

**Windsor, North Carolina**  
**July 10, 2017**  
**WORK SESSION**

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

Present: Tammy A. Lee, District III  
John Trent, District IV  
Ernestine (Byrd) Bazemore, District V

Absent: Ronald “Ron” Wesson, District I  
Stewart White, District II

Staff Present: County Manager Scott Sauer  
Emergency Services Director Mitch Cooper  
County Attorney Lloyd Smith  
Finance Officer William Roberson  
Economic Development Director Steve Biggs  
Sheriff John Holley  
Judge Brenda Branch

Town Staff Present: Allen Castelloe

Cal Bryant of the Roanoke-Chowan News Herald, and Leslie Beachboard of the Bertie-Ledger Advance were present from the media.

**INVOCATION AND PLEDGE OF ALLEGIANCE**

Commissioner Lee led the Invocation and Pledge of Allegiance.

**CALL TO ORDER**

Chairman Trent called the meeting to order at approximately 9:00AM.

## **OPENING REMARKS**

*Good morning and welcome to this special meeting and work session. On behalf of the entire Board, thank you for attending this meeting today!*

*All of the Commissioners for the County and the Town of Windsor have been working since October of last year to bring relief to the families and property owners impacted by both Tropical Storm Julia and Hurricane Matthew.*

*For those families who have experienced flooding, and in some cases--as many as four (4) times in the past 17 years, we realize how difficult and frustrating this past year has been for you. For those of you who also experienced Hurricane Floyd and flooding from Tropical Storm Nicole, this must seem like a never-ending nightmare.*

*It has been less than thirty days since the County Board of Commissioners and the Town of Windsor met to adopt a joint resolution to assist with the hazard mitigation program and today we will receive a briefing on the process, the anticipated schedule and the distribution of funds for the impacted properties.*

*As you have seen in newspaper reports, Bertie County and the Town of Windsor have received an "allocation" of \$6,000,000. The money is still sitting in Raleigh and there are a few more steps that are necessary for the funds are distributed—a process that is likely to take a few more months, and require a lot more patience for our citizens.*

*Mr. Chris Hilbert works with Holland Consulting Planners, a firm which has been working in our community under contract with the Town of Windsor for nearly 30 years. The Town and the County are working together to make sure that we work to find solutions for everyone impacted by these two floods.*

**HMGP Update**  
**Mr. Chris Hilbert, Holland Consulting Planners**

Town of Windsor—Bertie County Multi-Jurisdictional Hazard Mitigation Plan submitted May 5, 2017; HMGP allocation: \$6,000,000

Mr. Hilbert reviewed the priority ranking process, based on the State guidelines and criteria established by the joint resolution approved on June 12<sup>th</sup> by both governing bodies. Likewise, he reviewed the likely timetable and process for distribution of funds to the impacted residents and property owners.

Mr. Chris Hilbert then reviewed the recent \$6,000,000 allocation for Windsor and Bertie County, noting that no commercial properties were accepted for eligibility though the application contained twenty-nine commercial properties.

NC Emergency Management staff approved fifty-five (55) properties for eligibility for the HMGP and estimates that the available funding will only cover thirty-five (35) properties which must be prioritized. Thus, leaving twenty (20) remaining properties to be submitted for consideration as a continued unmet need.

Information on the 55 original properties, and the 20 remaining properties to be submitted for consideration as a continue unmet need is below:

**Memorandum**

**TO:** Allen Castelloe, Town of Windsor Town Administrator  
**FROM:** Chris Hilbert, HCP, Inc.  
**DATE:** July 7, 2017  
**SUBJECT:** Hurricane Matthew HMGP Flood Recovery Assessment and Recommendations  
**Cc:** Scott Sauer, Bertie County Manager

As requested by NC Division of Emergency Management, I have completed a review of the 55 properties listed in their "approval" email on June 28<sup>th</sup>. Both the Town of Windsor and Bertie County Boards of Commissioners approved of the Priority Plan at their combined June 12, 2017 meetings (a copy is attached). NC DEM did not provide BCR (Benefit Cost Ratio) data with their list, and in the absence of the data, I completed my review based on the depth of flood damage. After reviewing all 55 files, the following properties are the bottom 20 (as requested by NC DEM) based on the reported depth of flooding (the properties are listed in terms of lowest to highest priority):

105 Thompson St  
102 Thompson St  
102 S York St  
104 S York St  
119 Toby Lane  
121 Toby Lane  
122 Toby Lane  
123 Toby Lane  
125 Toby Lane  
210 Peterson Lane  
110 W Maple St  
304 Sutton Dr

127 Toby Lane

114 Toby Lane

101 E Maple St

1109 S King St

107 Hoggard Mill Rd

108 Toby Lane

110 Toby Lane

104 Toby Lane

It should be noted that it is expected that the available funding for the remaining 35 properties should be sufficient to complete some or all of these properties, and that this priority is based on flood depth, however after the project is funded BCA will be the first factor considered in terms of priority if that information is available after FEMA review. Duplication of Benefits data (flood insurance proceeds) are unknown to the program at this time and will factor heavily into actual costs compared to budget.

This list should be forwarded to Deborah-Cooley-Godwin on July 10<sup>th</sup> per NC DEM request.

**Scott Sauer**

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**Subject:** Preliminary ranking--- HMGP Status (and allocation) Received June 29, 2017

North Carolina Emergency Management has completed its analysis of nearly 3,000 structures submitted for potential mitigation from throughout the Hurricane Matthew disaster zone for consideration for the HMGP. Just under 800 properties qualified for the program throughout the impacted area based on availability of funding and eligibility criteria.

NCEM assessed six criteria to determine maximum impact to housing stock, and overlaid these against FEMA cost effectiveness requirements.

The NCEM expedited criteria are:

- Homeowner was displaced in TSA as of Feb 2017; and/or
- Homeowner is eligible for a FEMA Mobile Home Unit; and/or
- Homeowner reported to local officials or NCEM during intake they were displaced with family/friends; and/or
- Local government designated properties for expedited criteria based on local conditions and/or;
- Property was deemed substantially damaged by a local floodplain administrator and/or
- Property's FEMA-Verified structural loss is greater than 50% of the Building Value (an NCEM criteria to determine any additional severely damaged structures)

FEMA's cost effectiveness criteria are:

- Property in 100 year floodplain that can be acquired and demolished for \$276,000 or less; or
- Property in 100 year floodplain that can be elevated or reconstructed for \$175,000 or less; or
- Properties outside of the 100 year floodplain can be found eligible if they are grouped with other properties with excess benefit.

**The Town of Windsor is receiving an HMGP allocation of \$6,000,000.**

While 55 properties meet the expedited criteria *and* located in the AE Zone (rendering them cost effective) there is only enough allocation room to accommodate approximately 35 structures. Please select ~20 properties from your expedited caseload (the list below) to designate them as unmet

Please identify ~20 properties below as unmet needs. The remainder is eligible to submit under the HMGP.		
1	Town of Windsor	101 Baker Street
2	Town of Windsor	101 E Maple Street
3	Town of Windsor	101 Thompson Street
4	Town of Windsor	102 E Pitt Street
5	Town of Windsor	102 Joyner Street
6	Town of Windsor	102 S York Street
7	Town of Windsor	102 Thompson Street
8	Town of Windsor	103 E Maple Street

9	Town of Windsor	103 Joyner Street
10	Town of Windsor	103 Nichols Street
11	Town of Windsor	104 Joyner Street
12	Town of Windsor	104 Thompson Street
13	Town of Windsor	104 Toby Lane
14	Town of Windsor	104 York Street
15	Town of Windsor	105 Thompson Street
16	Town of Windsor	106 Joyner Street
17	Town of Windsor	106 W Maple Street
18	Town of Windsor	107 Hoggard Mill Rd
19	Town of Windsor	108 Baker Street
20	Town of Windsor	108 Joyner Street
21	Town of Windsor	108 Thompson Street
22	Town of Windsor	108 Toby Lane
23	Town of Windsor	108 W Maple Street
24	Town of Windsor	109 Hoggard Mill Rd
25	Town of Windsor	110 Toby Lane
26	Town of Windsor	110 W Maple Street
27	Town of Windsor	1101 S King Street
28	Town of Windsor	1109 S King Street
29	Town of Windsor	110B Toby Lane
30	Town of Windsor	112 Toby Lane
31	Town of Windsor	113 S Queen Street
32	Town of Windsor	114 Toby Lane
33	Town of Windsor	119 Toby Lane
34	Town of Windsor	120 Toby Lane
35	Town of Windsor	121 Toby Lane
36	Town of Windsor	122 Toby Lane
37	Town of Windsor	123 Toby Lane
38	Town of Windsor	125 Toby Lane
39	Town of Windsor	127 Toby Lane
40	Town of Windsor	203 W Elm Street
41	Town of Windsor	207 W Elm Street
42	Town of Windsor	210 E Gray St
43	Town of Windsor	210 Peterson Lane
44	Town of Windsor	304 Sutton Dr
45	Town of Windsor	305 N King Street
46	Town of Windsor	306 Sutton Drive
47	Town of Windsor	311 S Queen Street
48	Town of Windsor	350 US Hwy 13 North
49	Town of Windsor	401 S Queen Street
50	Town of Windsor	702 Center Street
51	Town of Windsor	703 Center Street
52	Town of Windsor	707 S Queen Street

53	Town of Windsor	801 Center Street
54	Town of Windsor	838 Governors Rd
55	Town of Windsor	848 Governors Road

Please review this list to validate your intention to proceed and next steps with your NCEM Hazard Mitigation Specialist, Deborah Cooley-godwin (cc'd here). If you have any concerns, please let Deborah know and we would be more than happy to set up a conference call to discuss. Attached for your reference are two sample letters for homeowners (those who qualified for the HMGP, and those who did not) that can be used in your outreach process to homeowners. Please validate with Deborah your confirmation of these properties no later than Monday, July 10. We will then proceed with next steps in the HMGP grant writing and submittal process.

The remaining properties that will not be selected for the HMGP are being documented as unmet needs. We will be in close touch on potential unmet needs funding, should it become available.

Nicholas M. Burk  
Hurricane Matthew: HM Branch Chief and NCEM Recovery Chief of Staff  
Section Manager for Hazard Mitigation Grants  
NC Department of Public Safety Division of Emergency Management  
Recovery Section, Hazard Mitigation Grants Branch  
4238 MSC Raleigh, NC 27699-4238 (Mailing Address)  
4105 Reedy Creek Road, Raleigh NC 27607 (Physical Address)  
Phone: 919-825-2301; Cell: 919-810-3540  
Fax: 919-715-9191  
[Nicholas.Burk@ncdps.gov](mailto:Nicholas.Burk@ncdps.gov)  
[www.ncdps.gov](http://www.ncdps.gov)

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Mr. Hilbert noted that the original application included a total of 102 properties. The State has adopted a prioritization formula (benefit cost assessment) to rank the eligible properties, but this report has not been released by the State as of this date.

As a secondary rating tool, the Town and the County are using flood elevation and water depth measurement to rank the properties, and a handout of Mr. Hilbert's report was shared with the Board and members of the audience.

Mr. Hilbert reported that the \$6,000,000 grant allocation is a very significant State award, and these funds will likely cover more than the initial 35 properties, especially when there are adjustments for the "duplication of benefits" for flood insurance coverage and FEMA reimbursements previously distributed to the property owners. Mr. Hilbert explained that any adjustment of "duplication of benefits" will help to extend the grant coverage for other properties.

Mr. Hilbert also explained that the State Emergency Management staff were using flood maps and relying on "expedited" applications for properties submitted prior to March 31. Additional applications were submitted until the final deadline of May 12<sup>th</sup>.

Mr. Hilbert emphasized that the Windsor-Bertie allocation was very significant and sizable compared to other jurisdictions, he noted that the City of Lumberton, considered hardest hit, received \$13,000,000 for about 100 properties out of about 400 submitted. He also noted that the Town of Vanceboro in Craven County suffered significant damages but received no funding in the first allocation of HMGP grants.

Mr. Hilbert further explained that this allocation is the first of multiple opportunities for funding including CDBG grants, plus other federal and state appropriations.

In response to a question from resident Ron Roberson, there will be no reimbursement for work that is performed prior to the grant agreement being approved. Mr. Hilbert further clarified that if elevation of a structure is already complete, there will be no money from this allocation for the property owner because there is no reimbursement mechanism in place without the grant agreement in a place prior to starting the work.

Chairman Trent noted that of the 55 original eligible properties, twenty-five (25) are inside the town limits.

Mr. Hilbert further explained in response to a question from the audience that the administration of the property buyouts will be conducted locally by Holland Consulting Planners as an agent for the Town and the County. He noted that buyout offers will be based on pre-flood fair market appraised values, and that property owners will be able to present their own appraisal information during the negotiation.

**Chief District Judge Brenda Branch**

Judge Branch presented the Board with a letter on behalf of the court system thanking the Board of Commissioners for support of the courthouse renovations and court security initiative, sharing a favorite quotation, “No one cares how much you know until they know how much you care!” Sheriff John Holley also offered his thanks and gratitude for the additional staffing approved in the budget.

**Review Temporary Library Space “up fit” and proposed schedule for opening at the Windsor Square Shopping Center**

County Manager Sauer updated the Board on the renovations (painting, carpeting and minor construction) necessary to open the store front library at Windsor Square Shopping Center. Staff will be working with FEMA Coordinator, Arnab Sinah, to prepare a “project worksheet” for reimbursement of approximately \$35,000 for the estimated “up fit” costs, in addition to lease payments and utility expenses. Additionally, the library staff are preparing a FEMA request for funding to cover equipment replacement. The goal is to open the library to the public the first of September.

**New Library and Cooperative Extension Office (Joint Use Facility)**

Golden Leaf Grant reporting and administrative requirements including selection of a design team which will require an RFQ (request for qualifications) process similar to the exercise used by the Board to select the new engineering group for the water system in 2014.

<b>THE GOLDEN LEAF FOUNDATION</b>	
<b>Project Title and File #:</b>	FY2017-207 Bertie County Public Library & Cooperative Extension Planning
<b>Amount of Grant:</b>	<b>\$500,000</b> (to support planning, design and engineering)
<b>Award Date:</b>	June 1, 2017
<b>Revised:</b>	June 21, 2017 (title revised reflecting both library & cooperative extension)

Following review of the information presented above, Vice Chairman Bazemore made a **MOTION** to approve the distribution of the RFQ and timeline presented by the County Manager. Commissioner Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

**Update on property acquisition discussion for public library and Cooperative Extension facility project**

Chairman Trent noted that communication with property owners has begun, but there is no further information to report at this time.

**Review status of Cashie River Drainage Basin Study and project status from NCSU**

<b>THE GOLDEN LEAF FOUNDATION</b>	
<b>Project Title and File #:</b>	FY 2017-206 Flooding in the Cashie-River Drainage System
<b>Amount of Grant:</b>	<b>\$72,707</b>
<b>Award Date:</b>	June 1, 2017

County Manager Sauer noted that work has begun, but the final agreement with NCSU is still pending. Dr. Barbara Doll is leading the team and will provide a report at an upcoming meeting.

**Consider task order for Holland Consulting Planners to administer Golden Leaf grant reporting**

The Board accepted the County Manager’s recommendations by consensus to engage Holland Consulting Planners to assist with grant administration and reporting requirements for the Golden Leaf Foundation projects.

**EMS “temporary facility” construction schedule and reporting requirements for FEMA and NC Commerce grants**

<b>FEMA-4285-DR-NC</b>	
<b>2-B0366 Emergency Protective Measures Temp Location</b>	
<b>Applicant ID#:</b>	015-99015-00
<b>PW-00535(0) for \$284,299.39</b>	submitted April 11, 2017
<b>Date Awarded:</b>	June 19, 2017 (received June 29, 2017)
<b>Project period of performance start:</b>	10-10-16
<b>Project period of performance end:</b>	04-10-17

**NC Department of Commerce—Disaster Recovery Act Of 2016 S.L.2016-124**

<ul style="list-style-type: none"> <li>Announced by Governor Cooper June 20, 2017 in Windsor, NC</li> </ul>
<ul style="list-style-type: none"> <li>Correspondence dated June 21, 2017 from Secretary Anthony Copeland (received June 29, 2017)</li> </ul>
<b>FY 16/17 Disaster Recovery Infrastructure Award notification for \$300,000</b>
<b>Contract Ref#:</b> 2017-144-3214-2593
<b>Title:</b> “EMS Station One”
<ul style="list-style-type: none"> <li>Grant application was initially submitted to the Golden Leaf Foundation on May 1, 2017</li> </ul>

County Manager Sauer distributed a schematic floor plan for the interior of a 50’ x 100’ building prepared by Smith Engineering and Design of Goldsboro, NC. After a brief discussion, Vice Chairman Bazemore made a **MOTION** to direct staff to seek bids for the exterior shell steel frame building including engineered specifications for the concrete pad and win load requirements; and to seek bids for the interior construction by trade group (plumbing, HVAC, electrical, framing, and sheet rock), and return bids and recommendations to the Board for approval as soon as possible. Commissioner Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

It was discussed and understood that the County will oversee this project as an owner/general contractor.

### Revaluation Schedule

Jodie Rhea provided a draft RFP (request for proposals) and reviewed the potential timetable for selecting a mass appraisal firm and the timetable to complete the project.

County Manager Sauer brought special attention to the “schedule of values,” which will be required for inclusion of landfill technology improvements to real property, and the industrial definition to include animal processing and food service production facility. Staff is recommending a “full list and measure” of revaluation field work and documentation.

Mr. Rhea distributed the RFP for the next revaluation cycle, with the understanding that the Board will review this document, and upon comments and edits from the County Attorney, the Board will take action to release this RFP in August.

### Water District III

Staff and the County Attorney provided the following update about the waterline extension proposal for Roquist Pocossin Road poultry farm:

- USDA Rural Development required the County to spend the local match first: \$264,000
- The loan money (interim financing) is spent second: \$1,717,000
- Lastly, USDA allows the County to spend the grant award: \$1,074,000.

We are now utilizing the remaining grants funds. With the Roquist Pocossin Road waterline extension, the water line will be constructed in the NCDOT right-of-way and will be added to the County’s infrastructure as an asset of the water system utility.

The County’s strategy is to ensure “revenues adequate to recoup the investment” for the cost of this construction – in an accelerated repayment, since the other parts of the system were financed with a 40-year term. This line extension is a change order to an existing project to improve Water District III, and the County will use nearly \$45,000 in unexpended grant money from USDA for this \$84,000-line extension. The balance of the cost will be appropriated from the water system fund balance, and the Board will be presented with a revised project capital project ordinance to reflect these changes. We are on the clock with respect to the contractor whose timeline ends in mid-August.

At the end of the construction, USDA will coordinate with NC LGC for the sale of revenue bonds to “take out the interim financing,” and prepare final closing documents for the permanent loan agreement.

After much discussion, it was the consensus of the Board to put this item on hold pending further review of policy implications raised by the Chairman and the County Attorney.

### **Water Districts II and IV**

Contract awards were approved May 15<sup>th</sup>, 2017 pending a recommendation for additional information by the NC Department of Environmental Quality State Revolving Loan Program, and concurrence from the NC Local Government Commission.

#### **Water District II**

**NC Department of Environmental Quality  
Water Loss Reduction Project (WIF No. 1912)**

**Project No.:** 15-037.1  
NC DWSRF Loan **\$1,339,350**  
**Approved:** February 1, 2016  
**Bid Date:** May 10, 2017

**Contract One: \$ 373,050**  
**Contract Two: \$ 473,434**

**\$ 846,484** Contract award May 15, 2017—  
tentatively approved by Board

**\$(859,000)** less budgeted amount--project  
ordinance--February 19, 2016

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**\$ (12,516)** **Project savings based on certified  
bid tabulation**

County Manager Sauer and Water Superintendent, Ricky Spivey, reported that DEQ has approved the bids and the contract award is ready to be released for Water District II. No further action is required.

Note: Commissioner Wesson and Commissioner White jointed the meeting at this point in the agenda.

**Water District IV**

**NC Department of Environmental Quality**  
**Roxobel Merger/Consolidation (WIF No. 1897)**

**Project No.: 15-077.1**  
**NC DWSRF Loan \$1,678,550**  
**NC DWRF principal forgiveness \$ 500,000 (grant)**

**Approved: February 1, 2016**

**Bid Date: May 10, 2017**

**Contract One: \$ 933,335**  
**Contract Two: \$ 487,924**

**\$1,421,259** Contract award May 15, 2017 –  
tentatively approved by Board

	(1,168,200)	less budgeted amount--project ordinance approved February 19, 2016
	\$253,059	Project shortfall based on certified bid tabulation
<b><u>NC DEQ:</u></b>	<b>\$259,058</b>	Recommended supplemental funding for NC LGC approval

**Proposed Action** – recommendation to approve resolution for additional funding and filing amended project application with the NC DEQ and NC LGC – to increase the project funding by an amount of \$259,058 and added to the original loan of \$1,678,550 in order to secure and maintain the \$500,000 principal forgiveness. Term of the loan will remain 20 years at 0%. At a subsequent meeting, the Board will be presented with an amended capital project ordinance to reflect the NC LGC approval and the revised loan amount and loan application fee (2%), which is paid with local funds as previously approved.

Following a brief overview of the project and a discussion of the bidding process, Vice Chairman Bazemore made a **MOTION** to proceed with the bid award, authorize submission of an amended loan application, and approval for the Resolution for Water District IV as presented. Commissioner Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

### NC General Assembly Budget Update

There was a brief discussion regarding the finalization of the State Budget and impacts for Bertie County, including an appropriation of \$80,000 for Blue Jay Recreation Park sponsored by Senator Erica Smith-Ingram. By consensus, the Board agreed that the Chairman would serve as the voting delegate for the upcoming NCACC Annual Conference in Durham. It was further agreed, that in the absence of the Chairman, Vice Chairman Bazemore would fulfill this obligation.

### Other Items

- The County Manager and Finance Officer, William Roberson, provided a brief overview of pending budget amendments for ongoing projects (ex. Monument installation, building signage, and various grants) which will be included on the August 7<sup>th</sup> consent agenda.
- It was noted that the proposed agenda for August 7<sup>th</sup> includes a work session to the regular meeting for review of the Better Beginnings for Bertie’s Children program.

- The County Manager provided a brief overview of the draft program of work for FY 2017-2018, noting items approved in the adopted budget and projects on the horizon which will require significant support from the County Attorney and the Legal Team.
- Commissioner Wesson provided an update on the selection process for the vacant 4-H positive in the Cooperative Extension Office, and reported that interview will be scheduled and conducted soon.
- Commissioner Wesson also briefed the Board regarding the Middle-Income Housing Initiative and a recent meeting in Raleigh with the contractor experienced in similar projects, which was also attended by Allen Castelloe of the Town of Windsor, and Economic Development Director, Steve Biggs. The mentioned the possible financial participation of the Windsor Development Corporation and its partnership role as a “non-profit” organization for possible ownership of the facility.

### **School System Programming**

County Manager Sauer reported that the Bertie County Schools are seeking support for the “Sound to the Sea” and “1 Book 1 Child” programs for the upcoming school year.

Mr. Sauer reminded the Board that the elementary school principals envision partnering with the County for development of a similar environmental science program on the Albemarle Sound property. Vice Chairman Bazemore indicated that it was very important that these programs be available to each of the elementary schools in the Bertie County school system.

The Board of Commissioners approved funding support in the amount of \$17,000 (minus any grant amount received from the Bertie County School Foundation). These funds are made possible through a part-time salary line item for “community based recreation” and were initially budgeted to assist with joint programming across departmental lines (recreation dept., YMCA, school system, cooperative extension, etc.) The vote was unanimous. Commissioner Lee made the motion to approve; and Commissioner Wesson provided the second.



**PUBLIC COMMENTS**

Mr. James Wadsworth addressed the Board regarding safety concerns and citizens opposed to the four way stop signs soon to be installed at the intersection of NC 308 and highway 11 in Lewiston-Woodville. After a brief discussion about concerns raised by various citizens and business leaders, the consensus of the Board to contact NCDOT and request that the project be deferred or delayed in order to seek a better alternative

**ADJOURN**

Chairman Trent adjourned the meeting at approximately 11:00AM.

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John Trent, Chairman

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Sarah S. Tinkham, Clerk to the Board