accessibility of recreation facilities in Bertie County for people with disabilities was evaluated using standards set by the 1990 Americans with Disabilities Act. Accessibility at the majority of existing recreation facilities was rated as “poor” or only “partially accessible”.

The condition of recreation facilities in the county was then classified using the following four criteria: maintenance, vandalism, user impact on vegetation, and soil limitations. These four criteria provided a clear picture of the current conditions of the recreation facilities and revealed that the overall condition of county recreation facilities was “fair.”

Diversity of recreation opportunities is important in meeting the recreation needs of all citizens. To gauge this diversity, the Recreation Opportunity Spectrum (ROS) was used to place existing recreation facilities on a continuum ranging from undeveloped/resource-based opportunities to developed user-based. Though a diversity of recreation opportunities is available in the county, its geographic size and the very limited number of recreation opportunities, makes accessibility to a “diversity” of recreation opportunities very difficult.

CONCLUSIONS

Based on the results reported herein, the following conclusions were attained:

Background, History, and Economy –

- Bertie County is one of the oldest counties in North Carolina. The entire county encompasses an area of approximately 741.27 square miles.
- Bertie County is located in the northeastern section of the state and is bounded by the Albemarle Sound and Chowan River, as well as Washington, Martin, Halifax, Northampton, and Hertford Counties.
- The county contains nine schools; Bertie High School, Southwestern Middle School, C.G. White Middle School, Askewville Elementary School, Aulander Elementary School J.P. Law Elementary School, Colerain Elementary School, West Bertie Elementary School, Windsor Elementary School, Lawrence Academy, Bethel Christian Academy, and Serendipity Alternative School.
- There are eight incorporated towns in Bertie County including, Askewville, Aulander, Colerain, Kelford, Lewiston, Powellsville, Roxobel and Windsor (county seat). The county is governed by a County Board of Commissioners.
- Bertie County was formed in 1722 from the Chowan Precinct, and was named in honor of James and Henry Bertie who had purchased land from the original eight land proprietors.
- The economic structure of Bertie County includes five major sources of revenue: manufacturing, government, services, retail, and agriculture.
- The tourism industry is also a major contribution to the county's economic structure. In 2000, tourism in Bertie County generated an economic impact of 7.6 million dollars and more than 50 jobs.
- Bertie County has a high unemployment rate and low per capita and household incomes. The North Carolina Department of Commerce classifies it as a "Tier One County" reflecting its persistently high level of poverty.

Physical and Biological –

- Hot, humid summers and mild winters characterize Bertie County. The average summer temperature is 77 degrees Fahrenheit, and the average winter temperature is 39 degrees Fahrenheit. The average annual precipitation is 47 inches with a period of heavy rainfall starting in April and ending in September.

- Currently, there are 20 species of plants and animals that are either endangered, threatened, special concern, significantly rare, proposed, or limited.
- There is an abundance of water in Bertie County including 29 major sites or resources. These include waterways, creeks, swamps, rivers, and the sound.

Sociodemographics –

- The 2000 population of Bertie County was 19,773. This represents a 1.7% population decrease in the past 10 years. A continued decrease is projected over the next 10 years.
- In 2000 there was a significantly higher percentage of African-Americans in the county compared to the state and nation.
- In 2000 there was a higher percentage of females than males in Bertie County.
- The 2000 median age of Bertie County residents was higher than the state and nation. The 55 and older population percentage was significantly higher than the state and nation.
- The 2000 median household and per capita incomes of Bertie County residents were both significantly lower than the state and nation.

Inventory and Comparison with State Standards –

- 21 public recreation facilities or parks, including 10 school facilities, were identified in the county.
- Bertie County rated poorly in all park area categories, except wilderness, when its recreation opportunities were compared with state standards. Even when public school facilities were included, significant deficiencies remain in the provision of recreation facilities for Bertie County residents including baseball fields, softball fields, community parks, neighborhood parks, soccer fields, swimming pools, and tennis courts.

Accessibility for the Disabled –

- The majority of Bertie County's recreation facilities were ranked as "poor" based on standards set by the 1990 Americans with Disabilities Act.

Conditions –

- Maintenance of Bertie County public recreation facilities, including the schools, were given an overall ranking of "fair." More frequent scheduling of

litter and trash removal and regular inspection of all facilities and equipment, and mowing could make specific improvements.

- Visible or apparent vandalism was not identified at any public recreation facility or park in this count.
- User impact on vegetation was rated as “low” at the majority (i.e., 12) of facilities. However, 6 had “moderate” impact and 3 “severe” (i.e., Windsor Amphitheater, Liverman Petting Zoo & Park, and Askewville Elementary).
- The majority (i.e., 14) of facilities were characterized with only “slight” limitation for recreation development, 4 as “moderate”, and 3 as “severe” (i.e., Windsor Boat Ramp & Campground, Cashe River Center, and Roanoke River National Wildlife Refuge).

Recreation Opportunity Spectrum –

- Though a very limited but diverse set of recreation opportunities are located in the county, its geographic size and limited number of existing opportunities make accessibility to all residents very difficult.

Public Input –

Input from the Recreation Advisory Committee included:

- Existing recreation opportunities in the county were inadequate for all age groups.
- Barriers to recreation participation included lack of money, race relations, lack of programs/facilities, lack of leadership, limited water access, no land for facilities, and the distance required to travel to facilities.
- Items that the committee would like see developed/implemented in the county included the following: centralized parks and recreation complex, use of school facilities during non-school hours, a park/recreation area in every community, a place where county residents can come together and break down racial barriers, and a swimming pool.

Input from the public meetings included:

- No one attended the two public meetings that were held in the county.

Significant findings from the Bertie County School survey included:

- When asked what recreation programs students of Bertie County School participated in, the top three responses were:

- (1) Basketball
- (2) Baseball/Softball
- (3) Football

- When asked what recreation facilities the students used, the three most frequently used were:
 - (1) Liverman Petting Zoo & Park
 - (2) Kelford Rail & Trails Park
 - (3) Davis Park
- When asked what public recreation activities you would like to see, the three most popular choices were:
 - (1) Football
 - (2) Skate Park
 - (3) Swimming Pool

Significant findings from the telephone survey included:

- Over half of the respondents rarely or never participated in organized recreation activities within Bertie County. The remaining participate weekly or more frequently.
- When asked what three activities, in Bertie County, do you or members of your family participate in most frequently, the top five responses were:
 - (1) Fishing
 - (2) Parks
 - (3) Church
 - (4) Walking
 - (5) Hunting
- Over 60% of the respondents never or rarely participated in recreation activities outside of Bertie County. However, 13.7% do so weekly or on a more frequent basis.
- When asked what three activities outside of Bertie County, do you or members of your family participate in most frequently, the top five responses were:
 - (1) Mall
 - (2) Fishing
 - (3) Movies
 - (4) Beach
 - (5) Bowling
- Nearly half the respondents (48.6%) were dissatisfied with the recreation services/programs and facilities located in Bertie County.

- Significant barriers to recreation participation were identified as:
 - (1) Age
 - (2) Lack of time
 - (3) Lack of quality facilities
 - (4) Location of opportunities
 - (5) Lack of information or awareness about programs and facilities
 - (6) Other
 - (7) Physical handicapped
 - (8) Employment requirements
 - (9) No interest
 - (10) Income
 - (11) Lack of transportation
 - (12) Safety concerns
 - (13) Family status
 - (14) Lack of skill

- The top five programs and facilities that respondents would like to see were:
 - (1) Swimming Pool
 - (2) Bowling Alley
 - (3) Recreation Center
 - (4) Youth Activities
 - (5) Skating Rink

- Over three quarters (78.1 %) of the respondents thought that recreation was important.

- A large majority (70.5%) of respondents would be willing to pay user fees to promote use recreation facilities and programs.

- A large majority (71.2%) of respondents would support use of tax dollars to be used for providing recreation facilities and programs.

RECOMMENDATIONS

Based on findings reported herein, the following recommendations were made. They are divided and prioritized into: I. Administration, II. Funding, and III. Acquisition, Development and Management.

I. Administration

1. The Bertie County should be applauded for the time and effort it has invested in creating a county recreation and park department. To succeed at meeting the recreation needs of its residents and improve the quality of their lives, continued support and expansion of the department is necessary.
2. Cooperative working relationships should be continued and/or developed with other public, quasi-public, and private/commercial organizations to aid in the provision of recreation and park opportunities. The Bertie County Public Schools, the towns located in Bertie County, and corporations should become involved in providing recreation programs and facilities for residents. Several federal resource management agencies also located in the county may offer additional opportunities or resources for recreation.
3. The Recreation Department should address all barriers to participation in recreation. These included: age, lack of time, lack of quality facilities, location of opportunities, lack of information or awareness about programs or facilities, physical handicaps, employment requirements, no interest, income, lack of transportation, safety concerns, family status, and lack of skill.

II. Funding

- Several sources and/or methods of financing, obtaining resources, or reducing costs should be considered. Several state and federal grants, as well as other sources/methods, which have been successfully used by counties such as Bertie, are identified below. It should also be noted that additional grants including private sources, are identified in the Appendix (p.108) of Vol. II.

A. Grants (application facilitated by a master plan)

- (1) North Carolina Trails Program - applicants must be able to contribute 20% of the project costs with cash or in-kind contributions (contact the State Trail Program at 919-846-9991).
- (2) National Trails Program – federal program designed to help fund trails and trail related recreational activities at the state level (contact the State Trail Program at 919-846-9991).
- (3) Adopt a Trail Grant – awarded annually to government agencies, non-profit organizations, and private trail groups (contact the State Trail Program at 919-846-9991).
- (4) National Heritage Trust Fund – supplemental funding for state; helps acquire and protect national areas, preserve ecological diversity and cultural heritage, and inventory natural resources (contact National Heritage Trust Fund at 202-343-9563).

B. Tax Revenue – general tax revenue (e.g., property and sales tax) and special recreation tax which is made possible by enabling legislation.

C. Bonds – municipalities borrowing funds for recreation and parks.

- (8) Festivals – fund-raiser for facility, services, or programs.
- (9) Charitable Contributions – donations from individuals or corporations (e.g. cash, land and building supplies which can be used as a tax benefit by the individual or corporation).
- (10) Federal/State Surplus Property Transfer – federal or state government gives land and/or buildings to the county.

III. Acquisition, Development and Management

- Based on state area and facility standards, the following provisions should be considered:
 - 1 baseball field
 - 66 acres of community parks
 - 106 acres of neighborhood parks
 - 3 soccer field
 - 4 softball fields
 - 1 swimming pool
 - 14 tennis courts
- It is recommended that youth programs be given a high priority. Well over half the students surveyed (54%) participated in recreation activities outside of Bertie County. Forty-four percent were not satisfied with the recreation programs and facilities in Bertie County. Preferred recreation activities and facilities included basketball, baseball, softball, football, a skate park and a swimming pool.
- Based on the telephone survey, participation by Bertie County residents in recreation activities within the county was very low. Participation outside the county was even lower. Nearly 80% of the respondents believed that recreation in Bertie County was important, but nearly 50% were dissatisfied with existing programs and facilities. A

ACTION PLAN

In order to realize the recommendations cited herein, a “plan of action” should be implemented. Following is a prioritized list based on a logical sequence of actions. It should be noted that prior to implementing this action plan, “specific objectives” and “strategies for implementation” should be identified under each of the following 13 steps:

1. The Recreation and Park Director should be given the authority of preparing a “strategic plan” identifying the department’s vision, mission statement, philosophy, goals, objectives and strategies for meeting the recreation needs of county residents. While this master plan has identified current recreation needs, a strategic plan will provide long-term guidelines for departmental growth and provision of future recreation opportunities.
2. Expand the existing Recreation Department to meet the current recreation needs as identified in this plan. An operating budget must be provided that supports needed resources (i.e., personnel, equipment, support services, capital improvements, etc.)
3. The citizens of Bertie County must be continuously involved in this process. The Recreation Advisory Board, representing all segments of the population, should be involved in the strategic planning process and continuously in the policy-making process.
4. An annual capital improvement budget should be completed identifying and prioritizing needed facilities, equipment, programs, land/water acquisition and development, repairs and renovations, and personnel needed based on this action plan and other input as it becomes available.
5. External funding should be obtained through federal, state and local grants. Several funding and resource sources were identified in the (a) Recommendations (p.9-11) of this

report (Vol. I), and (b) Appendix (p. 108) of Vol. II. The office of Mr. Rodney Johnson at the Albemarle Rural Community & Development (252-482-7437, Ext. 4) would be helpful in identifying additional resources and applying for grants.

6. Other funding sources such as user fees and taxes should be implemented or used, where possible, to aid in the provision of recreation and parks.
7. Educating and marketing the Recreation Department and its services should be aggressively pursued through the Internet, public radio, television, public meetings, newspapers, flyers, and through churches and schools. The education component should emphasize the value of, and need for, recreation (e.g., improving the quality of life, providing youth with constructive activities, skill development, socialization and teamwork, strengthening family ties, self-fulfillment, economic improvement, etc.)
8. Barriers to recreation participation in Bertie County included age, lack of time, lack of quality facilities, location of opportunities or awareness, physical handicaps, lack of leadership, limited water access, money, employment requirements, income, lack of transportation, safety, family status, and lack of skill. Though some of these are addressed herein (#2, #3, #4, #5, #6, #7, #9, #10, #11, #12, #13), all barriers should be reviewed and strategies implemented.
9. Existing recreation opportunities (e.g., basketball, baseball, softball, football, fishing, parks, walking, hunting) should be continued and expanded. To do this, a cooperative working relationship involving the provision of recreation services with public schools should be developed. A community Schools Program already exists within the county; it may be an important avenue in assisting the County Recreation Department in better utilization of public schools for recreation. Nearby counties, which have successfully

used the approach and may serve as “models,” are Pitt and Currituck Counties. In addition, cooperative endeavors should be expanded with businesses and industries, utility companies, and state and federal agencies. These organizations or agencies may be interested in serving the residents of Bertie county by allowing use of their land and water resources for walking, fishing, picnicking and sports. Some may even have abandoned buildings that could be used for recreation. Developing such relationships or cooperative endeavors not only reduces the initial cost of capital development, but also increases accessibility to all recreation opportunities in the county. These relationships, or cooperative endeavors, could result in helping to meet the state standards relating to neighborhood and community parks.

10. Youth programs should be expanded. Though basketball, baseball, softball, and football were very popular, youth of the county identified a skate park and swimming pool as needed. In addition, state standards identified a need for tennis courts. Some existing parks or sites (e.g., Bluejay, Merry Hill Community Center, Kelford Rails & Trails Park) could provide a site for a skate park or tennis court. A public swimming pool might be provided in a cooperative venture among the Bertie County Recreation Department, local businesses and industry, and the public school system. A pool built at a county school could provide several worthwhile functions including academic (i.e., teaching swimming, water safety, life guarding, SCUBA, snorkeling, etc.), athletics (i.e., competitive swimming and diving), and recreation (i.e., open to the public).
11. Construction and/or renovation of all facilities should include consideration of accessibility for the disabled. This is important since such consideration is required by some funding sources.

12. Recreation programs should be offered free or at minimal cost to low-income residents.
13. Recreation activities for older and senior citizens should be provided on a larger scale.

There is only one senior center in the county. Using existing schools and/or recommended recreation centers would serve this purpose. Activities might include, but are not limited to, arts and crafts, socials, aerobic and exercise classes, sports and games, walking and bicycling, fishing, and boating.

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Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: September 8, 2015

AGENDA ITEM: A-3

DEPARTMENT: Emergency Services

SUBJECT: Hyper Reach presentation and Public Officials Conference by Emergency Services Director, Mitch Cooper

COUNTY MANAGER RECOMMENDATION OR COMMENTS: N/A

SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S):
FYI; no action needed.

ATTACHMENTS: No, but a PowerPoint presentation will be given.

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: September 8, 2015

AGENDA ITEM: A-4

DEPARTMENT: N/A

SUBJECT: Agency program update by Bobby Williams, Site Manager of the Hope Foundation

COUNTY MANAGER RECOMMENDATION OR COMMENTS: N/A

SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S):
FYI; no action needed.

ATTACHMENTS: No

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: This is a part of the Board's recent initiative to secure programmatic updates from the various agencies, boards, and committees who currently receive Bertie County resident appointments, or who receive funding from the County.



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: September 8, 2015

AGENDA ITEM: A-5

DEPARTMENT: N/A

SUBJECT: Agency program update by Adalia Powell, Treasurer of the Bertie County Arts Council

COUNTY MANAGER RECOMMENDATION OR COMMENTS: N/A

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

FYI; no action needed.

ATTACHMENTS: No

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: This is a part of the Board's recent initiative to secure programmatic updates from the various agencies, boards, and committees who currently receive Bertie County resident appointments, or who receive funding from the County.



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: September 8, 2015

AGENDA ITEM: B-1

DEPARTMENT: N/A

SUBJECT: Workforce Development Board

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Recommend reappointment.

SUMMARY OF NEEDED ACTION(S):

It is requested that the Board reappoint the listed individuals on the following pages to the Workforce Development Board.

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: No

ITEM HISTORY: N/A

Workforce Development Board

Immediate Vacancies: ---

Position Vacancy:

Board	Term	Name	Began	End
Workforce Development Board	3 years	Michael Freeman	---	9/8/2018
Workforce Development Board	3 years	Morris Rascoe	---	9/8/2018
Workforce Development Board	3 years	Lewis C. Hoggard, III.	---	9/8/2018

Special requirements: N/A

Notes: Reappointments under the new State guidelines (WIOA).

Attendance of Current Members: N/A

Applications Received:

3; recommended to be reappointed under the new guidelines – Private Sector and Organized Labor rep still needed (next County advertisement – October 2015)

Current Members (unexpired):

This document will expire on
6/30/17



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

Name: William M. Freeman

Home Phone Number: 252.482.4949 Mobile: 252.799.7125

Home Fax Number: _____

Email Address: wmfreeman@sitestar.net

Home Address: 1015 NC Hwy 45 South

Mailing Address: PO Box 127 Merry Hill, NC 27957

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

How long have you been a full-time resident of Bertie County? 60 yrs

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

County Commissioner District: 2

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

Occupation: Retired Employer: _____

Business Address: _____

Business Phone Number: _____ Business Fax: _____

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

- 1. ABC Board
- 2. _____
- 3. _____
- 4. _____

Qualification for specific category: _____

Name of any Bertie County Board/Commission/Committee on which you presently serve:
Board of Election; ABC Board; Workforce Development

If reapplying for a position you presently hold, how long have you served? 12 yrs

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

My previous accomplishments as an ABC Board member/chairman have proven to be a benefit to the County. The store has been made profitable, enabling us to provide additional funds to the County. The store has also been remodeled and upgraded.

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

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

Small Business Owner

CODE OF ETHICS

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

Date: 5/10/15 Applicant's Signature: [Signature]

Return application to:

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

Note:

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

FOR OFFICE USE ONLY

Date Received: 5/14/2015

Received By: Carol S. Tinkham

If applying for a position you presently hold, how long have you served? WDB (8+ yrs.); EDC (2 yrs.);

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

The knowledge and work experience gained from working with local government is very beneficial to the Board's that I serve on. My knowledge of Bertie County and the needs of the county and its citizens helps to make sure funding is appropriately received within the county through the agencies providing these services. The contacts that I have made on State and National level helps.

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

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

My educational background in public service, financial background, people skills and the fact that I know the county and the citizens of Bertie County know me, helps a lot. When citizens have issues, they can always contact me. I have extensive knowledge of government practices and have made a lot of contacts over the years. I have a willingness to serve and attend meetings. I have a good working relationship with other Board members and staff. I have been able to have civic organizations to become involved in various Boards and Committees.

CODE OF ETHICS

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

Date: May 10, 2015 Applicant's Signature: *Morris Lee Raseee*

Return application to:

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

Note:

*All information on this document is subject to the Public Records Law and will be released to the public upon request.

**Interest to Service forms remain current for two years. Following that, the applicant may wish to contact the Clerk to the Board's Office for an updated form.

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

FOR OFFICE USE ONLY

Date Received: 5/12/15

Received By: *Sarah S. Tinkham*

This document will expire on

6/30/17



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

Name: Lewis C. Hoggard III

Home Phone Number: _____ Mobile: 252-724-1665

Home Fax Number: _____

Email Address: lchoggard7059@roanokechowan.edu

Home Address: 401 Ghent Street Windsor NC 27983

Mailing Address: _____

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

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

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

County Commissioner District: 1

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

Occupation: NCWorks Career Center Manager/HRD Coordinator Employer: Roanoke Chowan Community College

Business Address: 109 Community College Rd Ahoskie NC 27910

Business Phone Number: 252-862-1257 Business Fax: 252-862-1270

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

- | | |
|--|----------|
| 1. <u>Region O Workforce Development</u> | 3. _____ |
| <u>Board</u> | 4. _____ |
| 2. _____ | |

Qualification for specific category: _____

Name of any Bertie County Board/Commission/Committee on which you presently serve: Tri County Airport Authority, Mid-East Commission CTPA, Lawrence Memorial Library

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

Based on your qualifications and experiences, briefly describe why your services on this Authority/Board/ Commission/Committee would be beneficial to the County: Served Three Terms (12) as Bertie County Commissioner. Understand County Finances. I do believe time serving the people of Bertie County as a commissioner has afforded me the opportunity to learn a most valuable experience in learning how county government and various committees and board function

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

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

CODE OF ETHICS

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

Date: 5/15/15 Applicant's Signature: Lewis C. Hoggins

Return application to:

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

Note:

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

FOR OFFICE USE ONLY

Date Received: 5/15/15

Received By: Sarah S. Tinkham



Bertie County

Board of Commissioners

MEETING DATE: September 8, 2015

AGENDA ITEM: B-2

DEPARTMENT: N/A

SUBJECT: Tri-County Airport Authority Board

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Recommend reappointment.

SUMMARY OF NEEDED ACTION(S):

It is requested that the Board reappoint the listed individuals on the following pages to the Tri-County Airport Authority Board.

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: No

ITEM HISTORY: N/A

Tri-County Airport Authority

Immediate Vacancies: 1

Position Vacancy:

Board	Term	Name	Began	End
Tri-County Airport Authority	3 years	Lewis C. Hoggard, III.	9/17/12	9/30/2015

Special requirements: N/A

Notes: 1 total vacancy, Mr. Hoggard is seeking reappointment to this Board

Attendance of Current Members: N/A

Applications Received:

1; Mr. Hoggard

Current Members (unexpired):

1. Tammy Lee (Commissioner Representative)
2. Thomas Asbell

This document will expire on

6/30/17



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

Name: Lewis C. Hoggard III

Home Phone Number: _____ Mobile: 252-724-1665

Home Fax Number: _____

Email Address: lchoggard7059@roanokechowan.edu

Home Address: 401 Ghent Street Windsor NC 27983

Mailing Address: _____

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

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

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

County Commissioner District: 1

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

Occupation: NCWorks Career Center Manager/HRD Coordinator Employer: Roanoke Chowan Community College

Business Address: 109 Community College Rd Ahoskie NC 27910

Business Phone Number: 252-862-1257 Business Fax: 252-862-1270

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

- | | |
|--|----------|
| 1. <u>Region O Workforce Development</u> | 3. _____ |
| <u>Board</u> | 4. _____ |
| 2. _____ | |

Qualification for specific category: _____

Name of any Bertie County Board/Commission/Committee on which you presently serve: Tri County Airport Authority, Mid-East Commission CTPA, Lawrence Memorial Library

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

Based on your qualifications and experiences, briefly describe why your services on this Authority/Board/ Commission/Committee would be beneficial to the County: Served Three Terms (12) as Bertie County Commissioner. Understand County Finances. I do believe time serving the people of Bertie County as a commissioner has afforded me the opportunity to learn a most valuable experience in learning how county government and various committees and board function

Do you have any delinquent Bertie County taxes? Yes No

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

CODE OF ETHICS

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

Date: 5/15/15 Applicant's Signature: Lewis C. Hoggins

Return application to:

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

Note:

*All information on this document is subject to the Public Records Law and will be released to the public upon request.

**Interest to Service forms remain current for two years. Following that, the applicant may wish to contact the Clerk to the Board's Office for an updated form.

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

FOR OFFICE USE ONLY

Date Received: 5/15/15

Received By: Sarah S. Tinkham



Bertie County

Board of Commissioners

ITEMS ABSTRACTS

MEETING DATE: September 8, 2015

AGENDA ITEM: C-1

DEPARTMENT: Register of Deeds

SUBJECT: Register of Deeds Fees Report – August 2015

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Recommend approval

SUMMARY OF NEEDED ACTION(S):

It is requested that the Board approve this item as presented.

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: N/A



Bertie County Register of Deeds

Annie F. Wilson
Register of Deeds

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

NORTH CAROLINA
BERTIE COUNTY

TO: THE BOARD OF COUNTY COMMISSIONERS:

Agreeable to and in compliance with Chapter 590 of the Public Local Laws of North Carolina, Sessions 1913, I beg leave to submit the following statement of all fees, commissions, etc. of any kind collected by me as Register of Deeds for the month of AUGUST 2015 and for an itemized statement thereof, I respectfully refer you to the following books in my office.

AMOUNT SUBJECT TO GS 161-50.2

10-0030-4344-01	REAL ESTATE REGISTRATION-----	\$3,058.80
10-0030-4344-03	VITAL STATISTICS-----	\$1,072.00
10-0050-4839-02	MISCELLANEOUS(NOTARY OATHS/PHOTO COPIES, ETC)-----	\$330.95
10-0030-4344-04	NO. MARRIAGE LICENSE----- 10 @\$60.00-----	\$600.00
		<u>\$5,061.75</u>
10-0018-4240-01	N. C. STATE EXCISE STAMP TAX-----	\$2,153.00
10-0030-4344-10	STATE TREASURER FEE----- 101 @\$6.20-----	\$626.20
	STATE VITAL RECORDS----- 1 @14.00	\$14.00
		<u>\$7,854.95</u>
10-0000-1251-00	A/R IN/OUT(REFUND)-----	\$0.00
		<u>\$7,854.95</u>

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

FOR INFORMATIONAL PURPOSES

D/T /MORTGAGES-----	20 @\$6.20=	\$124.00
ADDITIONAL PAGES-----	8 @\$0.40=	\$3.20
DEEDS & OTHER INSTRUMENTS-----	89 @\$1.94=	\$172.66



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: September 8, 2015

AGENDA ITEM: C-2

DEPARTMENT: N/A

SUBJECT: Minutes for Regular Session August 17, 2015

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Recommend approval.

SUMMARY OF NEEDED ACTION(S):

It is requested that the Board approve the minutes for the Regular Session held on 8-17-15.

If changes have not yet been received by the County Attorney, it is requested that these minutes be fully approved once those changes are provided.

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: No

ITEM HISTORY: N/A

Windsor, North Carolina
August 17, 2015
Regular Meeting

The Bertie County Board of Commissioners met for their regularly scheduled meeting at 7:00pm inside the Midway Community Building located at 112 NC 45 N, Merry Hill, NC 27983. 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
Assistant County Attorney Jonathan Huddleston
Emergency Services Director Mitch Cooper
NET Coordinator Ian Trainor
Information Systems Administrator Joe Wilkes
DSS Director Linda Speller
Finance Officer William Roberson
Economic Development Director Steve Biggs

Gene Motley of the Roanoke-Chowan News Herald was present from the media.

CALL TO ORDER

Chairman Wesson welcomed all of those present and thanked them for their attendance.

INVOCATION/PLEDGE OF ALLEGIANCE

Commissioner Trent led the Invocation and program participants from the HIVE House, and HIVE House Executive Director, Vivian Saunders, led the Pledge of Allegiance.

PUBLIC COMMENTS

Linda Smallwood, a grandmother of 3 boys currently involved with the HIVE House in Lewiston-Woodville, came forth to publicly thank the Commissioners as well as Executive Director, Vivian Saunders, for their continued dedication and financial support of the HIVE House. Ms. Smallwood personally thanked Ms. Saunders for her generosity in a time of great loss for her and for the programs that have helped her 3 grandchildren move forward after the passing of their mother, Ms. Smallwood's daughter.

Chairman Wesson thanked Ms. Smallwood for her attendance and empathized. He encouraged her to seek comfort and support from the Bertie County community during her time of grief, as well as to continue to stay strong.

There were no other public comments during this session.

APPOINTMENTS

Tri-County Airport Authority Board project update by Henry Joyner and Chair, Thomas Asbell

Henry Joyner of the Tri-County Airport and Chair of the Tri-County Airport Authority Board, Thomas Asbell, were present for the meeting to provide a program update to the Board.

Mr. Joyner began by providing a brief history of the airport itself, and also discussed the latest needs of the facility including the extension of the runway, renovations to the airport building, as well as the reinstatement of the jet fueling system.

It was reported that the jet fueling system was operational until July 2014, but that it had since been inoperable. Mr. Joyner stated that the necessary repairs were being made and that the system should be functional in September.

Mr. Joyner also informed the Board of the various companies that utilize the services of the airport including Perdue, NUCOR, WIMCO, Valley Protein, and Golden Peanut, among others. He stated that the jet fueling system could really assist the airport in being more attractive for large jets to use while in the area.

Mr. Asbell approached the Board with a report about the future projects for the airport including a roof and flooring replacement, as well as for the continued need of a hotel and restaurants for these airport clients who visit the area for business. They stated that most clients have to be directed to Ahoskie, Roanoke Rapids, or Rocky Mount for meals and lodging.

The Board discussed funding priorities as well as operational costs of the airport, and encouraged Mr. Asbell to seek grant funding opportunities whenever available. He also stated that it was very important to network and be involved in the State government so that the Tri-County Airport can stand out amongst the other regional airports in the State.

HIVE House program update by Executive Director, Vivian Saunders

Vivian Saunders, Executive Director of the HIVE House, was present to provide a program update to the Board.

She also brought along with her a group of approximately 15 young participants who were currently involved with the initiatives' day program.

Overall, Ms. Saunders stated that there were 34 total participants in the after school program with the HIVE House, and that the initiatives continue to grow into other various age groups such as parents and the elderly.

Ms. Saunders discussed the impact of the Mother Read program in which mothers attend classes through the HIVE House to learn to read themselves, to therefore turn around and be able to assist their children with reading.

She also discussed the various grant opportunities that she has been involved with over the past several months, and is hopeful that some alternative funding would be received soon so that she could continue to provide needed services to the citizens of Bertie County. She emphasized that all of these services were available to Bertie County and not just the citizens of West Bertie.

Emergency Services Director, Mitch Cooper: a). Communication Tower insurance claim report b). ALS evening shift proposal

Emergency Services Director, Mitch Cooper, and NET Coordinator, Ian Trainor, were present for this portion of the meeting.

The NET Division is requesting an additional shift for ALS transports which would be during the overnight hours. The truck would run 7 days a week/365 days a year would be available for ALS transfers both locally and out of the County.

Mr. Trainor reported that as many as 3 ALS transport calls are turned down on a regular basis overnight as they currently do not have the ability to offer transports at those hours.

Mr. Cooper stated his confidence in the ability to support this overnight shift as well as the needed equipment and staff, and that there was also a high rate of reimbursement from Medicare and Medicaid for these calls which would bring the County additional revenue than what it takes for the shift to operate.

Additionally, Mr. Cooper also reported that the number of related calls would only increase as an overnight, ALS transport service would soon no longer be able to provide this service, and those customers could then be picked up by the County instead.

The Board commended Mr. Cooper and his staff, but also expressed concerns with Emergency Services and being sure that citizens within the County would be able to be serviced while other trucks would be used out of the County for these ALS transfers.

Mr. Cooper referred the Board to their agenda packets for a breakdown of revenues and expenses, as well as the additional equipment and staff that would be needed.

Mr. Cooper and Mr. Trainor explained that the annual cost for the evening ALS shift expansion will include four new positions—two full time Paramedics and two full time EMTs. Total expenditures on a twelve month basis are projected at \$241,826 and revenues are estimated at \$328,500 for a net gain for the General Fund of \$86,674 based on the anticipated service demand volume.

Mr. Cooper and Mr. Trainor assured the Board though that Emergency Services would always be their priority and that the proper procedures on the 9-11 side would continue to be followed to serve the citizens of this County 24/7/365.

Commissioner Trent made a **MOTION** for the NET Department to move forward in hiring and beginning to offer the overnight shift of ALS transports as discussed. Vice Chairman Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

Mr. Cooper thanked the Board for their support, and also presented another item to them regarding a communications tower insurance claim.

He reported that the County's communications tower was recently struck by lightning which caused the tower's notification lights at the top to be inoperable. Mr. Cooper stated that upon his notification, he contacted an appropriate contractor to inspect the facility, and was told that the cost to repair it would be \$15,000.

Mr. Cooper requested that the Board approve the moving of funds in the amount \$14,346 to his equipment line item in order to afford the unexpected repairs. The insurance deductible is \$1,000.

Finance Officer, William Roberson, stated that the budget amendments would be presented momentarily and were already a part of the Board's consent agenda for tonight.

BOARD APPOINTMENTS

Lawrence Memorial Library Board

Commissioner Bazemore made a **MOTION** to re-appoint Irene Walker, Lewis C. Hoggard, III., and William Cowper to the Lawrence Memorial Library Board. Vice Chairman Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

CONSENT AGENDA

Approve Regular Session minutes from 8-3-15

County Manager Sauer recommended this item for approval.

Commissioner White made a **MOTION** to approve the regular session minutes from 8-3-15. Vice Chairman Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

Approve Planning Session minutes from 8-12-15

County Manager Sauer recommended this item for approval.

Commissioner Bazemore made a **MOTION** to approve the Planning Session minutes from 8-12-15. Commissioner White **SECONDED** the motion. The **MOTION PASSED** unanimously.

Approve Closed Session minutes for 8-3-15

County Manager Sauer recommended this item for approval.

Commissioner White made a **MOTION** to approve the closed session minutes from 8-3-15. Vice Chairman Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

Accept Home and Community Care Block Grant for Older Adults – County Funding Plan

County Manager Sauer recommended this item for approval.

Commissioner Bazemore made a **MOTION** to accept the Home and Community Care Block Grant for Older Adults. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

Budget Amendments #15-08 and #16-02

#16-02

Commissioner Bazemore made a **MOTION** to approve Budget Amendment #16-02 in order to set up two budget line items for additional non-profits: Visions for View and Esquires for Education, Inc. as well as to increase the budget for equipment repairs for Emergency Management using the insurance money from lightning strike claim from on 8-6-15. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

Budget Amendment #16-02 read as follows:

BUDGET AMENDMENT				
# 16-02				
		INCREASE		INCREASE
10-6100-XXXX-XX	\$	10,000	10-0090-4991-99	\$ 10,000
TO SETUP BUDGET FOR VISIONS FOR VIEW				
		INCREASE		INCREASE
10-6100-XXXX-XX	\$	7,500	10-0090-4991-99	\$ 7,500
TO SETUP BUDGET FOR ESQUIRES FOR EDUCATION, INC.				
		INCREASE		INCREASE
10-4330-5352-00	\$	14,346	10-0050-4839-04	\$ 14,346
TO INCREASE BUDGET FOR EQUIPMENT REPAIRS FOR EMERGENCY MANAGEMENT USING THE INSURANCE MONEY FROM LIGHTNING STRIKE FILED ON 8/6/15				
APPROVED ___ / ___ /2015				

#15-08

Commissioner Trent made a **MOTION** to approve Budget Amendment #15-08 in order to set up the budget line item for hospital payments, as well as to increase the restricted drug account with a federal contribution received. Commissioner Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously. Budget Amendment #15-08 read as follows:

BUDGET AMENDMENT				
# 15-08				
		INCREASE		INCREASE
10-0040-4934-10	\$	826,651	10-9800-5980-40	\$ 826,651
30-0070-4981-13	\$	826,651	30-9100-5756-00	\$ 556,210
			30-9100-5756-01	\$ 270,441
TO SETUP BUDGET FOR HOSPITAL PAYMENTS				
10-0025-4431-03	\$	1,944	10-4310-5499-01	\$ 1,944
TO INCREASE THE RESTRICTED DRUG ACCT - FED MONEY REC'D 2/07/15				
APPROVED / /2015				

DISCUSSION AGENDA

Consider Resolution for WWII Coastwise Merchant Mariners

The Board briefly discussed this item and County Manager Sauer read the resolution into the record.

The Board stated its confidence in this matter and there was no discussion needed. Commissioner Trent made a **MOTION** to approve the resolution as presented. Vice Chairman Lee **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) BAZEMORE
STEWART WHITE

A RESOLUTION OF THE NORTH CAROLINA BERTIE COUNTY BOARD OF COMMISSIONERS IN SUPPORT OF ALTERNATIVE METHOD OF RECOGNITION FOR VETERANS STATUS TO WW II COASTWISE MERCHANT MARINERS

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

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

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

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

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

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

Findings 6: USCG Information Sheet # 77 (April, 1992) further states "Deck logs were traditionally considered to be the property of the owners of the ships. After World War II, however, the deck and engine logbooks of vessels operated by the War Shipping Administration were turned over to that agency by the ship owners, and **were destroyed during the 1970s because they were too burdensome to keep and too costly to maintain.**" This action effectively eliminates item (b) from the eligibility list in Findings 4

Findings 7: Company letters showing vessel names and dates of voyages are highly suspect of ever existing due to the strict orders prohibiting even the discussion of ship/troop movement. Then consider item (c) of Findings 4 should be removed from the eligibility list. USCG Info Sheet # 77, page 2 refers

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

military age and fitness; to use their summer vacations, to work somewhere in the war industries." Underage combatants had served in all of America's wars from the time of the Revolution. The unknown number who served in the Second World War perpetuated that legacy. They served with distinction and valor, and indisputably demonstrated that, despite their age, they could serve as well as those around them.

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

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

WW II Coastwise Mariners Listing: Excel Sheet #1

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

National Maritime Form DD 214 Listing: Excel Sheet #2

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

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

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

Merchant Marine Casualties recognized by all sources = 414

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

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

Findings 11: The USCG cannot provide a true estimate of merchant mariners serving in WW II. GAO/HEHS-97-196R refers. Estimates range from 250,000 to 840,000 from recognized historians and GAO audit... None of these historians were aware of these 10,000 to 30,000 coastwise merchant seamen where many served without proper credentials and were not included in above estimates. Some were elderly handicapped; others women and some were school children who served in billets, drew wages and paid taxes. They served on the same vessels in the same hostile war zones and performed the same

services alongside others who were documented. Yet, only about 91,000 merchant mariners have been recognized as veterans with just 1192 of these veterans in receipt of compensation or pension benefits the VA refers. This is a vast disparity in ratio of the other service branches.

Findings 12: DOD and NARA Agreement N1-330-04-1 of Jul, 08, 2004 puts in place a procedure to transfer military personnel files of individuals from all services, (including civilian personnel or contractual groups who were later accorder military status under the provisions of Schmacher, Willner, et al, V. Secretary of the Air Force Edward C. Aldridge, Jr 665 F Supp 41 (D.D.C 1987). This agreement affects military personnel records of individuals **62 years** after separation from service. Action has taken place for all **except** the US Merchant Marine IAW above stated court order. This **inaction** by the **Department of Homeland Security via (COMDT USCG)** has caused many of the mariners to have **gone unrecognized** for their services. Many seafarers have passed without ever gaining recognition or benefits and soon all will be History. National Personnel Records Center estimate there are between 1400 to 2500 Cubic feet of Shipping/Discharge documents being stored at the NARA district offices and NMC yet to be transferred to the National Personnel Records Center in St. Louis, Missouri. NMC cites **about 91,000 out of 250,000 to 840,000 have ever received recognition** as veterans; and, with many unable to gain access because of age and health condition requiring assistance for others outside family. Had compliance taken place, these records would have been available to all and providing the mariner a chance to being recognized many years ago and enjoying the benefits awarded to them via court order.

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

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

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

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

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

Whereas: (6) Previously attempted bills, HR 1288 and S-1361, would have provided for alternative records to be used in place of records lost, destroyed or denied for coastwise seamen affected; and allowed women and school children be recognized for their services rendered for the first time ever. There are **no laws** in place to allow for resolution of this issue.

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

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

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

The following actions are recommended:

(1) Initiate congressional actions to: Provide sufficient response to support Merchant Mariners' provisions of HR 1288 (with wording intact to insure all coastwise barge and tugboat mariners who served during WW II (regardless of age, gender or disability) are recognized as veterans in accordance with or similar to: court ruling via Schmacher, Willner, et al, V. Secretary of the Air Force Edward C. Aldridge, Jr 665 F Supp 41 (D.D.C 1987, **granting veterans status**

(2) Initiate congressional inquiry into: Delay of WW II Merchant Mariners personnel records movement to National Military Personnel Center.

(3) Initiate congressional actions to: Recognize WW II Mariners identified as KIA/MIA as Veterans of this Nation.

Now, therefore, be it resolved that the Bertie County, North Carolina Board of Commissioners hereby supports these efforts on behalf of the World War II Coastwise Merchant Mariners and urges our Representatives in the Senate (Senators Richard Burr and Thom Tillis) and in the House (Representatives Walter Jones and George K. Butterfield) to fully support and initiate all necessary actions, including full

support of HR 1288, "WW II Merchant Mariners Service Act", to pass legislation approving the above findings and recommendations.

Adopted this 17th day of August, 2015.



Ronald D. Wesson, Chairman
Bertie County Board of Commissioners,



Sarah S. Tinkham, Clerk to the Board

3 pending Department of Social Services contracts: a.) CPTA – Work First and Medicaid, b.) CPTA Amendment #1, c.) Interim Healthcare, d.) Gilliam & Gilliam Attorneys

County Manager Sauer deferred to Assistant County Attorney, Jonathan Huddleston, to provide his feedback about these contracts.

Mr. Huddleston provided some changes that were recommended by County Attorney, Lloyd Smith, mostly concerning inconsistencies in names and the condition of the signature pages.

It was also recommended that someone from the County such as the County Manager or the Chairman be authorized to sign the contracts as well.

Linda Speller, Director of DSS, stated that she could request that the State put an additional signature line on the contract, and that she would also confer with the County Attorneys on their suggested changes.

Commissioner Trent made a **MOTION** to have Ms. Speller work with the County Manager and the County Attorney, as well as the State, to secure the recommended changes, as well as to add Chairman Wesson to the signature page. Once those changes are made, the Chairman is authorized to sign. Vice Chairman Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

COMMISSIONERS' REPORTS

Commissioner Trent informed all of those present that a new solar field was being built on Black Jack Road and that all County permits had been finalized.

He also informed those present about a program being offered by Diversified Energy in which churches could sign up to receive gas service for a discounted rate of \$1.599 per gallon even without being a member already. Citizens were directed to contact Diversified Energy for more information.

Lastly, Commissioner Trent stated that more truck driving positions would soon be advertised and available at Valley Protein.

Commissioner Bazemore reported that she had attended the Back2School Rally this past weekend at the new Bertie County Central Services Complex in Windsor, and that it was a well-attended event. She also commended the work of Linda Speller, and her staff, at DSS, and announced that a foster parenting class would soon begin that could educate potential parents.

Vice Chairman Lee reported that various grant proposals from the Board of Health were just delivered to County Manager Sauer, and that the public could stop by and view them at any time.

Commissioner White requested that Mr. Cooper give an update on the latest efforts made to secure generators at the 3 emergency shelters around the County.

Mr. Cooper responded by stating that quotes were still forthcoming, and that it looks like Bertie Middle School would still be the most appropriate emergency shelter on the Windsor side of the County as it still features a transfer switch, and a cafeteria that is located in the center of the building. The new Bertie High School was considered and it was expected to be an emergency storm shelter, but the placement of the cafeteria in the new facility was not the safest option in an emergency situation due to the proximity to windows and the exterior of the building.

Chairman Wesson commended the Board as well as Economic Development Director, Steve Biggs, for the hard work over the last 6 months in assisting the County's unemployed in finding employment. He stated that Bertie County's overall unemployment rate has dipped lower than other surrounding counties, and that can be attributed to the many efforts made by the Board and the Economic Development Department.

COUNTY MANAGER'S REPORTS

The County Manager gave no remarks at this time.

ASSISTANT COUNTY ATTORNEY'S REPORTS

The Assistant County Attorney gave no remarks at this time.

PUBLIC COMMENTS CONTINUED

Willie Outlaw of Powellsville requested additional information about the sales tax redistribution bill that is currently being considered on the State level.

Chairman Wesson responded by stating that, if passed, the bill could provide over \$800,000 of additional income to Bertie County as well as to other impoverished counties in the Northeastern NC region. He stated that Mr. Outlaw, and all citizens, should continue to follow the progress of the State government in regards to this bill as it could be very impactful to the area.

ADJOURN

Chairman Wesson adjourned the meeting at approximately 9:15PM.

Ronald D. Wesson, Chairman

Sarah S. Tinkham, Clerk to the Board



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: September 8, 2015

AGENDA ITEM: C-3

DEPARTMENT: Finance

SUBJECT: Budget Amendment #15-09 and #16-03

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Recommend approval.

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

It is requested that the Board approve this item as presented.

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: No

ITEM HISTORY: See attachments with each corresponding budget item.

NIGHT TIME ALS TRANSPORT TRUCK NET

Regular Pay	2080 HRS	
	Hourly	Yearly
Paramedic	\$16.00	\$34,320.00
EMT	\$11.20	\$23,296.00

Overtime	208 HRS	
	Hourly	Yearly
Paramedic	\$24.75	\$5,148.00
EMT	\$16.80	\$4,704.00

FICA		
Paramedic		\$3,120.00
EMT		\$2,317.00

Retirement		
Paramedic		\$2,924.00
EMT		\$2,171.00

Insurance		
Paramedic		\$9,093.00
EMT		\$9,070.00

2X Paramedic Postions		\$109,210.00
2X EMT Positions		\$83,116.00
		\$192,326.00

Operation Cost	
Medical Supplies	\$8,000.00
Gas, oil & Tires	\$9,000.00
Monitor	10,000.00
Vent	\$15,000
Pump	\$7,500.00
	\$49,500.00

Total	
Salaries	\$192,326.00
Operation Cost	\$49,500.00
	\$241,826.00

Potential Revenue
1 call a day
365 X \$900.00
\$328,500.00

Possible Earnings
\$241,826.00
\$328,500.00
\$86,674

BUDGET AMENDMENT

# 15-09				
	INCREASE			INCREASE
63-0040-4710-01	\$ 31,000	WDIII	63-7113-5399-00	\$ 31,000
TO INCREASE BUDGET FOR GREEN ENGINEERING PAYMENT - WATER PROJECT - FY 15.				
THIS ITEM WAS PASSED ON AUGUST 3, 2015 MEETING.				
APPROVED ___ / ___ /2015				

CONVENE AS THE BOARD OF COMMISSIONERS FOR WATER DISTRICT III

Mr. Aaron Gaskins of USDA Rural Development presented the financing “Letter of Conditions” as the next step in seeking State Office confirmation for a series of Water District III projects to include a loan not to exceed \$1,717,000 (40 year term at 2.875%); a grant not to exceed \$1,074,000 and a local contribution of \$264,000 from Bertie County Water District III for a total project cost of \$3,055,000.

County Manager Sauer recommended this item for approval.

Commissioner Trent made a **MOTION** to approve the USDA Rural Development Letter of Conditions as the next step in seeking State Office confirmation for this project to include a loan not to exceed \$1,717,000 (40 year term at 2.875 %); a grant not to exceed \$1,074,000 and a local contribution of \$264,000 from Bertie County Water District III for a total project cost of \$3,055,000. Also, it was understood that a payment of \$31,000 would be dispersed to the County’s engineering firm, Green Engineering, for their diligent work on this project. Vice Chairman Lee **SECONDED** the motion. **The MOTION PASSED** unanimously, 5 to 0.

County Manager Sauer requested a brief intermission so that the appropriate documentation could be signed and sealed as per USDA requirements.

**ADJOURN AS BOARD OF COMMISSIONERS FOR WATER DISTRICT III,
CONVENE AS THE BERTIE COUNTY BOARD OF COMMISSIONERS**

Vice Chairman Lee made a **MOTION** to adjourn as the Board of Commissioners for Water District III and to convene at the Bertie County Board of Commissioners. Commissioner Bazemore **SECONDED** the motion. **The MOTION PASSED** unanimously.

Mr. Ricky Spivey was present to provide the Board with an update about the current County operational management and control of the water systems for both the Town of Lewiston-Woodville and Roxobel effective July 1, 2015.

Reverend Anthony Ward of South Windsor thanked the Board for their diligence regarding the acquisition of the South Windsor Water Association and expressed his gratitude on behalf of his Board.

BUDGET AMENDMENT

# 16-03				
INCREASE			INCREASE	
43-0025-4301-01	\$ 1,717,000		43-8260-5396-01	\$ 2,351,755
43-0025-4301-03	\$ 1,074,000		43-8260-5396-12	\$ 371,400
43-0070-3981-63	\$ 264,000		43-8260-5396-18	\$ 5,000
			43-8260-5396-29	\$ 6,500
			43-8260-5396-38	\$ 10,000
			43-8260-5396-40	\$ 5,000
			43-8260-5396-44	\$ 50,169
			43-8260-5430-01	\$ 20,000
			43-8260-5991-00	\$ 235,176
	\$ 3,055,000			\$ 3,055,000
TO SETUP BUDGET FOR WATER DISTRICT III WATER SYSTEM IMPROVEMENTS				
THE PROJECT ORDINANCE WAS APPROVED - AUGUST 3, 2015 MEETING.				
INCREASE			INCREASE	
10-0030-4480-01	\$ 241,826		10-4340-5121-00	\$ 115,232
			10-4340-5126-02	\$ 19,704
			10-4340-5181-00	\$ 10,874
			10-4340-5182-00	\$ 10,190
			10-4340-5183-00	\$ 36,326
			10-4340-5238-00	\$ 8,000
			10-4340-5250-00	\$ 9,000
			10-4340-5510-00	\$ 32,500
				\$ 241,826
TO INCREASE BUDGET TO COVER NIGHT SHIFT ALS TRANSPORT				
THIS ITEM WAS APPROVED ON THE AUGUST 17, 2015 MEETING				
APPROVED _ / _ /2015				

Bertie County
Project Ordinance - Water District III
USDA Rural Development Grant
August 2015

BE IT ORDAINED by the Governing Board of the County of Bertie, North Carolina that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section I. The Governing Board of the County of Bertie, sitting as the Board of Commissioners for Water District III unanimously accepted and approved the “Letter of Conditions” presented by the U.S. Department of Agriculture Rural Development on July 20, 2015.

Section II. The project description includes water distribution line replacement, SCADA improvements, the Woodard Road water main, and water meter replacement for customers in Water District III.

Section III. These improvements are consistent with the capital improvement plan for Bertie County’s regional water system consisting of Water Districts I, II, III, and IV; and

BE IT RESOLVED, that the Chairman and County Manager are directed to execute financing documents for USDA Rural Development and NC Local Government Commission application materials associated with this project, including interim financing during construction;

The following revenue is anticipated to be available to complete this project:

Water District III (local) Appropriated fund balance	\$264,000
USDA Rural Development Loan	\$1,717,000
USDA Rural Development Grant	\$1,074,000
<hr/>	
Total Project Funding	\$3,055,000

The following amounts are appropriated for the project:

Construction	\$2,351,755
Engineering Fees	371,400
Legal Fees (local)	10,000
Bond Counsel	20,000
Easement Acquisition	5,000
Administration	5,000
Advertisement & Permits	6,500
Interest	50,169
Project Contingency	235,176
<hr/>	
Total Project Cost	\$3,055,000

The County Manager and Finance Officer are directed to include a detailed analysis of past and future costs and revenues on this project annually.

Copies of this capital project ordinance shall be furnished to the Clerk to the Governing Body, and to the County Manager and to the Finance Officer for direction in carrying out this project.

Adopted this day 3rd day of **August**, 2015.

Ronald D. Wesson, Chairman
Board of Commissioners for Water District III

Sarah S. Tinkham, Clerk to the Board

**Emergency Services Director, Mitch Cooper: a). Communication Tower insurance claim report
b). ALS evening shift proposal**

Emergency Services Director, Mitch Cooper, and NET Coordinator, Ian Trainor, were present for this portion of the meeting.

The NET Division is requesting an additional shift for ALS transports which would be during the overnight hours. The truck would run 7 days a week/365 days a year would be available for ALS transfers both locally and out of the County.

Mr. Trainor reported that as many as 3 ALS transport calls are turned down on a regular basis overnight as they currently do not have the ability to offer transports at those hours.

Mr. Cooper stated his confidence in the ability to support this overnight shift as well as the needed equipment and staff, and that there was also a high rate of reimbursement from Medicare and Medicaid for these calls which would bring the County additional revenue than what it takes for the shift to operate.

Additionally, Mr. Cooper also reported that the number of related calls would only increase as an overnight, ALS transport service would soon no longer be able to provide this service, and those customers could then be picked up by the County instead.

The Board commended Mr. Cooper and his staff, but also expressed concerns with Emergency Services and being sure that citizens within the County would be able to be serviced while other trucks would be used out of the County for these ALS transfers.

Mr. Cooper referred the Board to their agenda packets for a breakdown of revenues and expenses, as well as the additional equipment and staff that would be needed.

Mr. Cooper and Mr. Trainor explained that the annual cost for the evening ALS shift expansion will include four new positions—two full time Paramedics and two full time EMTs. Total expenditures on a twelve month basis are projected at \$241,826 and revenues are estimated at \$328,500 for a net gain for the General Fund of \$86,674 based on the anticipated service demand volume.

Mr. Cooper and Mr. Trainor assured the Board though that Emergency Services would always be their priority and that the proper procedures on the 9-11 side would continue to be followed to serve the citizens of this County 24/7/365.

Commissioner Trent made a **MOTION** for the NET Department to move forward in hiring and beginning to offer the overnight shift of ALS transports as discussed. Vice Chairman Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: September 8, 2015

AGENDA ITEM: C-4

DEPARTMENT: Water

SUBJECT: Bid award for CDBG Farm Lane Project – 2012/CDBG water improvements

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Recommend approval.

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

It is requested that the Board approve this item as presented.

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: No

ITEM HISTORY: N/A



McDAVID ASSOCIATES, INC.

Engineers • Planners • Land Surveyors

CORPORATE OFFICE
(252) 753-2139 • Fax (252) 753-7220
E-mail: mai@mcdavid-inc.com
3714 N. Main Street • P.O. Drawer 49
Farmville, NC 27828

GOLDSBORO OFFICE
(919) 736-7630 • Fax (919) 735-7351
E-mail: maigold@mcdavid-inc.com
109 E. Walnut Street • P.O. Box 1776
Goldsboro, NC 27533

August 26, 2015



Mr. Ronald Wesson, Chairman
Bertie County Board of Commissioners
P.O. Box 530
Windsor, NC 27983

SUBJECT: Recommendation of Award
Bertie Co 12/CDBG Water
Improvements

Dear Mr. Wesson:

Bids for the subject project were received on Thursday, August 20, 2015 at 2:00 PM. A list of all bidders and their respective total bid is as follows:

CGC, Inc.	\$104,400.00
Herring-Rivenbark, Inc.	\$112,040.00
Keen Plumbing Co.	\$141,366.50
Tony E. Hawley Construction Co., Inc.	\$157,200.00
Sunland Builders, Inc.	\$209,175.00
Enviro-Tech Unlimited Construction Services, LLC	\$226,300.00

For a more detailed review of individual unit prices please refer to the enclosed tabulation sheet. The low bidder was CGC, Inc. who submitted the low bid in the amount of \$104,400.00.

Also for your review, please find enclosed a copy of the project budget which reflects all anticipated project revenues and expenditures.

We have reviewed the bids and recommend that the work be awarded to the low bidder, CGC, Inc. for the low bid amount of \$104,400.00.

Upon board review and approval, please execute all five (5) copies of the enclosed "Notice of Award" and return all copies to this office.

Sincerely yours,
McDAVID ASSOCIATES, INC.

Charles A. Joyner, Jr., P.E.
Farmville Office

CAJ:th

Enclosures

cc: Mike Barnette

TABULATION SHEET
 BERTIE COUNTY
 CONTRACT NO. 1 - WATER IMPROVEMENTS
 AUGUST 20, 2015 @ 2:00 pm
 AUGUST 21, 2015

Item	Description	Unit	Qty	CGC, Inc. Harrellsville, NC		Herring-Rivenbark, Inc. Kinston, NC		Keen Plumbing Co. Goldsboro, NC	
				Unit Price	Total	Unit Price	Total	Unit Price	Total
Section A - Potable Water Lines									
1	3" PVC Pipe for WL ASTM D2241, SDR 21, 200 PSI	LF	50	\$8.00	\$400.00	\$8.00	\$400.00	\$22.95	\$1,147.50
2	6" PVC Pipe for WL ASTM D2241, SDR 21, 200 PSI	LF	3900	\$10.00	\$39,000.00	\$13.00	\$50,700.00	\$11.20	\$43,680.00
Section B - Gate Valves & Boxes									
3	3" Gate Valve & Box, AWWA C500, C509 or C515	EA	2	\$900.00	\$1,800.00	\$640.00	\$1,280.00	\$827.00	\$1,654.00
4	6" Gate Valve & Box, AWWA C500, C509 or C515	EA	15	\$1,000.00	\$15,000.00	\$815.00	\$12,225.00	\$1,305.00	\$19,575.00
Section C - Fittings									
5	3 90° bend, PVC Fitting for water lines	EA	2	\$250.00	\$500.00	\$85.00	\$170.00	\$300.00	\$600.00
6	6" 1 1/2" bend, Ductile Iron Fitting for WL 350 PSI	EA	1	\$350.00	\$350.00	\$240.00	\$240.00	\$450.00	\$450.00
7	6" 2 1/2" bend, Ductile Iron Fitting for WL 350 PSI	EA	2	\$350.00	\$700.00	\$240.00	\$480.00	\$485.00	\$970.00
8	6" 4 1/2" bend, Ductile Iron Fitting for WL 350 PSI	EA	2	\$350.00	\$700.00	\$240.00	\$480.00	\$720.00	\$1,440.00
9	6" 90° bend, Ductile Iron Fitting for WL 350 PSI	EA	6	\$350.00	\$2,100.00	\$255.00	\$1,530.00	\$600.00	\$3,600.00
10	3" x 3" Tee, PVC Fitting for WL	EA	2	\$350.00	\$700.00	\$125.00	\$250.00	\$340.00	\$680.00
11	6" x 6" Tee, Ductile Iron Fitting for WL	EA	6	\$400.00	\$2,400.00	\$350.00	\$2,100.00	\$250.00	\$1,500.00
12	8" x 6" Tee, Ductile Iron Fitting for WL	EA	1	\$400.00	\$400.00	\$725.00	\$725.00	\$960.00	\$960.00
13	3" Plug, PVC Fitting for WL	EA	1	\$200.00	\$200.00	\$25.00	\$25.00	\$300.00	\$300.00
14	6" Plug Tapped 3" Ductile Iron Fitting for WL, 350 PSI	EA	1	\$350.00	\$350.00	\$115.00	\$115.00	\$590.00	\$590.00
Section D - Drybores with Steel Casing									
15	6" Drybore w/6" Steel Casing & 3" PVC SDR 21	LF	40	\$90.00	\$3,600.00	\$115.00	\$4,600.00	\$130.00	\$5,200.00
16	10" Drybore w/10" Steel Casing & 6" PVC Pipe for WL	LF	40	\$105.00	\$4,200.00	\$145.00	\$5,800.00	\$190.00	\$7,600.00
Section E - Fire Hydrants & Blowoffs									
17	Fire Hydrants, 2 1/2" valve opening, 6" MJ Shoes	EA	4	\$2,500.00	\$10,000.00	\$2,580.00	\$10,320.00	\$3,975.00	\$15,900.00
Section F - Services									
18	3/4" Water Service	EA	20	\$800.00	\$16,000.00	\$775.00	\$15,500.00	\$1,350.00	\$27,000.00
19	3/4" Water Service & Service Transfer	EA	6	\$1,000.00	\$6,000.00	\$850.00	\$5,100.00	\$1,420.00	\$8,520.00
TOTAL BID					\$104,400.00		\$112,040.00		\$141,366.50

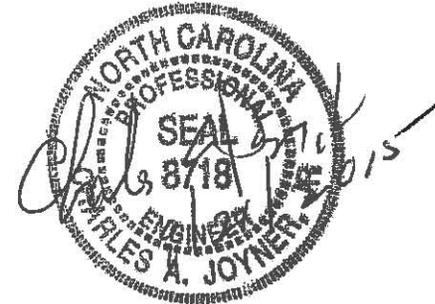
TABULATION SHEET
 BERTIE COUNTY
 CONTRACT NO. 1 - WATER IMPROVEMENTS
 AUGUST 20, 2015 @ 2:00 pm
 AUGUST 21, 2015

Item	Description	Unit	Qty	Tony E. Hawley Construction Co. Inc. Kenly, NC		Sunland Builders, Inc. Newport, NC		Enviro-Tech Unlimited Construction Powells Point, NC	
				Unit Price	Total	Unit Price	Total	Unit Price	Total
Section A - Potable Water Lines									
1	3" PVC Pipe for WL ASTM D2241, SDR 21, 200 PSI	LF	50	\$20.00	\$1,000.00	\$14.00	\$700.00	\$10.00	\$500.00
2	6" PVC Pipe for WL ASTM D2241, SDR 21, 200 PSI	LF	3900	\$21.00	\$81,900.00	\$25.00	\$97,500.00	\$35.00	\$136,500.00
Section B - Gate Valves & Boxes									
3	3" Gate Valve & Box, AWWA C500, C509 or C515	EA	2	\$1,000.00	\$2,000.00	\$1,000.00	\$2,000.00	\$750.00	\$1,500.00
4	6" Gate Valve & Box, AWWA C500, C509 or C515	EA	15	\$1,100.00	\$16,500.00	\$1,475.00	\$22,125.00	\$1,300.00	\$19,500.00
Section C - Fittings									
5	3" 90° Bend, PVC Fitting for water Lines	EA	2	\$200.00	\$400.00	\$300.00	\$600.00	\$100.00	\$200.00
6	6" 11 1/2" Bend, Ductile Iron Fitting for WL 350 PSI	EA	1	\$400.00	\$400.00	\$400.00	\$400.00	\$350.00	\$350.00
7	6" 22 1/2" Bend, Ductile Iron Fitting for WL 350 PSI	EA	2	\$400.00	\$800.00	\$400.00	\$800.00	\$350.00	\$700.00
8	6" 45° Bend, Ductile Iron Fitting for WL 350 PSI	EA	2	\$400.00	\$800.00	\$650.00	\$1,300.00	\$350.00	\$700.00
9	6" 90° Bend, Ductile Iron Fitting for WL 350 PSI	EA	6	\$400.00	\$2,400.00	\$450.00	\$2,700.00	\$350.00	\$2,100.00
10	3" x 3" Tee, PVC Fitting for WL	EA	2	\$300.00	\$600.00	\$2,500.00	\$5,000.00	\$250.00	\$500.00
11	6" x 6" Tee, Ductile Iron Fitting for WL	EA	6	\$500.00	\$3,000.00	\$700.00	\$4,200.00	\$600.00	\$3,600.00
12	8" x 6" Tee, Ductile Iron Fitting for WL	EA	1	\$800.00	\$800.00	\$6,500.00	\$6,500.00	\$1,500.00	\$1,500.00
13	3" Plug, PVC Fitting for WL	EA	1	\$200.00	\$200.00	\$150.00	\$150.00	\$100.00	\$100.00
14	6" Plug Tapped 3" Ductile Iron Fitting for WL, 350 PSI	EA	1	\$400.00	\$400.00	\$300.00	\$300.00	\$450.00	\$450.00
Section D - Drybores with Steel Casing									
15	6" Drybore w/6" Steel Casing & 3" PVC SDR 21	LF	40	\$100.00	\$4,000.00	\$180.00	\$7,200.00	\$150.00	\$6,000.00
16	10" Drybore w/10" Steel Casing & 6" PVC Pipe for WL	LF	40	\$150.00	\$6,000.00	\$200.00	\$8,000.00	\$250.00	\$10,000.00
Section E - Fire Hydrants & Blowoffs									
17	Fire Hydrants, 2 1/2" valve opening, 6" MJ Shoe	EA	4	\$3,000.00	\$12,000.00	\$4,000.00	\$16,000.00	\$3,500.00	\$14,000.00
Section F - Services									
18	3/4" Water Service	EA	20	\$900.00	\$18,000.00	\$1,250.00	\$25,000.00	\$1,000.00	\$20,000.00
19	3/4" Water Service & Service Transfer	EA	6	\$1,000.00	\$6,000.00	\$1,450.00	\$8,700.00	\$1,350.00	\$8,100.00
TOTAL BID					\$157,200.00		\$209,175.00		\$226,300.00

I, Charles A. Joyner, Jr., P.E., certify that this Tabulation Sheet is correct to the best of my knowledge and belief.

Charles A. Joyner, Jr.
 (Signature)

8/26/2015
 (Date)



**RESOLUTION
BERTIE COUNTY 12/CDBG
CAPITAL IMPROVEMENT BUDGET
SEPTEMBER 8, 2015**

WHEREAS, the CDBG has agreed to provide \$157,400.00 of funding for water system improvements serving Bertie Co. 12/CDBG Water Improvements, and

WHEREAS, bids were received on August 20, 2012, and

WHEREAS, CGC, Inc. submitted the low bid in the amount of \$104,400.00.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF BERTIE COUNTY:

That the attached budget is hereby adopted for construction of Bertie Co. 12/CDBG Water Improvements, and

That Contract No. 1 - Water Improvements be awarded to CGC, Inc. for the low bid amount of \$104,400.00, and

That the Chairman is authorized and directed to execute all documents associated with the award on behalf of Bertie County.

Adopted this the 8th day of September, 2015.

Ronald Wesson, Chairman
Bertie County, Owner

(SEAL)

ATTEST:

Sarah Seredni, Clerk to the Board

**BERTIE COUNTY 12/CDBG
CAPITAL IMPROVEMENT BUDGET
SEPTEMBER 8, 2015**

	<u>APPLICATION</u>	<u>CHANGES THIS AMENDMENT</u>	<u>AFTER AWARD 9/8/15</u>
<u>REVENUES</u>			
xxxxxx-xxxxxxx CDBG	\$ 235,000.00	\$ -67,532.00	\$ 167,468.00
TOTAL REVENUES	\$ 235,000.00	\$ -67,532.00	\$ 167,468.00
 <u>EXPENSES</u>			
xxxxxx-xxxxxxx Construction	\$ 194,400.00	\$ -90,000.00	\$ 104,400.00
Construction Subtotal	\$ 194,400.00	\$ -90,000.00	\$ 104,400.00
xxxxxx-xxxxxxx Engineering Design	\$ 18,500.00	\$ 900.00	\$ 19,400.00
xxxxxx-xxxxxxx Construction Administration/Observation	\$ 20,400.00	\$ 0.00	\$ 20,400.00
xxxxxx-xxxxxxx Permit Fees	\$ 1,500.00	\$ -1,332.00	\$ 168.00
xxxxxx-xxxxxxx Advertisement Fees	\$ 500.00	\$ 0.00	\$ 500.00
xxxxxx-xxxxxxx GIS	\$ 0.00	\$ 1,500.00	\$ 1,500.00
xxxxxx-xxxxxxx Hydraulic Model	\$ 0.00	\$ 1,000.00	\$ 1,000.00
xxxxxx-xxxxxxx Contingencies	\$ 0.00	\$ 20,400.00	\$ 20,400.00
TOTAL EXPENSES	\$ 235,300.00	\$ -67,532.00	\$ 167,768.00

You are required to return an acknowledged copy of this NOTICE OF AWARD to the OWNER.

Dated this _____ day of _____, 20_____.

OWNER:

_____ Bertie County _____

By _____

Name Ronald Wesson

Title Chairman, Bertie County Board of Commissioners

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE OF AWARD is hereby acknowledged this the _____ day of _____, 20_____.

CONTRACTOR:

_____ CGC, Inc. _____

By _____

Name _____

Title _____

END OF SECTION

Bertie County
2012 CDBG Infrastructure (IF) Program
Farm Lane

Bertie County has a \$284,000 CDBG IF program to install water line to serve Farm Lane. The project does not require a local commitment of County funds. The project will replace water line on Cardinal Lane and install water line on Farm Lane. The new lines will tie into existing lines on Woodard Road and Cedar Landing Road.

The project will require the acquisition of 2 easements, one from Cedar Landing Missionary Baptist Church and another from Bazemore Housing Inc. The Church has agreed to voluntary provide an easement. Bazemore Housing, Inc. has been administratively dissolved and cannot convey an easement. Therefore, I have suggested a “friendly” condemnation to acquire the Bazemore easement. Jonathan Huddleston has confirmed a county water district has authority to condemn an easement for a water line. On August 11, 2014, I met with Timothy Bazemore Sr. of Bazemore Housing, Inc. Mr. Bazemore agreed to provide the easement and participate in a “friendly” condemnation of the easement. Part of the condemnation process is compensation for the taking, and Northeastern Appraisal Service is in the process of completing appraisals of the easements.

According to Jonathan Huddleston, the condemnation process will proceed as follows.

1. Send a letter to Bazemore Housing giving 30 days notice of the taking. The letter would include a survey and the amount of proposed compensation.
2. File a Complaint after the 30 days notice and file a Memorandum of Action in the Register of Deeds office. The Owner will have 120 days to file an answer. If the Owner fails to file and answer, the County could get a default and get its judgment.
3. The Title will vest immediately upon the filing of the complaint. The County does not need to wait from an answer from the Owner. Even all-out litigation will not slow down the acquisition of the easement rights.

The 2012 CDBG IF program will pay for the easement acquisition and all legal and other costs associated with this condemnation. The process will not require any local county funds.

If appropriate, the Board may want to consider authorizing the County staff and CDBG attorney to proceed with condemnation of the Bazemore Housing Inc. easement on Farm Lane.

Bertie Co 2012 IF
Farm Lane Project
Location





Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: September 8, 2015

AGENDA ITEM: C-5

DEPARTMENT: Council on Aging

SUBJECT: Accept HCCBG services agreement for FY 2016 – Council on Aging

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Recommend approval

SUMMARY OF NEEDED ACTION(S):

It is requested that the Board approve this item as presented.

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: N/A



People Working Together

1385 John Small Avenue Washington, North Carolina 27889

www.mideastcom.org

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

August 19, 2015

Mr. Scott Sauer
Bertie County Manager
106 Dundee Street
Windsor, NC 27983

Dear Mr. Sauer:

Enclosed are two originals of the contract for HCCBG services to be provided during Fiscal Year 2016. Both originals have been signed by Mid-East Commission and need to be signed by the Chair of the County Commissioners. Also, please have that signature attested. Retain one copy for your files and return the second to the Area Agency on Aging. The DOA-730 can be signed by you.

Also attached for signature is the FINAL DOA-731 for services provided during FY 2014-2015. Please have that form signed by the Chairman, Board of Commissioners. If there are any questions, please contact us. Thank you for the services your agency is providing to older adults in Region Q.

Sincerely,

Carol Ward

Carol Ward
Administrative Assistant

Enclosures

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

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

July 1, 2015 through June 30, 2016
Home and Community Care Block Grant for Older Adults
Agreement for the Provision of County-Based Aging Services

This Agreement, entered into as of this 1st day of July, 2015, by and between the County of Bertie (hereinafter referred to as the "County") and the Mid-East Commission Area Agency on Aging, (hereinafter referred to as the "Area Agency").

Witnesseth That:

WHEREAS, the Area Agency and the County agree to the terms and conditions for provision of aging services in connection with activities financed in part by Older Americans Act grant funds, provided to the Area Agency from the United States Department of Health and Human Services through the North Carolina Division of Aging and Adult Services (DAAS) and state appropriations made available to the Area Agency through the North Carolina Division of Aging and Adult Services, as set forth in a) this document, b) the County Funding Plan, as reviewed by the Area Agency and the Division of Aging and Adult Services, c) the Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Service Providers, d) the Division of Aging and Adult Services Service Standards Manual, Volumes I through IV, and, e) the Division of Aging and Adult Services Community Service Providers Monitoring Guidelines.

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

1. As provided in the Area Plan, community service providers specified by the County to encourage maximum collocation and coordination of services for older persons are as follows:

Bertie Co. Department of Social Services
Bertie Co. Council on Aging
Pitt County Board of Education/Senior Games

- 1.(a) The Community Service Provider(s), shall be those specified in the County Funding Plan on the Provider Services Summary format(s) (DOA-732) for the period ending June 30, 2016.
2. Availability of Funds. The terms set forth in this Agreement for payment are contingent upon the receipt of Home and Community Care Block Grant funding by the Area Agency.
3. Grant Administration. The grant administrator for the Area Agency shall be Annette Eubanks, Aging Program Director. The grant administrator for the County shall be Scott Sauer, Bertie County Manager.

It is understood and agreed that the grant administrator for the County shall represent the County in the performance of this Agreement. The County shall notify the Area Agency in writing if the administrator changes during the grant period. Specific responsibilities of the grant administrator for the County are provided in paragraph seven (7) of this Agreement.

4. Services authorized through the County Funding Plan, as specified on the Provider Services Summary format(s) (DOA-732) are to commence no later than July 1 of the state fiscal year and shall be undertaken and pursued in such sequence as to assure their expeditious completion. All services required hereunder shall be completed on or before the end of the Agreement period, June 30, 2016.
5. Assignability and Contracting. The County shall not assign all or any portion of its interest in this Agreement. Any purchase of services with Home and Community Care Block Grant for Older Adults funding shall be carried out in accordance with the procurement and contracting policy of the community services provider or, where applicable, the Area Agency, which does not conflict with procurement and contracting requirements contained in 45 CFR 92.36. Federal funds shall not be awarded to any subrecipients who have been suspended or debarred by the Federal government. In addition, Federal funds may not be used to purchase goods or services costing over \$100,000 from a vendor that has been suspended or debarred from Federal grant programs.
6. Compensation and Payments to the County. The County shall be compensated for the work and services actually performed under this Agreement by payments to be made monthly by the Area Agency. Total reimbursement to the community service providers under this Agreement may not exceed the grand total of Block Grant funding, as specified on the Provider Services Summary format (DOA-732).

(a) Interim Payments to the County

Upon receipt of a written request from the County, the Division of Aging and Adult Services, through the Area Agency, will provide the County Finance Officer with an interim payment equivalent to seventy percent (70%) of one-twelfth (1/12) of the County's Home and Community Care Block Grant allocation by the 22nd of each month.

(b) Reimbursement of Service Costs

Reimbursement of service costs are carried out as provided in Section 3 of the N.C.

Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Service Providers, revised February 17, 1997.

(c) Role of the County Finance Director

The County Finance Director shall be responsible for disbursing Home and Community Care Block Grant Funding to Community Service Providers in accordance with procedures specified in the N.C. Division of Aging and Adult Services Home and Community Care Block Grant Manual for Community Service Providers, revised February 17, 1997.

(d) Payment of Administration on Aging Nutrition Services Incentive Program (NSIP) Subsidy

NSIP subsidy for congregate and home delivered meals will be disbursed by the Division of Aging through the Area Agency to the County on a monthly basis, subject to the availability of funds as specified in Section 3 of the N.C. Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Services Providers, revised February 17, 1997.

If through the US Department of Agriculture Area Agency on Aging Elections Project, the County elects to receive a portion of its USDA entitlement in the form of surplus commodity foods in lieu of cash, the Area Agency will notify the County in writing of its community valuation upon notification from the Division of Aging and Adult Services. The delivery of commodity and bonus foods is subject to availability. The County will not receive cash entitlement in lieu of commodities that are unavailable or undelivered during the Agreement period.

7. Reallocation of Funds and Budget Revisions. Any reallocation of Block Grant funding between counties shall be voluntary on the part of the County and shall be effective only for the period of the Agreement. The reallocation of Block Grant funds between counties will not affect the allocation of future funding to the County. If during the performance period of the Agreement, the Area Agency determines that a portion of the Block Grant will not be expended, the grant administrator for the County shall be notified in writing by the Area Agency and given the opportunity to make funds available for reallocation to other counties in the Planning and Service Area or elsewhere in the state.

The County may authorize community service providers to implement budget revisions which do not cause the County to fall below minimum budgeting requirements for access, in-home, congregate, and home delivered meals services, as specified in Division of Aging and Adult Services budget instructions issued to the County. If a budget revision will cause the County to fall below minimum budgeting requirements for any of the aforementioned services, as specified in Division of Aging and Adult Services budgeting instructions issued to the County, the grants administrator for the County shall obtain written approval for the revision from the Area Agency prior to implementation by the community service provider, so as to assure that regional minimum budgeting requirements for the aforementioned services will be met.

Unless community services providers have been given the capacity to enter data into the Aging Resources Management System (ARMS), Area Agencies on Aging are responsible for entering amended service data into the Division of Aging Management Information System, as specified in the N.C. Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Service Providers, revised February 17, 1997.

8. Monitoring. This Agreement will be monitored to assure that services are being provided as stated in the Division of Aging and Adult Service monitoring Policies and Procedures at <http://www.ncdhhs.gov/aging/monitor/mpolicy.htm>.

The monitoring of services provided under this Agreement shall be carried out by the Area Agency on Aging in accordance with its Assessment Plan and as specified in Administrative Letter 12-08 located at <http://ncdhhs.gov/aging/admltrs/2012/DAAS-12-08.pdf>.

Counties and community service providers will receive a written report of monitoring findings in accordance with procedures established in Section 308 of the AAA Policies and Procedures Manual (<http://www.ncdhhs.gov/aging/monitor/mpolicy.htm>). Any areas of non-compliance will be addressed in a written corrective action plan with the community service provider.

The Area Agency shall be afforded access to all documents and staff deemed necessary by the Area Agency to ensure that services are being provided as stated in the Division of Aging and Adult Service monitoring Policies and Procedures. Any interference during the monitoring process will be noted as interference.

(a) Evaluation and Exhibit 14A.

All funded Home and Community Care Block Grant providers who subcontract shall annually complete:

- Between January 1 and June 1, providers must complete an annual "Subcontractor Performance Evaluation" form on each subcontractor. These are due by June 1 of each year to the Mid-East Commission Area Agency.
- An Exhibit 14A as part of the annual contracting process listing all subcontracts to provide community-based services which is submitted to the Mid-East Commission Area Agency with the new fiscal year HCCBG service provider budget package. Copies of each subcontract for review must accompany the Exhibit 14A document.

Both forms are found at: <http://www.ncdhhs.gov/aging/monitor/mtools.htm>

9. Disputes and Appeals. Any dispute concerning a question of fact arising under this Agreement shall be identified to the designated grants administrator for the Area Agency. In accordance with Lead Regional Organization (LRO) policy, a written decision shall be promptly furnished to the designated grants administrator for the County.

The decision of the LRO is final unless within twenty (20) days of receipt of such decision the Chairman of the Board of Commissioners furnishes a written request for appeal to the Director of the North Carolina Division of Aging and Adult Services, with a copy sent to the Area Agency. The request for appeal shall state the exact nature of the complaint. The Division of Aging and Adult Services will inform the Chairman of the Board of Commissioners of its appeal procedures and will inform the Area Agency that an appeal has been filed. Procedures thereafter will be determined by the appeals process of the Division of Aging and Adult Services. The state agency address is as follows:

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

10. Termination for Cause. If through any cause, the County shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or the County has or shall violate any of the covenants, agreements, representations or stipulations of this Agreement, the Area Agency shall have the right to terminate this Agreement by giving the Chairman of the Board of Commissioners written notice of such termination no fewer than fifteen (15) days prior to the effective date of termination. In such event, all finished documents and other materials collected or produced under this Agreement shall at the option of the Area Agency, become its property. The County shall be entitled to receive just and equitable compensation for any work satisfactorily performed under this Agreement.
11. Audit. The County agrees to have an annual independent audit in accordance with North Carolina General Statutes, North Carolina Local Government Commission requirements, Division of Aging and Adult Services Program Audit Guide for Aging Services and Federal Office of Budget and Management (OMB) Circular A-133.

Community service providers, as specified in paragraph one (1), who are not units of local government or otherwise subject to the audit and other reporting requirements of the Local Government Commission are subject to audit and fiscal reporting requirements, as stated in NC General Statute 143C-6-22 and 23 and OMB Circular A-133, where applicable. Applicable community service providers must send a copy of their year-end financial statements, and any required audit, to the Area Agency on Aging. Home and Community Care Block Grant providers are not required to submit Activities and Accomplishments Reports. For-profit corporations are not subject to the requirements of

OMB Circular A-133, but are subject to NC General Statute 143C-6-22 and 23 and Yellow Book audit requirements, where applicable. **Federal funds** may not be used to pay for a **Single or Yellow Book audit** unless it is a federal requirement. **State funds** will not be used to pay for a **Single or Yellow Book audit** if the provider receives less than \$500,000 in state funds. The Department of Health and Human Services will provide confirmation of federal and state expenditures at the close of the state fiscal year. Information on audit and fiscal reporting requirements can be found at <https://www.ncgrants.gov/NCGrants/PublicReportsRegulations.jsp>.

The following provides a summary of reporting requirements under NCGS 143C-6-22 and 23 and OMB Circular A-133 based upon funding received and expended during the service provider's fiscal year.

<u>Annual Expenditures</u>	<u>Report Required to AAA</u>	<u>Allowable Cost for Reporting</u>
<ul style="list-style-type: none"> Less than \$25,000 in State or Federal funds 	Certification form and State Grants Compliance Reporting <\$25,000 (item # 11, Activities and Accomplishments does <u>not</u> have to be completed) OR Audited Financial Statements in Compliance with GAO/GAS (i.e. Yellow Book)	N/A
Greater than \$25,000 and less than \$500,000 in State or Federal Funds	Certification form and Schedule of Grantee Receipts >\$25,000 and Schedule of Receipts and Expenditures OR Audited Financial Statements in Compliance with GAO/GAS i.e. Yellow Book)	N/A
<ul style="list-style-type: none"> \$500,00+ in State funds funds, but <u>and</u> Federal pass through in an amount less than \$500,000 	Audited Financial Statement in compliance with GAO/GAS (i.e. Yellow Book)	May use State <u>not</u> Federal Funds
<ul style="list-style-type: none"> \$500,000+ in State funds Federal <u>and</u> \$500,000+ in Federal pass through funds (i.e. at least \$1,000,000) 	Audited Financial Statement in compliance with OMB Circular A-133 (i.e. Single Audit)	May use State and funds

- Less than \$500,000 in State funds, funds and \$500,000+ in Federal pass through funds Audited Financial Statement in compliance with OMB Circular A-133 (i.e. Single Audit) May use Federal but not State funds.

12. Audit/Assessment Resolutions and Disallowed Cost. It is further understood that the community service providers are responsible to the Area Agency for clarifying any audit exceptions that may arise from any Area Agency assessment, county or community service provider single or financial audit, or audits conducted by the State or Federal Governments. In the event that the Area Agency or the Department of Health and Human Services disallows any expenditure made by the community service provider for any reason, the County shall promptly repay such funds to the Area Agency once any final appeal is exhausted in accordance with paragraph nine (9). The only exceptions are if the Area Agency is designated as a community service provider through the County Funding Plan or, if as a part of a procurement process, the Area Agency enters into a contractual agreement for service provision with a provider which is in addition to the required County Funding Plan formats. In these exceptions, the Area Agency is responsible for any disallowed costs. The County or Area Agency can recoup any required payback from the community service provider in the event that payback is due to a community service provider's failure to meet OMB Circular A-122 requirements, requirements of A-110, requirements of 45CFR, Part 1321, and 45CFR, Part 92, or state eligibility requirements as specified in policy.
13. Indemnity. The County agrees to indemnify and save harmless the Area Agency, its agents, and employees from and against and all loss, cost, damages, expenses, and liability arising out of performance under this Agreement to the extent of errors or omissions of the County.
14. Equal Employment Opportunity and Americans With Disabilities Act Compliance. Both the County and community service providers, as identified in paragraph one (1), shall comply with all federal and state laws relating to equal employment opportunity and accommodation for disability.
15. Data to be Furnished to the County. All information which is existing, readily available to the Area Agency without cost and reasonably necessary, as determined by the Area Agency's staff, for the performance of this Agreement by the County shall be furnished to the County and community service providers without charge by the Area Agency. The Area Agency, its agents and employees, shall fully cooperate, with the County in the performance of the County's duties under this Agreement.
16. Rights in Documents, Materials and Data Produced. The County and community service providers agree that at the discretion of the Area Agency, all reports and other data prepared by or for it under the terms of this Agreement shall be delivered to, become and

remain, the property of the Area Agency upon termination or completion of the work. Both the Area Agency and the County shall have the right to use same without restriction or limitation and without compensation to the other. For the purposes of this Agreement, "data" includes writings, sound recordings, or other graphic representations, and works of similar nature. No reports or other documents produced in whole or in part under this Agreement shall be the subject of an application for copyright by or on behalf of the County.

17. Interest of the Board of Commissioners. The Board of Commissioners covenants that neither the Board of Commissioners nor its agents or employees presently has an interest, nor shall acquire an interest, direct or indirect, which conflicts in any manner or degree with the performance of its service hereunder, or which would prevent, or tend to prevent, the satisfactory performance of the service hereunder in an impartial and unbiased manner.
18. Interest of Members of the Area Agency, Lead Regional Organization, and Others. No officer, member or employee of the Area Agency or Lead Regional Organization, and no public official of any local government which is affected in any way by the Project, who exercises any function or responsibilities in the review or approval of the Project or any component part thereof, shall participate in any decisions relating to this Agreement which affects his personal interest or the interest of any corporation, partnership or association in which he is, directly or indirectly, interested; nor shall any such persons have any interest, direct or indirect, in this Agreement or the proceeds arising there from.
19. Officials not to Benefit. No member of or delegate to the Congress of the United States of America, resident Commissioner or employee of the United States Government, shall be entitled to any share or part of this Agreement or any benefits to arise here from.
20. Prohibition Against Use of Funds to Influence Legislation. No part of any funds under this Agreement shall be used to pay the salary or expenses of any employee or agent acting on behalf of the County to engage in any activity designed to influence legislation or appropriations pending before Congress.
21. Confidentiality and Security. Any client information received in connection with the performance of any function of a community service provider or its subcontractors under this Agreement shall be kept confidential. The community service provider acknowledges that in receiving, storing, processing, or otherwise handling any confidential information, the agency and any subcontractors will safeguard and not further disclose the information except as provided in this Agreement and accompanying documents.
22. Record Retention and Disposition. All state and local government agencies, nongovernmental entities, and their subrecipients, including applicable vendors, that administer programs funded by federal sources passed through the NC DHHS and its

divisions and offices are expected to maintain compliance with the DHHS record retention and disposition schedule and any agency-specific program schedules developed jointly with the NC Department of Cultural Resources, Division of Archives and Records. Retention requirements apply to the community service providers funded under this Agreement to provide Home and Community Care Block Grant services. Information on retention requirements is posted at <http://www.ncdhhs.gov/control/retention/retention.htm> and updated semi-annually by the NC DHHS Controller's Office. By funding source and state fiscal year, this schedule lists the earliest date that grant records in any format may be destroyed. The Division of Archives and Records provides information about destroying confidential data and authorized methods of record destruction (paper and electronic) at <http://www.ncdcr.gov/archives/ForGovernment/RetentionSchedules/AuthorizedDestruction.aspx>.

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

In addition to record retention requirements for records in any format, the long-term and/or permanent preservation of electronic records require additional commitment and active management by agencies. The community service provider will comply with all policies, standards, and best practices published by the Division of Aging and Adult Services regarding the creation and management of electronic records.

23. Procurement. The Community Service Provider will use their own procurement procedures which reflect applicable State and local laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in requirements of 45CFR, Part 92.36.

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

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

Bertie County

Attest:

_____ By: _____
Chairman, Board of Commissioners



Area Agency

Attest:

Annette Eubanks By: N. Bryant Buck
Annette Eubanks N. Bryant Buck
Area Agency Director Executive Director,
Mid-East Commission

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

BY: Janet E Dodge, JD 07/01/15
Janet Dodge, Finance Officer, Mid-East Commission

Home and Community Care Block Grant for Older Adults

County Funding Plan

Identification of Agency or Office with Lead Responsibility for County Funding Plan

County: Bertie

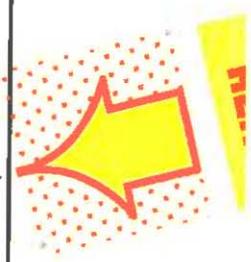
July 1, 2015 through June 30, 2016

The agency or office with lead responsibility for planning and coordinating the County Funding Plan recommends this funding plan to the Board of Commissioners as a coordinated means to utilize community-based resources in the delivery of comprehensive aging services to older adults and their families.

Bertie County Government
(Name of agency/office with lead responsibility)

Authorized signature (date)

Scott Sauer/County Manager
(Type name and title of signatory agent)



Home and Community Care Block Grant for Older Adults

DOA-731 (Rev. 2/14)

County Funding Plan

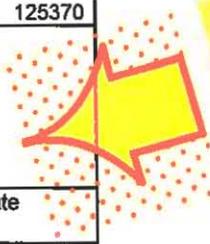
County Bertie
 July 1, 2014 through June 30, 2015
 Final June 30, 2015

County Services Summary

Services	A				B	C	D	E	F	G	H	I
	Block Grant Funding				Required Local Match	Net Service Cost	USDA Subsidy	Total Funding	Projected HCCBG Units	Projected Reimbursement Rate	Projected HCCBG Clients	Projected Total Units
	Access	In-Home	Other	Total								
Congregate (180)			41161		4573	45734	7399	53133	11549	5.4839	1390	11549
Cong Nutrition Sup. (182)			711		79	790	108	898	182	5.4839	15	182
HDM (020)			30170		3352	33522	5533	39055	7320	5.3127	521	7320
Gen. Transp. (250)	33613				3735	37348		37348	6080	9.503	383	42094
Med. Transp. (033)	181				20	201		201	310	12.5452	10	3889
Respite (236)		52944			5883	58827		58827	3780	15.3905	110	58176
Senior Ctr. Oper.(170)			16499		1833	18332		18332				
I & A (040)			2664		296	2960		2960				
Housing & Home Improvement (140)			11217		1246	12463		12463				
Senior Games (220)			4356		484	4840		4840				
In-Home L1 - DSS		33781			3753	37534		37534	2160	14	3	2160
					0	0		0				
Total	33794	86725	106778		25255	252551	13040	265591	31381		2432	125370

Signature, Chairman, Board of Commissioners

Date





Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: September 8, 2015

AGENDA ITEM: D-1

DEPARTMENT: Planning & Inspections

SUBJECT: Planning & Inspections Director, Traci White - discuss date for joint meeting with the Planning Board to review the Land Use Plan and draft of the Manufactured Home Park Ordinance

COUNTY MANAGER RECOMMENDATION OR COMMENTS: ---

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

Deadlines are as follows:

- Sept 7th, Mon – Notice in writing to District Planner concerning intent to adopt/amend LUP
- Sept 19th, Sat – First notice of local public hearing must have been published
- Oct 9th, Fri – Second notice of the local public hearing must have been published
- ***Oct 19th, Mon – Public hearing adopting land use plan and passing Resolution must have occurred***
- Oct 20th, Tues – Last day to deliver LUP materials and signed Resolution to District Planner
- Oct 28th, Wed*** - Last day for District Planner to accept additional written comments from the general public regarding LUP
- Nov 4th, Wed – CRC Meeting packet posted on CDM’s webpage
- *November 18-19 (Wed, Thurs) – CRC meeting at Location TBD*

Proposed joint meeting date include: **Thursday, September 24**

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: The last land use plan that was adopted by the Board was in 2008.



North Carolina Department of Environment and Natural Resources

Pat McCrory
Governor

Donald R. van der Vaart
Secretary

August 12, 2015

TRANSMITTED VIA ELECTRONIC AND U.S. MAIL

Traci B. White, CFM
Director of Planning and Inspections
Bertie County
104 Dobbs Street
P. O. Box 530
Windsor, NC 27983

RE: Bertie County Draft Land Use Plan – State Review

Dear Ms. ^{Traci}White:

This letter is submitted in response to the resubmittal draft of the Bertie County Land Use Plan (LUP) received by the Division of Coastal Management (DCM) on July 8, 2015. The draft LUP has been revised to address State comments that were provided on August 28, 2012.

Per our phone conversation on August 11th, the following change will be made to the document:

- Remove reference to current participation in the Community Rating System in “Appendix B: Required Policy Analysis”.

The State has no further comments on the LUP draft as submitted.

Once we are in agreement on the LUP, the next step is to schedule a public hearing for local adoption. Depending on the local approval/adoption process, the LUP could be considered as early as the CRC meeting in November. I have provided the CRC November 2015 Meeting Schedule, which includes LUP deadlines as Attachment “A”. The next available CRC meeting is anticipated for February 2016. The timeline for an LUP to be placed on the CRC meeting schedule begins with publishing of a 30-day/First Notice of Public Hearing for Local Adoption. Written notice of intent to adopt, along with a printed copy and cd version of the public hearing document, is to be provided to me prior to the County publishing the First Notice of Public Hearing. An example public notice has been provided in Attachment “B” and an example Resolution of Local Adoption has been provided as Attachment “C”. These examples meet the requirements for notice and local adoption outlined in the 7B rules.

If you have any questions or concerns related to these comments, please do not hesitate to contact me at 252-264-3901.

Sincerely,

Charlan Owens, AICP, District Planner
Division of Coastal Management

cc: Kathy Vinson, AICP, Coastal Planning Services, Inc. (electronic mail)

Attachments: (A) 2015 CRC November Meeting Schedule
(B) Example Public Hearing notice
(C) Example Resolution of Local Adoption

ATTACHMENT A

CRC 2015 Meeting Schedule – LUP DEADLINES

The following schedule covers CRC meetings through November of 2015. Drop-dead dates for local public hearings to adopt the land use plan or land use plan amendments are *italicized*. Adoption must occur on or before that date, and all materials needed by DCM staff are due the next business day to meet the 30-day submittal deadline for the corresponding CRC meeting. Guidelines for the deadlines and deliverables below are outlined on the following page.

Deadlines are as follows:

November 18th through 19th, Wed and Thurs – CRC meeting at Location TBD

- September 7th, Mon – Notice in writing to District Planner concerning intent to adopt or amend LUP.
- September 19th, Sat – First notice of the local public hearing must have been published.
- October 9th, Fri – Second notice of the local public hearing must have been published.
- *October 19th, Mon – Public hearing adopting land use plan and passing Resolution must have occurred.*
- October 20th, Tues – Last day to deliver LUP materials and signed Resolution to District Planner.
- October 28th, Wed*** – Last day for District Planner to accept additional written comments from the general public regarding LUP.
- November 4th, Wed – Meeting packet posted on DCM’s webpage.

***Denotes HOLIDAY modification to schedule.

Guideline for Deadlines and Deliverables

Notice in Writing to District Planner – recommend written notice of intent and copy of public notice at least 5 business days prior to publish date of first public hearing notice. It is important that the District Planner be able to validate the notice prior to publication and have a copy of the hearing document when the first notice is published.

First Public Hearing Notice – Published at least 30 days prior to local government public hearing on adoption of land use plan or an amendment to a land use plan. On the date that the notice is published the Land Use Plan (LUP) or amendment is required to be available for public viewing. The notice discloses locations where the document is available for viewing and/or purchase. Ideally, the local community will also provide a link on the community’s webpage where the LUP is also available for review.

The local public hearing notice shall include, per .0802(b)(3), disclosure of the opportunity for the public to provide written comment to the CRC following the local adoption of the Land Use Plan.

Second Public Hearing Notice – Published at least 10 days prior to local government public hearing on adoption of land use plan. (Note that LUP’s prepared w/out the assistance of State grant funds and amendments to a land use plan are not required to publish a second notice.)

Submittal of LUP Certification Request to DCM – At least 30 days prior to the next regularly scheduled CRC meeting all required materials must be submitted to DCM. (Must include local Resolution of adoption and required hard copies of LUP and electronic version on CDs)

Deadline for Receipt of Written Public Comments to CRC – At least 15 business days prior to the CRC meeting where the LUP certification proposal will be reviewed.

The CRC does not hold a public hearing. The CRC only accepts written comments. Comments are limited to the criteria for CRC certification as defined in Subparagraph (c)(3) of .0802 of the Rule. Written objections shall identify the specific plan elements that are opposed. A copy of any objections will be sent by the DCM to the local government submitting the CAMA Land Use Plan.

CRC Circulation Packet – Posted 14 days prior to the CRC meeting on DCM’s webpage.

ATTACHMENT B

**Notice of Public Hearing
Adoption of the **** Core Land Use Plan**

Notice is hereby given that the Board of County Commissioners of **** County will conduct a public hearing on _____ at _____ PM to review adoption of the **** Core Land Use Plan. The meeting will be held at _____ . All interested citizens are encouraged to attend.

Following the public hearing, the Board of County Commissioners will consider adoption of the Land Use Plan. Once adopted, the Plan will be submitted to the Coastal Resources Commission for certification.

Written objections, comments, or statements of support shall be submitted to the DCM District Planner, Charlan Owens, 1367 US Highway 17 South, Elizabeth City, NC 27909 no less than 15 business days prior to the CRC meeting at which the land use plan is scheduled to be considered for certification. Further information can be obtained by contacting the District Planner at 252-264-3901.

Copies of the Land Use Plan are available for review by the public at the *** during normal office hours. The public is encouraged to review the Land Use Plan and to attend the public hearing. For additional information, please contact the Director of the *** Planning and Inspections Department at *****.

ATTACHMENT C

(EXAMPLE)

RESOLUTION OF THE TOWN COUNCIL OF *, NORTH CAROLINA,
ADOPTING THE TOWN'S CAMA CORE LAND USE PLAN**

WHEREAS, the Town's CAMA Core Land Use Plan was financed in part through a grant provided by the North Carolina Coastal Management Program through funds provided by the Coastal Zone Management Act of 1972, as amended, which is administered by the Office of Ocean and Coastal Resource Management, National Oceanic and Atmospheric Administration; and

WHEREAS, from * 20** through * 20**, the Town drafted a Land Use Plan with the assistance of its consultant ***, and conducted a series of public workshops and meetings as part of a comprehensive public participation program under the leadership of the CAMA Land Use Plan Committee; and

WHEREAS, on * 200*, the Planning Board recommended adoption of the draft CAMA Core Land Use Plan; and

WHEREAS, at a duly advertised Regular Meeting on *** the Town Council held a public hearing on the draft CAMA Core Land Use Plan; and

WHEREAS, at the Regular Meeting on Monday, April 4, 2005 the Town Council of ****, North Carolina found the policies in the draft CAMA Core Land Use Plan to be internally consistent; and

WHEREAS, at the Regular Meeting on *** the Town Council of ****, North Carolina found the policies and Future Land Use Map in the draft CAMA Core Land Use Plan to be consistent with the Town's desired vision for the future and unanimously approved to adopt the draft CAMA Core Land Use Plan as amended; and

WHEREAS, the adopted Plan will be submitted as required by state law to the Northeast District Planner for the Division of Coastal Management under the North Carolina Department of Environmental and Natural Resources and forwarded to the Coastal Resources Commission; and

WHEREAS, a review of the adopted Plan by the Coastal Resources Commission will be scheduled; and the CRC will then vote on certification of the Town's Land Use Plan; and

WHEREAS, a certified **** CAMA Core Land Use Plan will be forwarded to the Office of Ocean and Coastal Resource Management (OCRM) for federal approval.

NOW, THEREFORE, BE IT RESOLVED THAT the Town Council of the Town of ****, North Carolina, has unanimously adopted the draft CAMA Core Land Use Plan; and

ATTACHMENT C

BE IT FURTHER RESOLVED that the Town Manger of ***** is hereby authorized to submit the adopted CAMA Core Land Use Plan to the State for certification as described above.

Adopted this * day of * 20***.

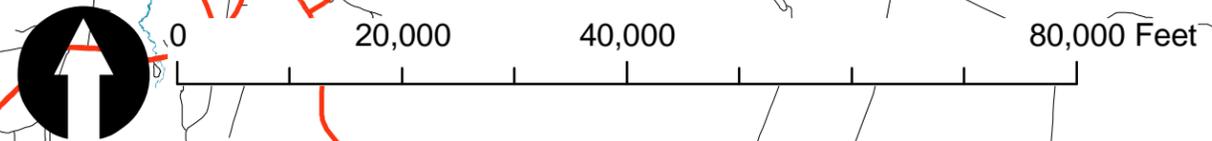
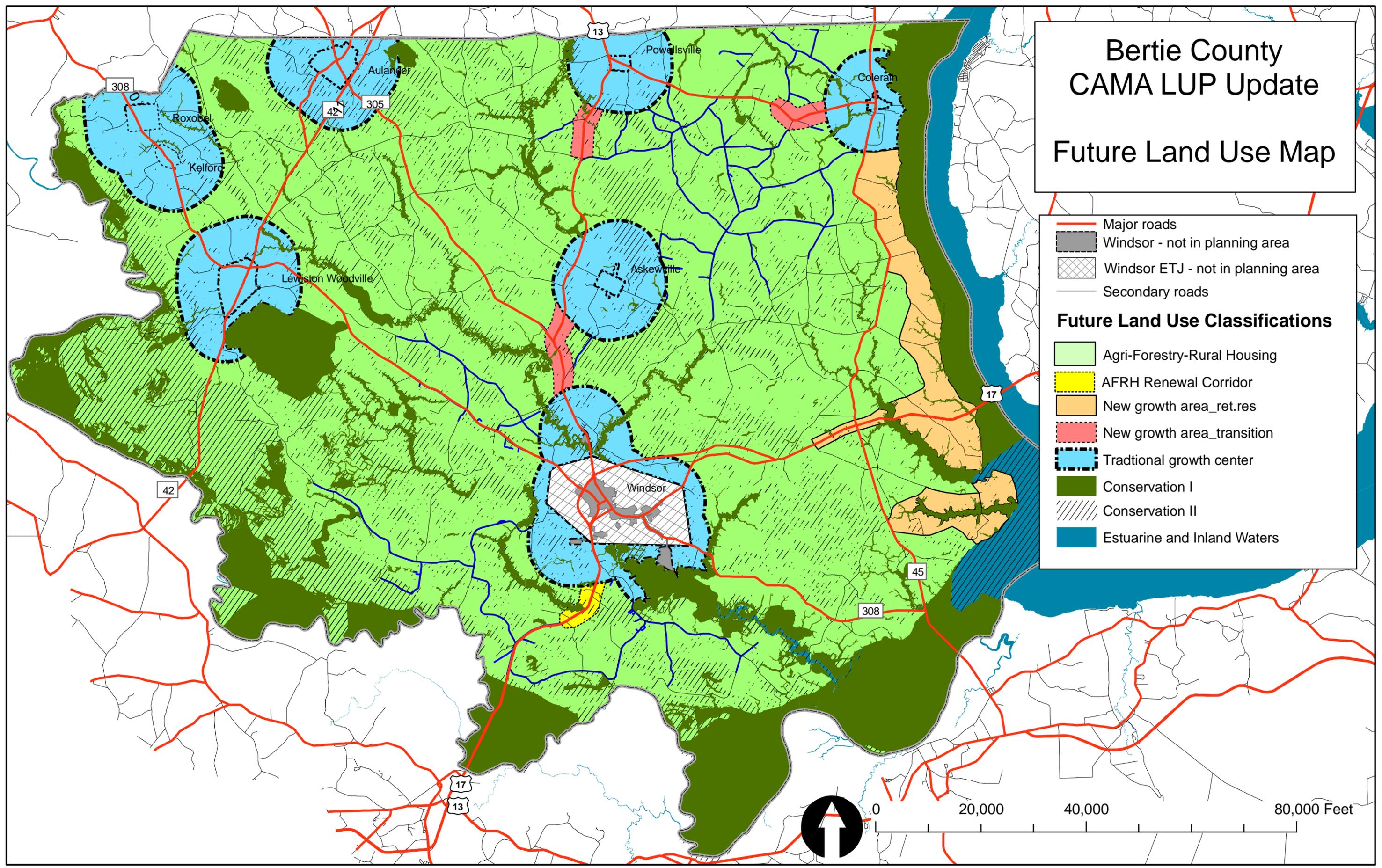
(for Joint Resolution, have both County and Town attest signatures)

Bertie County CAMA LUP Update Future Land Use Map

— Major roads
 Windsor - not in planning area
 Windsor ETJ - not in planning area
— Secondary roads

Future Land Use Classifications

- Agri-Forestry-Rural Housing
- AFRH Renewal Corridor
- New growth area_ret.res
- New growth area_transition
- Traditional growth center
- Conservation I
- Conservation II
- Estuarine and Inland Waters

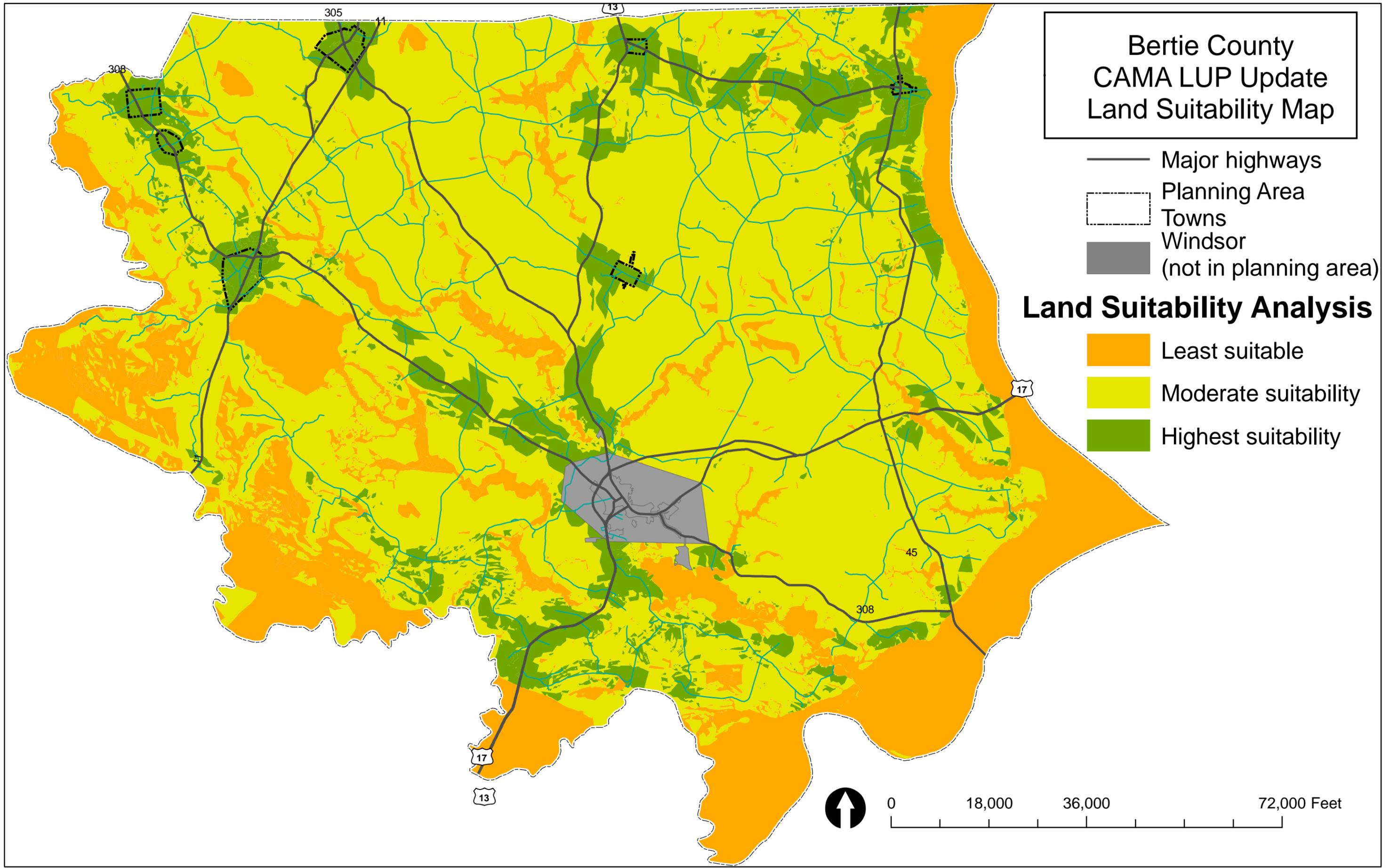


Bertie County CAMA LUP Update Land Suitability Map

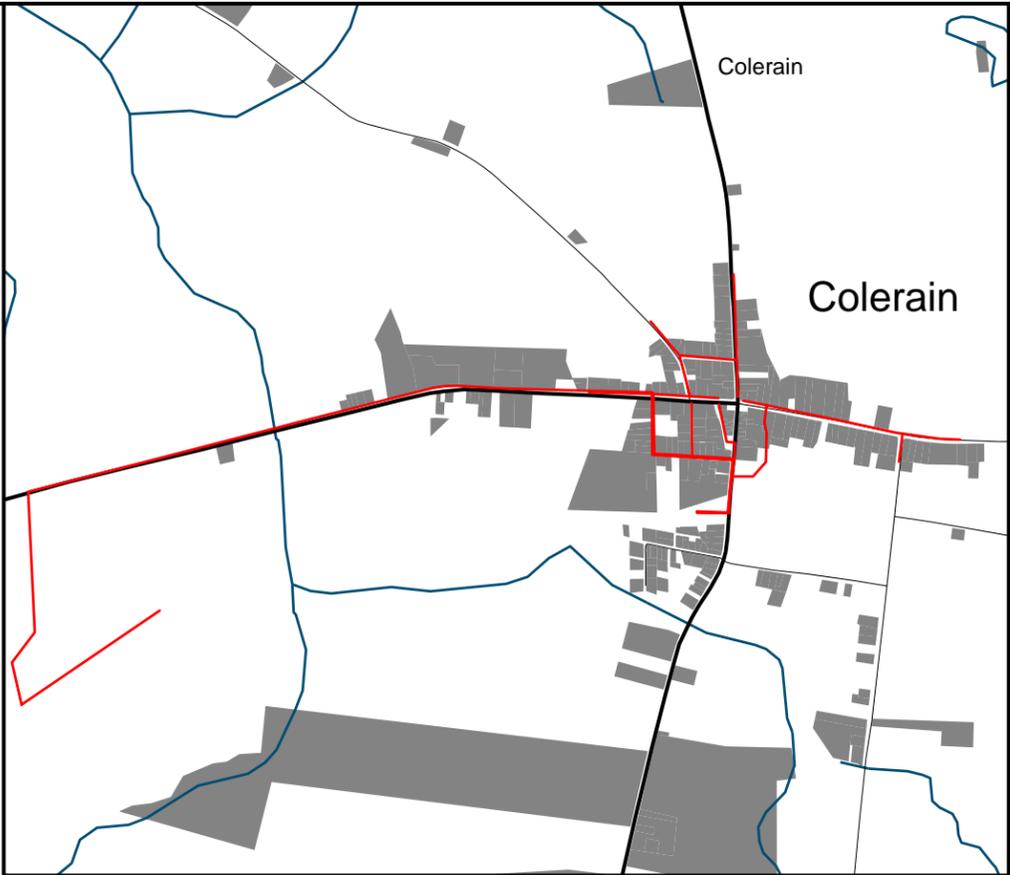
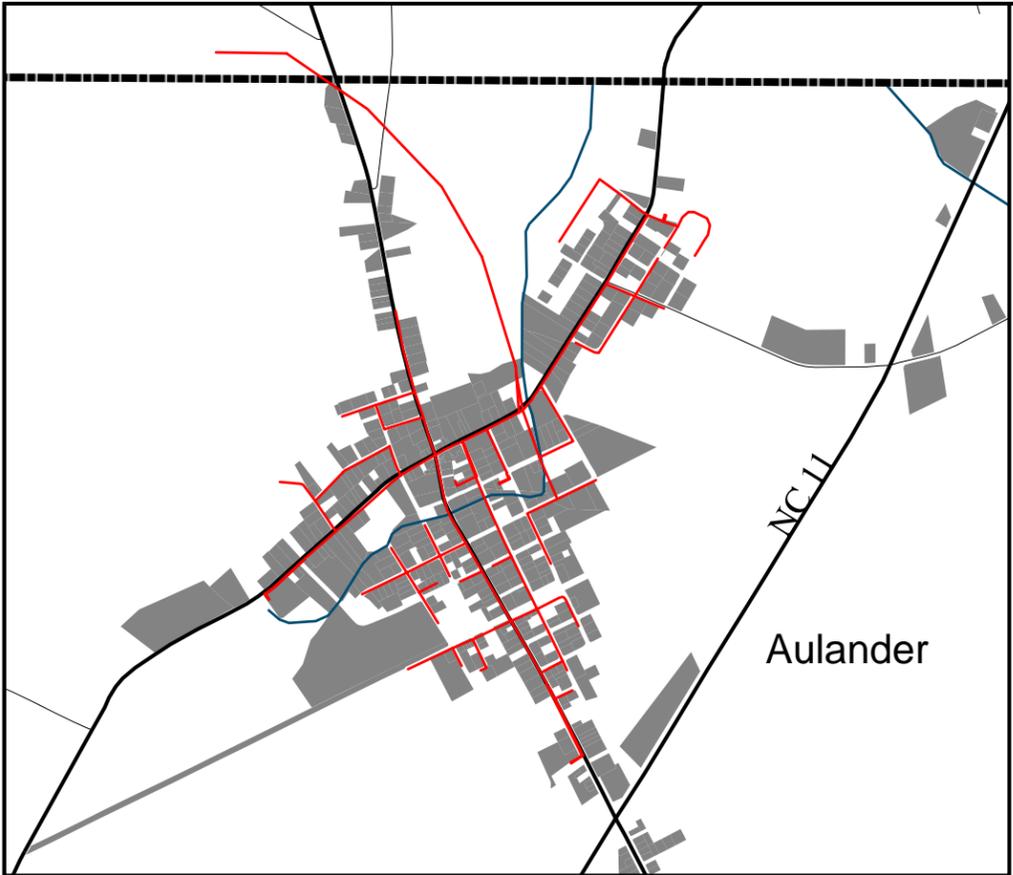
- Major highways
- - - Planning Area
- - - Towns
- Windsor (not in planning area)

Land Suitability Analysis

- Least suitable
- Moderate suitability
- Highest suitability



Bertie County CAMA Land Use Plan Update



Planning Area Sewer Lines

location

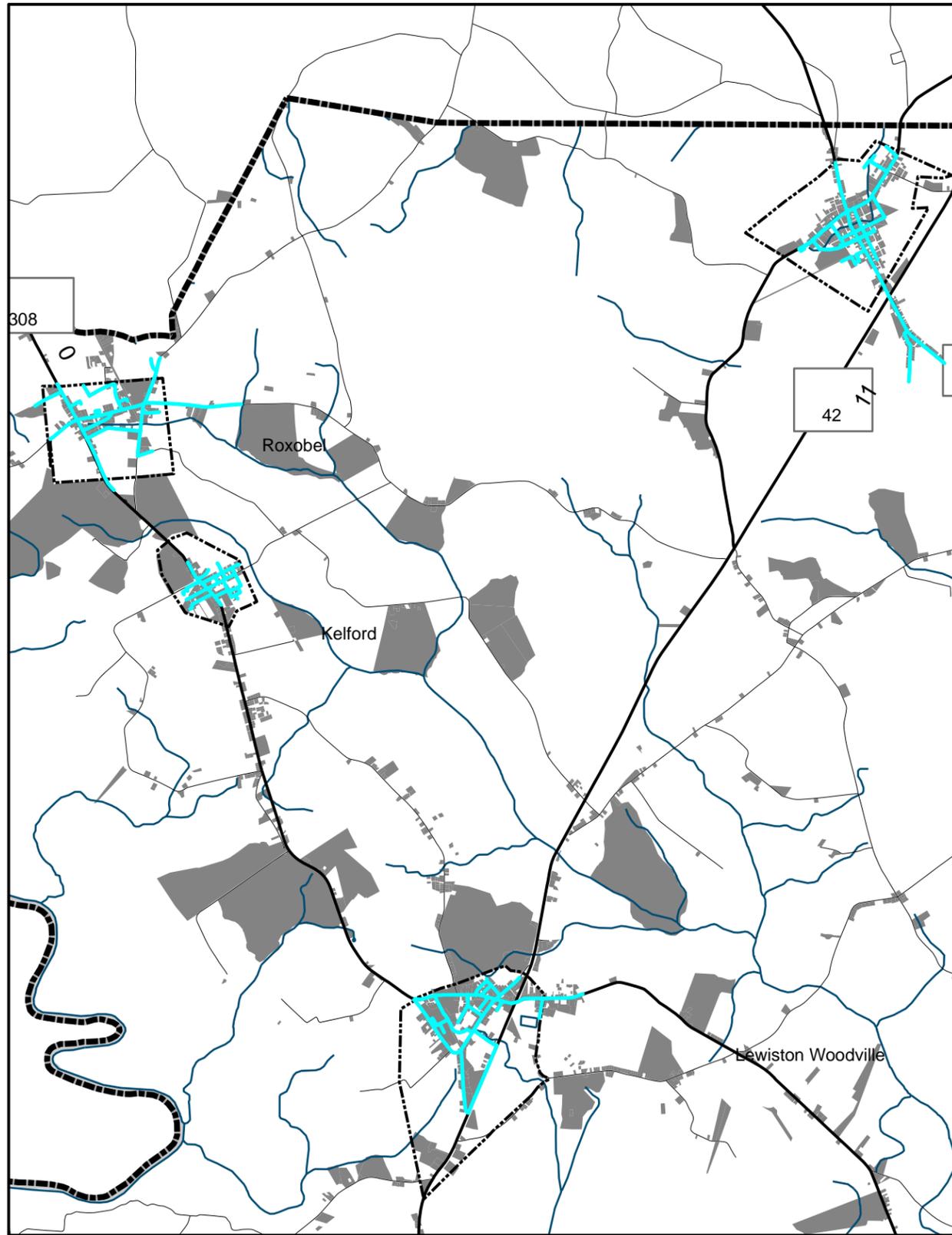
- Sewer collection system
- Streams

Parcels

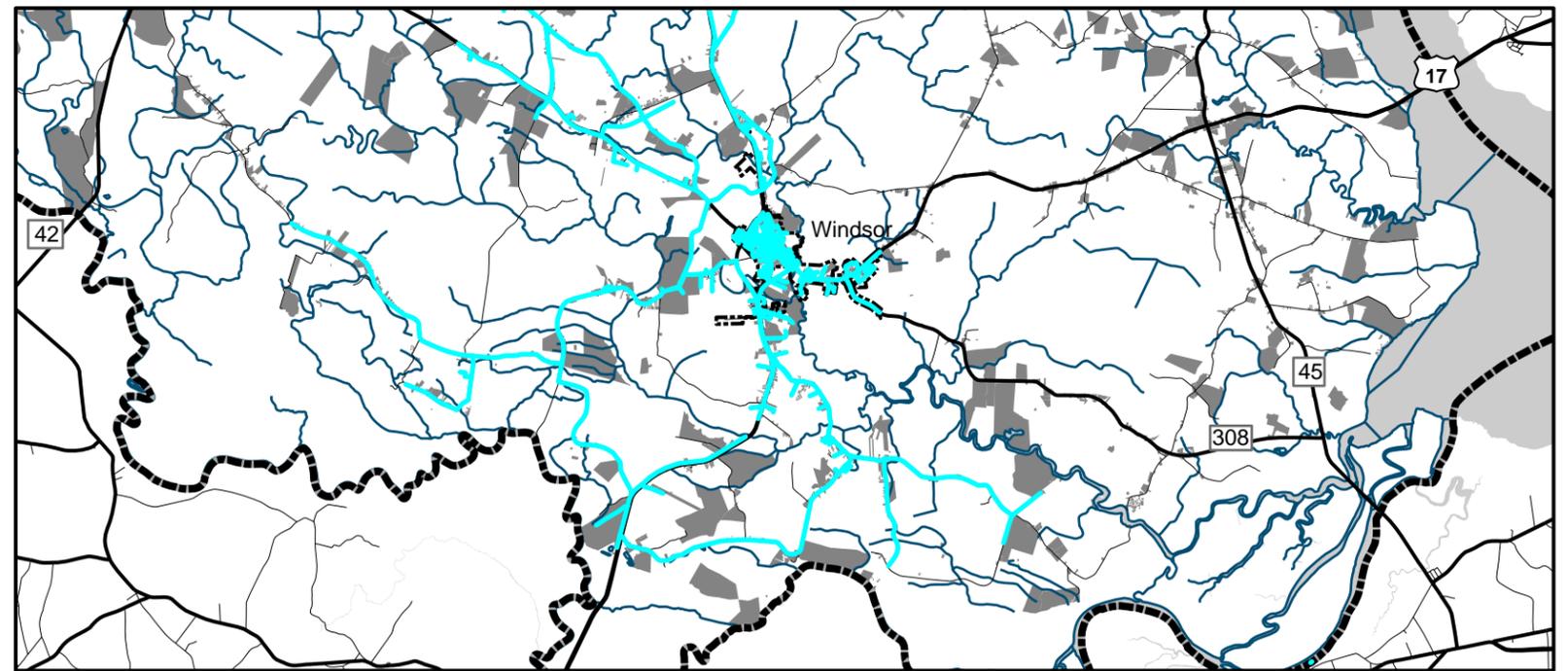
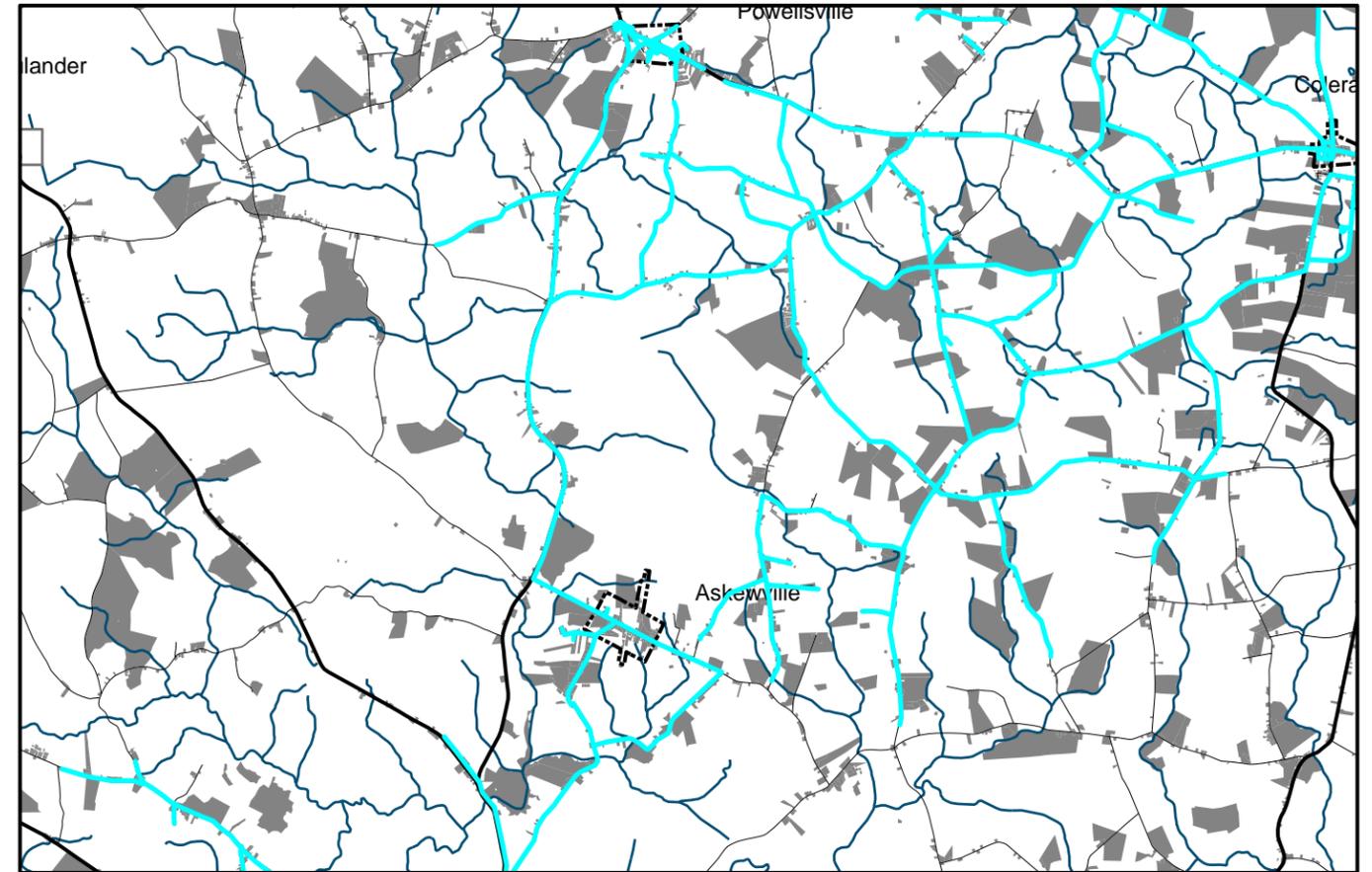
- Developed areas

NTS





Bertie County
CAMA Land Use Plan
Update



Planning Area Water Lines

location

Water distribution system

102

Parcels

Developed areas

NTS

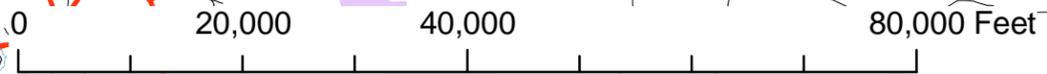
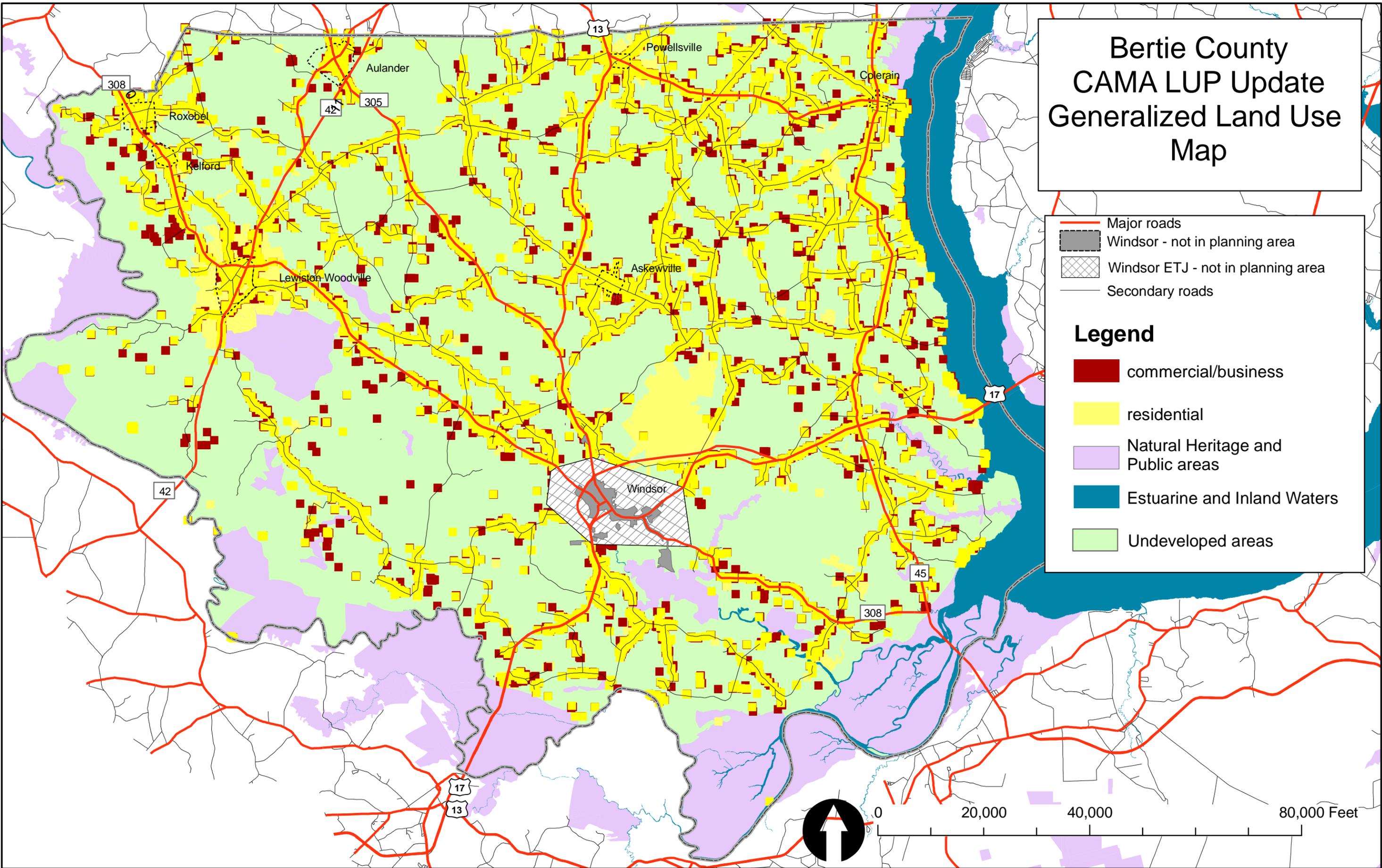


Bertie County CAMA LUP Update Generalized Land Use Map

— Major roads
 Windsor - not in planning area
 Windsor ETJ - not in planning area
— Secondary roads

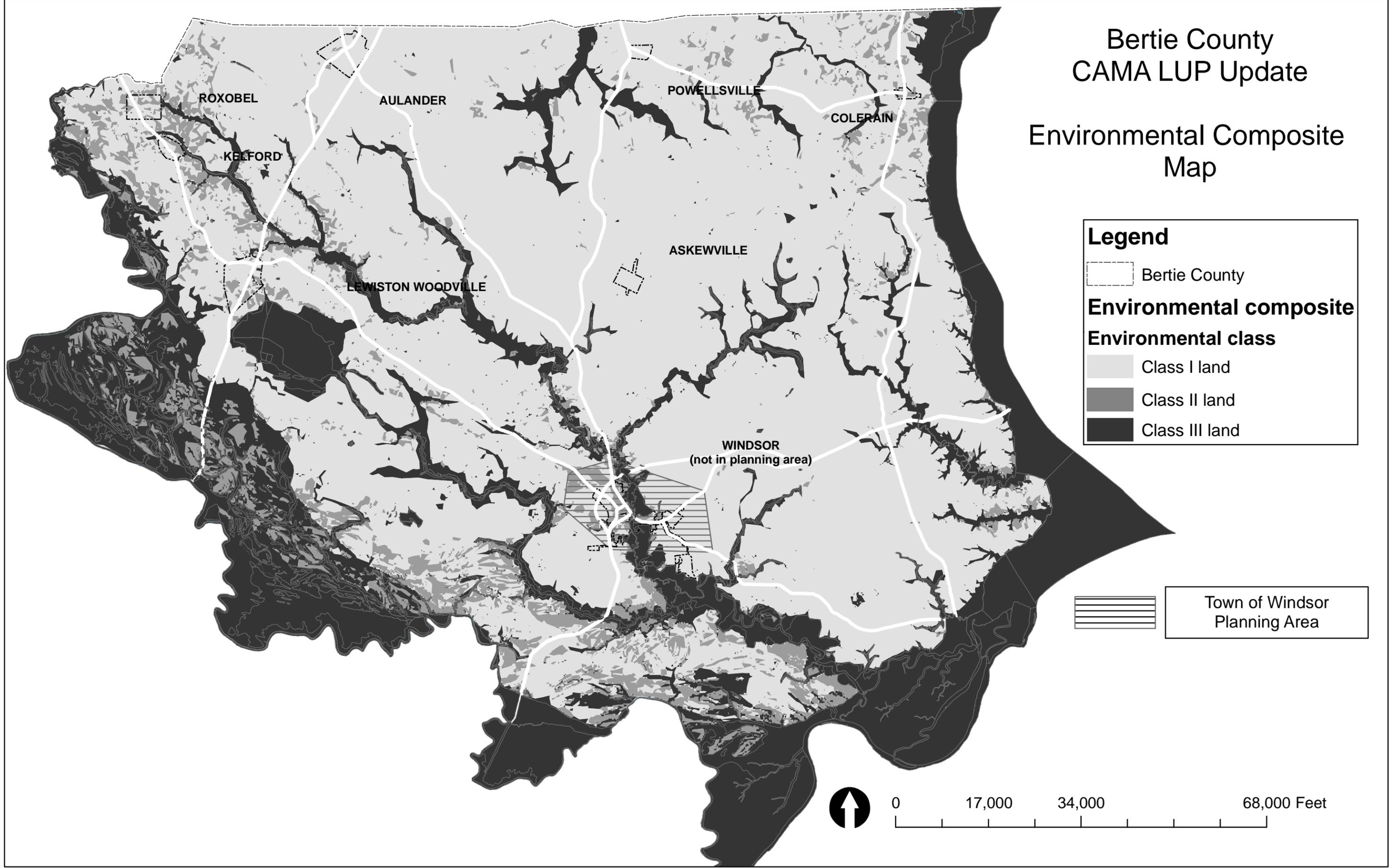
Legend

- commercial/business
- residential
- Natural Heritage and Public areas
- Estuarine and Inland Waters
- Undeveloped areas



Bertie County CAMA LUP Update

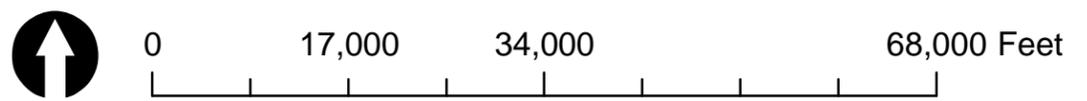
Environmental Composite Map



Legend

- Bertie County
- Environmental composite**
- Environmental class**
- Class I land
- Class II land
- Class III land

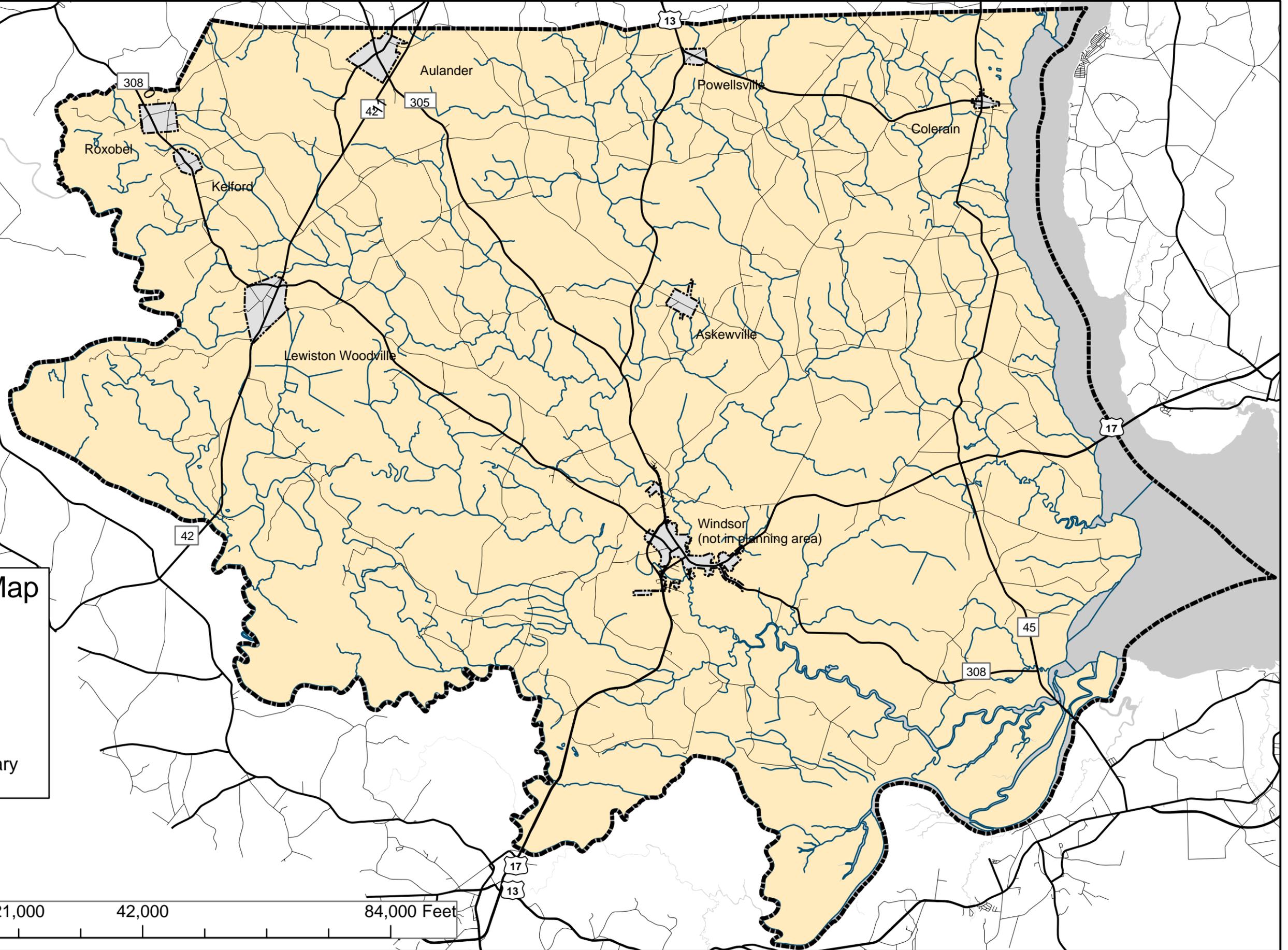
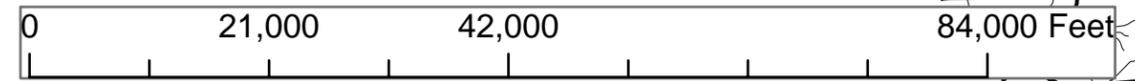
Town of Windsor
Planning Area



Bertie County CAMA Land Use Plan Update

Planning Area Map

- Towns
- Major roads
- Minor roads
- Streams
- County boundary





Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: September 8, 2015

AGENDA ITEM: D-2

DEPARTMENT: Human Resources

SUBJECT: Fall Litter Sweep Event – Nuisance Abatement Officer, Barry Anderson

COUNTY MANAGER RECOMMENDATION OR COMMENTS: ---

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

FYI; no action needed.

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: No

ITEM HISTORY: N/A

LITTER SWEEP

NORTH CAROLINA

SEPT. 19 - OCT. 3, 2015

APPLY FOR
ADOPT-A-HIGHWAY
ONLINE

[www.ncdot.gov/
programs/AAH](http://www.ncdot.gov/programs/AAH)



VOLUNTEER LOCALLY

NORTH CAROLINA DEPARTMENT OF TRANSPORTATION BIANNUAL CLEANUP DRIVE

Forms, posters and telephone listings are available on our website.

THE LITTER SWEEP HOTLINE

1-800-331-5864

www.ncdot.gov/~littersweep

SWAT-A-LITTERBUG

Littering is illegal and a fineable offense upon conviction. G.S. 14-399.

Let us know when a person is littering by contacting the Office of Beautification through its online Swat-A-Litterbug process or by calling the NC State Highway Patrol at *HP or the NCDOT Customer Service at 1-877-DOT-4YOU (1-877-368-4968).

Find out more at www.ncdot.gov/~litterbug.



Flip up for
more information.



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: September 8, 2015

AGENDA ITEM: D-3

DEPARTMENT: Water

SUBJECT: Water Department Superintendent, Ricky Spivey – Memorandum of Understanding for Town of Roxobel water system, and related items for the pending State Revolving fund application

COUNTY MANAGER RECOMMENDATION: It requested that the Board approve the Memorandum of Understanding, State Revolving Fund resolution, and to authorize the County Manager and Chairman to execute all remaining documents for this grant as needed.

SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S): It is requested that the Board approve the attached items as listed above.

ATTACHMENTS: Yes –

- Memorandum of Understanding
- Roxobel Engineering Evaluation
- SRF forms and resolution

LEGAL REVIEW PENDING: No

ITEM HISTORY:

November 11, 2014 – County officials met with the Town of Roxobel’s Board of Commissioners to discuss the Town’s request for assistance and guidance under and emergency interconnection following the failure of the Town’s water supply well

January 5, 2015 – Bertie County Board of Commissioners voted unanimously to engage Green Engineering for an evaluation of the Town of Roxobel’s water system for a merger with the County’s regional water system

February 25, 2015 – County officials participated in the Town of Roxobel’s public hearing regarding the town’s request to have the County (Water District IV) assume daily operation

beginning in July 2015, and ultimately transfer the Town's water distribution assets to the County

April 7, 2015 – Bertie County Board of Commissioner voted unanimously to engage Green Engineering to update the County's hydraulic model to assist with evaluating the installation of a booster pump station to improve water pressure for the Town of Roxobel and “to take further steps in acquiring the Town of Roxobel's water system.”

July 1, 2015 – Bertie County Water Department assumed daily operation control and management of the Town of Roxobel's water distribution system in order to meet the continuing needs of the Town's customers via the temporary emergency interconnect with Water IV

August 3, 2015 - Bertie County Board of Commissioners voted unanimously to approve the submittal of a financing application to the State Revolving Fund to achieve the consolidation and merger of the Town of Roxobel's water distribution system and other improvements for Water District IV

The SRF application is predicated on coordinated efforts of the Bertie County Board of Commissioners and the Town of Roxobel under 15A NCAC 01N .0202 (c) which states:

“ A pubic water system in significant non-compliance with the Act may receive assistance if the assistance shall ensure compliance with the Act. A public water system that does not have the technical, managerial and financial capacity may receive assistance if the owner or operator shall agree to undertake changes in operation of the water system that will ensure the system will achieve technical, managerial and financial capacity over the long-term.”



BERTIE COUNTY

BOARD OF COMMISSIONERS

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

DRAFT

**MEMORANDUM OF UNDERSTANDING
BETWEEN BERTIE COUNTY WATER DISTRICT IV AND THE TOWN OF ROXOBEL
REGARDING THE TEMPORARY SUPPLY OF POTABLE WATER, INTERIM OPERATION
AGREEMENT, AND PROPOSED PERMANENT TRANSFER OF WATER SYSTEM
FACILITIES AND ASSETS FROM THE TOWN TO THE COUNTY**

WHEREAS, Bertie County has developed water districts throughout the County for the purpose of providing safe drinking water to its citizens and businesses; and

WHEREAS, the Town of Roxobel's water distribution system became operational in 1963 and has now exceeded its technical and planned life cycle; and

WHEREAS, the Town of Roxobel's two deep well water supplies have both failed.

- The first well was abandoned in 2008 due to a failed casing. Since 2008, the second deep well was operated continuously and deteriorated to the point where the production yield dropped below fifty percent (50%) in 2014. An examination by Magette Well and Pump Co. Inc. determined that the screen had collapsed at a depth of 305 feet using a video survey, and attempts to suction the debris from the well were unsuccessful.

WHEREAS, beginning in October 2014, the Town of Roxobel has been drawing water from its emergency interconnect valve from Water District IV.

WHEREAS, on November 11, 2014 the Town of Roxobel requested the County's assistance and guidance under an emergency interconnection, including consideration for the ultimate transfer of the water distribution system to the County as part of regional merger; and

- Subsequently, the Town of Roxobel and the County of Bertie have been cooperatively working to address the challenge of providing safe potable water on a permanent basis and determining how to successfully fill the Town's elevated storage tank to provide adequate pressure for fire protection.

WHEREAS, the Bertie County Board of Commissioners voted unanimously on January 5, 2015 to engage Green Engineering for an evaluation of the Town of Roxobel's water system for a merger with the County's regional water system in the Water District IV section.

- It has been determined through this engineering study that with limited system pressure, the elevated storage tank can only be filled to a level of four feet from the bottom of the bowl providing just 16,000 gallons of the 75,000 gallon rated capacity. Therefore, the usable volume of the tank fails to meet minimum State water storage requirements.
- The system also fails to meet the State minimum fire flow requirements of either 500gpm for 60 minutes or 250gpm for 120 minutes.

WHEREAS, the public health director, Mr. Jerry Parks of the Albemarle Regional Health Service finds the loss of both supply wells for potable drinking water very concerning, and has offered a letter of support for the proposed merger of the Town of Roxobel's water distribution system and Bertie County Water District IV; and

WHEREAS, the Town of Roxobel lacks the managerial and technical capacity to properly sustain the system evidenced by the lack of short range or long term capital planning, repairs or replacement of lines, meters and valves necessary to operate the system.

- The Town has suffered significant economic and commercial losses in the past two decades which prevented the proper investment in system maintenance, asset management and schedule repairs or component replacement. The Town currently lacks an ORC and has not adopted a Well Head Protection plan. As the well production yields have been declining in recent years, the ORC was not evaluating pumping logs closely enough to predict or anticipate problems until the Town experienced a catastrophic failure with the loss of both supply wells. Additionally, the Town has received reports of sand debris in the drinking water and numerous customer complaints of low water pressure documented over several years.

WHEREAS, Bertie County's Water Department assumed supervision of daily operations and management control of Roxobel's water distribution system on July 1, 2015 at the Town's request in recognition that the present situation represented a failed system.

WHEREAS, the Town of Roxobel lacks the financial capacity and economic strength in its customer base to support the water system and the required investment in preventive maintenance, upgrades and replacement components necessary to sustain this public utility for the long term. An examination of the Town's most recent financial audit for the fiscal year ended June 30, 2014 reflects less than \$74,000 in available cash reserves for the water system enterprise fund.

WHEREAS, the Bertie County Board of Commissioners has undertaken a significant fiscal review and operational evaluation for its regional water system in recent years, Bertie County has demonstrated the technical, managerial and fiscal capacity to undertake the proposed merger with the Town of Roxobel's water distribution system.

- The governing body using its fiscal authority in 2012, initiated action by the North Carolina Local Government Commission to refinance its existing debt in all four water districts. The resulting outcome yielded a gross cumulative savings of \$2,401,046 or approximately \$100,000 in reduced annual debt service payments.

- Bertie County’s regional water system is twenty-three years old, comprised of Water Districts I, II, III, and IV and governed by the Board of Commissioners which has taken a very proactive approach to long term planning, fiscal management and developing a prudent rate structure in order to cover operational costs and debt retirement obligations for this public utility system. In 2013, the Board put new county administration in place including hiring a manager with experience with one of North Carolina’s largest county owned and operated water and sewer utility systems.
- In 2014, the governing body commissioned a comprehensive water system evaluation, approved a ten year Capital Improvement Plan, adopted an Asset Management Plan, a Water Loss reduction Plan, a Well Head Protection Plan, made equipment asset improvements pursuant the Asset Management Plan, and made significant operational improvements including efforts to reduce an annual unaccounted water loss of 42 percent to 26 percent according to the NC Water Supply Plan for Bertie County.
- The Board has also successfully acquired the South Windsor Water Association system and received USDA Rural Development financing (\$1.074 million grant and a \$1.717 million loan) to make improvements to this system constructed in 1969, plus water line upgrades, meter replacements, and telemetry system updates for Water District III.
- Through its technical engagements with Green Engineering, the governing body has evaluated various municipal water systems and performed hydraulic analysis to plan for sustainable water system operations throughout Bertie County. In its most recent efforts, the Board has initiated daily operational control for the Town of Roxobel’s water system at the Town’s request. Plans are underway to transition toward a merger for Roxobel’s system and Water District IV if State Revolving Funds can be secured to assist with making the necessary improvements.

WHEREAS, the Town of Roxobel recognizes that it does not have the financial, managerial, or technical ability to remain in the water supply and distribution business; and

WHEREAS, the Town of Roxobel is willing to transfer its water distribution facilities to the Bertie County Water District IV as a permanent offering and ownership; and

WHEREAS, the Bertie County Board of Commissioners has conducted an Engineering Study to evaluate and determine the required improvements necessary to sustain its current residential, commercial, and industrial water supply, with the anticipated allocation necessary to operate and sustain the Town's water distribution system on a long term basis; and

NOW THEREFORE BE IT RESOLVED, the parties hereto agree as follows:

- 1) Bertie County agrees to accept the Town of Roxobel’s failed system and make the required improvements to operate and sustain permanent service, conditioned upon approval of financing and principal forgiveness funding through the NC Drinking Water State Revolving Fund is obtained on behalf of Water District IV; and

- 2) The County of Bertie will continue to operate the Town's system on a temporary basis until such time as the Engineering Plan has been developed with a cost estimate to make the required infrastructure improvements; and
- 3) The County of Bertie does not intend to increase the burden of debt on the citizens of Water District IV such that customers experience a negative impact on rates; and
- 4) Until such time as financing has been arranged with the State of North Carolina, project cost and customer rates have been determined to be acceptable by the Bertie County Board of Commissioners, the Water Department will continue to operate and maintain Roxobel's water distribution system; and
- 5) The Town of Roxobel agrees it will indemnify and hold Bertie County harmless of all losses, claims, judgments or penalties resulting from the current low pressure and the interruption of service, quality of water and lack of available supply during the temporary emergency conditions until such time as the required improvements are made; and
- 6) The Town of Roxobel agrees that should current studies performed by Bertie County determine that it is not feasible for Bertie County to continue with supplying water on an interim basis, it will release Bertie County from this Agreement without recourse or action.
- 7) At the appropriate time, determined by the County of Bertie after all of the above stated conditions are satisfied, the Town of Roxobel will execute all documents necessary for the transfer of water system assets to Water District IV. It is further understood that this is a voluntary merger, requested by the Town of Roxobel and other than mutual covenants contained herein, there will be no consideration paid to the Town by the County.

In witness whereof the duly authorized representative of the governing boards of Bertie County and Town of Roxobel set their hands this _____ day of _____, 2015.

 Gary T. Johnson, Mayor
 Town of Roxobel

 Ronald D. Wesson, Chairman
 Bertie County Board of Commissioners

Attest:

Attest:

 Town of Roxobel

 Sarah S. Tinkham, Clerk to the Board

ENGINEERING EVALUATION REPORT
OF
TOWN OF ROXOBEL WATER SYSTEM

PREPARED FOR
BERTIE COUNTY REGIONAL WATER SYSTEM,
WINDSOR, NORTH CAROLINA

Date: June, 2015

Prepared By:

Green Engineering, P.L.L.C.
NC Firm License: P-0115
303 Goldsboro Street E.
Wilson, NC 27893
(252) 237-5365

Author of Report
Green Engineering Project No. 15-002

w:\berti\15-002\cover



June 11, 2015

County of Bertie
106 Dundee Street, Second Floor
Windsor, North Carolina 27983

Attention: Mr. Scott T. Sauer
Bertie County Manager

SUBJECT: Professional Engineering Services
Town Of Roxobel Water System Evaluation
Hydraulic Model Update for District IV
Water System Identification # 04-08-050

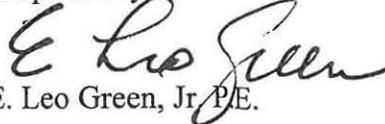
Dear Mr. Sauer:

Attached for your review and continued action, are three copies of the *Engineering Evaluation Report of the Town of Roxobel Water System* and three copies of the *Hydraulic Model Update for Bertie County Regional Water System*. Please review these documents and let us know if you have any questions or any changes you would like to make.

We will print any additional copies you may need for the Board's work session once we have your approval.

On behalf of the staff at Green Engineering, thank you again for your continued business and confidence in our firm.

Respectfully,



E. Leo Green, Jr. P.E.

ELG/pbg

Attachments

cc: Mr. Ricky Spivey, Director of Public Works

June 15, 2015

County of Bertie
106 Dundee Street, Second Floor
Windsor, North Carolina 27983

Attention: Mr. Scott T. Sauer
Bertie County Manager

SUBJECT: Professional Engineering Services
Town Of Roxobel Water System Evaluation
Water System Identification # 04-08-050

Dear Mr. Sauer:

In response to the Bertie County Board of Commissioner's action and your personal directive, Green Engineering has made an evaluation of the present water system assets belonging to the Town of Roxobel. The Scope of Services includes the following four (4) areas of study:

1. Engineer will obtain all available drawings from NCDENR Public Water Supply records pertaining to Town's water system
2. Conduct a field survey to establish elevated storage overflow elevation.
3. Complete an independent elevated storage facility evaluation.
4. Review all evaluation data and issue a letter of opinion.

The Bertie County Commissioners' action was a result of the Town of Roxobel's request to consider consolidating its water system assets with the Bertie County Regional Water System. Prior to final acceptance of the Town's system, the County requested that a system evaluation be conducted. The purpose was to determine what issues were involved with the proposed merger and identify any outstanding liabilities that the County must consider before accepting the town's offer. We recently conducted a similar evaluation of the Town of Lewiston's system and have evaluated Roxobel's in a similar fashion. As a result of this effort we have compiled the following information.

General Information and System Condition

1. Water System Age

Information located in the State Archives of North Carolina indicates that initial development of the Roxobel Water Supply and Distribution System began in 1963. Since that time several additions have been implemented, the latest of which is 2009.

Our discovery also indicates that, over time, there have been a few non-permitted additions made to the system that may not have been properly engineered and permitted. It appears that most of these non-permitted additions are 2 inch diameter mains that were extended less than 1000 feet.

2. Distribution System Composition

Based upon information from the Town's most recent Water Supply Plan, the system has approximately 3.0 miles of water distribution mains ranging in size from 3/4 inches to 8 inches. Green Engineering's review of the distribution plans obtained from available town records and State Archives has concluded that the total length of the Roxobel distribution system could exceed 3.8 miles.

Our discovery indicates that, for the most part, the Roxobel distribution system consists of cast iron, galvanized steel or polyvinylchloride (PVC). Our records search indicates that there may not be any asbestos-cement pipe in the system; however, based on our knowledge of available materials of construction at the time of the original system installation, we are not certain that some of A-C product was not installed.

It is also noted that the available system plans do not specifically indicate whether galvanized material was or was not used in the smaller diameters; however, we do feel that, for the same reason stated above, very little, if any, of this material was used in pipe diameters 2-inches and less. We found no specific reference to galvanized steel. However; these materials were commonly used in the time era of the original installation.

3. Elevated Storage

The existing 75,000 gallon elevated storage tank is located in the central part of Town on E. Church Street approximately between the intersection of Main St. and Ruby St. The tank was constructed during the initial phase of system development and put into service around 1963. The current elevated storage facility is a four legged tank with a center column and most likely supported on reinforced concrete spread footings. Based on the name plate data on the center riser of the tank, this structure was erected by Taylor Iron Works of Macon, Ga.

The tank is still in service and has been repainted and reconditioned on several occasions. The most recent work performed on this structure was in 2008. That work included cleaning, scraping and painting of the tank exterior. Prior to that effort, an

earlier work order was issued in 2000 to remove the lead based paint applied during the original erection of the structure.

Green Engineering completed a field survey at the tank and determined its overflow elevation in relationship to County tank number 4 in Water District IV. County elevated storage tank 4 structure is the closest storage facility to the Roxobel tank. Survey results showed that the Roxobel tank has the highest overflow in the county which is 213.17 feet above sea level compared to the county tank number 4 overflow of 198.67. In order to use the Roxobel tank effectively, there would have to be a booster station constructed to fill this tank to overflow. Before any final decision could be rendered on the disposition of the Roxobel tank, a hydraulic model would need to be conducted. The county board authorized Green Engineering in February 2015 to conduct a comprehensive hydraulic model analysis of the northwest quadrant of the county involving Water District IV. Those findings and recommendations are in the summary section of this report.

Since the elevated storage tank was completely reconditioned in 2000 and 2008, there does not seem to be any compelling reason to make a complete third party evaluation of this asset. The intent of the hydraulic model was to determine if the town's water tank asset could be salvaged as it was expressly desired by the town to retain for fire suppression and emergency storage.

4. Metering

Records indicate the majority of all the Roxobel water meters are at least 25 years or older. The accuracy of these old meters is suspect. There have been meter change outs on an as needed basis if the meter was completely inoperable.

The original meter services employed conventional tapping saddles with 3/4 inch copper tubing for service pipe. Meter bases were set with both conventional meter setters and direct material transition adapters without setters.

To obtain the highest level of revenue possible from this system, it is recommended that all meters be replaced utilizing the latest automatic meter reading technology. The county has recently purchased a handheld meter device that can transmit and receive data from encoder meter registers. This will improve reading efficiency, reduce errors, enhance system revenues and prevent hiring additional labor in the field and billing.

5. Water Supply

The Town previously had two deep well water supplies both developed to a depth of 306 and 308 feet respectively. According to the NC State Water Supply Plan data, well One, located on Church St. was shut down in 2008. Well Two, located on Hardy St. has been operated everyday of the year continuously. Well Two had a 12 hour approved supply of 75,000 gallons per day. The town's average daily demand taken from current billing data is between 25- 30,000 gallons per day. Well two went out of service in October 2014. At that time, the town began drawing all of its water from the County Water District # IV.

Green Engineering contacted the well contractor about the overall condition of both wells. Due to the continued deterioration and lack of maintenance, these wells cannot be reconditioned and incorporated into the county's system. In order to replace the original supply, new wells would have to be developed. Therefore, since the county has sufficient water supply there is no need to develop additional water supply in this area.

Green Engineering found no records of either well having been abandoned in accordance to state requirements; however access to each well has been properly secured. Pending how the property assets are disposed these wells will need to be properly abandoned according to state protocol in order to prevent potential contamination to the aquifer. For the protection of public health, it is recommended that the town convey the well site and assets to the county with the anticipated merger. Therefore, the county will need to take the responsibility of properly abandoning these wells in accordance with state requirements from the regional office. A copy of the well abandonment guidance is included in this report.

Based upon recent production records the towns flows ranged from an average demand low of 16,000 gallons per day to a high monthly average of 40,000 gallons per day. Typical average day usages over the last 24 months illustrate a daily average usage of about 23,271 gallons per day.

6. Water Connections

The Town's 2013 "Water Supply Plan" reported 155 residential connections and 9 commercial connections and 3 institutional. Total accounts as of February 1, 2015 were: 173 total, with 155 active and 28 accounts inactive.

7. Water Audit

Green Engineering has reviewed the customer consumptive use data provided by the Town. That information was made available for the billing periods January 2013 through January 2015. Based on information from available sales records, there appears to be a system loss of approximately 10.1 percent.

This loss ratio is well within acceptable standards for systems comparable to the Roxobel's distribution network. It is strongly believed that with the installation of new residential and commercial meters that the loss ratio will be even lower.

8. Present Water Rates

Effective July 1, 2014, Bertie County increased its bulk rate from \$3.25/1,000 gallons to \$4.50/1,000 gallons. The town has not increased its present rate per 1000 gallons to accommodate the County increase. The following table is a comparison of the respective rates:

Rate Comparison Table

System	Rate	3,000 Gallons	4,000 Gallons	5,000 Gallons
Roxobel	\$14.00 Flat first 1,000 gallons	\$15.10	\$15.60	\$16.00
	Next 1,000@\$0.60/1000			
	Next 2,000@\$0.50/1000			
	Next 14,000@\$0.40/1000			
BCRWS	\$15.53 Flat Plus \$4.50/1,000	\$29.03	\$33.53	\$38.03

9. Roxobel Present Water Consumption

System data submitted in the Town's 2013 Water Supply Plan indicated that its residential consumption averages about 4,500 gallons per month. This consumption is consistent with the Town of Lewiston's monthly consumption. A recent evaluation of

the County Regional System indicates that the residential system-wide average is 3,685 gallons per month per connection. Unlike the Town of Lewiston, Roxobel does not have any central sewer. It is noted that the residential usage is much higher than the county's average consumption rate. Based on this analysis, the transfer of customers to the County system should produce more revenue on a per connection basis than the Regional System customer base. However, the revenue projections in this report used the conservative number of the county's rate.

10. Human Resources

Presently, the Town has one part-time employee that tends to streets, and water/sewer issues. The economy of scale in the operation of the present County's regional system, together with the plan to install the automatic meter reading technology in the Town's system, will allow the County to assume the added responsibility created by the addition of the Roxobel system without any increase in personnel.

11. Billing Services

Should the County elect to take over the Roxobel's water distribution system; the Town will still need to provide billing services for its garbage services. Therefore, the town may want to consider requesting the County to provide these billing services in conjunction with the monthly water billings for an administrative fee.

12. System Records

Green Engineering has researched the State Archives and obtained copies of plans of many of the Town's water distribution system segments. County staff also has some additional records made available of the town system. Based upon available records it appears that all water mains are accounted for on the maps that are currently in the town and county's possession. However, there are some small 2 inch diameter water mains that are not recorded on official engineered drawings. A composite map of the existing system, based on available information, is included in this Report.

The County will need to continue to develop a more accurate map of the Town's distribution system as more system records are discovered. Missing components of the system can also be validated as maintenance/repairs are made throughout the system.

The above information, when available, can be added to the above referenced system map by either the County GIS personnel or Green Engineering.

13. Roxobel's Existing Utility System Debt

Based upon the 2013-2014 audit schedule 3, there appears to be no outstanding debt against the present water system.

14. Required Water System Improvements and Operational Actions

A. Water Meters

All water meters because of excessive age and loss of accuracy need to be replaced. Even though the system loss is within a reasonable 10 percent range (based upon 2010-2012) audit, the meters will continue to slow down and system losses will increase. Should the system(s) consolidation take place, the County should incorporate into its next capital project a component by which all the Town's meters will be replaced with new encoder registers compatible with the County's new hand held meter reading system. These improvements will expedite the performance of additional billing tasks in the County business office and will reduce meter reading time required of the current meter reading staff.

Consequently, water sales will improve with no additional human resources required.

B. System Mapping

The Town's available water systems records does not include all of what Green Engineering believes exist in the ground. Since the County has expended considerable resources to build a very sound and elaborate GIS system, continued effort should be made in continued GIS updates by staff.

The Town's assets should be incorporated into the County's database. Also, these assets will need to be added to the County's most recent Asset Management Plan.

C. Water Loss

The County recently adopted a water loss reduction plan that involves valve exercising on a regular basis. Efforts should be made with present Town staff to coordinate with County personnel the location of as many system valves as possible before the transfer of assets is made.

D. Water Main Replacement

There is approximately 4000 linear feet of small diameter mains that are not identified as galvanized steel or PVC water mains. It is recommended that these mains be added to the Annual Capital Improvement Plan (CIP) to be replaced. None of these smaller mains are presently a problem; however, these lines will ultimately give trouble and will need replacing. A systematic plan for the replacement of these water mains should be included in the County's (CIP).

E. Existing Elevated Tank

The Town's existing 75,000 gallon elevated storage tank has remained in service since the town switched over to the county system in fall of 2014. However, because the town's tank overflow elevation is higher than the county's tank 4, the maximum water level at any anytime is only four feet full from the bottom of the tank bowl. This low storage is inadequate to provide reliable fire suppression service. To retain this tank and provide compatible fire suppression service, there will have to be a water booster pumping station installed near the intersection of 72 Siding Road and Harrells Siding Rd. The mean sea level (msl) overflow elevation of the Roxobel tank is approximately 14 feet above the adjacent elevated tanks in the County (213.17 versus 198.67)- respectively.

F. Hydraulic Model

The County's present hydraulic model (2012) did not include a reliable long term interconnection of the two (2) systems. The 2014-15 CIP called for an update to the present hydraulic model. The new model results determined that to retain Roxobel's tank, a new 250 gallon per minute water booster station would have to be constructed to fill the town's tank to overflow. There were four areas identified outside the city limits that need connecting to eliminate

water quality problems and enhance the interconnectivity of the towns system. These new proposed connections will maintain system pressure and provide service into the county's lines to Roxobel's system, additionally two pressure reducing valves will have to be installed in order to limit the Roxobel pressure zone. This will allow for improved water quality to the towns customers as well as the current county customers that are on the two dead end lines. These improvements are included on a map in the back of this report titled Roxobel Improvements.

The Town had previously forwarded request to the County from rural families just outside the town on Taylor and Railroad Street. requesting water service. The new model took into consideration this service area and included those cost in the evaluation report system improvements budget. It is anticipated that there are about 25 additional families that will benefit from the interconnection improvements along with the extensions made on Taylor and Railroad Streets.

G. Required Water System Identification Change

Should the County take over the Town's system, the water system ID for the Town will become the same as the County water system ID number. Staff will need to notify the State Water Supply Regional office in writing of this change. Staff will also need to coordinate with the Regional Office concerning any increases to compliance sampling due to the system addition.

15. Financial Considerations and Planned Resources

At present, there are four funding sources for Bertie County to secure financial assistance for water system improvements. These are:

USDA - Rural Development Loan and Grant Program
NC State Revolving Loan Program
Community Development Block Grant
Private Market

A preliminary meeting was held with the NC Drinking Water State Revolving Loan officials in April of 2015, to explore the possibility of funding the improvements necessary to meet the county's requirements to merge the two systems. It was determined that since the town lost their primary water source and is willing to consolidate, that they may be eligible for part of the improvement cost as a principle forgiveness loan. It was suggested that part of the improvements in Water district IV may require a loan for the balance not considered principal forgiveness eligible. That ineligible portion would require a 20 year loan at 1.75 percent interest rate.

16. Projected Revenues

The following revenue comparison illustrates the change in the County revenue position if the consolidation takes place:

Anticipated Revenues after Consolidation

*170 connections x \$32.11 / month / customer x 12 months.....\$65,504/year

Delete water purchased from the Town by County

515,000 GALLONS @\$1.50/1,000 gallons \$772/year

Increase in annual revenues.....\$66,276/year

*Revenues for the projection used the County average consumption per month of 3685 gallons per residential connection

17. Summary and Recommendations

The following observations/recommendations are offered to Bertie County officials for consideration in their effort to evaluate the feasibility of consolidating the Town of Roxobel water distribution system into the operation of the County Regional system:

- Based upon the most recent billing data available, the Roxobel distribution system is relatively free of leaks with a water loss of about 10%. This is an indication that the system has been reasonably cared for.
- There are some small diameter galvanized water mains throughout the system that will need replacing within the next few years.
- There does not appear to be any major maintenance issues within the system that may give cause for enforcement action by the State.
- The water meters should be replaced relatively soon in order to provide the best revenue stream possible, facilitate water loss management and eliminate the need for additional system personnel required for meter reading and billing purposes.
- The Town's elevated storage tank is in relatively good shape and it is time for an inspection for painting the interior.
- A new booster pumping station will insure that the Towns fire suppression capability will continue and will enable the tank to be filled.
- The County Board of Commissioners should authorize application for a DWSRF principal forgiveness loan to fund part or all of the recommended improvements.

Mr. Scott T. Sauer
June 15, 2015
Page Eleven (11)

Implementation of revisions to the Safe Drinking Water Act in 1996 has influenced many small water systems, where possible, to consolidate with other operating systems. Even though the Town of Roxobel will lose its water system assets, consolidation with the County will eliminate any future liabilities that may result in the continued operation of such a small system.

The inability of the Town to maintain the required managerial, technical, and/or financial capacity required to successfully operate a small water supply and distribution system further reinforces the concept of system consolidation. This merger also secures the long-term sustainability of public health protection to the citizens in the area and will further strengthen the Regional Water System's financial position by providing a more favorable "economy of scale" operation.

Green Engineering appreciates the opportunity the Board of Commissioners' has provided our firm to develop this evaluation. Should you have any questions, please do not hesitate to contact me.

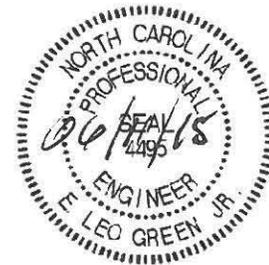
Respectfully,



E. Leo Green, Jr, P.E., P.L.S.
Managing Member

cc: County Commissioners
Mr. Ricky Spivey, RWS Director

Attachments



WATER DISTRICT IV-ROXOBEL CONSOLIDATION			
Qty	Description	Unit Price	Total Cost
1	Well #3 SCADA	\$24,500.00	\$24,500.00
1	Well #4 SCADA	\$24,500.00	\$24,500.00
1	Well #8 SCADA	\$24,500.00	\$24,500.00
1	Well #9 SCADA	\$24,500.00	\$24,500.00
1	Well #11 SCADA	\$24,500.00	\$24,500.00
1	Well #12 SCADA	\$24,500.00	\$24,500.00
1	Well #13 SCADA	\$24,500.00	\$24,500.00
1	Well #14 SCADA	\$24,500.00	\$24,500.00
1	Tank #2 SCADA	\$24,500.00	\$24,500.00
1	Tank #4 SCADA	\$24,500.00	\$24,500.00
1	Tank #7 SCADA	\$24,500.00	\$24,500.00
1	Tank #9 SCADA	\$24,500.00	\$24,500.00
8	Chlorine Analyzers at Wells #3,4,8,9,11,12,13,14	\$7,500.00	\$60,000.00
8	Static Well Water Level Gauges at Wells #3,4,8,9,11,12,13,14	\$6,500.00	\$52,000.00
8	Well Head Encoder Meters at Wells #3,4,8,9,11,12,13,14	\$5,500.00	\$44,000.00
1	Altitude Vault Tank #2,	\$57,000.00	\$57,000.00
1	Altitude Vault Tank #4,	\$57,000.00	\$57,000.00
1	Repipe Altitude Vault Tank 7	\$40,000.00	\$40,000.00
1	Booster Station #4 with SCADA	\$275,000.00	\$275,000.00
170	AMR Meters (Roxobel)replacement	\$350.00	\$59,500.00
LS	Hydraulic Interconnections	\$359,260.00	\$359,260.00
2	PRV Vaults	\$35,000.00	\$70,000.00
	TOTAL CONSTRUCTION COST - DISTRICT IV		\$1,367,760.00
	Project Contingency 10%		\$136,776.00
	Engineering Design		\$115,000.00
	Permitting		\$2,500.00
	Land Surveying Cost		\$3,500.00
	PER		\$38,000.00
	Easement Preparation		\$2,000.00
	Grant Administration		\$25,000.00
	ER Preparation		\$24,000.00
	Environmental Documentation Preparation		
	Legal Costs		\$5,000.00
	Application		\$6,500.00
	Construction Observation		\$96,000.00
	Project Administration		\$55,000.00
	System GIS Management/Assest Management Update		\$21,000.00
	SUBTOTAL OF PROJECT COST		\$1,898,036.00
	Loan Administration (if applicable) (2%)		\$37,960.00
	TOTAL PROJECT COST FOR DISTRICT IV		\$1,935,996.00

*History Note: Authority G.S. 87-87; 87-88;
Eff. February 1, 1976;
Amended Eff. September 1, 2009, August 1, 2002; April 1, 2001; December 1, 1992; September 1, 1984.*

15A NCAC 02C .0113 ABANDONMENT OF WELLS

(a) Any well which is temporarily removed from service shall be temporarily abandoned in accordance with the following procedures:

- (1) The well shall be sealed with a water-tight cap or well seal, as defined in G.S. 87-85 (16), compatible with the casing and installed so that it cannot be removed without the use of hand tools or power tools.
- (2) The well shall be maintained whereby it is not a source or channel of contamination during temporary abandonment.

(b) Permanent abandonment of water supply wells other than bored or hand dug wells shall be performed in accordance with the following procedures:

- (1) All casing and screen materials may be removed prior to initiation of abandonment procedures if such removal will not cause or contribute to contamination of the groundwaters. Any casing not grouted in accordance with 15A NCAC 02C .0107(f) shall be removed or grouted in accordance with 15A NCAC 02C .0107(f).
- (2) The entire depth of the well shall be sounded before it is sealed to ensure freedom from obstructions that may interfere with sealing operations.
- (3) Except in the case of temporary wells and monitoring wells, the well shall be disinfected in accordance with Rule .0111(b)(1)(A) through .0111(b)(1)(C) of this Section.
- (4) In the case of gravel-packed wells in which the casing and screens have not been removed, neat-cement, or bentonite slurry grout shall be injected into the well completely filling it from the bottom of the casing to the top.
- (5) Wells constructed in unconsolidated formations shall be completely filled with grout by introducing it through a pipe extending to the bottom of the well which can be raised as the well is filled.
- (6) Wells constructed in consolidated rock formations or that penetrate zones of consolidated rock may be filled with grout, sand, gravel or drill cuttings opposite the zones of consolidated rock. The top of any sand, gravel or cutting fill shall terminate at least 10 feet below the top of the consolidated rock or five feet below the bottom of casing. Grout shall be placed beginning 10 feet below the top of the consolidated rock or five feet below the bottom of casing in a manner to ensure complete filling of the casing, and extend up to land surface. For any well in which the depth of casing or the depth of the bedrock is not known or cannot be confirmed, the entire length of the well shall be filled with grout up to land surface.

(c) For bored wells or hand dug water supply wells, constructed into unconsolidated material:

- (1) The well shall be disinfected in accordance with Rule .0111(b)(1)(A) through .0111(b)(1)(C) of this Section.
- (2) All plumbing or piping in the well and any other obstructions inside the well shall be removed from the well.
- (3) The uppermost three feet of well casing shall be removed from the well.
- (4) All soil or other subsurface material present down to the top of the remaining well casing shall be removed, including the material extending to a width of at least 12 inches outside of the well casing;
- (5) The well shall be filled to the top of the remaining casing with grout, dry clay, or material excavated during construction of the well. If dry clay or material excavated during construction of the well is used, it shall be emplaced in lifts no more than five feet thick, each compacted in place prior to emplacement of the next lift.
- (6) A six-inch thick concrete grout plug shall be placed on top of the remaining casing such that it covers the entire excavated area above the top of the casing, including the area extending to a width of at least 12 inches outside the well casing.
- (7) The remainder of the well above the concrete plug shall be filled with grout or soil.

(d) All wells other than water supply wells, including temporary wells, monitoring wells or test borings:

- (1) less than 20 feet in depth and which do not penetrate the water table shall be abandoned by filling the entire well up to land surface with grout, dry clay, or material excavated during drilling of the well and then compacted in place; and
 - (2) greater than 20 feet in depth or that penetrate the water table shall be abandoned by completely filling with a bentonite or cement - type grout.
- (e) Any well which acts as a source or channel of contamination shall be repaired or permanently abandoned within 30 days of receipt of notice from the Department.
- (f) All wells shall be permanently abandoned in which the casing has not been installed or from which the casing has been removed, prior to removing drilling equipment from the site.
- (g) The owner is responsible for permanent abandonment of a well except that:
- (1) the well contractor is responsible for well abandonment if abandonment is required because the well contractor improperly locates, constructs, repairs or completes the well;
 - (2) the person who installs, repairs or removes the well pump is responsible for well abandonment if that abandonment is required because of improper well pump installation, repair or removal; or
 - (3) the well contractor (or individual) who conducts a test boring is responsible for its abandonment at the time the test boring is completed and has fulfilled its useful purpose.

**North Carolina Department of Environment and Natural
Resources
Division of Water Infrastructure
Fund Transfer Certification**



(Last updated: July 2015)

(Required for all funding applications except for projects solely funded by CDBG-I)

§ 159G-37.(b) requires that all local governments applying for funding from the Clean Water State Revolving Fund, the Wastewater Reserve, the Drinking Water State Revolving Fund, or the Drinking Water Reserve for water or wastewater projects certify that no funds received from water or wastewater utility operations have been transferred to the local government's general fund for the purpose of supplementing the resources of the general fund since July 1, 2014. The prohibition contained in § 159G-37.(b) shall not be interpreted to include payments made to the local government to reimburse the general fund for expenses paid from that fund that are reasonably allocable to the regular and ongoing operations of the utility, including, but not limited to, rent and shared facility costs, engineering and design work, plan review, and shared personnel costs.

Applicant's Certification:

I certify that no funds received from water or wastewater utility operations have been transferred since July 1, 2014 from the water and/or sewer enterprise fund to the _____ general fund for the purpose of supplementing the resources of the general fund in accordance with § 159G-37.(b) except as allowable and are listed below.

(Local Government Unit)

List transfers that meet the exceptions allowed under § 159G-37.(b) and specifically describe the applicability of each exception (add rows to the table as needed):

Transfer that is an exception allowed by § 159G-37.(b)	Fiscal Year	Describe the reason that this transfer is an allowable exception to § 159G-37.(b)
1.		
2.		

**SIGNATURE OF CHIEF ELECTED OFFICIAL
or AUTHORIZED REPRESENTATIVE**

DATE

TYPED NAME

TYPED TITLE

RESOLUTION BY GOVERNING BODY OF APPLICANT

WHEREAS, The Federal Clean Water Act Amendments of 1987 and the North Carolina the Water Infrastructure Act of 2005 (NCGS 159G) have authorized the making of loans and grants to aid eligible units of government in financing the cost of construction of (state whether a wastewater treatment works, wastewater collection system, stream restoration, stormwater treatment, drinking water treatment works, and/or drinking water distribution system or other “green” project), and

WHEREAS, Bertie County Water District IV, in its effort to consolidate and merge with the Town of Roxobel’s distribution system, at the request of the Town, has performed a hydraulic analysis and engineering study detailing water system improvements necessary to address this Roxobel’s failed system, including a booster pump station which is required to fill the elevated storage tank. Other necessary improvements include telemetry system upgrade (SCADA), distribution line replacements, extensions, AMR replacements and related appurtenances, and

WHEREAS, The Bertie County Water District IV intends to request state (loan or grant) assistance for the project,

NOW THEREFORE BE IT RESOLVED, BY THE (GOVERNING BODY) OF THE (UNIT OF GOVERNMENT):

That Bertie County Water District IV, the **Applicant**, will arrange financing for all remaining costs of the project, if approved for a State (loan or grant) award.

That the **Applicant** will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

That the governing body of the **Applicant** agrees to include in the loan agreement a provision authorizing the State Treasurer, upon failure of the (unit of government) to make scheduled repayment of the loan, to withhold from the (unit of government) any State funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan.

That the **Applicant** will provide for efficient operation and maintenance of the project on completion of construction thereof.

That Ronald Wesson, Chairman, the **Authorized Official**, and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a (loan or grant) to aid in the construction of the project described above.

That the **Authorized Official**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 9th day of September at Windsor, North Carolina.

(Signature of Chief Executive Officer)

(Title)

CERTIFICATION BY RECORDING OFFICER

The undersigned duly qualified and acting (title of officer) of the (unit of government) does hereby certify: That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a legally convened meeting of the (name of governing body of applicant) duly held on the 9th day of September, 2015; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this **9th day of September, 2015**.

(Signature of Recording Officer)

(Title of Recording Officer)



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: September 8, 2015

AGENDA ITEM: D-4

DEPARTMENT: Human Resources

SUBJECT: Discuss Request for Qualifications draft – Employee Compensation Study

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Recommend approval.

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

It is requested that the Board approve this item as presented.

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: No

ITEM HISTORY: N/A



REQUEST FOR QUALIFICATIONS

COMPENSATION STUDY
BERTIE COUNTY, NC

REQUEST FOR QUALIFICATIONS FOR **A CLASSIFICATION AND COMPENSATION STUDY** **CONSULTANTS**

Bertie County, NC is seeking Qualification Statements from interested and qualified professional consultants to provide recommendations for a Compensation Study and Benefits Survey.

PURPOSE

This Request for Qualifications is to identify qualified personnel management consultants to:

- 1) Conduct an employee classification and compensation study of public employers and private sector (as applicable) who are providing comparable services in this geographic region,
- 2) Based on that study, determine if position/job descriptions are in need of updating, and if so, assist in the development of these descriptions and,
- 3) Based on those results, prepare a comprehensive analysis that identifies Bertie County's competitive position in the regional labor market among peer counties and,
- 4) Based on that study, provide a recommendation for total salaries and benefits, including the total compensation package of insurance and other benefits (including paid time off - PTO) and,
- 5) Then to prepare recommendations for compensation policies, including variable incentive pay options, to maintain competitiveness, reward employees, and ensure equity. Responding consultant should have significant experience conducting salary surveys and comparative analyses, preferably involving public and private employers.

BACKGROUND

Geographically, Bertie County is located in northeastern North Carolina, approximately 75 miles west of the Outer Banks, 100 miles east of Raleigh and 90 miles southwest of Norfolk, Virginia.

As of July 2015, Bertie County Government had a total of 198 FTE (161 full-time and 37 regular part-time positions for a total of 198 approved positions) under approximately 211 job classifications. The County has one salary schedule consisting of 35 pay ranges including hiring, minimum, midpoint, and maximum salary.

Bertie County is seeking a thorough classification and compensation study and analysis of the County and those organizations that draw on a shared labor market will indicate the County's current position and its ability now and in the future to recruit and retain talented employees to provide quality services to the citizens of Bertie County.

It is expected that the study will determine what actions should be taken, if any, to avoid loss of qualified staff and difficulties in recruiting new employees for County employment, while competitively compensating current employees. In addition, it is expected that the study will recommend adjustments to the County's current pay plan and salary structure, including variable/incentive pay options, to allow appropriate compensation, to account for employee's service/special achievements, or to rectify compression/equity issues and a total compensation comparison.

The Board of Commissioners has been keenly focused on investing in human capital including new, programs such as an Employee Assistance Plan, 401k supplemental retirement contribution, as well as market increases for mission critical positions in recent budget years.

THE ANTICIPATED SCOPE OF WORK WILL LIKELY INCLUDE:

- 1) A comprehensive evaluation of every job with Bertie County Government to determine relative worth within the organization (internal equity), placement in the organizational structure, and for the establishment of pay ranges. Establish appropriate benchmarking standards and include a comparison and analyses of salaries and wages like or similar jobs (external equity) of comparable local governments and private employers in various markets for which the County competes for labor supply. Organizations in the comparison are to be share with key County staff involved in the process who will reserve the right to designate that organizations be added and/or deleted from the comparable organizations used by the consultant.
- 2) The County will provide current position information according to the needs of the consultant. The base pay salary study survey shall include:
 - a. Pay plan salary range comparison to Bertie County for each position for each participant organization by minimum, midpoint, and maximum;
 - b. Bertie County's market position for each benchmark individually, and overall;
 - c. Analysis of pay practices and salary structure;
 - d. Recommended salary ranges or pay bands to include per cent spreads between ranges/bands. Prepare a new salary structure, based on the results of the study.
 - e. Fair Labor Standards Act (FLSA) designation for each job title/classification;
 - f. Class/position descriptions in a standardized format that include at a minimum a classification summary; listing of essential duties, required education, training, and experience; and required knowledge, skills, abilities (KSAs) for each position class.
- 3) Conduct a thorough benefits survey, including leave, of the similar regions/organizations
- 4) Provide a procedure manual and training for Human Resources staff enabling them to maintain the recommended classifications and compensation plan. This includes the methodology for position

grading. All data and forms will include position questionnaire forms, position grading worksheets, raw data, electronic databases, etc. This will be provided to Bertie County Human Resources to assist in the understanding and training of the position grading, pointing methodology or system.

5) Recommend a classification/compensation and position evaluation system that adheres to the following basic elements and characteristics:

- a. Must meet all legal requirements, be totally nondiscriminatory and provide for compliance with all pertinent federal, state, and local requirements.
- b. The system must be easy for management to administer, maintain and legally defend.
- c. The system must easily accommodate organization change and growth or conversion.
- d. The system should be based upon sound compensation principles in which both internal and external equity are considered within the pay structure as well as the concepts of equal pay for equal work, equal pay for similar work, and equal pay for comparable work.
- e. The system should provide for new positions to be incorporated into the compensation plan as well as appropriate adjustments to maintain the compensation plan's effectiveness.

6) Consultation with management to insure that recommendations meet the strategic goals of the organization as established by the governing body.

PROJECT TIMELINE

The Board of Commissioners has placed a high priority on this project and will move expeditiously to secure professional consultant services within thirty to sixty days.

QUALIFICATION STATEMENT FORMAT

- 1) Provide a detailed narrative of the firm's perception and understanding of the project, outlining any unique considerations or experience preparing customized approaches based on the needs stated above.
- 2) Firm history and statement of qualifications
- 3) Key principal and associate staff; identification of any associate firms involved and pertinent responsibilities; identification of the Project Manager

- 4) Recent examples of similar projects, schedules and results especially for smaller, tier one counties
- 5) Description of the work plan, proposed meetings, schedules, and approach to the scope of work and reporting.
- 6) Other relevant information that demonstrates the team's qualifications for conducting this scope of work.

REVIEW OF QUALIFICATIONS AND EVALUATION CRITERIA

- 1) Experience in providing consulting services in similar positioned counties (Tier 1).
- 2) Qualifications of project staff, including internal staff and/or staff that may be involved in duties being outsourced.
- 3) Performance history (references).
- 4) Demonstration of the firm's ability to utilize existing information in order to reduce initial and future costs of the project.

INCURRING COSTS

The County of Bertie is not liable for any cost incurred by the Consultant in the preparation or presentation of a response to this request.

RIGHT TO AWARD OR REJECT CONTRACT

It is understood that all submittals will become part of the public file on this matter, without obligation to the County of Bertie. Bertie County reserves the right to reject any or all submittals.

The successful proposer will be required to execute a general professional services contract with the County of Bertie. In addition, each work element will require a detailed scope of work and task order approved by the County. Fees shall be agreed upon in advance by both parties. Such an agreement shall be an approved work authorization or supplement to the contract and approved by Bertie County.

An informational meeting will be held at 3:00PM on **Tuesday, September 15, 2015**, inside the Board of Commissioners meeting room located at 106 Dundee Street in Windsor, NC.

The firm or team desiring to propose services will submit ten (10) copies entitled “Bertie County Compensation and Salary Study” on or before **Wednesday, September 23, 2015** by mail or deliver same to:

Scott T. Sauer, County Manager
106 Dundee Street, 2nd floor
Windsor, NC 27983

scott.sauer@bertie.nc.gov
(252) 794-6112 (direct office)

Proposals are due **Wednesday, September 23, 2015 at 4:00PM.**

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