

Bertie County Board of Commissioners



January 21, 2016
7:00pm

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

BERTIE COUNTY BOARD OF COMMISSIONERS

January 21, 2016

Meeting Agenda

This agenda is only a tentative schedule of matters the Commissioners may address at their meeting and all items found on it may be deleted, amended or deferred. The Commissioners may also, in their absolute discretion, consider matters not shown on this agenda.

7:00-7:05 Call to Order and Welcome by Chairman Trent (Town Hall, Powellsville)

7:05-7:10 Invocation and Pledge of Allegiance by Chairman Trent

7:10-7:25 Public Comments (3 minute time limit per speaker)

(A)

***** APPOINTMENTS *****

7:25-7:35 (1) Pound the Sound review and video presentation by Windsor Chief of Police, and President of the Windsor Rotary Club, Todd Lane

7:35-7:45 (2) Economic Development update by Economic Development Director, Steve Biggs

Board Appointments (B)

1. Discuss Bertie-Martin Regional Jail Board term limits
2. Mid-East Commission

Consent Agenda (C)

1. Accept Tax Release Journal – December 2015
2. Approve minutes for Regular Session 1-4-15
3. Approve Closed Session minutes for 1-4-16
4. Approve Town Hall minutes for 1-5-16
5. Consider updated resolution in support of a regional back-up PSAP project with only Martin County – initially approved by the Board in collaboration with Martin and Beaufort Counties, but since adoption, Beaufort is no longer participating
6. Farm Lane project bid assessment and recommendation

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

Discussion Agenda (D)

1. Review and consider approval of proposed travel credit card policy
2. Discuss billing policy recommendations for water customers, and possibly the extension of the window for delinquent water bills
3. Consider recommendation to write off water bills resulting from faulty meters in Lewiston-Woodville per earlier discussion for Account number's 077838 and 077862

Commissioners' Reports (E)

County Manager's Reports (F)

County Attorney's Reports (G)

Public Comments Continued

3 minute time limit per speaker

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.

Recess

This Thurs., Jan. 28th, 9:00AM –
Roanoke Cashie River Cetner



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: January 21, 2016

AGENDA ITEM: A-1

DEPARTMENT: Administration

SUBJECT: Pound the Sound review and video presentation by Windsor Chief of Police, and President of the Windsor Rotary Club, Todd Lane

COUNTY MANAGER RECOMMENDATION OR COMMENTS: N/A

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

ATTACHMENTS: No

LEGAL REVIEW PENDING: N/A

ITEM HISTORY:

November 16, 2016 – Original date for this presentation, but had to postponed due to a scheduling conflict.



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: January 21, 2016

AGENDA ITEM: A-2

DEPARTMENT: Economic Development

SUBJECT: Economic Development update by Economic Development Director, Steve Biggs

COUNTY MANAGER RECOMMENDATION OR COMMENTS:

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

ATTACHMENTS: No

LEGAL REVIEW PENDING: N/A

ITEM HISTORY:



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: January 21, 2016

AGENDA ITEM: B-1

DEPARTMENT: Administration

SUBJECT: Discuss Bertie-Martin Regional Jail Board term limits

SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S): According to records from the previous Bertie County Clerk, and with assistance from the current Martin County Clerk, the BMRJ Jail Board has **2 year terms**, and currently **Lawrence Carter** and **Henry Freeman** are *expired* members with terms that ended back on 11/30/15. Chairman Trent is currently serving as Bertie's Commissioner Representative.

BMRJ Board	2 yr. term	Lawrence Carter	2/6/2012	11/30/2015	reapp 12-2-13
BMRJ Board	2 yr. term	Henry Freeman	3/8/2004	11/30/2015	Reappointed 12-5-05; 12-3-07; 12-7-09, 12-2-13
BMRJ Board	2 yr. term	John MacDonald	MARTIN	12/31/2016	MARTIN COUNTY
BMRJ Board	2 yr. term	Dempsey Bond, Jr.	MARTIN	Comm. Rep. - Martin	MARTIN COUNTY
BMRJ Board	2 yr. term	William Stalls	MARTIN	12/31/2015	MARTIN COUNTY
BMRJ Board	Comm. Rep.	John Trent	1/20/2015	Comm. Rep. - Bertie	

COUNTY MANAGER RECOMMENDATION OR COMMENTS: It is recommended that the Board honor the service of long time BMRJ Board member, Henry Freeman. It is also requested that the Board consider reappointing Lawrence Carter pending the submission of a new application.

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: N/A

Bertie-Martin Regional Jail Board

Immediate Vacancies: 2

Position Vacancy:

Board	Term	Name	Began	End
Bertie-Martin Regional Jail Board	2 years	Lawrence Carter, Jr.	2/6/2012	11/30/15

Special requirements: N/A

Notes: N/A

Attendance of Current Members: N/A

Applications Received:

Application is forthcoming.

Current Members (unexpired):

- 1. John Trent (Commissioner Representative)
 - 2. John Macdonald
 - 3. Dempsey Bond, Jr.
 - 4. William Stalls
- } Martin County

January 21, 2016

Mr. Henry J. Freeman
1510 Governors Road
Windsor, NC 27983

Dear Mr. Freeman:

On behalf of the Bertie County Board of Commissioners, I am proud to present you with the enclosed Certificate of Appreciation for service on the Bertie-Martin Regional Jail Board. Your dedication and interest shown towards Bertie County through service on a county appointed board are greatly appreciated not only by this Board but, also, the Bertie-Martin Regional Jail Board.

It takes all kinds of different people to make a board or commission work. Your involvement on the Bertie-Martin Regional Jail Board helped to make it successful; therefore, we thank you for your time and service to Martin County and its citizens.

Sincerely,

Bertie County Board of Commissioners

Sarah S. Tinkham,
Clerk to the Board

cc: Bertie-Martin Regional Jail Board



Certificate of Appreciation

This award is presented to

Henry J. Freeman

For Outstanding Volunteer Service On The

Bertie-Martin Regional Jail Board

*Chairman, Bertie County Board of Commissioners
January 21, 2016*



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: January 21, 2016

AGENDA ITEM: B-2

DEPARTMENT: Administration

SUBJECT: Mid-East Commission

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Recommend approval.

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

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: See letter attached from the Mid-East Commission.

Mid-East Commission

Immediate Vacancies: 1

Position Vacancy:

Board	Term	Name	Began	End
Mid-East Commission	2 years	Ronald "Ron" Wesson	12/1/2013	12/1/2015

Special requirements: N/A

Notes: N/A

Attendance of Current Members: N/A

Applications Received:

Application is forthcoming.

Current Members (unexpired):

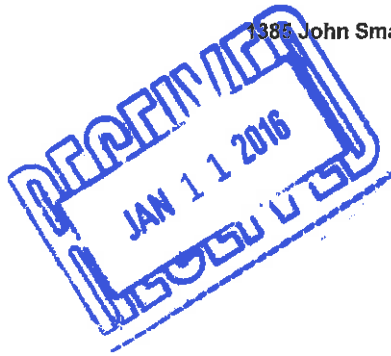
1. Lewis C. Hoggard, III.



People Working Together

1385 John Small Avenue Washington, North Carolina 27889
www.mideastcom.org

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



January 4, 2016

The Honorable Ron Wesson
Bertie County Commissioner Chairman
PO Box 530
Windsor, NC 27983

Dear Chairman Wesson:

In accordance with Article V, Sections 3 and 4, of the Mid-East Commission Bylaws, all Commission members shall be appointed in December to serve at the pleasure of the participating member governments beginning January 1 for a two year term. An official letter of this appointment by your County Board of Commissioners is needed.

Your County Representative is Ron Wesson, and he has attended six of the seven meetings this year. Please consider appointing someone, or reappointment of current representative at your next meeting. I would request that the member selected be committed to service to the Mid-East Commission, as regional issues are most important to our five county region and your communities input is critical to success.

I am enclosing copies of the Certificate of Appointment, please keep one copy and return one to me.

Thank you very much for your attention on this matter.

Sincerely,

N. Bryant Buck
Executive Director

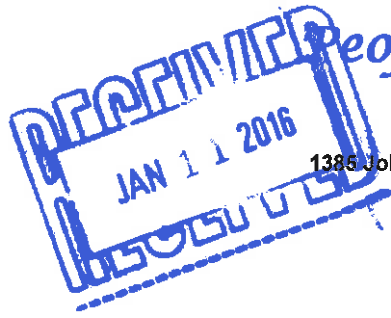
NBB/th

✓ Copy: County Manager

Attachment

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"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



People Working Together

1386 John Small Avenue Washington, North Carolina 27889

www.mideastcom.org

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

January 8, 2016

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

Dear Mr. Sauer,

In accordance with Article V, Section 1, of the Mid-East Commission Bylaws, as amended July 18, 2013, the Board policy will be to achieve minority representation on the Board that is proportionate to the minority population in the region. Lewis Hoggard is currently your representative on our board. He has attended six out of the seven meetings this year. His term has expired. Please consider appointing someone, or reappointment of current representative at your next meeting. We are asking that you appoint a minority such as an African American, Asian, American Indian/Alaska Native, Native Hawaiian/Pacific Islander, etc., as an at-large representative from your county to serve on the Mid-East Board for a term of one year. An official letter of this appointment by your county is needed and will be filed in the office of the Commission.

Enclosed is a copy of Article V, Section 1 of the Mid-East Commission Bylaws for your review. Also included is a 2016 Member Information Form we would like to have completed and sent back to us along with an official letter of this appointment by your county.

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

Sincerely,

N. Bryant Buck
Executive Director

NBB/th

Enclosure

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

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

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

ARTICLE V

THE GOVERNING BODY OF THE MID-EAST COMMISSION

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

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

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

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

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

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

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

2016 MEMBER INFORMATION FORM

PLEASE PRINT

NAME: _____

MAILING ADDRESS:

PHONE #'S:

Home _____ Mobile _____

Work _____

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

EMAIL:

EMPLOYMENT STATUS:
(Please Circle One)

Self- Employed

Employed

Retired

Type of Business:



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: January 21, 2016

AGENDA ITEM: C-1

DEPARTMENT: Tax

SUBJECT: Accept Tax Department Error Release Journal – December 2015

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Recommend approval.

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

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: N/A



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

January 5, 2015

William Roberson
Bertie County Finance Officer
Windsor, NC 27983

Dear Mr. Roberson:

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

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

Respectfully Submitted,



Tax Administrator

Approved on _____ 20 _____

RLS*15*365	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
2014	12/1/2015	Jones, Kevin 15A6839622315 Use Value left off in error	G01	\$2,054.93	\$0.00	\$0.00		\$2,054.93
	12/16/2015	Thompson, Harry 15A6874720635 Incorrect depreciation on lot	G01	\$174.42		\$0.00		\$174.42
	12/28/2015	Baker, Junius Use Value left off in error	G01	\$566.56	\$0.00			\$566.56
	12/28/2015	Baker, Junius Use Value left off in error	G01	\$272.75				\$272.75
								<u>\$3,068.66</u>

Date	Account Number	Taxbill Number	Tax Code	Transaction Amount	Levy Amount	Penalty Amount	Addl Chgs	Interest Amount	Discont Amount	TPH Check Number	Trans Rev Description
12/01/15	21817	15A687962215	601	2054.93-	2054.93-	0.00	0.00	0.00	0.00	R	PG96
12/01/15	28328	15A6874720635	601	174.42-	174.42-	0.00	0.00	0.00	0.00	R	PG96
12/01/15	451	15A5856243114	601	566.56-	566.56-	0.00	0.00	0.00	0.00	R	PG96
12/01/15	451	15A5920809473	601	272.75-	272.75-	0.00	0.00	0.00	0.00	R	PG96
				272.75-	272.75-	0.00	0.00	0.00	0.00	R	PG96
Tax Code Totals											
601*15- BRT TAX				3068.66-	3068.66-	0.00	0.00	0.00	0.00		
Total for Group				3068.66-	3068.66-	0.00	0.00	0.00	0.00		
RLS*15*365											
***** Totals by Tax Cycle *****											
Cycle				0.00	3068.66-						



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: January 21, 2016

AGENDA ITEM: C-2

DEPARTMENT: Administration

SUBJECT: Approve minutes for Regular Session 1-4-16

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Recommend approval.

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

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY:

Windsor, North Carolina
January 4, 2016
Regular Meeting

The Bertie County Board of Commissioners met for their regularly scheduled meeting at 4:00pm at 106 Dundee Street, Windsor, NC. The following members were present or absent:

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

Absent: None

Staff Present: County Manager Scott Sauer
Clerk to the Board Sarah S. Tinkham
County Attorney Lloyd Smith
Finance Officer William Roberson
Information Systems Administrator Scott Pearce
Planning & Inspections Director Traci White
Emergency Services Director Mitch Cooper
Compliance Officer Stephanie Wiggins
EMS Division Chief Crystal Freeman
Water Superintendent Ricky Spivey
Economic Development Director Steve Biggs
Human Resources Director Carolyn Fornes
Utility Customer Service Manager Connie Coburn

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

CALL TO ORDER

Chairman Trent called the meeting to order, and thanked those present for their attendance.

INVOCATION/PLEDGE OF ALLEGIANCE

Vice Chairman Bazemore led the Invocation and Pledge of Allegiance.

PUBLIC COMMENTS

Nick Shook, representing Heritage Collegiate Leadership Academy (HCLA), was present to request that the Board strongly consider allowing HCLA to use the old Bertie County Public School bus garage as a facility to maintain HCLA's own busses.

HCLA currently does not have a facility that could fit those needs, and mechanics must work outside in the elements to complete any maintenance tasks.

Mr. Morris of Windsor asked for the County to consider extending a water line in his area so that he may then hook to the County Water System.

Commissioner Wesson stated that he had been speaking to Mr. Morris about this request recently, and stated that after preliminary research, it may not be cost effective to fulfill this request. However, he mentioned that the Board would continue to look into this request and see if this extension could be included in any upcoming water system projects.

APPOINTMENTS

Public Hearing – CAMA Land Use Plan – Planning Director, Traci White

Chairman Trent officially opened the Public Hearing.

Planning Director, Traci White, was present to discuss the purpose of today's public hearing which is to receive feedback from the public regarding the recently proposed CAMA Land Use Plan.

The plan was recommended for adoption by the Planning Board in September 2015, and Mrs. White stated that she also recommended the plan for adoption.

The Chairman then opened the floor to public comments.

There were no public comments, and therefore, Commissioner Wesson made a **MOTION** to approve the CAMA Land Use Plan as proposed. Commissioner Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

Chairman Trent closed the Public Hearing.

Agency program update and presentation of the 2014 State of the County Health (SOTCH) report for Bertie County by Erin Brabble of Albemarle Regional Health Services (ARHS) and Lisa Phillips of the Partnerships to Improve Community Health (PICH) Grant for Tobacco Free Living

Erin Brabble of Albemarle Regional Health Services and Lisa Phillips of the Partnerships to Improve Community Health Grant for Tobacco Free Living were present at this time.

First, Ms. Brabble summarized a new, pilot wellness program that was just implemented in partnership with Heritage Collegiate Leadership Academy (HCLA).

She stated that the funding Albemarle Regional Health Services received last year from the County has gone to the preparation and implementation of the program including the purchase of educational materials and supplies needed for healthy cooking and health habit demonstrations/lectures.

Ms. Brabble also presented the Three River Health Carolinians 2014 annual State of the County Health (SOTCH) report.

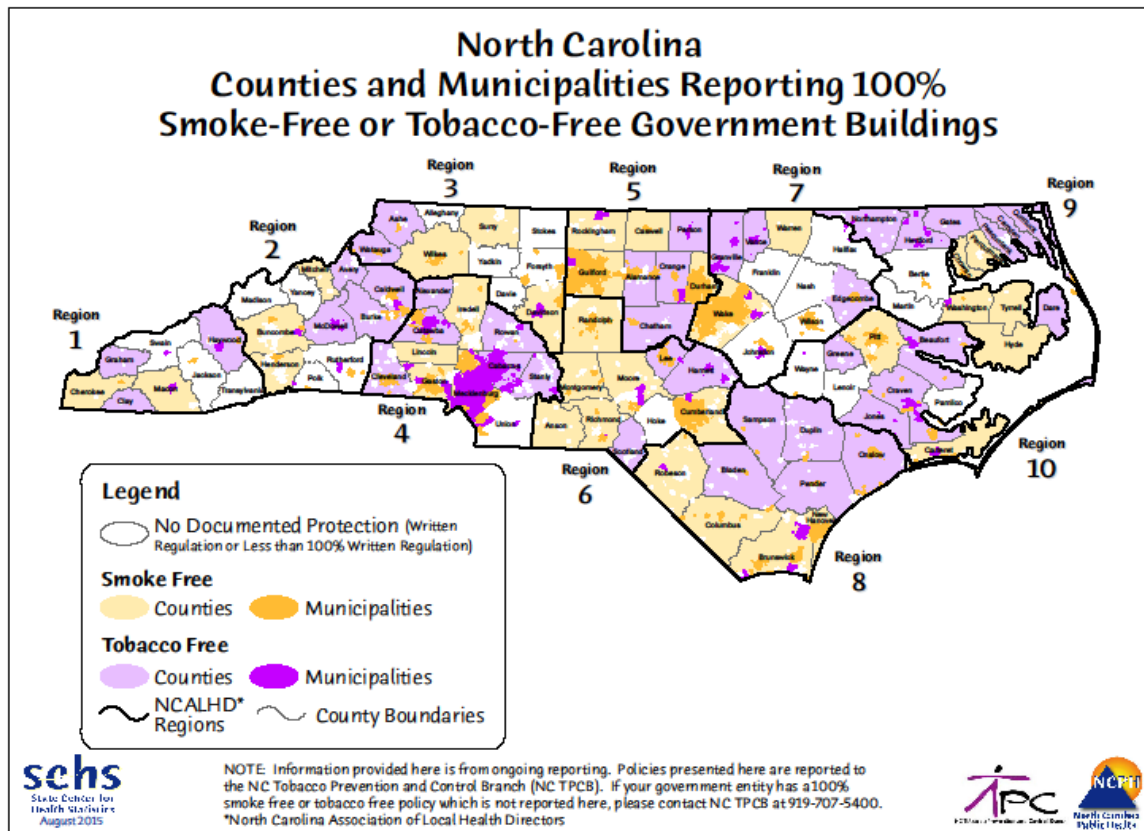
The report highlights that the top causes of health related deaths in the County have been due to Heart Disease, Cancer, and Diabetes.

The report also highlights various ways that ARHS is looking to encourage better habits including more physical activity at walking tracks, as well as a partnership with the faith based community to offer a 9-week, healthy living class through Faithful Families Eating Smart and Moving More.

Ms. Lisa Phillips of the PICH Grant spoke next about the Tobacco-Free Living initiatives in the County, and noted that a lot of work was being done in the County with school aged-children and teens including tobacco-free pledges and various educational events to keep kids and teens informed about the harmful effects of tobacco products.

She also presented the key findings from the Surgeon General's Report. The report found that secondhand smoke causes premature death and disease in non-smokers, and that exposure to secondhand smoke presents adverse effects on the cardiovascular system and presents a higher risk for coronary heart disease, lung cancer, and stroke.

Ms. Phillips also showed the map below which depicts the amount of counties in the State who promote smoke-free facilities:



Ms. Phillips also encouraged anyone interested in a smoke-free lifestyle to use the information below to contact the QuitlineNC help line which is a free service for those looking to end their use of tobacco.

The number is 1-800-QUIT-NOW (1-800-784-8669).

Lastly, Ms. Phillips encouraged the County to consider smoke-free facilities in the County with the following sign examples which would be of no charge to the County:



The Board commended Ms. Brabble and Ms. Phillips for their reports.

Dr. Michael Elam, President of Roanoke-Chowan Community College (RCCC)

Dr. Michael Elam, President of Roanoke-Chowan Community College, was present to give an update regarding a proposed energy performance agreement for cost savings.

Dr. Elam also introduced the new Dean of Finance and Facilities at RCCC, Mr. David Forestor.

Additionally, Dr. Elam stressed that the State is requiring verification of the current year appropriation from each County in RCCC's service area.

For last FY2014-2015, the County appropriated \$55,000 for RCCC.

After some discussion, Vice Chairman Bazemore made a **MOTION** for the County to certify the appropriation of \$55,000 to RCCC for FY2015-2016. Commissioner Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

The Board thanked Dr. Elam for his continued presence in the County and for representing the RCCC well.

Presentation of FY2014-2015 County Audit by Jeff Best of Carrs, Riggs, & Ingram

Jeff Best of Carr, Riggs, & Ingram presented the FY2014-2015 audit to the Board.

Questions from the Board were raised as Mr. Best reviewed each section.

There was some discussion, but no action taken.

Citizens are invited to visit the County website (<https://co.bertie.nc.us>) to download and review the audit. Copies are also available at the County Offices in the Finance Department.

BOARD APPOINTMENTS

Child Fatality Prevention Team (CFPT)

After some discussion, Commissioner Wesson made a **MOTION** to appoint Sandra Williams-McGlone to the Child Fatality Prevention Team pending her submission of an application. Commissioner White **SECONDED** the motion. The **MOTION PASSED** unanimously.

CONSENT AGENDA

Vice Chairman Bazemore made a **MOTION** to approve the Consent Agenda items C-1 through C-4 as presented. Commissioner Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

1. **Minutes** for Regular Session 12-7-15, Closed Session 12-7-15, and Work Session 12-7-15

2. **Fees Report** – December 2015

3. **Resolution** in support of a regional back-up PSAP project with only Martin County – initially approved by the Board in collaboration with Martin and Beaufort Counties, but since adoption, Beaufort is no longer participating

This item was tabled as more discussion is needed.

DISCUSSION

FYI - Bid specifications and proposed schedule for the QSCB sinking fund

This item was just informational and no action was taken or needed.

FYI - Segal invoice for expense reduction and cost saving results

This item was just informational and no action was taken or needed.

Consider offer to purchase Dr. Jordan’s Office vacant lot – bid received from Dr. Wayne Attkisson in the amount of \$3,000, accept the bid conditionally, and advertise for ten days for an upset bid, with the statement that the County reserves the right to reject any and all bids

County Manager Sauer announced that he had received interest from Dr. Wayne Attkisson to purchase “the old lot of Dr. Jordan’s Office” located on Sterlingworth Street in Windsor. The offer made was \$3,000, and County Manager Sauer recalled that the Board received an offer of \$5,000 approximately one (1) year ago which they later rejected.

Mr. Sauer recommended that the Board conditionally accept this offer pending a 10-day advertising period for upset bids as required by the North Carolina General Statutes.

In addition, County Attorney, Lloyd Smith, reminded the Board that currently, the property is owned by a corporation established by the County that no longer exists, and extra measures would need to be taken in order to properly sell the property. He included two resolutions that would aid in this process, and requested that they be approved.

Commissioner Lee made a **MOTION** to approve the two resolutions as presented. Commissioner Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

The resolutions read as follows:

**RESOLUTION # 1:
BERTIE ALL-COUNTY HEALTH SERVICES, INC. TO TRANSFER TITLE OF ASSETS
TO BERTIE COUNTY**

WHEREAS, Bertie All-county Health Services, Inc. is a non-profit corporation that was created by the County in 1990 in order to manage the health services being provided to the citizens of Bertie County, including the operation of a hospital;

WHEREAS, Bertie All-county Health Services, Inc. (hereinafter referred to as “Bertie All-county Health”) took title to a certain tract of land that is located at 407 Winston Lane, Windsor, NC (hereinafter referred to as “the 407 Winston Lane lot”) by deed dated October 31, 1996 and recorded in Book 733, Page 535 in the Office of the Register of Deeds of Bertie County;

WHEREAS, Bertie Memorial Clinic, Inc. is a non-profit corporation that was created by the County in 1991 as a subsidiary of Bertie All-county Health in order to own and manage a health clinic for the citizens of Bertie County;

WHEREAS, Bertie Memorial Clinic was collapsed into Bertie All-county Health by action of the Board of Bertie All-county health at a meeting of its Board that was held November 30, 1995, becoming a department of the hospital rather than a free-standing corporation, and its board became the same as the board of Bertie All-county Health;

WHEREAS, Bertie Memorial Clinic, Inc. (hereinafter "Bertie Memorial Clinic") took title to a certain tract of land that is located at 505 Sterlingworth Street, Windsor, NC (hereinafter referred to as "the Dr. Jordan lot") by deed dated June 25, 1996 and recorded on in Book 730, Page 219 in the Office of the Register of Deeds of Bertie County;

WHEREAS, both of the above referenced tracts were leased to Pitt County Memorial Hospital, Incorporated by lease dated April 6, 1998, which lease was recorded in Book 748, Page 349 in the Office of the Register of Deeds of Bertie County (hereinafter referred to as "the Lease");

WHEREAS, both of the tracts were released from the Lease by Partial Termination of Lease and Sublease Agreement dated December 5, 2007 and recorded at Book 879, Page 602 in the Office of the Register of Deeds of Bertie County;

WHEREAS, the terms of members of board of Bertie All-county Health are five years. The corporation has ceased to operate. The last board meeting was held on April 6, 1998. Now that the hospital and clinic property are leased by the County to Vidant and operated by Vidant, the purpose of Bertie All-county Health has been satisfied, and there is no reason to keep it in existence;

WHEREAS, the members of the Bertie County Board of Commissioners are now the members of Bertie All-county Health;

WHEREAS, the only two known assets of Bertie All-county Health are the 407 Winston Lane lot and the Dr. Jordan lot; and

WHEREAS, it is in the best interest of the County to transfer these assets to the County;

NOW, THEREFORE, be it resolved by the Board of Bertie All-county Health Services, Inc. that title to all assets of Bertie All-county Health Services, including but not limited to the 407 Winston Lane lot and the Dr. Jordan lot, be transferred to Bertie County. The Chairman of the Board, John Trent, is instructed to execute a deed to accomplish the transfer of title. Mr. Trent is also authorized to take the necessary steps to dissolve the company including the filing of articles of dissolution with the NC Secretary of State.

Adopted this the **4th** day of **January, 2016**.

**RESOLUTION # 2:
THE BERTIE COUNTY BOARD OF COMMISSIONERS TO TRANSFER TITLE OF
THE ASSETS OF BERTIE ALL-COUNTY HEALTH SERVICES, INC.
TO BERTIE COUNTY**

WHEREAS, Bertie All-county Health Services, Inc. is a non-profit corporation that was created by the County in 1990 in order to manage the health services being provided to the citizens of Bertie County, including the operation of a hospital;

WHEREAS, Bertie All-county Health Services, Inc. (hereinafter referred to as "Bertie All-county Health") took title to a certain tract of land that is located at 407 Winston Lane, Windsor, NC (hereinafter referred to as "the 407 Winston Lane lot") by deed dated October 31, 1996 and recorded in Book 733, Page 535 in the Office of the Register of Deeds of Bertie County;

WHEREAS, Bertie Memorial Clinic, Inc. is a non-profit corporation that was created by the County in 1991 as a subsidiary of Bertie All-county Health in order to own and manage a health clinic for the citizens of Bertie County;

WHEREAS, Bertie Memorial Clinic was collapsed into Bertie All-county Health by action of the Board of Bertie All-county health at a meeting of its Board that was held November 30, 1995, becoming a department of the hospital rather than a free-standing corporation, and its board became the same as the board of Bertie All-county Health;

WHEREAS, Bertie Memorial Clinic, Inc. (hereinafter "Bertie Memorial Clinic") took title to a certain tract of land that is located at 505 Sterlingworth Street, Windsor, NC (hereinafter referred to as "the Dr. Jordan lot") by deed dated June 25, 1996 and recorded on in Book 730, Page 219 in the Office of the Register of Deeds of Bertie County;

WHEREAS, both of the above referenced tracts were leased to Pitt County Memorial Hospital, Incorporated by lease dated April 6, 1998, which lease was recorded in Book 748, Page 349 in the Office of the Register of Deeds of Bertie County (hereinafter referred to as "the Lease");

WHEREAS, both of the tracts were released from the Lease by Partial Termination of Lease and Sublease Agreement dated December 5, 2007 and recorded at Book 879, Page 602 in the Office of the Register of Deeds of Bertie County;

WHEREAS, the terms of members of board of Bertie All-county Health are five years. The corporation has ceased to operate. The last board meeting was held on April 6, 1998. Now that the hospital and clinic property are leased by the County to Vidant and operated by Vidant, the purpose of Bertie All-county Health has been satisfied, and there is no reason to keep it in existence;

WHEREAS, the only two known assets of Bertie All-county Health are the 407 Winston Lane lot and the Dr. Jordan lot; and

WHEREAS, it is in the best interest of the County to transfer these assets to the County;

NOW, THEREFORE, be it resolved by the Bertie County Board of Commissioners that said Board of Commissioners are hereby appointed as the Board of Bertie All-county Health Services, Inc.

Adopted this the **4th** day of **January, 2016**.

Additionally, Commissioner Wesson made a **MOTION** for the Board to conditionally approve the offer of \$3,000 for Dr. Wayne Attkisson to purchase the “old lot of Dr. Jordan’s Office” on Sterlingworth Street and to advertise for ten days for an upset bid, with the statement that the County reserves the right to reject any and all bids. Vice Chairman Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously.

Discuss proposed shift changes for Paramedic operations with Emergency Services Director, Mitch Cooper

Emergency Services Director, Mitch Cooper was present to discuss proposed shift changes to the Paramedic operations.

The proposed schedule will limit the number of work days from 8 per month to 7 per month and significantly reduce both overtime expenditures and part-time salaries per the attached report. This change would help eliminate significant overtime pay costs for part-time employees.

In turn, this change would also require a re-banding of current salaries for all Paramedic and EMT personnel and would also accommodate the hiring of 9 additional employees.

Mr. Cooper assured the Board that the approval of this initiative will not require any additional funds for FY 2015-2016 and any associated costs will be absorbed within the current year appropriation.

Commissioner Wesson inquired about the current efforts to secure more minorities working for the County in the EMS Division, as well as about finding the best candidates possible for the positions.

Mr. Cooper stated that there were 3 students currently working their way through the EMS CADET program, and were expected to be hired by the County as soon as it is possible to do so. He also mentioned that one of the students already works part-time for the County, and that he and his staff would continue to search for the best possible candidates with Commissioner Wesson’s concerns in mind.

Lastly, Mr. Cooper announced that financial information about Non-Emergency Transport would be presented to them in February.

After some discussion, Commissioner Wesson made a **MOTION** to approve the requests made today by Mr. Cooper regarding the specific shift change, re-banding of all Paramedic and EMT personnel salaries, and the addition of 9 new positions to be established in the current fiscal year for the Department. Vice Chairman Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

Review two recent water customer accounts in the Town of Lewiston-Woodville

County Manager Sauer reported that two water customers had recently approached the Board with concerns about their water charges. One was from the Town of Lewiston-Woodville and the other was from the Windsor area.

Both citizens mentioned that they did not believe they were being charged correctly for their water usage as it was much higher than what their household would need on a daily basis.

After an investigation of the matter was completed, it was discovered that both citizen's water meters were significantly worn out, and were no longer providing accurate readings. This was discovered after the County placed new meters at each of these residences.

The Board thanked Mr. Sauer for his efficiency in finding a resolution to this matter, and encouraged all citizens to please report any concerns that they have regarding their water or the billing of water usage as soon as possible so that the County can address any issues accordingly.

Pending Items/Updates by County Manager and the County Attorney

County Manager Sauer encouraged the Board to check their schedules for the last week in January to see if that was a convenient time for the Board to meet for a full-day, planning session.

The date of Thursday, January 28th was selected, and the Board will meet from 9:00AM to 5:00PM for a one day work session. A location will be announced soon.

COMMISSIONERS' REPORTS

Commissioner Wesson announced that he had been approached to be a keynote speaker at an upcoming event at East Carolina University. The event will take place in April of 2016.

Vice Chairman Bazemore reported that she had recently attended a swearing in ceremony for the newly elected officials of Martin County. She also informed that Board that she had participated in an event with Commissioner Lee for the Food Bank of the Albermarle. Both Commissioners assisted in the distribution of food to local citizens.

Commissioner Lee reported that the Town of Colerain is still moving forward with a mobile food pantry, and that distributing food to local area citizens is a "humbling" experience.

Commissioner White wished a Happy New Year to all of those present and stated that he was thankful for a safe first year as a Commissioner.

Chairman Trent reported that he had recently received a call from Senator Erica Smith-Ingram. She shared with him that a bill was currently being considered to the offer solar companies a tax credit for building and operating solar fields in Tier 1 counties.

There were also various suggestions from the Board to the media about a weekly or monthly update in the local newspapers. The Board would like for the County Manager and members of the newspapers to see if there's a way to secure ad space in upcoming editions for the County to discuss its' current and upcoming projects and initiatives.

COUNTY MANAGER'S REPORTS

The County Manager gave no report but did request that the Board consider a brief Closed Session before the close of today's meeting.

COUNTY ATTORNEY REPORTS

The County Attorney reiterated that the County prevailed over the Perdue tax appeal case, and that Perdue had 30 days to file an appeal. County Attorney Smith stated that the County will just need to wait and see if an appeal will be filed.

CLOSED SESSION

Commissioner Lee made a **MOTION** to go into Closed Session pursuant to NCGS 143-318.11(a)(6). Vice Chairman Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously.

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

OPEN SESSION

There was no further discussion needed.

ADJOURN

Chairman Wesson adjourned the meeting at 6:30PM.

John Trent, Chairman

Sarah S. Tinkham, Clerk to the Board



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: January 21, 2016

AGENDA ITEM: C-3

DEPARTMENT: Administration

SUBJECT: Approve Closed Session minutes for 1-4-16

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Recommend approval.

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

ATTACHMENTS: See envelope.

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: N/A



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: January 21, 2016

AGENDA ITEM: C-4

DEPARTMENT: Administration

SUBJECT: Approve Town Hall minutes for 1-5-16

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Recommend approval.

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

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: N/A

Windsor, North Carolina
January 5, 2016
Town Hall Meeting

The Bertie County Board of Commissioners met for a Town Hall meeting at 7:00pm at Perdue Farms located at 3539 Governors Road, Lewiston-Woodville, 27849. 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
Water Superintendent Ricky Spivey
Utility Customer Service Manager Connie Coburn

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

CALL TO ORDER

Chairman Trent called the meeting to order, and thanked those present for their attendance.

INVOCATION

Pastor Gary Cordon gave the Invocation.

WATER SYSTEM UPDATES BY COUNTY MANAGER SCOTT SAUER

Chairman Trent thanked those for attending the meeting during such cold temperatures, and stated that the purpose of tonight's meeting was for citizens to have the opportunity to share their questions and concerns about the recent water system transition. He then asked County Manager Sauer to provide a brief summary of the recent transition from the County standpoint.

Mr. Sauer briefly detailed the process that was completed in collaboration with the Town of Lewiston-Woodville and discussed the similarities between this transition and that of which the Town of Roxobel and the South Windsor Water Association completed in the previous year.

Additionally, Mr. Sauer discussed the various reasons water usage could increase including leaking pipes and running toilets, as well as old, worn out water meters.

Using visual aids, Mr. Sauer mentioned that the County had recently received 2 inquiries from Lewiston-Woodville customers about the amount being charged on their monthly water bills, and how it does not coincide with their normal usage. Upon further investigation, Mr. Sauer reported that the reason behind the increased usage turned out to be worn out water meters.

The meters have since been replaced, and water bills for those customers have begun to stabilize.

County Manager Sauer also reiterated that customers in the Town of Lewiston-Woodville were not only receiving a County bill for water, but the sewage and garbage charges that the Town imposes have also been included on the County water bills each month.

At this time, the public was given the opportunity to ask questions and share their concerns.

After discussing specific water usage cases, suggestions were made by the public for the County to place a drop box inside the Lewiston Town Hall so that customers could conveniently submit their water bills.

Another suggestion was for the County to switch from a post card style bill to a bill and extra envelope system.

Lastly, it was suggested that the County consider changing the water bill due date until sometime after the first week of each month as some citizens, mainly senior citizens, aren't finding enough time between receiving their monthly income checks and being able to turn in their water bills before the County's late fee is applied.

The Board assured the public that these suggestions would be considered, and that they were also in the process of adding a debit and credit method at the County Water Department instead of just cash and check payments.

Also, the Board encouraged all citizens to please report any concerns they have about their water bills as soon as they are noticed so that a solution can be found as efficiently as possible.

There were no other questions for the Board.

ADJOURN

Chairman Trent adjourned the meeting at 7:45PM.

John Trent, Chairman

Sarah S. Tinkham, Clerk to the Board



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: January 21, 2016

AGENDA ITEM: C-5

DEPARTMENT: Administration

SUBJECT: Consider updated resolution in support of a regional back-up PSAP project with only Martin County – initially approved by the Board in collaboration with Martin and Beaufort Counties, but since adoption, Beaufort is no longer participating

COUNTY MANAGER RECOMMENDATION OR COMMENTS: It is requested that the Board approve this item as presented.

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

ATTACHMENTS: Yes, a Resolution, and correspondence received January 12, 2016 from the NC 911 Board.

LEGAL REVIEW PENDING: N/A

ITEM HISTORY:

January 4, 2016 – Item was first presented to the Board; tabled as more discussion was needed

**RESOLUTION SUPPORTING THE APPLICATION FOR A GRANT
FROM NORTH CAROLINA 911 BOARD**

WHEREAS, Bertie County and Martin County currently operate Public Safety Answering Points or PSAP's providing service and answering 911 calls in their respective jurisdictions; and

WHEREAS, the current PSAP's providing service and answering 911 calls for Bertie County and Martin County are handled through a system financed, in part, from 911 surcharge funds provided by the North Carolina 911 Board under G.S. 62A-46(c); and

WHEREAS, the North Carolina 911 Board will soon commence its PSAP Grant Program; and

WHEREAS, Martin County plans to apply for funding through the PSAP Grant Program for the relocation of its primary PSAP; and

WHEREAS, through NC General Statutes 62A-46(e)(4a), the State of North Carolina requires a PSAP to have a plan and means for 911 call-taking in the event 911 calls cannot be received and processed in the primary PSAP; and

WHEREAS, through the PSAP Grant Program application referenced above, Bertie County and Martin plan to jointly apply for grant funding to provide back-up PSAP service for the PSAP's and citizens of both counties on a regional basis; and

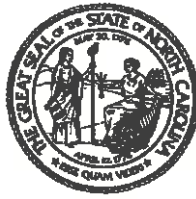
WHEREAS, Bertie County Board of Commissioners and the Martin County Board of Commissioners support the regional effort to cooperatively provide for the back-up PSAP needs of Bertie and Martin Counties in a cost effective way; and

WHEREAS, by this Resolution, the Bertie County Board of Commissioners and the Martin County Board of Commissioners intend to authorize and to support an application for grant funding under the PSAP Grant Program adopted by the North Carolina 911 Board.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Bertie County and Martin County, each being a government body located in North Carolina, that individually and jointly each of the governmental bodies expresses its support for the relocation of the Martin County PSAP; and

FURTHERMORE, BE IT RESOLVED by the Board of Commissioners of Bertie County and Martin County, each being a government body located in North Carolina, that individually and jointly each of the governmental bodies:

1. Expresses its support for the provision of regional back-up PSAP facilities for the PSAP's and citizens of both counties on a regional basis through utilizing the existing Martin County Primary PSAP and relocated Martin County Primary PSAP proposed; and
2. Agrees to facilitate and finance, or partially finance, the operation and maintenance costs for the provision of back-up PSAP facilities for the PSAP's and citizens of both counties on a regional basis through the existing Martin County PSAP and relocated Martin County PSAP proposed; and

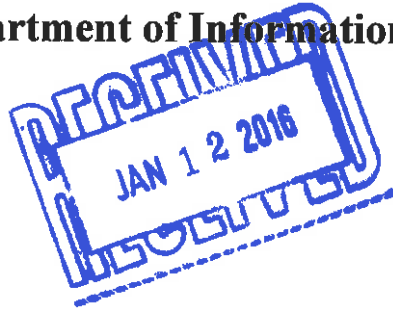


State of North Carolina
Department of Information Technology

Pat McCrory
Governor

Keith Werner
Chief Information Officer

January 6, 2016



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

Dear Mr. Sauer:

In 2014 the NC Legislature passed House Bill 797 that stated **"A PSAP must have a plan and means to serve as a back-up PSAP and must maintain the plan and means for 911 call taking in the event 911 calls cannot be received and processed in the primary PSAP."**

It gave PSAPs until July 1, 2016 to submit a back-up plan to the 911 Board, receive approval, and implement the plan. The 911 Board reminds you of House Bill 512 that passed last year. It states that you may receive an extension to July 1, 2017 to implement a backup plan if by July 1, 2016 you have submitted a backup plan to the 911 Board and are preparing to put it into effect.

SECTION 1. G.S. 62A-46(e) (4a) reads as rewritten:

"(4a) A By July 1, 2016, a PSAP must have a plan and means for 911 call-taking in the event 911 calls cannot be received and processed in the primary PSAP. If a PSAP has made substantial progress toward implementation of the plan and means, the 911 Board may grant the PSAP an extension until July 1, 2017, to complete implementation of the plan and means. The plan must identify the alternative capability of taking the redirected 911 calls. This subdivision does not require a PSAP to construct an alternative facility to serve as a backup PSAP."

The NC 911 Board would like to avoid punitive sanctions as outlined in House Bill 797.

The 911 Board would like to avoid § 62A-46. Fund distribution to PSAPs which states:
"The Board may reduce, suspend, or terminate distributions under this subsection if a PSAP does not comply with the requirements of this Article."

www.nc911.nc.gov

P.O. Box 17209 • Raleigh, North Carolina 27619-7209

Tel: (919) 754-6624 • Fax: (919) 981-2548 • richard.taylor@nc.gov

An Equal Opportunity/Affirmative Action Employer

Please take this legislative mandate seriously. The 911 Board Staff stands ready to assist you in preparing a back-up plan. Please respond by January 25th, 2016 to let us know what your status is on your plan and how we can assist you in preparing a backup plan if you don't have one started.

Sincerely,



Jason Barbour
Vice Chair

www.nc911.nc.gov

P.O. Box 17209 • Raleigh, North Carolina 27619-7209

Tel: (919) 754-6624 • Fax: (919) 981-2548 • richard.taylor@nc.gov

An Equal Opportunity/Affirmative Action Employer

Request for Backup Plan Approval

PSAP Name:

PSAP Plan Contact (title/telephone number/email address):

Location

Where is the Primary PSAP located (street address)?

Where is the Backup PSAP located (street address)?

What other departments are located in the Backup PSAP facility?

How far is the Primary PSAP from the Backup PSAP in airline miles? (There is currently no defined distance requirement but a one mile minimum is a reasonable expectation.)

Please attach a geographical (such as a google) map showing the primary location and backup location.

Positions/Workstations

How many telecommunicator positions are in the Primary PSAP?

How many telecommunicator positions are normally manned in the Primary PSAP?

Can you staff for more positions to handle peak workloads in the Primary PSAP?

How many additional positions are used during peak workloads in the Primary PSAP?

How many telecommunicator positions are in the Backup PSAP?

How many telecommunicator positions will be manned in the Backup PSAP?

Can you staff for more positions to handle peak workloads in the Backup PSAP?

PSAP Backup Plan

Equipment

Please describe the make and model of the telephone switch in the Primary PSAP.

Please describe the make and model of the telephone switch in the Backup PSAP.

Please describe the make and model of the CAD in the Primary PSAP.

Please describe the make and model of the CAD in the Backup PSAP.

Please describe the make and model of the recorder in the Primary PSAP.

Please describe the make and model of the recorder in the Backup PSAP.

Radio Equipment

What equipment in the Backup PSAP will be used to dispatch 911 calls?

How will the radio equipment in the Backup PSAP connect to the radio network?

Network

How many 911 trunks are currently in the Primary PSAP and who is the carrier?
How many admin lines are currently in the Primary PSAP and who is the carrier?

How many 911 trunks will be in Backup PSAP and who is the carrier?
How many admin lines will be in the Backup PSAP and who is the carrier?

What is the process to re-route 911 trunks from the Primary PSAP to the Backup PSAP?
How long will it take to re-route 911 trunks from the Primary PSAP to the Backup PSAP?

PSAP Backup Plan

What is the process to re-route admin trunks from the Primary PSAP to the Backup PSAP?
How long will it take to re-route admin trunks from the Primary PSAP to the Backup PSAP?

How will the Primary PSAP be network connected to the Backup PSAP?
Who is the carrier?
What is the bandwidth?

How will this network connection between the Primary PSAP to the Backup PSAP be used? For instance will it be used to keep the CAD data current at both locations? Will it be used to carry 911 calls from the B side of the switch at the backup location to the A side at the Primary location? Will other applications be running on this network connection?

Interim PSAP

Who will answer your 911 calls while you are relocating to the Backup PSAP?

How long will it take to relocate staff to the Backup PSAP and begin taking calls?

What is the process to re-route calls from the Primary PSAP to the Interim PSAP while relocating staff to the Backup PSAP?

What is the process to re-route calls from the Interim PSAP while relocating staff to the Backup PSAP?

Please attach a signed Memorandums of Understanding (MOUs) and any other applicable agreements. Please insure that the signatories have the appropriate authority to commit their respective agencies.

PSAP Backup Plan

Power

Describe the back-up power system at the Primary PSAP?

What is the capacity of the generator and the UPS in the Primary PSAP?

How much fuel is stockpiled for the generator at the Primary PSAP and how long will this provide uninterrupted operation?

Describe the back-up power system at the Backup PSAP?

What is the capacity of the generator and the UPS in the Backup PSAP?

How much fuel is stockpiled for the generator at the Backup PSAP and how long will this provide uninterrupted operation?

How often will you test your Backup plan?

How long will you take calls at the Backup PSAP when you exercise your plan?

Backup Facility

Does your Backup facility provide for the needs of employees?

How will sufficient food, water, sleeping, and hygiene needs for the staff for the projected duration the emergency be provided? This question will be determined by local operational policies and procedures, but it does need serious consideration and planning. While there is no hard and fast rule in place, it seems reasonable the backup facility should be self-supporting for a minimum of 72 hours.

Additional

Please provide a diagram of your back-up plan. Show the equipment to be supported in the Primary PSAP and the Backup PSAP, the network connections between the Primary PSAP and the Backup PSAP, the trunking to the Primary PSAP and the Backup PSAP, and any other relevant information.

PSAP Backup Plan

The Plan

Please provide a narrative on how the proposed Backup plan will work.

How often will you test your Backup plan?
How long will you take calls at the Backup PSAP when you exercise your plan?



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: January 21, 2016

AGENDA ITEM: C-6

DEPARTMENT: Administration

SUBJECT: Farm Lane project bid assessment and recommendation

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Recommend approval.

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

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY:



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

January 12, 2016

Traci White, County Planner
Bertie County
PO Box 530
Windsor, NC 274983

Subject: 2012 CDBG-IF Program
Bertie County
5440

Dear Traci:

Enclosed is a Contract Award Package (with Resolution) for the bids we opened yesterday. Please review this information and if acceptable, provide this information to Scott Sauer to include on the agenda for consideration at the next available Board of Commissioner's meeting. Per Scott's instruction, I do not anticipate attending the meeting. If you find I need to attend, please let me know.

Conflict of Interest

Conflict of Interest relationships are outlined on the attached "Conflict of Interest Summary". Prior to the meeting, please insure no current member of the Governing Board, County employee who currently exercises any function or responsibility with the funding program, or anyone who has served in these capacities in the previous year, is associated in any way with any party on the attached "Contract Disclosure" form which could potentially constitute a Conflict of Interest.

Thank you for your help. If you have questions or I may be of assistance, please contact me.

Sincerely,

McDavid Associates, Inc.

Milton D. Barnette, Jr., PE
Project Manager

**Resolution by the
Bertie County
Board of Commissioners**

WHEREAS, Bertie County has received funding under the 2012 CDBG IF and;

WHEREAS, Bertie County has solicited and received bids consistent with all applicable statutes for house connections to be completed under said program, and;

WHEREAS, the Program Manager has recommended contract awards consistent with all Program Plans, Policies and Procedures.

NOW, THEREFORE, BE IT RESOLVED by the Bertie County Board of Commissioners the Board awards contracts as follows:

<u>Contract</u>	<u>Contractor</u>	<u>Amount</u>
Farm Lane North	Tyro Plumbing	\$7,660.00
Farm Lane South	Tyro Plumbing	\$7,080.00

THAT, no member of the Board of Commissioners is involved with any party or the attached "Conflict of Interest Summary" in any manner which could potentially constitute a conflict of interest, and;

THAT, Scott Sauer, County Manager is authorized to sign contracts on behalf of Bertie County for the awards listed above.

ADOPTED by the Bertie County Board of Commissioners ____ day of _____, 2016.

Chairman

ATTEST:

Clerk to the Board

“Contract Disclosure”

Property Owner: Bazemore Housing, Inc.
Timothy Bazemore

Ownership determined by: Johnathan Huddleston

Contractor: Tyro Plumbing
Eddie Watford, Jr.

“Conflict of Interest Summary”

Program Regulations state a conflict of interest may exist when an official, employee or agent of the Grantee has one of the following relationships or dealings with program beneficiaries or contractors:

- A. Immediate Family Members
 - 1. Spouse
 - 2. Parent
 - 3. Child
 - 4. Brother
 - 5. Sister
 - 6. Grandparent
 - 7. Grandchild
 - 8. Step relationships of 1-7 above
 - 9. Half relationships of 1-7 above
 - 10. In-Law relationships of 1-7 above
- B. Any business relationship
- C. Any financial dealings or relationships

BERTIE COUNTY 2012 IF HOUSE CONNECTIONS - BID TAB SHEET - January 12, 2016 11:30 A.M.			
	Farm Road - North	Farm Road - South	
1 Tyro Plumbing	\$7,660.00 *	\$7,080.00 *	
2 Spivey's Plumbing and Residential Services	No Bid	No Bid	
3 Peele Plumbing	\$11,400.00 *	\$10,600.00 *	
4 Lee Turner Plumbing	No Bid	No Bid	
5 David Cook Plumbing Co.	\$10,675.00	\$9,350.00	
6 Corey Heating, Air Cond. & Plumbing Inc.	No Bid	No Bid	
7 Randy W. Hughes	No Bid	No Bid	
8 Walter Goff's Electrical & Plumbing Service	No Bid	No Bid	
9 Brown's Plumbing, Well and Water	No Bid	No Bid	
10 Howell Plumbing	No Bid	No Bid	
11 Darryl Bazemore	No Bid	No Bid	
12 Pitman Carpentry and Electrical	No Bid	No Bid	
AWARD RECOMMENDATIONS			
	TYRO Plumbing \$7,660.00	TYRO Plumbing \$7,080.00	
* Mathematical Error			

Bid opening witnesses:
Traci White

Mike Barnette

Award Approval:



Mike Barnette



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: January 21, 2016

AGENDA ITEM: D-1

DEPARTMENT: Finance

SUBJECT: Review and consider approval of proposal travel credit card policy

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Recommend approval.

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

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: N/A



Bertie County

Board of Commissioners

STAFF USE OF COUNTY CREDIT CARD(S)

The County Finance Office maintains three (3) limited-use credit cards (VISA, Walmart, & Lowes) which may be used by County Department Heads or designated staff as approved by the County Manager.

With approval from the County Manager, credit cards may be signed out and used for specific, limited situations when necessary. Credit cards shall not be used to circumvent the normal County procurement procedures or NC General Statutes.

COMMISSIONER CREDIT CARD POLICY

A Commissioner may request their individual County credit card from the Finance Office before embarking on official County business including seminars, conferences, or trainings.

The credit card may be used for hotel room and taxes, meals, registration fees, and any other required costs of travel as allowable under County policy, revised October 2015.

***Please note that the County's travel policy adopted in October 2015 still applies, and that itemized receipts must be presented to the Clerk to the Board for the purposes of the monthly County credit statement.

Cards will be issued and signed out by Commissioners for travel related expenses incurred on county business for authorized trips and meetings per Board policy.

Following each use, **Commissioners will return the cards to the Finance Office within three (3) business days AND provide the Clerk to the Board with detailed receipts for all charges incurred.**

This policy adopted this ____ day of _____, 2016.

John Trent, Chairman



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: January 21, 2016

AGENDA ITEM: D-2

DEPARTMENT: Water

SUBJECT: Discuss billing policy recommendations for water customers, and possibly the extension of the window for delinquent water bills

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Recommend approval.

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

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: N/A

Ricky K. Spivey, Sr.
Water System Superintendent

BERTIE COUNTY WATER DEPARTMENT

POST OFFICE BOX 487
WINDSOR, NORTH CAROLINA 27983
(252) 794-5350
Operation Building: (252) 794-4427
Fax: (252) 794-5327



January 15, 2016

The penalty for the water bills will be due 5 days after the due date of the water bill. The due date for District I & III is the 15th of the month. The due date for District II & IV is the 30th of the month.



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: January 21, 2016

AGENDA ITEM: D-3

DEPARTMENT: Water

SUBJECT: Consider recommendations to write off water bills resulting from faulty meters in Lewiston-Woodville per earlier discussion – Account #'s #077838 and 077862

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Recommend approval.

SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S): Account #'s 077838 and 077862 are the appropriate account numbers for the two individuals in Lewiston-Woodville who have recently received new water meters per the Board's direction.

It was discovered that their previous meters were very old and no longer providing accurate readings for water usage.

Account #077838 has a balance of \$463.81 after a one-time payment of \$200.

Account #077862 does not currently have a balance, and would be due for an account credit, if approved by the Board.

ATTACHMENTS: No

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: N/A