

Windsor, North Carolina
August 7, 2017
REGULAR SESSION

The Bertie County Board of Commissioners met for their regularly scheduled meeting inside the Commissioners Room, 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
Tax Administrator Jodie Rhea
Emergency Services Director Mitch Cooper
Finance Officer William Roberson
Chief Deputy Kenny Perry
EMS Division Chief Crystal Freeman
Sheriff John Holley
Deputy Naomi Wiggins

Leslie Beachboard of the Bertie-Ledger Advance and Gene Motley of the Roanoke-Chowan News Herald 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

Chairman Trent led the Invocation and Pledge of Allegiance.

PUBLIC COMMENTS

James Peele of Powellsville was present to convey two concerns he had for the Board: first, he was concerned for the safety of the citizens in Powellsville who are currently on edge due to various break ins in the area in the last several weeks. He solicited help in securing a Bertie County Sheriff's satellite office in the Town Powellsville similar to the office now being operated in Roxobel. Second, he noted that the Town of Powellsville could use help in revitalizing and rebuilding some of the infrastructure.

Lewis C. Hoggard of Windsor and Roanoke-Chowan Community College came before the Board to remind the County that RCCC stands ready to assist Bertie County and its students.

Vivian Clarke of Windsor was present to reiterate her feelings that CADA was currently not meeting the needs of citizens in the service area especially as it relates to funding for weatherizing homes and disaster recovery. She encouraged the Board to reach out to CADA to receive answers as to why these needs are not being met the way the funding was designed. She also mentioned that she was currently in the process of assisting a homeless individual with finding housing, but that she was not finding a lot of help to assist him from other agencies including Bertie County DSS. Chairman Trent referred her to Ms. Dukes at DSS. Lastly, Ms. Clarke reported that she had been notified of canal and ditch issues surrounding a citizen's home on Governors Road in Windsor. She mentioned CADA has not been helpful for this matter.

APPOINTMENTS

Tax Administrator, Jodie Rhea

Tax Administrator, Jodie Rhea, presented his certified list of unpaid taxes as of June 30, 2017, constituting liens on real property (\$309,523.33), unpaid taxes on personal property not constituting liens on real property (\$174,782.93), and settlement of 2016 taxes.

A detailed report was included with the Board's electronic agenda package.

Commissioner Wesson made a **MOTION** to accept the Tax Administrator's certified list of unpaid taxes as of June 30, 2017, constituting liens on real property (\$309,523.33), unpaid taxes on personal property not constituting liens on real property (\$174,782.93), and settlement of 2016 taxes. Commissioner Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

Mr. Rhea also presented the Tax Collection Order for FY2017-2018. Commissioner Wesson made a **MOTION** to charge the Tax Administrator to begin collections for FY2017-2018. Commissioner Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

Also, Mr. Rhea asked if the Board had any questions about the recently presented RFP for the 2020 revaluation. There were no additional questions.

Vice Chairman Bazemore made a **MOTION** to approve the RFP for submittal to interested firms for the 2020 revaluation. Commissioner Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

Lastly, County Attorney Lloyd Smith briefly discussed the latest Public Tax Commission hearing held on July 28th.

Mid-East Commission Storm Recovery Housing program

Bryant Buck, Executive Director of the Mid-East Commission, was present to briefly discuss the various disaster recovery options that are currently available or that will become available in the near future.

He also announced that Mid-East had received an EDA loan to hire a Disaster Specialist Coordinator, and he introduced her as Lea Henry at this time.

He discussed a program that will soon be available to citizens effected by Hurricane Matthew from NC Housing Finance which is a NC Disaster Recovery loan. The loan is forgivable in the amount of \$5,000 for each year that the resident stays in their current home once the home is repaired. He discussed the requirements as citizens will need to be

considered low income on a sliding scale dependent on the number of people living in the household.

Commissioner Wesson requested that the County be notified immediately before this loan became available so that local residents could take advantage of the forgivable loans before the demand is too high from other counties in the state.

At this time, Lea Henry was formally introduced to the Board, and she also briefly discussed her role as the Disaster Specialist Coordinator, and several infrastructure grants that she could assist the County in applying for to replace some of the buildings lost in Hurricane Matthew.

Commissioner asked if there was in relief in the works for local businesses. Ms. Henry stated that there was currently nothing available for business owners, but that she would forward any information that she received in the future.

BOARD APPOINTMENTS

Tri-County Airport Authority Board

County Manager Sauer announced that Chief Deputy, Kenny Perry, was seeking appointment to the Tri-County Airport Authority Board per the recommendation of the Tri-County Airport Authority Board.

Commissioner White made a **MOTION** to appoint Mr. Perry to the Tri-County Airport Authority Board. Commissioner Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

Region Q Workforce Development Board

Vice Chairman Bazemore made a **MOTION** to reappoint Michael Freeman to the Region Q Workforce Development Board, as well as to appoint Rahni Phillips of Perdue Farms in Lewiston-Woodville. Commissioner Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

CONSENT AGENDA

Upon review by Chairman Trent, Commissioner Wesson made a **MOTION** to approve the Consent Agenda in its entirety. Vice Chairman Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously.

The Consent Agenda was approved as follows:

1. **Minutes** – Joint Meeting 6-12-17, Regular Session 6-19-17, Closed Session 6-12-17, Work Session 7-10-17
2. **Fees Report** – Register of Deeds, June and July 2017
3. **Work Authorization** – Holland Consulting Planners – services through September 29, 2017
4. **Budget Amendments** – various
5. **NCSU Contract** – Cashie River Basin Study
6. **Resolution**—150th Anniversary of Conocanary Baptist Church

The Budget Amendments approved read as follows:

BUDGET AMENDMENT			
		# 17-13	
	INCREASE		INCREASE
12-0025-4531-04	\$ 36,000		12-5380-5399-73 \$ 36,000
TO INCREASE BUDGET FOR ADOPTION INCENTIVES - MONEY REC'D 6-27-17			
	INCREASE		INCREASE
10-0025-4586-21	\$ 1,283		10-5860-5400-15 \$ 1,283
TO SETUP BUDGET FOR MIPPA GRANT - MONEY REC'D 6-28-17			
	INCREASE		INCREASE
12-0025-4531-03	\$ 1,481		12-5380-5399-57 \$ 1,481
TO INCREASE DAYCARE FUNDS (RECEIVED FROM DCDEE)			
	INCREASE		INCREASE
19-0025-4981-00	\$ 140,000		19-5916-5980-30 \$ 140,000
TO INCREASE LOTTERY MONEY REQUESTED			
	INCREASE		DECREASE
19-5916-5980-30	\$ 355,000		19-5916-5980-49 \$ 355,000
TRANSFER FROM CAP RESERVE TO DEBT SERVICE - MIDDLE SCHOOL			
APPROVED / /2017			

BUDGET AMENDMENT

# 17-13			
	INCREASE		INCREASE
12-0025-4531-04	\$ 36,000	12-5380-5399-73	\$ 36,000
TO INCREASE BUDGET FOR ADOPTION INCENTIVES - MONEY REC'D 6-27-17			

**North Carolina - Department of Health and Human Services
Notice of Electronic Funds Transfer**

ATTN: County Finance Officer
County DSS Director
County: BERTIE
Run Date: 06/22/2017
Period: June, 2017

Deposits TO County Account FROM DSS

	Earliest date of payment :	06/27/2017
MAXIMIZATION	FFE	\$0.07
FOSTER CARE	IV-E	\$1,057.94
Adoption Promotion Fund	STATE	\$36,000.00
County Payment Total :		\$37,058.01

Drafts FROM County Account TO DSS

	Earliest date of draft	: 06/29/2017
ELIGIBILITY	SAD	\$945.00
ELIGIBILITY	SAA	\$14.00
06/2017 DRAFT	Call Ctr	\$206.00
04/2017 EBT	eFunds	\$612.21
County Draft Total		: \$1,777.21

An Equal Opportunity / Affirmative Action Employer

BUDGET AMENDMENT					
		# 17-13			
	INCREASE			INCREASE	
10-0025-4586-21	\$	1,283	10-5860-5400-15	\$	1,283
TO SETUP BUDGET FOR MIPPA GRANT - MONEY REC'D 6-28-17					

**BERTIE COUNTY COUNCIL ON AGING
DAILY CASH COLLECTIONS/TURNOVER REPORT**

Location: Bertie COA

Date: 09/28/17

After filling in the location and date at the top of the report, enter a summary of all cash collections/turnover for the day in the column below. Adding machine tapes should be attached to the report to indicate amounts for checks and money orders.

SUMMARY

Checks/Money Orders (Attach Tape):	\$	<u>1,283.00</u>
Currency	\$	_____
Change	\$	_____
TOTAL	\$	_____
 10-0040-4586-01 – NUTRITION INCOME	\$	_____
10-0040-4586-01 – TRANSPORTATION	\$	_____
10-0040-4586-01 – HOME DEL. MEALS	\$	_____
10-0025-4586-05 – SENIOR CTR. OUTREACH	\$	_____
10-0040-4534-01 – GYM RENT	\$	_____
_____	\$	<u>1,283.00</u>

Description: MIPPA Grant R # 10-0025-458621 MIPPA GRANT

E 10-4860-540015 "

Verita C. Thompson

Signature of Preparer

Distribution: Original – Finance Office
Rev/16

Duplicate – Retain

BUDGET AMENDMENT

BUDGET AMENDMENT			
		# 17-13	
	INCREASE		INCREASE
12-0025-4531-03	\$ 1,481	12-5380-5399-57	\$ 1,481
TO INCREASE DAYCARE FUNDS (RECEIVED FROM DCDEE)			

Cindy Perry

From: Cindy Perry
Sent: Thursday, June 08, 2017 10:46 AM
To: Vernetta Henderson; Doris Powell (doris.powell@bertie.nc.gov)
Subject: FW: Subsidy Payment

From: Merza, Jose
Sent: Thursday, June 08, 2017 10:34 AM
To: Cindy Perry <cindy.perry@bertie.nc.gov>
Cc: Doris Powell <doris.powell@bertie.nc.gov>; Vernetta Henderson <vernetta.henderson@bertie.nc.gov>
Subject: RE: Subsidy Payment

Hi Cindy,

DCDEE will cover the county's requirement.

Thank you,
Jose

From: Cindy Perry
Sent: Thursday, June 08, 2017 9:57 AM
To: Merza, Jose <jose.merza@dhhs.nc.gov>
Cc: Doris Powell <doris.powell@bertie.nc.gov>; Vernetta Henderson <vernetta.henderson@bertie.nc.gov>
Subject: Subsidy Payment

Good Morning Mr. Merza,

Bertie County DSS is requesting the additional funds in the amount of \$1,480.08.

Thanks,

Cindy Perry
Director
cindy.perry@bertie.nc.gov
Bertie County DSS
PO Box 627
Windsor, NC 27983
Telephone: (252) 794-5320, Ext. 6307
Fax: (252) 794-5344

"Pursuant to North Carolina General Statutes Chapter 132, Public Records, this electronic message and any attachments hereto, as well as any electronic mail message(s) that may be sent in response to it may be considered public record and as such are subject to request and review by third parties."

BUDGET AMENDMENT

# 17-13					
	INCREASE			INCREASE	
19-0025-4981-00	\$	140,000		19-5916-5980-30	\$ 140,000
TO INCREASE LOTTERY MONEY REQUESTED					
	INCREASE			DECREASE	
19-5916-5980-30	\$	355,000		19-5916-5980-49	\$ 355,000
TRANSFER FROM CAP RESERVE TO DEBT SERVICE - MIDDLE SCHOOL					

BERTIE COUNTY

To reimburse County for school debt payments.
Lottery \$495,000.00

743 Bertie County

\$495,000.00

743 Bertie County

BERTIE COUNTY
Public School Building Capital Fund

66-1059
531

0001195

DATE 8-4-2017

PAY ~~Four hundred~~ ~~thirty~~ ~~five~~ thousand and zero cents ----- \$495,000.00

TO THE Bertie County
ORDER OF P O Box 530
OF WENDSOR, NC 27985

Present to:
STATE TREASURER
Raleigh, North Carolina
Payable at par through the
FEDERAL RESERVE SYSTEM

William Roberson

NON-NEGOTIABLE

AUTHORIZED SIGNATURE

BUDGET AMENDMENT

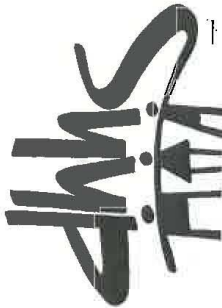
# 18-01					
INCREASE			INCREASE		
10-0050-4851-10	\$	90,000	10-6310-5330-00	\$	24,000
			10-6310-5351-00	\$	32,000
			10-6310-5400-00	\$	30,000
			10-6310-5499-90	\$	4,000
TO SETUP BUDGET - LIBRARY TEMPORARY LOCATION (FEMA REIMBURSEMENT)					
INCREASE			INCREASE		
12-0025-4531-02	\$	13,407	DSS	12-5380-5399-70	\$ 13,407
TO INCREASE BUDGET TO MATCH ACTUAL CRISIS MONEY RECEIVED					
INCREASE			INCREASE		
10-0050-4855-10	\$	150,000	BLUE JAY	10-4190-5351-08	\$ 150,000
TO INCREASE BUDGET - BLUE JAY PARK (K. B. REYNOLDS GRANT)					
INCREASE			INCREASE		
10-4190-5351-00	\$	15,950		10-0090-4991-99	\$ 15,950
TO INCREASE MAINTENANCE AND REPAIR BUILDINGS BUDGET TO COVER:					
STAMPED CONCRETE IN COURTYARD				- \$	4,250
ROOF ALTERATIONS NEAR COURTYARD				- \$	4,200
LETTERING - ADMINISTRATION BUILDING				- \$	2,000
LETTERING - SHERIFF'S BUILDING				- \$	1,500
PLAQUE - SHERIFF'S BUILDING				- \$	2,000
PLAQUE - COURTHOUSE				- \$	2,000
INCREASE			INCREASE		
10-4950-5399-30	\$	209	EFNEP	10-0090-4991-99	\$ 111,590
10-4950-5399-32	\$	109	ESMM		
10-4950-5399-37	\$	16	4H CAMP		
10-5860-5399-05	\$	387	SHIIP		
10-5860-5400-15	\$	1,283	MIPPA		
10-4190-5351-08	\$	70,273	BLUE JAY		
12-5380-5399-95	\$	781	EDTAP	12-0070-3981-10	\$ 41,218
				10-9800-5980-12	\$ 41,218
12-5380-5399-73	\$	40,437	FC AD INC		
DECREASE					
10-5860-5399-50	\$	110	2HOT2TROT		
10-4960-5400-05	\$	1,795	AQ. WEED		
TO ADJUST GRANT MONEY FROM PREVIOUS YEAR:					
COOP - EXPANDED FOOD & NUTRITION					
COOP - EAT SMART-MOVE MORE					
COOP - 4H COOKING CAMP					
COA - SHIIP					
COA - MIPPA					
P BLDG - BLUE JAY PARK					
DSS - ROAP MONEY- EDTAP					
DSS - FOSTER CHILD ADOPT INCENTIVES					
COA - 2HOT2TROT					
CCOP - AQUATIC WEED CONTROL					
APPROVED / /2017					

106310 - LIBRARY TEMP LOCATION

540000			
RENT	12 @ 2,500	=	30,000
533000			
UTILITIES	12 @ 2,000	=	24,000
549990			
EQUIP	5,000	=	4,000
535100			
MT / REP BLDG		=	<u>32,000</u>
			90,000

FEMA PW Rev: 100050
485110

COST CONTROL
— ALLIANCE
919-741-5000



DIVISION OF SOCIAL SERVICES

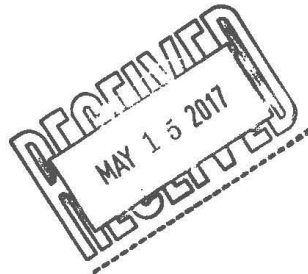
FUNDING SOURCE: CRISIS INTERVENTION PAYMENT
EFFECTIVE DATE: 07/01/2017
AUTHORIZATION NUMBER: 3

ALLOCATION PERIOD
FROM JUNE 2017 THRU MAY 2018 SERVICE MONTHS
FROM JULY 2017 THRU JUNE 2018 PAYMENT MONTHS

Co. No.	COUNTY	Initial Allocation		Additional Allocation		Grand Total Allocation	
		Federal	Total	Federal	Total	Federal	Total
01	ALAMANCE	161,882.00	161,882.00	427,410.00	427,410.00	589,292.00	589,292.00
02	ALEXANDER	31,486.00	31,486.00	83,130.00	83,130.00	114,616.00	114,616.00
03	ALLEGHANY	13,722.00	13,722.00	36,231.00	36,231.00	49,953.00	49,953.00
04	ANSON	43,810.00	43,810.00	115,669.00	115,669.00	159,479.00	159,479.00
05	ASHE	29,750.00	29,750.00	78,548.00	78,548.00	108,298.00	108,298.00
06	AVERY	16,128.00	16,128.00	42,582.00	42,582.00	58,710.00	58,710.00
07	BEAUFORT	66,860.00	66,860.00	176,525.00	176,525.00	243,385.00	243,385.00
08	BERKIE	37,194.00	37,194.00	98,202.00	98,202.00	135,396.00	135,396.00
09	BLADEN	65,158.00	65,158.00	172,034.00	172,034.00	237,192.00	237,192.00
10	BRUNSWICK	106,210.00	106,210.00	280,424.00	280,424.00	386,634.00	386,634.00
11	BUNCOMBE	222,190.00	222,190.00	586,639.00	586,639.00	808,829.00	808,829.00
12	BURKE	93,754.00	93,754.00	247,534.00	247,534.00	341,288.00	341,288.00
13	CABARRUS	130,888.00	130,888.00	345,580.00	345,580.00	476,468.00	476,468.00
14	CALDWELL	83,976.00	83,976.00	221,716.00	221,716.00	305,692.00	305,692.00
15	CAMDEN	5,850.00	5,850.00	15,449.00	15,449.00	21,299.00	21,299.00
16	CARTERET	55,954.00	55,954.00	147,732.00	147,732.00	203,686.00	203,686.00
17	CASWELL	28,734.00	28,734.00	75,864.00	75,864.00	104,598.00	104,598.00
18	CATAWBA	143,716.00	143,716.00	379,449.00	379,449.00	523,165.00	523,165.00
19	CHAITHAM	44,590.00	44,590.00	117,726.00	117,726.00	162,316.00	162,316.00
20	CHEROKEE	29,956.00	29,956.00	79,089.00	79,089.00	109,045.00	109,045.00
21	CHOWAN	19,974.00	19,974.00	52,739.00	52,739.00	72,713.00	72,713.00
22	CLAY	10,974.00	10,974.00	28,976.00	28,976.00	39,950.00	39,950.00
23	CLEVELAND	128,364.00	128,364.00	338,913.00	338,913.00	467,277.00	467,277.00
24	COLUMBUS	91,964.00	91,964.00	242,810.00	242,810.00	334,774.00	334,774.00
25	Craven	98,178.00	98,178.00	259,217.00	259,217.00	357,395.00	357,395.00
26	CUMBERLAND	421,030.00	421,030.00	1,111,628.00	1,111,628.00	1,532,658.00	1,532,658.00
27	CURRITUCK	14,432.00	14,432.00	38,106.00	38,106.00	52,538.00	52,538.00
28	DARE	21,478.00	21,478.00	56,709.00	56,709.00	78,187.00	78,187.00
29	DAVIDSON	149,988.00	149,988.00	396,009.00	396,009.00	545,997.00	545,997.00
30	DAVE	31,090.00	31,090.00	82,086.00	82,086.00	113,176.00	113,176.00
31	DUPLIN	87,372.00	87,372.00	230,683.00	230,683.00	318,055.00	318,055.00

EST 131,988 = 13,407

KATE B. REYNOLDS
CHARITABLE TRUST
Investing in Impact



May 10, 2017

Mr. Scott T. Sauer, County Manager
Bertie County
County Manager's Office
PO Box 530
106 Dundee Street
Windsor, NC 27983

Dear Mr. Sauer:

Congratulations. The Corporate Trustee of the Kate B. Reynolds Charitable Trust approved a \$150,000 grant for capital funds to construct a walking trail and renovate a park at the Blue Jay Volunteer Fire Department in Bertie County as described in your application.

Grant funds will be paid when you are ready to utilize them, subject to the availability of funds. We will require expenditure and program reports on this grant. These reports will be based on the information presented in your application. Appropriate report forms are available through our website.

Your grant number is **2017-101**. Please refer to this number in all communication regarding this award.

To accept this grant, your board chair must sign and date the attached acceptance statement and return it to me by May 31, 2017.

We may wish to include information about your grant award in press releases about recent Trust investments. If this is not satisfactory with you, please let us know when you return the acceptance statement. You may publicize the grant in any manner you feel appropriate. Please incorporate the enclosed information about the Trust in your publicity.

We are looking forward to participating in this important program and wish you and your associates much success.

Sincerely,

Adam M. Linker
Program Officer
(336) 397-5508

AML:dbh
Enclosure
cc: John Trent, Board Chair



Comments
Detail
Invoice Audits

Invoice

Document: 75806
 Invoice: 5517-MONUMENT
 Year: 2018
 Type: 1 Invoice
 Cash Account: 010000
 PO: 101
 Contract: 113001
 C/D: SOUTHE

Vendor: 15638
 Name: HARRY LEE'S LANDSCAPING
 Terms: Remits

Address: Remits

STAMPED CONCRETE COURTYARD-MON

Desc: STAMPED CONCRETE COURTYARD-MON
 Status: P Paid
 Voucher: 071017
 Warrant: 07/12/2017
 Inv date: 07/12/2017
 Due date: 07/12/2017
 Work Order/Task: 4130
 Dept/Loc: 0

Gross amt: 4,250.00
 Disc date: .00
 Disc basis: .000
 Disc percent: .000
 Net amount: 4,250.00
 Retainage: .00

Payment meth: N Normal
 Check no: 176202
 Check date: 07/12/2017
 County code: 08 BERTIE
 Category: 2 AP Vendors - Cat 3
 Not taxable: 4,250.00
 County tax: .00
 State tax: .00

Details

Separate check
 Include documentation
 PA applied

Display comments associated with this invoice. (C)



Comments
Detail
Invoice Audits

Invoice
Document 75784
Invoice 181896-MAIN
Year/Per 2018 1
Type 1 Invoice
Cash Account 010000 112001 C/D SOUTHE
PO 100
Contract

Vendor 12567 Remit 0
Name EAST CAROLINA ROOFING & COATING, INC.
Terms
Address Remits

Gross amt 4,200.00
Disc date
Disc basis .00
Disc percent .000
Net amount 4,200.00
Retainage .00

Disc
Status P Paid
Voucher
Warrant 071017
Inv date 07/12/2017
Due date 07/12/2017
Work Order/Task
Dept/Loc -1190

Payment meth N Normal
Check no 176183
Check date 07/12/2017
County code 08 BERTIE
Category 3 AP Vendors - Cat 3
Not taxable 4,200.00
County tax .00
State tax .00

ROOF ALTERATION MONUMENT JOB
 Separate check
 Include documentation
 PA applied

Details

William Roberson

From: Sarah Tinkham
Sent: Wednesday, July 5, 2017 2:55 PM
To: Scott Sauer
Cc: William Roberson; Anthony Rascoe
Subject: Updated Pricing -- Administration Building -- measurements need to be verified

Anthony,

I need you to be sure these sizes will work.

I've got one set at 12 in. (the Courthouse letters were 16 in.) for the side of the building facing the DRC.

Then I reduced the size for the Tax Entrance on the opposite side. That one is set for 8 in. since it will be sort of tucked in under that canopy/portico area above that door.

I know you said you were going to measure... I'm not sure if you've had a chance to complete that.

Let me know if I need to adjust these sizes.

Remove	Description	Quantity	Unit Price	Total
	Acrylic Letters - Architectural 12" Height: 12" Features/Options: Stud For Brick ,,Pigmented Black (#2025) ----- 3/16" THICKNESS D 1/2" Thickness (Add 155% Per Letter) Please type the NUMBERS or LETTERS the way you want them to read in UPPER or LOWER case for this Font. ADMINISTRATION BUILDING Total Characters=22 - Click Here to Add Installation Pattern		\$902.09	\$902.09
	Acrylic Letters - Architectural 8" Height: 8" Features/Options: Stud For Brick ,,Pigmented Black (#2025) ----- 3/16" THICKNESS D 1/2" Thickness (Add 190% Per Letter) Please type the NUMBERS or LETTERS the way you want them to read in UPPER or LOWER case for this Font. ADMINISTRATION BUILDING Total Characters=22 - Click Here to Add Installation Pattern		\$558.89	\$558.89

		Product Cost	\$1,460.98
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Sincerely,

Sarah S. Tinkham

Clerk to the Board/Exec. Asst. to the County Manager

Bertie County Board of Commissioners

106 Dundee Street

PO Box 530

Windsor, NC 27983

Switchboard: (252) 794-5300

Fax: (252)794-5327

sarah.tinkham@bertie.nc.gov



Pursuant to North Carolina General Statutes Chapter 132, Public Records, this electronic mail message and any attachments hereto, as well as any electronic mail message(s) that may be sent in response to it may be considered public record and as such are subject to request and review by third parties.

William Roberson

From: Sarah Tinkham
Sent: Wednesday, July 5, 2017 2:47 PM
To: Scott Sauer
Cc: William Roberson; Audrey Jernigan
Subject: Updated Pricing -- Sheriff's Office Lettering only

Audrey,

This reflects the all upper case lettering with the two different sizes per your voicemail for me.

Had to split the order up line by line to keep things as simple as possible for the vendor.

Each letter has to be installed separately anyway, and the County Manager mentioned hiring the same installer that we used for the Courthouse letters, so there will be some added cost in the budget amendment to cover that.

I also am not yet aware of shipping and tax costs.

Just FYI – if anything doesn't look right, let me know.

Shopping Cart Items: 3

Remove	Description	Quantity	Unit Price	Total
	Acrylic Letters - Architectural 10" Height: 10" Features/Options: Stud For Brick Pigmented Opaque White (#7508) - - - - - 3/16" THICKNESS D 1/2" Thickness (Add 160% Per Letter) Please type the NUMBERS or LETTERS the way you want them to read in UPPER or LOWER case for this Font. BERTIE COUNTY Total Characters=12 - Click Here to Add Installation Pattern		\$393.12	\$393.12
	Acrylic Letters - Architectural 8" Height: 8" Features/Options: Stud For Brick Pigmented Opaque White (#7508) - - - - - 3/16" THICKNESS D 1/2" Thickness (Add 190% Per Letter) Please type the NUMBERS or LETTERS the way		\$381.06	\$381.06

	<p>you want them to read in UPPER or LOWER case for this Font. LAW ENFORCEMENT &</p> <p>Total Characters=15 - Click Here to Add Installation Pattern</p>			
	<p>Acrylic Letters - Architectural 8" Height: 8" Features/Options: Stud For Brick ,,Pigmented Opaque White (#7508) ----- 3/16" THICKNESS D 1/2" Thickness (Add 190% Per Letter) Please type the NUMBERS or LETTERS the way you want them to read in UPPER or LOWER case for this Font. COMMUNICATIONS CENTER</p> <p>Total Characters=20 - Click Here to Add Installation Pattern</p>		\$508.08	\$508.08
			Product Cost	\$1,282.26

Sincerely,
Sarah S. Tinkham
 Clerk to the Board/Exec. Asst. to the County Manager
 Bertie County Board of Commissioners
 106 Dundee Street
 PO Box 530
 Windsor, NC 27983
 Switchboard: (252) 794-5300
 Fax: (252)794-5327
sarah.tinkham@bertie.nc.gov



Pursuant to North Carolina General Statutes Chapter 132, Public Records, this electronic mail message and any attachments hereto, as well as any electronic mail message(s) that may be sent in response to it may be considered public record and as such are subject to request and review by third parties.

FRONT VIEW
QTY: 1

RAISED AREAS
 RECESSED AREAS

4" DIA. ETCHED LOGO

0.75" H COPY

0.63" H COPY

0.50" H COPY

0.53" & 0.43" H COPY

0.45" H COPY

0.48" & 0.36" H COPY

0.40" H COPY

FINISHED WALL

SINGLE LINE EDGE

CONCEALED STUD

BORDER DTL.
(N.T.S.)

SIGN TYPE:

DEDICATION PLAQUE

SPECIFICATIONS:

MATERIAL: CAST BRONZE

BACKGROUND TEXTURE: LEATHERETTE

BACKGROUND COLOR: BLACK

BORDER STYLE: SINGLE LINE

LETTERSTYLE: DUTCH809

MOUNTING: CONCEALED STUD

MANUFACTURER: MATTHEWS INTL.

DESIGNED FOR:

Bertie County Courthouse

SHEET:	DATE:
1 OF 1	07/05/2017
DRAWN BY:	REVISED:
J. HOPKINS	

206 E. Hemlock St.
Yadkinville, NC 27055
Phone: 336-679-3344
Fax: 336-679-7342
www.AOASigns.com

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- Detail
- Months
- Seg Find
- Totals
- User Defined Fields

Account

Fund: 10 GENERAL FU Acct: 10 -4190-535 108 Account Notes

Org: 104190 P BUILDING Acct name: BLUE JAY PARK - PHASE 1

Object: 535 108 BLUE JAY P Type: Expense Status: Active

Project: Rollup: MultiYr Fund

4 Year Comparison Yr Per 2017/12	Current Year		History	
	Fiscal Year 2017	Fiscal Year 2016	Fiscal Year 2015	Fiscal Year 2014
Original Budget	83,450.00	.00	.00	47,000.00
Transfers In	15,600.00	.00	.00	.00
Transfers Out	.00	.00	.00	.00
Revised Budget	99,050.00	.00	.00	47,000.00
Actual (Memo)	28,777.74	.00	.00	.00
Encumbrances	.00	.00	.00	.00
Requisitions	.00	.00	.00	.00
Available	70,272.36	.00	.00	47,000.00
Percent used	29.05	.00	.00	.00

1 of 1 Attachments (0)

Display detail information for current account.

**LOCAL GOVERNMENT PURCHASE ORDER
BERTIE COUNTY**

BERTIE COUNTY FINANCE OFFICE
PO BOX 530
106 DUNDEE STREET
WINDSOR, NC

27983

PURCHASE ORDER # 00007226-00 FY 2017
Page Number: 1

Instructions to Vendor:
1. Purchase Order Number Must Appear on Invoice.
2. Submit Invoice in Duplicate for Each Purchase Order.

INVALID UNLESS THERE IS A SIGNATURE AND PURCHASE ORDER NUMBER
PAYMENT WILL BE MADE FROM ORIGINAL INVOICE ONLY
TOTAL INVOICE AMOUNT INCLUDING SHIPPING COSTS MUST NOT EXCEED PURCHASE ORDER TOTAL BY MORE THAN 10% WITHOUT WRITTEN APPROVAL FROM FINANCE OFFICER PRIOR TO SHIPPING.

VENDOR
KLEEN LINE LTD.
P O BOX 1148
GRIFTON, NC 28530

SHIP TO
BERTIE COUNTY FINANCE OFFICE
PO BOX 530
106 DUNDEE STREET
WINDSOR, NC
27983

Requisition
00007759

DATE ORDERED	VENDOR NUMBER	DATE REQUIRED	FREIGHT METHOD/TERMS	DEPARTMENT/LOCATION	
07/07/17	014886			FINANCE	
LN	DESCRIPTION/PART NO.	UNIT	QTY	COST EA	EXT. PRICE
01	ORIGINAL ALLIGATOR WEED CONTROL-JUNE 5, 2017 ROANOKE AND CASHIE RIVER 1 MILE EAST OF SANS SOUCI-INVOICE NUMBER 6454 10 -4960-5400-05		1.00 EACH	1795.000000	1,795.00
				PO Total	1,795.00

This Instrument Has Been Preaudited In The Manner Required
By The Local Government Budget and Fiscal Control Act.

WGR
AUTHORIZED SIGNATURE

VENDOR'S COPY

DISCUSSION AGENDA

Partial release of Development Agreement and Amendment to Development Agreement – Bal Gra Tracts to NC Coastal Land Trust

The North Carolina Coastal Land Trust's (NCCLT) due diligence work under the Purchase and Sale Agreements we currently have to purchase Bertie County Tax Parcels Numbered 6873-41-7909 and 6873-63-6900 from FC Bal Gra, LLC and Parcel No. 6873-80-5293 from Flannelly Development, Inc. These parcels collectively contain 994.99 acres according to the preliminary survey we are having completed.

Section 4 of the Development Agreement provides that the property described therein, which includes the subject property, shall be developed in accordance with the Master Plan for the Bal Gra Harbor and in accordance with the Master Schedule referred to therein. Section 20 of the Development Agreement provides that the Agreement "shall be deemed to be a lien upon, binding upon and run with the land and shall be binding upon and an obligation of all successors in the ownership of the relevant parcels of land."

Because NCCLT is purchasing the subject property for conservation purposes and plans to eventually transfer the property to the State of North Carolina for a State Natural Area, we are concerned that the Development Agreement and the Amendment thereto constitute title exceptions that will not be acceptable to the State of North Carolina and other potential grant funders from whom NCCLT has submitted grant applications. Therefore, as discussed, NCCLT would request that Bertie

County enter into partial release to release the property NCCLT is purchasing from the terms of the Development Agreement and the Amendment thereto. A Partial Release to the Development Agreement and the Amendment thereto releasing the three tax parcels above from the terms of the same would need to be prepared, signed on behalf of Bertie County and the current owners of the parcels NCCLT is purchasing, and recorded.

County Attorney Smith briefly discussed his concerns and recommendations for partial release of the Development Agreement and Amendment to the Development Agreement for Bal Gra for the NC Coastal Land Trust.

Commissioner Lee made a **MOTION** for Chairman Trent to execute the lease by the August 31st closing deadline. Vice Chairman Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously.

Event Updates:
Charters of Freedom – 8/24/17 @ 4:00 PM
Community Town Hall – 9/30/17 at 10:00 AM BHS
Community poverty initiative

The Board reviewed and confirmed each of these event dates and came to a consensus for the planning to continue on each one.

Vehicle leasing update – Sheriff, Animal Control, and Parks and Rec to discuss and approve contract

This item was reviewed by the Legal Team and was deemed ready for the Board’s approval.

The documents being approved include:

- Master Equity Lease Agreement
- Amendment to Master Equity Lease Agreement
- Amendment to Maintenance Agreement

Commissioner Wesson made a **MOTION** to approve the vehicle leasing documents as revised by the County Attorney for replacing vehicles for the Sheriff’s Office, Animal Control, and Parks and Recreation. Commissioner White **SECONDED** the motion. The **MOTION PASSED** unanimously.

Vehicle procurement update – EMS Non-Emergency Management (USDA) to discuss and approve bid tabulation

County Manager Sauer reported that the quotes received for five (5) new ambulance vehicles and equipment came in well below the loan appropriations, and the first payment would not be due until sometime in 2019.

Commissioner White made a **MOTION** to approve the purchase and procurement update as requested awarding the bid to Select Customs in the amount of \$348,463.36 and submitting the executed documents to USDA Rural Development. Commissioner Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

The County Manager also noted that the original loan commitment for this project from USDA Rural Development was \$610,000 and that this bid represents a significant savings to the tax payers of Bertie County.

Library temporary space renovation update

County Manager Sauer reported that several improvements were in the process at the temporary library space including painting, carpeting, and installation of library shelving. Opening is slated for early to mid-September. All library staff are very excited and thankful for the Board's work on this project in securing a temporary library space.

RFQ for design services for Library and Cooperative Extension update

County Manager Sauer reported that five (5) different engineering firms were present for an information meeting on Tuesday, August 1st.

The County is seeking a design team to plan, engineer, and design plans for a combined Library and Cooperative Extension Office.

Several firms were also interested in what else the County may need in the near future.

Proposals are due by August 24th and interviews and presentations by each firm will be conducted in September.

Review proposed 2018 Commissioners meeting schedule, approve NC State Holidays

This was the Board's first chance at reviewing the proposed Commissioners meeting schedule for 2018. The schedule was drafted with the NC State Holiday schedule in mind.

No action was needed at this time, but the schedule will appear again on an upcoming agenda for approval.

COUNTY MANAGER'S REPORTS

The County Manager gave no remarks at this time.

COUNTY ATTORNEY'S REPORTS

County Attorney Smith reported that a final bid had been received for the property in Aulander located at 310 S. Commerce Street & Pearl Street. The final bid including the deed preparation and recording fee is \$751.

A deposit of \$300 was on file, and the remained of \$451 is due by August 9th.

Commissioner Lee made a **MOTION** to approve this bid total bid including the required legal fees and recording of \$751. Commissioner Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

COMMISSIONERS REPORTS

Commissioner Wesson

Commissioner Wesson thanked the citizens of Bertie County for allowing the Commissioners to attend the 2017 NACo Annual Conference in Ohio where the Associations focus for the upcoming year will be generational and systematic poverty.

Also, he announced that several Commissioners would be present at this week's 2017 NCACC Annual Conference in Durham, and that he would be a moderator at a workshop focusing on Economic Development.

Lastly, he reported that the Cooperative Extension Office will be hearing presentations from 6 different candidates on August 15th and 16th who are in the running for the vacant 4-H Representative position.

Vice Chairman Bazemore

Vice Chairman Bazemore briefly addressed James Peele of Powellsville regarding his concerns and suggestion of a satellite Sheriff's Office in the Town of Powellsville. She also encouraged Morris Rascoe and Mr. Peele to have Vivian Clarke present at their next CADA Board meeting so that she may air her concerns directly.

Ms. Bazemore also reported that she and Commissioner Wesson has participated in a radio interview while in Ohio at the NACo Annual Conference discussing the shrinking of small towns and populations including here in Bertie.

She also announced the on September 30th, there would be a Town Hall Day held at Bertie High School beginning at 10:00 AM and various state legislatures have been invited to attend and speak to discuss all of the important issues that face Bertie County and its citizens. This will also be a time to showcase the positive things currently taking place.

Chairman Trent

Chairman Trent announced that due to some health issues, he would not be attending the 2017 NCACC Annual Conference in Durham. He stated that Vice Chairman Bazemore will act in his stead as the voting delegate for Bertie County. He also reminded all of those present that

Congressman Butterfield would be in Windsor tomorrow, August 8th, for a Town Hall meeting at 6:00 PM inside the new Bertie High School Auditorium.

Commissioner Lee

Commissioner Lee announced that Sergeant Meggan Callahan's name had been recently added to the Fallen Officers Memorial Monument outside the courthouse facing Dundee Street. She also commended the organizers at the Hope House Plantation for a fun event this past Sunday evening.

Commissioner White

Commissioner White had no reports at this time.

PUBLIC COMMENTS

Vivian Clarke of Windsor provided additional remarks at this time regarding her concerns with CADA. Mr. James Peele and Mr. Morris Rascoe, two CADA Board members present, highly

encouraged Ms. Clarke to submit her concerns to him so that Ms. Clarke could be added to an upcoming Board meeting agenda.

CLOSED SESSION

Chairman Trent requested a brief Closed Session pursuant to N.C.G.S. § 143-318.11(a)(2) to consult with the County Attorney in order to preserve the attorney-client privilege that exists between the attorney and this public body and 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.

Commissioner Lee made a **MOTION** to go into Closed Session. Commissioner Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

OPEN SESSION

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

Commissioner Lee made a **MOTION** for the Board to approve the Closed Session minutes per the County Attorney's recommendations. Vice Chairman Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously.

ADJOURN

Chairman Trent **ADJOURNED** this meeting at 5:45 PM.

John Trent, Chairman

Sarah S. Tinkham, Clerk to the Board