

Bertie County Board of Commissioners



December 18, 2017
7:00 PM

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

BERTIE COUNTY BOARD OF COMMISSIONERS
December 18, 2017
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 Chair Bazemore

7:05-7:15 Invocation and Pledge of Allegiance by Vice Chairman Wesson

7:15-7:25 Public Comments (3-minute time limit per speaker)

(A)

***** APPOINTMENTS *****

7:25 – 7:35 (1) Introductions of new President and Chief Financial Officer of Roanoke-Chowan Community College

7:35 – 7:45 (2) Board of Education update presented by Interim Superintendent Dr. Del Burns

7:35 – 7:45 (3) Elderly exemption applications received by Tax Administrator, Jodie Rhea

Board Appointments (B)

1. Poverty Commission
2. CADA Board (update)

Consent Agenda (C)

1. Approve Minutes for Regular Session 12-4-17
2. Tax Release Journal
3. Amended Memorandum of Understanding for the RPO discussed by Commissioner Lee

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

Discussion Agenda (D)

1. Review and consideration of proposed Hurricane Matthew workers for transfer to new positions in various departments – and costs to be absorbed by existing budgets, which will be partially offset by NCWorks OJT worker training funds
2. Review and consideration of Town of Lewiston-Woodville’s request for inspection services in its ETJ
3. Albemarle Regional Health Services proposed long range appropriation plan beginning FY 2018-2019
4. Calendar Reminders/Event Updates
 - a. **January 8, 2018** – 2:00 PM – launch of Bertie County Poverty Commission
 - b. **January 8, 2018** - 4:00 PM – Regular Board meeting
 - c. Review of January 2018 meeting dates and discussion of Planning Session

Commissioners’ Reports (E)

County Manager’s Reports (F)

County Attorney’s Reports (G)

Public Comments Continued

Closed Session

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

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

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

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

Adjourn



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: December 18, 2017

AGENDA ITEM: A-1

DEPARTMENT: Governing Body

SUBJECT: Introductions of new President and Chief Financial Officer of Roanoke-Chowan Community College

COUNTY MANAGER RECOMMENDATION OR COMMENTS: FYI only.

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

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
COLLEGE BUDGET: FY 2017-18

REQUIRED BUDGET REQUEST SIGN-OFF

The attached College Budget has been reviewed and approved on

September 19, 2017 by the Board of Trustees of

Roanoke - Swain Community College.

Alvin Swain, Chairman.

The attached College Budget has been reviewed and approved in

the amount of \$1,147,039.00 on 20
General Operations 4350,000.00 Capital Outlay

by the County Commissioners of _____ County.

_____, Chairman.

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
 COLLEGE FY 2017-18 BUDGET
 (EXCLUDING CAPITAL IMPROVEMENT PROJECTS)

College Name: Roanoke-Chowan CC
 Institution Number: 868

	1	2	3	4
	State Budget	County Budget	Institutional Budget	Total Budget
Revenue Detail (excluding capital improvement projects)				
State	\$ 6,591,412			\$ 6,591,412

*Includes Federal funds that are allocated to colleges by the State Board and are processed through the 112.

County Funds

County Appropriations (list each county separately below):

Hertford County	\$	978,839		\$ 978,839
Bertie County	\$	55,000		\$ 55,000
Northampton County	\$	60,000		\$ 60,000
	\$	-		\$ -
	\$	-		\$ -
	\$	-		\$ -
	\$	-		\$ -
(If necessary, add lines above for add'l counties)				
Misc. County Revenue	\$	53,200		\$ 53,200
Total County Funds	\$	1,147,039		\$ 1,147,039

Institutional Funds

Federal Sources:

Federal Pell and other Federal student aid grants	\$		1,655,622	\$ 1,655,622
Federal Direct Loans	\$		35,563	\$ 35,563
Federal Work-Study Program	\$		-	\$ -
Other Federal Grants (list):	\$			\$ -
Overhead Receipts	\$		1,771	\$ 1,771
Student Support Services	\$		314,876	\$ 314,876
	\$			\$ -
	\$			\$ -
	\$			\$ -

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
 COLLEGE FY 2017-18 BUDGET
 (EXCLUDING CAPITAL IMPROVEMENT PROJECTS)

College Name: Roanoke-Chowan CC

Institution

Number: 868

	1	2	3	4
	State Budget	County Budget	Institutional Budget	Total Budget

(If necessary, add lines above)				
Total Revenues From Federal	\$ -	\$ -	\$ 2,007,832	\$ 2,007,832

Fees:

Parking Fees			\$ 21,360	\$ 21,360
Student Activity Fees			\$ 37,721	\$ 37,721
Course Specific Fees			\$ 20,500	\$ 20,500
Technology Fees			\$ 32,194	\$ 32,194
Self-Supporting Course Fees			\$ 36,362	\$ 36,362
Other Fees (list, if applicable):				
Patron Fees			\$ 4,500	\$ 4,500
Graduation Fees			\$ 4,758	\$ 4,758
Transcript Fees			\$ 4,995	\$ 4,995
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
(If necessary, add lines above)				
Total Revenues from Fees	\$ -	\$ -	\$ 162,390	\$ 162,390

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
 COLLEGE FY 2017-18 BUDGET
 (EXCLUDING CAPITAL IMPROVEMENT PROJECTS)

College Name: Roanoke-Chowan CC
 Institution Number: 868

	1	2	3	4
	State Budget	County Budget	Institutional Budget	Total Budget

Revenue Detail (excluding capital improvement projects)

Proprietary/Other Revenues:

Bookstore Receipts			\$ 23,281	\$ 23,281
Vending/Food Service Receipts			\$ 6,611	\$ 6,611
Live Projects/Patron Fees			\$ 5,419	\$ 5,419
Internal Service Funds			\$ -	\$ -
Interest Income			\$ -	\$ -
NC Community College Grant Funds			\$ -	\$ -
Education Lottery Scholarship Funds			\$ -	\$ -
Gifts and Donations			\$ -	\$ -
Private (non-Federal) Grants			\$ -	\$ -
Endowment Income			\$ -	\$ -
Other Miscellaneous Sources (list, if applicable):			\$ -	\$ -
First in the World			\$ 88,961	\$ 88,961
_____			\$ -	\$ -
_____			\$ -	\$ -
_____			\$ -	\$ -
_____			\$ -	\$ -
_____			\$ -	\$ -
_____			\$ -	\$ -
_____			\$ -	\$ -
_____			\$ -	\$ -
(If necessary, add lines above)			\$ -	\$ -
Total Revenues from Proprietary/Other Sources:	\$ -	\$ -	\$ 124,272	\$ 124,272
Total Institutional Sources			\$ 2,294,494	\$ 2,294,494
Total Estimated Revenues	\$ 6,591,412	\$ 1,147,039	\$ 2,294,494	\$ 10,032,945

Fund Balance Appropriated

\$ -

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
 COLLEGE FY 2017-18 BUDGET
 (EXCLUDING CAPITAL IMPROVEMENT PROJECTS)

College Name: Roanoke-Chowan CC

Institution Number: 868
 State Budget 1 County Budget 2 Institutional Budget 3 Total Budget 4

Expenditure Detail (excluding capital improvement projects)

	1	2	3	4
	State Budget	County Budget	Institutional Budget	Total Budget
100 INSTITUTIONAL SUPPORT				
110 Executive Management	\$ 653,308	\$ 7,486	\$ -	\$ 660,794
120 Financial Services	\$ 273,124	\$ -	\$ -	\$ 273,124
130 General Administration	\$ 759,779	\$ 124,984	\$ -	\$ 884,763
140 Information Systems - Admin.	\$ 512,630	\$ -	\$ -	\$ 512,630
TOTAL INSTITUTIONAL SUPPORT	\$ 2,198,841	\$ 132,470	\$ 35,563	\$ 2,366,874
200 INSTRUCTIONAL - CURRICULUM				
220 Associate Degree	\$ 2,390,297	\$ -	\$ -	\$ 2,390,297
TOTAL INSTRUCTIONAL - CURRICULUM	\$ 2,390,297	\$ -	\$ 57,194	\$ 2,447,491
300 CONTINUING EDUCATION				
310 Occupational Education	\$ 378,025	\$ -	\$ -	\$ 378,025
311 Occupational Support	\$ 225,188	\$ -	\$ -	\$ 225,188
320 Basic Skills Plus	\$ -	\$ -	\$ -	\$ -
321 Adult Basic Education/ESL	\$ 132,680	\$ -	\$ -	\$ 132,680
322 Adult High School & GED	\$ -	\$ -	\$ -	\$ -
323 Compensatory Education	\$ -	\$ -	\$ -	\$ -
324 GED Testing	\$ 7,279	\$ -	\$ -	\$ 7,279
363 Small Business Center	\$ 102,638	\$ -	\$ -	\$ 102,638
364 Customized Trng - Bus & Ind Support (Admin.)	\$ 40,000	\$ -	\$ -	\$ 40,000
365 Customized Trng - Bus & Ind Support (Instruct.)	\$ 7,500	\$ -	\$ -	\$ 7,500
370 NC Military Business Center (FTCC)	\$ -	\$ -	\$ -	\$ -
371 NC Research Campus - Kannapolis (RCCC)	\$ -	\$ -	\$ -	\$ -
TOTAL CONTINUING EDUCATION	\$ 893,310	\$ -	\$ 36,362	\$ 929,672

COLLEGE FY 2017-18 BUDGET
(EXCLUDING CAPITAL IMPROVEMENT PROJECTS)

College Name: Roanoke-Chowan CC

Institution Number: 1 868 2 3 4
 State Budget County Budget Institutional Budget Total Budget

Expenditure Detail (excluding capital improvement projects)

	1	2	3	4
	State Budget	County Budget	Institutional Budget	Total Budget
400 ACADEMIC SUPPORT				
410 Library/Learning Center	\$ 272,128			\$ 272,128
421 Curriculum - Admin.	\$ 67,164			\$ 67,164
422 Continuing Education - Admin.	\$ 195,181			\$ 195,181
430 Information Systems - Academic	\$ -			\$ -
TOTAL ACADEMIC SUPPORT	\$ 534,473	\$ -	\$ 314,876	\$ 849,349
500 STUDENT SUPPORT				
510 Student Services	\$ 437,901			\$ 437,901
530 Child Care	\$ 22,259			\$ 22,259
TOTAL STUDENT SUPPORT	\$ 460,160	\$ -	\$ 88,961	\$ 549,121
600 OPERATION & MAINTENANCE OF PLANT				
610 Plant Operation		\$ 824,999		\$ 824,999
620 Plant Maintenance		\$ 174,570		\$ 174,570
680 Innovation Quarters (Forsyth Tech CC)	\$ -	\$ -		\$ -
TOTAL OPERATION & MAINTENANCE OF PLANT	\$ -	\$ 999,569	\$ -	\$ 999,569
700 PROPRIETARY/OTHER				
			\$ 104,145	\$ 104,145
800 STUDENT AID				
			\$ 1,657,393	\$ 1,657,393
900 CAPITAL OUTLAY (excluding capital improvement projects)				
920 Equipment	\$ 40,289	\$ 15,000		\$ 55,289
923 Basic Skills/Literacy Equipment	\$ -			\$ -
930 Instructional Resources (Books)	\$ 25,000			\$ 25,000
940 Equipment - State CATEGORICAL Funds	\$ 49,042			\$ 49,042
TOTAL CAPITAL OUTLAY	\$ 114,331	\$ 15,000	\$ -	\$ 129,331
TOTAL EXPENDITURES	\$ 6,591,412	\$ 1,147,039	\$ 2,294,494	\$ 10,032,945

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
 COLLEGE FY 2017-18 BUDGET (EXCLUDING CAPITAL IMPROVEMENT PROJECTS)
OPTIONAL WORKSHEET

College Name: Roanoke-Chowan CC
 Institution Number: 868

3

Institutional Budget

Expenditure Detail (excluding capital improvement projects)

INSTITUTIONAL BUDGET DETAIL

01 CURRENT UNRESTRICTED	
1XX Institutional Support	
2XX Instruction	\$ 25,000
3XX Continuing Education	\$ 36,362
4XX Academic Support	
5XX Student Support	
6XX Plant Operations & Maint.	
7XX Proprietary/Other	
8XX Student Aid	
9XX Capital Outlay (excluding capital improvements)	
TOTAL CURRENT UNRESTRICTED	\$ 61,362

02 CURRENT RESTRICTED	
1XX Institutional Support	\$ 35,563
2XX Instruction	\$ 32,194
3XX Continuing Education	
4XX Academic Support	\$ 314,876
5XX Student Support	\$ 88,961
6XX Plant Operations & Maint.	
7XX Proprietary/Other	
8XX Student Aid	\$ 1,657,393
9XX Capital Outlay (excluding capital improvements)	\$ -
TOTAL CURRENT RESTRICTED	\$ 2,128,987

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
 COLLEGE FY 2017-18 BUDGET (EXCLUDING CAPITAL IMPROVEMENT PROJECTS)
OPTIONAL WORKSHEET

College Name: Roanoke-Chowan CC
 Institution Number: 868

3

Expenditure Detail (excluding capital improvement projects)

Institutional Budget

05 PROPRIETARY/OTHER (colleges will vary)	
72X Bookstore	\$ 23,281
73X Vending/Food Service	\$ 6,611
74X Parking	\$ 21,360
76X Internal Services	
77X Student Activity	\$ 47,474
Other Proprietary/Other Activities (list below):	
Live Projects/Patron	\$ 5,419

(If necessary, add lines above)

9XX Capital Outlay (excluding capital improvements)	
TOTAL PROPRIETARY	\$ 104,145

06 LOAN FUNDS
 8XX Student Aid

Total Institutional

1XX Institutional Support	\$ 35,563
2XX Instruction	\$ 57,194
3XX Continuing Education	\$ 36,362
4XX Academic Support	\$ 314,876
5XX Student Support	\$ 88,961
6XX Plant Operations & Maint.	\$ -
7XX Proprietary/Other	\$ 104,145
8XX Student Aid	\$ 1,657,393
9XX Capital Outlay (excluding capital improvements)	\$ -
TOTAL INSTITUTIONAL	\$ 2,294,494

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
COLLEGE FY 2017-18 CAPITAL IMPROVEMENTS BUDGET

College Name: Roanoke-Chowan CC
Institution Number: 868

	1	2	3	4
	State	County	Institutional	Total
State Funds (funds reimbursed by System Office) *	\$ 5,554,838			\$ 5,554,838

County Funds				
County Appropriation for CI Projects		\$ 350,000		\$ 350,000
County GO Bond Funds				
Other County Revenue/Financing				
Fund Balance for CI Projects				
County Subtotal		\$ 350,000		\$ 350,000

Institutional Funds

Federal Grant \$ -

Private Gift/Donation \$ -

Private Grant(s) and Other Sources (list below): \$ -

\$ -

\$ -

\$ -

\$ -

\$ -

\$ -

(If necessary, add lines above)

Institutional Subtotal \$ -

Total Capital Improvement Project Revenues	\$ 5,554,838	\$ 350,000	\$ -	\$ 5,904,838
910 Buildings and Grounds				
Repairs and Renovations/New Construction	\$ 5,554,838	\$ 350,000		\$ 5,904,838
Total Expenditures	\$ 5,554,838	\$ 350,000	\$ -	\$ 5,904,838

NET (Est. Revenues - Expenditures) \$ -

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
 COLLEGE FY 2017-18 BUDGET
 (EXCLUDING CAPITAL IMPROVEMENT PROJECTS)

College Name: Roanoke-Chowan CC
 Institution Number: 868

	1 State Budget	2 County Budget	3 Institutional Budget	4 Total Budget
Summary of Revenues (excluding capital improvement projects)				
State*	\$ 6,591,412			\$ 6,591,412
County Funds		\$ 1,147,039		\$ 1,147,039
Institutional Funds			\$ 2,294,494	\$ 2,294,494
Operating Revenue Subtotal	\$ 6,591,412	\$ 1,147,039	\$ 2,294,494	\$ 10,032,945
Fund Balance Appropriated		\$ -	\$ -	\$ -
Total Funds Available	\$ 6,591,412	\$ 1,147,039	\$ 2,294,494	\$ 10,032,945

	1 State Budget	2 County Budget	3 Institutional Budget	4 Total Budget
Summary of Expenditures (excluding capital improvement projects)				
1XX Institutional Support	\$ 2,198,841	\$ 132,470	\$ 35,563	\$ 2,366,874
2XX Curriculum Instruction	\$ 2,390,297	\$ -	\$ 57,194	\$ 2,447,491
3XX Continuing Education	\$ 893,310	\$ -	\$ 36,362	\$ 929,672
4XX Academic Support	\$ 534,473	\$ -	\$ 314,876	\$ 849,349
5XX Student Support	\$ 460,160	\$ -	\$ 88,961	\$ 549,121
6XX Plant Operations & Maint.	\$ -	\$ 999,569	\$ -	\$ 999,569
7XX Proprietary/Other	\$ -	\$ -	\$ 104,145	\$ 104,145
8XX Student Aid	\$ -	\$ -	\$ 1,657,393	\$ 1,657,393
9XX Capital Outlay (excluding capital improvements)	\$ 114,331	\$ 15,000	\$ -	\$ 129,331
Total Budgeted Expenditures	\$ 6,591,412	\$ 1,147,039	\$ 2,294,494	\$ 10,032,945
Net (Est. Revenues - Expenditures)	\$ -	\$ -	\$ -	\$ -

*Includes Federal funds that are allocated to colleges by the State Board and are processed through the 112.

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
COLLEGE FY 2017-18 BUDGET

College	CURRENT OPERATIONS										PLANT FUND		CURRENT & CAPITAL TOTAL	
	1XX Institutional Support	2XX Curriculum Instruction	3XX Continuing Education	4XX Academic Support	5XX Student Support	6XX Plant Op & Maint.	7XX Proprietary/Other	8XX Student Aid	9XX Capital (ex. CI)	CI Projects				
Roanoke-Chowan CC														
State	\$ 2,198,841	\$ 2,390,297	\$ 893,310	\$ 534,473	\$ 460,160	\$ -	\$ -	\$ -	\$ 6,477,081	\$ 114,331	\$ 5,554,838	\$ -	\$ 12,146,250	
County	\$ 132,470	\$ -	\$ -	\$ -	\$ -	\$ 999,569	\$ -	\$ -	\$ 1,132,039	\$ 15,000	\$ 350,000	\$ -	\$ 1,497,039	
Institutional	\$ 35,563	\$ 57,194	\$ 36,362	\$ 314,876	\$ 88,961	\$ -	\$ 104,145	\$ -	\$ 2,294,494	\$ -	\$ -	\$ -	\$ 2,294,494	
Total	\$ 2,366,874	\$ 2,447,491	\$ 929,672	\$ 849,349	\$ 549,121	\$ 999,569	\$ 104,145	\$ -	\$ 9,903,614	\$ 129,331	\$ 5,904,838	\$ -	\$ 15,937,783	



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: December 18, 2017

AGENDA ITEM: A-2

DEPARTMENT: Governing Body

SUBJECT: Board of Education update presented by Interim Superintendent Dr. Del Burns

COUNTY MANAGER RECOMMENDATION OR COMMENTS: FYI only.

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

ATTACHMENTS: No

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: December 18, 2017

AGENDA ITEM: A-3

DEPARTMENT: Governing Body

SUBJECT: Elderly exemption applications received by Tax Administrator, Jodie Rhea

COUNTY MANAGER RECOMMENDATION OR COMMENTS: FYI only.

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

ATTACHMENTS: No

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: December 18, 2017

AGENDA ITEM: B-1

DEPARTMENT: Governing Body

SUBJECT: Poverty Commission

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Recommend approval.

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

ATTACHMENTS: Yes

LEGAL REVIEW PENDING:

ITEM HISTORY:

November 6, 2017 – List of names presented to the Board of possible appointees to the Poverty Commission; launch date/first meeting announced along with full meeting schedule

September 18, 2017 - Initial presentation made by Patricia Ferguson to formally create a Bertie County Poverty Commission

Poverty Commission

Immediate Vacancies: list below is comprised of individuals recommended by Poverty Commission Board Chair, Patricia Ferguson

Position Vacancy:

Board	Term	Name	Began	End
Poverty Commission	---	Vivian Saunders	---	---
Poverty Commission	---	Bonnie Powell	---	---
Poverty Commission	---	*Melissa Spivey	---	---
Poverty Commission	---	*Ava Daniels	---	---
Poverty Commission	---	*James Earl Pugh	---	---
Poverty Commission	---	*Elaine White	---	---
Poverty Commission	---	*Kenny Perry	---	---
Poverty Commission	---	*Torean Walston	---	---
Poverty Commission	---	*Pamela Chamblee	---	---
Poverty Commission	---	*Curt Kedley	---	---
Poverty Commission	---	*Cindy Powell	---	---

Special requirements: N/A

Notes: Ms. Saunders and Ms. Powell are being recommended to this Board by Board Chair, Patricia Ferguson.

Attendance of Current Members: N/A

Applications Received:

- 1 – Vivian Saunders
- 2 – Bonnie Powell
- *Applications pending from recommended appointee

Current Members (unexpired):

- 1. --



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

Name: Vivian B. Saunders

Home Phone Number: (252) 661-2351 Mobile: (252) 661-2351

Home Fax Number: (252) 794-5070

Email Address: Saunders239@yahoo.com

Home Address: 221 pineywood Rd Lewisston NC 27849

Mailing Address: P.O. Box 40 Lewisston NC 27849

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

How long have you been a full-time resident of Bertie County? 30 years

Do you live within any corporate or town limits? Yes No Which: N/A

County Commissioner District: John Trent

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

Occupation: Non profit Director Employer: Bertie County Hive House

Business Address: 103 Mitchell Street Lewisston Woodville NC 27849

Business Phone Number: (252) 661-2351 Business Fax: (252) 794-5070

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

1. Bertie County Poverty Commission
2. _____
3. _____
4. _____

Qualification for specific category: Directed an anti-poverty organization for 28 years. Advocate for low income families and their children.

Name of any Bertie County Board/Commission/Committee on which you presently serve:

Midwest Housing Authority, Bertie County Economic Development.

If reapplying for a position you presently hold, how long have you served? N/A

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

The Bertie County Citizens living in poverty really don't have a voice at the table of resources in this county. Based on my experience I can and will be a true voice for grass roots people.

Do you have any delinquent Bertie County taxes? Yes No

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

Midwest housing chair for the seven county region.
Regional vice chair Salvation Army
YMCA Board vice chair
Bertie County Chamber of Commerce
Direct the only anti-poverty agency in the county.
Rotarian of the Year
Member of Victory Temple Church of God In Christ

CODE OF ETHICS

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

Date: 12/7/2017 Applicant's Signature: [Signature]

Return application to:

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

Note:

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

FOR OFFICE USE ONLY

Date Received: _____ Received By: _____

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

Name: Bonnie B Powell

Home Phone Number: 252-641-4712 Mobile: 252-325-0258

Home Fax Number: _____

Email Address: bpowell@bertie.k12.nc.us

Home Address: 607 N Howard Circle Tarboro NC 27886

Mailing Address: Same as above

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

How long have you been a full-time resident of Bertie County? N/A

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

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

Occupation: Deputy Employer: Bertie County

Business Address: 222 County Farm Road

Business Phone Number: 252-794-5330 Business Fax: _____

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

1. Bertie County Poverty Commission
2. _____
3. _____
4. _____

Qualification for specific category: I have a sincere compassion about the moral issues that should be address when confronting poverty in this county. Poverty anywhere is a deterrence to building a better foundation for Bertie County.

Name of any Bertie County Board/Commission/Committee on which you presently serve:

N/A

If reapplying for a position you presently hold, how long have you served? N/A

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

I work closely with the schools, parents and children of Bertie County. I have a strong background and awareness of the risk and needs of the community and ways to channel poverty in this community.

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

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

* Masters of Science in Criminal Justice with a concentration in Leadership and Executive Management
* North Carolina Advance Law Enforcement Certificate

CODE OF ETHICS

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

Date: 12-6-17 Applicant's Signature: Bonnie B Powell

Return application to:

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

Note:

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

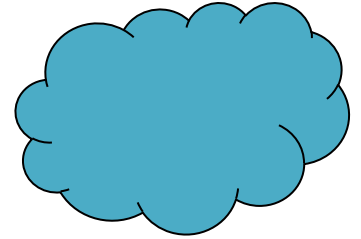
Date Received: _____

Received By: _____

PRESENTATION NOTES

MONDAY, NOVEMBER 6, 2017

4:00 PM



Bertie County Commissioners

Presenter: Patricia Ferguson, Board Chair

Subject: Bertie County Commission on Poverty Recommended Actions



RECOMMENDED MOTION: MOTION TO ACCEPT THE PROPOSED ACTIONS 1-3.



1. RECOMMENDED ACTION: OFFICIAL LAUNCH DATE

- January 8, 2018 (Monday)
- 2:00 PM – 4:00 PM (prior to commissioner's meeting)
- Invitation list (county citizens/Luminaries/others)
- Light Fare Reception – cookies and punch

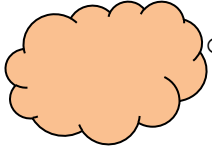


2. RECOMMENDED ACTION: 2018 MEETING SCHEDULE

Board Meeting Schedule - Meets 2nd Tuesday of each month at 4:00 PM

- January 9, 2018
- February 13, 2018
- March 13, 2017
- April 10, 2018
- May 8, 2018
- June 12, 2018
- July 10, 2018
- August 14, 2018
- September 11, 2018
- October 9, 2018
- November 13, 2018
- December 11, 2018

3. RECOMMENDED ACTION: BOARD COMPOSITION/ NOMINATIONS-2 YR TERM



- a. Family Member— qualify for DSS/history of recipient of direct services DSS
RECOMMEND: (MELISSA SPIVEY)
- b. Business Owner: (fast food restaurants/service industry/farming community etc. with a history of community-based anti-poverty work.

- c. Entrepreneur— Solo/Self-employed 1-5 Employees - history of employing and mentoring in (a) low income community (ies).
RECOMMEND: (AVA DANIELS)
- d. Elected Official (Towns)- history of community-based anti-poverty work.
RECOMMEND: (DAYLE VAUGHAN, MAYOR LEWISTON-WOODVILLE)
- e. Nonprofit Specialist—History of community-based anti-poverty work

- f. Faith-based Community Engagement Organizer - connects faith based institutions and community based organizations to the work of poverty – resources, dialogue, participation, access and evaluation.
RECOMMEND: (PASTOR ELAINE WHITE, SANDY POINT)
- g. Law Enforcement
RECOMMEND: (OFFICER KENNY PERRY)
- h. Millennial and Friend of “the” Millennial (2 members 1 vote) with social media skills (age18-35) –general understanding of the impact of poverty; passion for connecting the community with the work of the board using social media.
RECOMMEND: (TOREAN WALSTON AND _____)
- i. Communities In Schools – nominee with history of connecting students with community services.
RECOMMEND: (PAM CHAMBLEE)
- j. Health Care Agency/DSS – nominee with history of working directly with low-income residents/families.
RECOMMEND: (_____) RECOMMEND: (CURT KEDLEY)
- k. Innovator – nominee with history of creative work linked to improving the quality of life of low-income persons.
RECOMMEND: (SERGEANT CINDY POWELL)

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DISCUSSION SESSION 2:

RECOMMENDATIONS FOR SEPTEMBER 18, 2017

MEETING THEME: *Creating a Sustainable Platform for Engagement*

THURSDAY, SEPTEMBER 7, 2017

10:00 AM

RECOMMENDATION 1: CREATION OF THE COMMISSION

BOARD ACTION: Creation of the Commission

RECOMMENDATION 2: NAME OF COMMISSION

BOARD ACTION: Official name: Bertie County Commission on Poverty

BASIC PREMISE: The name of the board should clearly express the intent of the work. Targeting both PERSONAL and PUBLIC INFRASTRUCTURE needs are critical to a long-term goal of preventing and eliminating poverty in the county.

RECOMMENDATION 3: LEADERSHIP

LEADERSHIP: Appoint Patricia Ferguson, Chair

BASIC PREMISE: Leadership of a newly established entity requires action from the board.

RECOMMENDATION 4: BOARD COMPOSITION

BOARD ACTION: 9-11 board members.

RECOMMENDATION 5: ANTI-POVERTY DECLARATIONS

BOARD ACTION: Approve concept of anti-poverty declarations.

- 1) Human Infrastructure and Capacity
- 2) Public Infrastructure and Capacity
- 3) Proclaim _____ 2018, as a day dedicated to SHOWCASE AND CELEBRATE our work on ending poverty as we know it in the county. Perhaps a banquet with all proceeds going toward MATH AND READING/ENGLISH TUTORING OF "AT – RISK "STUDENTS AND THEIR FAMILIES along with SPONSORSHIP OF SUMMER ENRICHMENT PROGRAMS?

PROCLAMMATION WRITING POINTS:

A) HUMAN INFRASTRUCTURE AND CAPACITY BUILDING STAKEHOLDERS: Everyday men and women, boys and girls; churches, schools-public, private, charter, community college system; nonprofits, entrepreneurs, businesses, national, state and regional partners; county staff; elected officials; law enforcement, grant agencies, anti-poverty advocates.

B) PUBLIC INFRASTRUCTURE AND CAPACITY BUILDING STAKEHOLDERS: Local regional, state and national governments and grant agencies and foundations.

RECOMMENDATION 6: GENERAL PLAN OF WORK

BOARD ACTION: Adopt a general plan of work of the BCCoP.

1) TARGETED – Goal to direct action to a very specific purpose which is the reduction of poverty rates in Bertie County and to promote long-term anti-poverty work.

2) IMMEDIATE - Goal to identify current needs of the targeted population that can be met and are consistent with the mission of the BCCoP.

3) LONG-TERM – Goal to identify, understand and respect data sets, personal witness statements, “paper” work on poverty, public policy measures and cultivating an image that rebrands public perception of the poor and provides more realistic – empowering and enabling, characterizations.

4) LEVERAGED – Goal to lead in building networks of caring by compiling a list of relevant stakeholders to provide needed perspective, resources and commitment to the work of the BCCoP.

5) LUMINARY– Goal to adopt a VIP list of advisors as stakeholders. They lead in *lighting* the way for long-term anti-poverty work.

A. LOCAL: Identify local and regional VIP List of advisors as stakeholders.

B. STATE AND NATIONAL: Identify state and national advisors as stakeholder.

6) TEMPERANT – Goal to adopt as a guiding principle SOBRIETY. The work of the BCCoP is a LONG-TERM sobering undertaking that requires compassionate and skilled leadership with patience and wisdom, and love for people. The gravity of the work of poverty will require thoughtful consideration of actions before they are taken, being reminded that the work is a needed work that is long-term.

RECOMMENDATION 7: “PROJECTS ON THE GO”

BOARD ACTION: Authorize the presentation of “PROJECTS ON THE GO” to the board.

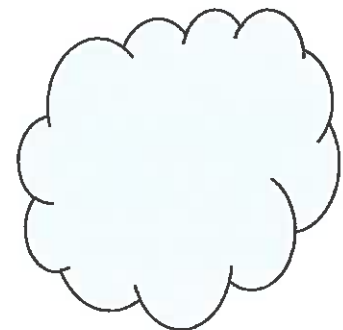
1) PROJECTS ON THE “GO” – Goal is to infuse the work of the Commission with “THINK TANK” capabilities – GREEN PAPER FIELDS – providing research and advocacy for new and emerging work around poverty consistent with the work of the Commission and presenting that critical work, to the board of commissioners for consideration i.e. policy change, adoption of new policy, consideration of a project, review of a project, amendment to a project etc.

RECOMMENDATION 8: ACCESS TO INFORMATION

BOARD ACTION: Goal to have access to APPROPRIATE, RELEVANT, TIMELY information consistent with the work of the Commission as the board deems appropriate.

BASIC PREMISE: Access to appropriate, relevant and timely information is critical to the work of the Commission. The following is being requested:

1. Access to board minutes – waive fee.
2. Access to ad hoc committee meeting minutes – add to database of members.
3. Authorize access to attend board, committee and other commission meetings – communication to committee chairs.
4. Appoint Commission chair/member/representative to appropriate committees – communication to committee chairs.
5. Access to other appropriate and relevant information consistent with the work of the Commission.



3 pdf/2017

Bertie County Commission on Poverty

PROPOSED LIST OF NATIONAL/STATE LUMINARIES



1. Honorable Roy Brooks – President, NACo, Fort Worth, Texas
2. Patrick Woodie, President, NC Rural Economic Development Center, Raleigh
3. Susan Brown Everheart – Special projects/Grants Specialist, Raleigh
4. Earl Ijames – Curator, NC Museum of History, Raleigh
5. Cedric Johnson, MPP, MBA Public Policy Analyst
6. Freida Marie Johnson, Cleveland, Ohio
7. Margaret Henningsen, Milwaukee, Wisconsin
8. Dr. Marguerita Wimby,
- 9.
- 10.

RURAL IMPACT COUNTY CHALLENGE

WHEREAS, small towns and rural communities are home to millions of Americans and are a vibrant part of our nation's economy; and

WHEREAS, in 2014, approximately 1.4 million children in rural areas were poor and over 700,000 children lived in rural families with cash incomes that fell below half of the poverty line; and

WHEREAS, high rates of poverty have persisted for generations, including over 300 rural counties with poverty rates of over 20 percent in every Census since 1980; and

WHEREAS, investing in poor children and their families not only reduces poverty in the near term, but also improves children's education, health, and earnings outcomes later in life; and

WHEREAS, rural and tribal communities face distinct challenges, including limited access to critical services, fewer job prospects, and in some places, relative lack of institutional capacity; and

WHEREAS, no matter where they live, all families aspire for the cornerstones of economic security: a well-paying job, child care, a college education, health care, a home, and retirement; and

WHEREAS, [INSERT YOUR COUNTY'S NAME] and all counties recognize that a child's zip code should not determine her destiny, and that every child should have the opportunity to succeed; and

WHEREAS, [INSERT COUNTY SPECIFIC INFO/DATA TO HIGHLIGHT ONGOING OR PAST PROGRESS e.g. X County has developed innovative strategies to increase access to essential health and human services through physical colocation and greater alignment of different programs]; and

WHEREAS, through *The Rural Impact County Challenge*, the National Association of Counties and the White House Rural Council are encouraging public, private and nonprofit leaders to reduce the number of children living in poverty in rural areas;

NOW, THEREFORE, LET IT BE RESOLVED, THAT I [INSERT NAME & TITLE OF CHIEF ELECTED OFFICIAL], do hereby sign on to the Call to Action to reduce the number of children living in poverty, commit to sharing lessons learned with other counties in my state and across the country to support a national initiative and encourage all county officials, employees and residents to participate in *The Rural Impact County Challenge*. We resolve to utilize the resources available through *The Rural Impact County Challenge* to:

- Convene or draw on a diverse team of leaders and decision makers from multiple agencies committed to reducing the number of children and families in rural areas living in poverty.
- Develop a plan with measurable outcomes that improves access, participation, and/or impact of evidence-based and other promising practices in one or more of the following areas: early childhood education, nutrition, workforce development, and health and human services.
- Implement research-based approaches that advance the plan.
- Create a process to track progress using data and information systems, and to report on successes.

PASSED AND APPROVED in this _____ day of _____, 2016.

By: _____
Name:
Title:

By: _____
Name:
Title:

By: _____
Name:
Title:

By: _____
Name:
Title:

By: _____
Name:
Title:

By: _____
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Title:

By: _____
Name:
Title:

By: _____
Name:
Title:

1



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

Name: Vivian B. Saunders

Home Phone Number: (252) 661-2351 Mobile: (252) 661-2351

Home Fax Number: (252) 794-5070

Email Address: Saunders239@yahoo.com

Home Address: 221 Pineywood Rd Lewisston NC 27849

Mailing Address: P.O. Box 46 Lewisston NC 27849

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

How long have you been a full-time resident of Bertie County? 30 years

Do you live within any corporate or town limits? Yes No Which: N/A

County Commissioner District: John Trent

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

Occupation: Non profit Director Employer: Bertie County Hive House

Business Address: 103 Mitchell Street Lewisston Woodville NC 27849

Business Phone Number: (252) 661-2351 Business Fax: (252) 794-5070

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

1. Bertie County Poverty Commission
2. _____
3. _____
4. _____

Qualification for specific category: Directed an anti-poverty organization for 28 years. Advocate for low income families and their children.

Name of any Bertie County Board/Commission/Committee on which you presently serve:

Midwest Housing Authority, Bertie County Economic Development.

If reapplying for a position you presently hold, how long have you served? N/A

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

The Bertie County Citizens living in poverty really don't have a voice at the table of resources in this county. Based on my experience I can and will be a true voice for grass roots people.

Do you have any delinquent Bertie County taxes? Yes No

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

Midwest housing chair for the seven county region.
Regional vice chair Salvation Army
YMCA Board vice chair
Bertie County Chamber of Commerce
Direct the only anti-poverty agency in the county.
Rotarian of the Year
Member of Victory Temple Church of God In Christ

CODE OF ETHICS

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

Date: 12/7/2017 Applicant's Signature: [Signature]

Return application to:

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

Note:

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FOR OFFICE USE ONLY

Date Received: _____ Received By: _____



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

Name: Bonnie B Powell

Home Phone Number: 252-641-4712 Mobile: 252-325-0258

Home Fax Number: _____

Email Address: bpowell@bertie.k12.nc.us

Home Address: 607 N Howard Circle Tarboro NC 27886

Mailing Address: Same as above

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

How long have you been a full-time resident of Bertie County? N/A

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

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

Occupation: Deputy Employer: Bertie County

Business Address: 222 County Farm Road

Business Phone Number: 252-794-5330 Business Fax: _____

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

1. Bertie County Poverty Commission
2. _____
3. _____
4. _____

Qualification for specific category: I have a sincere compassion about the moral issues that should be address when confronting poverty in this county. Poverty anywhere is a deterrence to building a better foundation for Bertie County.

Name of any Bertie County Board/Commission/Committee on which you presently serve:

N/A

If reapplying for a position you presently hold, how long have you served? N/A

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

I work closely with the schools, parents and children of Bertie County. I have a strong background and awareness of the risk and needs of the community and ways to channel poverty in this community.

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

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

* Masters of Science in Criminal Justice with a concentration in Leadership and Executive Management
* North Carolina Advance Law Enforcement Certificate

CODE OF ETHICS

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

Date: 12-6-17 Applicant's Signature: Bonnie B Powell

Return application to:

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

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FOR OFFICE USE ONLY

Date Received: _____

Received By: _____



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: December 18, 2017

AGENDA ITEM: B-2

DEPARTMENT: Governing Body

SUBJECT: CADA Board

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Recommend approval.

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

ATTACHMENTS: Yes

LEGAL REVIEW PENDING:

ITEM HISTORY: ---

CADA Board

Immediate Vacancies: 1

Position Vacancy:

Board	Term	Name	Began	End
CADA Board	---	*James Peele	---	---

Special requirements: N/A

Notes: The original appointment was supposed to be for James Peele and not Curt Kedley. James Peele has been recommended for reappointment by CADA. *His application is pending.

Attendance of Current Members: N/A

Applications Received:

1 – Pending

Current Members (unexpired):

1. --



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: December 18, 2017

AGENDA ITEM: C-1

DEPARTMENT: Governing Body

SUBJECT: Approve Minutes for Regular Meeting 12-4-17

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Recommend approval.

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

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: Yes

ITEM HISTORY: ---

Windsor, North Carolina
December 4, 2017
REGULAR MEETING

The Bertie County Board of Commissioners met for their regular meeting today 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
County Attorney Lloyd Smith
Economic Development Director Steve Biggs
Finance Officer William Roberson
Water Superintendent Ricky Spivey
Maintenance Superintendent Anthony Rascoe
Cooperative Extension Director Billy Barrow
4-H Agent Guy Holley
EMS Division Chief Crystal Freeman
EMS/NET Billing Coordinator Stephanie Wiggins
Bertie County Humane Society Director Dianne Cowand
Register of Deeds Annie Wilson

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

CALL TO ORDER

Chairman Trent called the meeting to order.

INVOCATION/PLEDGE OF ALLEGIANCE

Commissioner White led the Invocation and Pledge of Allegiance.

ELECTION OF CHAIRMAN --- COUNTY MANAGER SAUER

At this time, County Manager Sauer oversaw the election of the 2017 Chairman. The Board will also vote to elect a 2018 Vice Chairman. This process is being completed in accordance with **NCGS § 153A-39**.

The full statute is listed below:

NCGS § 153A-39

Selection of chairman and vice-chairman; powers and duties. [During] its first regular meeting in December of each odd-numbered year, the board of commissioners shall choose one of its members as chairman for the ensuing year, unless the chairman is elected as such by the people or otherwise designated by law.

The board shall also at that time choose a vice-chairman to act in the absence or disability of the chairman. If the chairman and the vice-chairman are both absent from a meeting of the board, the members present may choose a temporary chairman.

The chairman is the presiding officer of the board of commissioners. Unless excused by rule of the board, the presiding officer has the duty to vote on any question before the board.

Commissioner Trent and Commissioner Wesson made a **MOTION** to nominate Commissioner Bazemore as the 2018 Chair of the Bertie County Board of Commissioners. Commissioner White **SECONDED** the motion. The **MOTION PASSED** unanimously.

ELECTION OF VICE CHAIRMAN

At this time, newly appointed Chair, Ernestine Bazemore, presided over the election of the 2018 Vice Chairman.

Commissioner White made a **MOTION** to nominate Commissioner Trent as 2018 Vice Chairman. Commissioner Lee **SECONDED** the motion.

Chair Bazemore made a **MOTION** to nominate Commissioner Wesson as 2018 Vice Chair. Commissioner Wesson **SECONDED** the motion.

At this time, the Board voted on the first motion on the floor which is the nomination of Commissioner Trent as the 2018 Vice Chair. The **MOTION FAILED** in a 1-4 with all but Commissioner White voting against the motion.

Then, Chair Bazemore called for a vote for the second motion on the floor to nominate Commissioner Wesson as the 2018 Vice Chair. The **MOTION PASSED** in a 4-1 vote with Commissioner White voting against the motion.

RECESS

The Board recessed for a quick 5-minute break.

COMMISSIONERS COMMENTS

Commissioner Lee thanked Commissioner Trent for his dedicated service as the Chairman of the Board for the past 2 years.

Commissioner White echoed the same sentiments and congratulated newly appointed Chair, Ernestine Bazemore, and newly appointed Vice Chairman, Ronald Wesson. He also thanked former Chairman Trent and Vice Chair Bazemore for their diligence in networking with County representatives on the federal level in Washington, D.C. over the past 2 years.

Commissioner Wesson thanked Commissioner Trent for his work as Chairman of the Board, and that he looked forward to supporting the Board's initiatives under Chair Bazemore's leadership over the near year.

Commissioner Trent thanked Chair Bazemore for stepping up to the plate to lead the Board in the coming year.

Chair Bazemore thanked the public for their attendance at today's meeting, and stated that it was an honor to serve as a Chair of the Board, and that she was looking forward to an exciting year.

PUBLIC COMMENTS

William Williams of 311 E. Church Street in Roxobel was present to report a concern he had about a water meter currently in his driveway. The location of the meter presents a problem when using his driveway, and has caused some damage to his vehicle. He also supplied photos of the meter, and shared his past conversations with Ricky Spivey, Water Superintendent, and Scott Sauer, County Manager.

Chair Bazemore recommended that he leave his name and contact information with the Clerk to the Board so that he may be reached in the next 30 days with a resolution to this issue.

Bertie County Cooperative Extension Director, Billy Barrow, was present to introduce Guy Holley. Mr. Holley is the newly hired 4-H Agent for the Bertie County Cooperative Extension Department. The Board welcomed Mr. Holley and wished him the best of luck in his new position.

James Pugh of Indian Woods came before the Board to express his concern over the lack of membership currently on the Nursing Home and Adult Care Advisory Committee. He stated that his heart went out to all of the elderly residents inside the various rest and nursing homes within Bertie County as he did not feel that they were being given a loud enough voice regarding the conditions inside these establishments. He asked that the Commissioners do what they could to help in finding new members as the current guidelines prohibit close relatives of patients within these homes to serve on this important committee.

**Introductions of new President and Chief Financial Officer of Roanoke-Chowan
Community College**

This item was deferred until the Board's meeting on Monday, December 18, 2017.

BOARD APPOINTMENTS

Jury Commission

Commissioner Trent made a **MOTION** to reappoint Vernon Lee, Lawrence Carter, and Clinton Freeman to the Jury Commission per the recommendation of Vasti F. James, Bertie County Clerk of Court. Commissioner White **SECONDED** the motion. The **MOTION PASSED** unanimously.

Vidant-Bertie Director's Council

Vice Chairman Wesson made a **MOTION** to appoint Cathy Wilson to the Vidant-Bertie Director's Council. Commissioner Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

CADA Board

Vice Chairman Wesson made a **MOTION** to reappoint Curt Kedley to the CADA Board, and hold off on appointing another member until an interest person could be reached. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

CONSENT AGENDA

The Consent Agenda was approved as follows:

1. **Minutes** – Regular Session 11-6-17, Closed Session 11-6-17, Work Session 11-6-17
2. **Bonds** – Sheriff, Tax Administrator, Finance Officer, Register of Deeds
3. **Fees Report** – November 2017
4. **Release Journal** – October 2017
5. **Transfer of assets** – approval of all documents presented for the water system for Town of Roxobel and Town of Lewiston-Woodville consolidations
6. **Budget Amendments** – #18-05
7. **Contract Award** – CDBG-DR program – RFP process, selection of Holland Consulting Planners
8. **Project Schedule Extension** – NCSU, additional 100 days
9. **Grant Agreement** – NC Department of Natural and Cultural Resources, \$80,000 state appropriation for Blue Jay Recreation Park

Commissioner Lee made a **MOTION** to approve Agenda Items C-1 thru C-3. Commissioner Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

Vice Chairman Wesson made a **MOTION** to approve Agenda Items C-4 thru C-7. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

Commissioner Trent made a **MOTION** to approve Agenda Items C-8 thru C-10. Vice Chairman Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

Budget Amendment #18-05 reads as follows:

BUDGET AMENDMENT

# 18-05					
	INCREASE			INCREASE	
10-0018-4240-01	\$	76,000		10-4180-5399-14	\$ 76,000
INCREASE REGISTER OF DEEDS-EXCISE TAX (REVENUE AND EXPENSE)					
	INCREASE			INCREASE	
10-0011-4111-35	\$	7,200		10-4140-5399-01	\$ 7,200
INCREASE BUD FOR CONTRACT SERVICES - AUDITS TO PAY COUNTY TAX SERVICE (CTS)					
APPROVED / /2017					

BUDGET AMENDMENT

<u># 18-05</u>					
	INCREASE			INCREASE	
10-0018-4240-01	\$	76,000		10-4180-5399-14	\$ 76,000
INCREASE REGISTER OF DEEDS-EXCISE TAX (REVENUE AND EXPENSE)					
	INCREASE			INCREASE	
10-0011-4111-35	\$	7,200		10-4140-5399-01	\$ 7,200
INCREASE BUD FOR CONTRACT SERVICES - AUDITS TO PAY COUNTY TAX SERVICE (CTS)					
	INCREASE			INCREASE	
10-4190-5351-06	\$	80,000		10-0090-4991-99	\$ 80,000
INCREASE BUD FOR SECURITY RENOVATIONS AT COURTHOUSE (SALLY PORT)					
APPROVED ___/___/2017					

Account Detail

My File Edit Tools Help

Org 100018 Object 424001 Project 10 -0018-124001 Acct name PEG OF DEEDS EXCISE TAX

Posted	YR/Per	Eff Dt	Src	Ref1	Ref4	Amount	Vendor	Comment
Y	2018/04	10/31/17	GEN	RODFEE	ROD FEES	-155,105.00		OCT ROD FEES
Y	2018/02	09/29/17	GEN	RODFEE	ROD FEES	-7,193.00		SEPT ROD FEES
Y	2018/02	08/31/17	GEN	RODFEE	ROD FEES	-13,176.00		AUG ROD FEES
Y	2018/01	07/31/17	GEN	RODFEE	ROD FEES	-2,924.00		JULY ROD FEES

Total Amount -178,401.00

Account Inquiry - Munis [BERTIE COUNTY]

My File Edit Tools Help



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

Account

Fund 10 GENERAL FU Acct 10-0018-424001

Orig 100018 OTHER TAXE Acct name REG OF DEEDS-EXCISE TAX

Object 424001 EXCISE TAX Type Revenue Status Active

Project Rollup Multi(Fund)

Account Notes

4 Year Comparison Yr Per 2017/13	History			
	Fiscal Year 2017	Fiscal Year 2016	Fiscal Year 2015	Fiscal Year 2018
Original Budget	-55,000.00	-55,000.00	-55,000.00	-55,000.00
Transfers In	.00	.00	.00	.00
Transfers Out	.00	.00	.00	.00
Revised Budget	-55,000.00	-55,000.00	-55,000.00	-55,000.00
Actual (Memo)	-51,938.00	-45,275.00	-66,340.00	-178,401.00
Encumbrances	.00	.00	.00	.00
Requisitions	.00	.00	.00	.00
Available	-3,062.00	-9,725.00	13,240.00	123,401.00
Percent used	94.43	82.32	124.07	324.37



Account

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

Fund 10 ... GENERAL FU Acct 10 -4180-539914 Account Notes
 Org 10-4180 REG DEEDS Acct name DEED EXCISE TAX TO STATE
 Object 539914 CONVEN TAX Type Expense Status Active
 Project Rollup MultiYr Fund

4 Year Comparison	Current Year		Fiscal Year 2017		Fiscal Year 2015		Fiscal Year 2018	
	Yr Per 2017/13	History	Fiscal Year 2016	Fiscal Year 2015	Fiscal Year 2015	Fiscal Year 2015	Fiscal Year 2018	Fiscal Year 2018
Original Budget	30,000.00		30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	
Transfers In	.00		.00	3,437.00	.00	.00	.00	
Transfers Out	.00		.00	.00	.00	.00	.00	
Revised Budget	30,000.00		30,000.00	33,437.00	33,437.00	30,000.00	30,000.00	
Actual (Memo)	25,450.00		22,183.00	33,437.00	33,437.00	11,424.00	11,424.00	
Encumbrances	.00		.00	.00	.00	.00	.00	
Requisitions	.00		.00	.00	.00	.00	.00	
Available	4,550.00		7,817.00	.00	.00	76,001.00	76,001.00	
Percent used	84.82		73.94	100.00	100.00	-57,425.00	291.42	

BUDGET AMENDMENT

# 18-05			
INCREASE		INCREASE	
10-0011-4111-35	\$ 7,200	10-4140-5399-01	\$ 7,200
INCREASE BUD FOR CONTRACT SERVICES - AUDITS TO PAY COUNTY TAX SERVICE (CTS)			

William Roberson

From: Jodi Rhea
Sent: Tuesday, November 7, 2017 3:03 PM
To: William Roberson
Subject: Invoice

I've got an invoice from CTS for \$7,200.00

Jodie Rhea
Tax Administrator
Bertie County
252-794-6152
Jodi.rhea@bertie.nc.gov

DISCUSSION AGENDA

Review recent Hurricane Matthew recovery program correspondence

County Manager Sauer discussed the two recent loans received for Hurricane Matthew recovery which include:

- State NCEM DR17 in the amount of \$1,000,000.
- CDBG-DR in the amount of \$777,500.

This item was purely informational and no action was needed at this time.

Financial update and progress report on the audit for the fiscal year ended June 30, 2017

Also, Mr. Sauer reported that Jeff Best of Carr, Riggs, and Ingram, along with his team, were still finalizing the County's latest audit ended June 30, 2017.

Preliminary numbers were received from Mr. Best which showed a General Fund gain of reportedly \$347,000.

Additionally, Mr. Sauer mentioned that a private foundation via an anonymous donor would be contributing \$137,000 for a permanent library location.

The Board thanked Mr. Sauer for the updates, and extended their gratitude to the anonymous donor for their generosity as they continue to move forward in securing a lot and funding needed to build the joint Cooperative Extension and Library facility in the coming years.

Courthouse security renovation project update and budget amendment

County Manager Sauer informed the Board that the design firm was reaching completion of all construction drawings for the various security updates at the Bertie County Courthouse, but an increase of \$80,000 was needed to ensure all upgrades could be completed as originally planned.

Vice Chairman Wesson made a **MOTION** to increase the budget for the Courthouse security upgrades in the amount of \$80,000. Commissioners Trent and Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

Animal Shelter renovation update

County Manager Sauer explained the request from the Human Society to accept the donation of a 32 x 28-foot storage building (former school mobile unit) to replace the storage trailer which is in terrible disrepair. Vice Chairman Wesson made a **MOTION** to accept the recommendation and to declare the former storage trailer surplus for disposition or disposal as determined by Anthony Rascoe, Maintenance Superintendent. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

Discuss proposed cancelation of December 18, 2017 meeting due to Christmas holiday

At this time, County Manager Sauer highly recommended that the Board keep to the original Board of schedule of holding its December 18, 2017 meeting as several items will need their attention.

The Board meeting schedule remains unchanged, and the Board will meet on Monday, December 18, 2017 at 7:00 PM in this location as originally planned. No cancellation was made.

Looking Ahead: pending items/updates

Mr. Sauer briefly reminded the Board of various upcoming events including the Employee Appreciation Luncheon on Thursday, December 7th, as well as the Aulander Christmas Parade and Tree Lighting on Saturday, December 9th. Lastly, he encouraged the Board to mark their calendars for early 2018, and to relay any of their scheduling concerns to County staff incase any meeting schedules need to be altered due to conferences, trainings, etc.

COUNTY MANAGER'S REPORTS

Mr. Sauer announced that the Commissioners were invited to sit in on a conference call with the County and North Carolina Emergency Management personnel tomorrow related to CDBG disaster recovery funds, December 5th, at 1:30 PM in the second floor Glass Conference Room at the County Administration Building.

COUNTY ATTORNEY'S REPORTS

The County Attorney gave no remarks at this time.

PUBLIC COMMENTS

Ricky Spivey, Water Superintendent, reported that a very frequent representative to Bertie County of Herring-Rivenbark lost his spouse to cancer this past weekend. The Board asked for Mr. Spivey to send their condolences to the family.

Commissioner Wesson took this time to formally thank Mr. Spivey for assisting his church in restoring water service this past Sunday. Mr. Wesson stated that Mr. Spivey performed a quick evaluation and found a solution to the lack of water service in an extremely timely manner.

Monica Lassiter of Lewiston-Woodville thanked the Board of Commissioners for their diligent work, and wished them all a happy holiday season.

COMMISSIONERS REPORTS

Chair Bazemore

Chair Bazemore reminded the Board that the Town of Powellsville commissioners were being sworn in tomorrow, and invited her fellow commissioners to attend.

Commissioner Trent

Commissioner Trent gave no remarks at this time.

Commissioner Lee

Commissioner Lee provided copies of an amended Memorandum of Understanding for Cooperative, Comprehensive, and Continuing Transportation Planning and the Establishment of a Rural Transportation Planning Organization (RPO) for Bertie County and its municipalities.

She requested that the Board review the document, and asked that the County Manager ensure this item was added to an upcoming agenda for Board approval.

Additionally, she provided copies of a PowerPoint from the NC Department of Transportation filled with High Impact/Low Cost Projects. She briefly reviewed some of the information in the presentation, and suggested that a better solution to the 4-way stop at Highway 308 and Highway 11 in Lewiston-Woodville could be explored with the funding being supplied through Senate Bill 257.

She also invited the public and Board of Commissioners to attend two upcoming events at the Askewville Assembly Church in Askewville.

Commissioner White

Commissioner White reported several recent complaints he had received from citizens that use the Rosemeade and Hardentown convenience sites currently staffed and maintained by Republic Services.

He mentioned that these issues were ongoing, and that he would be very interested to hear more specifically from Republic Services why these same issues are coming up over and over again.

Vice Chairman Wesson

Vice Chairman Wesson reported the Bertie Community Foundation Commission was granted an additional \$10,000 and that the amount would again be split between the NC Baptist Men, and the United Methodist Men for their continued service to assisting Bertie County in its recovery after Hurricane Matthew.

Mr. Wesson also announced that a grant of \$250,000 was available through the Mid-East Commission for low income individuals who were impacted by Hurricane Matthew. The public was told to contact Ben Rogers at the Mid-East Commission for more information.

Additionally, Mr. Wesson announced that tomorrow, December 5th, there would be a distribution boxed food items for senior citizens. Qualifications including being 60 or over with an income requirement were also mentioned.

Lastly, Mr. Wesson requested that County staff prepare revenue and expense summary reports for Commissioners in both January and March so that the Board is prepared to handle any issues before the 2018-2019 budget cycle.

ADJOURN

Chair Bazemore **ADJOURNED** the meeting at 5:20 PM.

Ernestine Bazemore, Chair

Sarah S. Tinkham, Clerk to the Board



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: December 18, 2017

AGENDA ITEM: C-2

DEPARTMENT: Governing Body

SUBJECT: Tax Release Journal – November 2017

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: ---



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

December 06, 2017

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 "Tax Release Journal" (Ledger) manually maintained in the tax office, both relative to Tax Releases which are now ready for your approval.

The releases herein are for the month of **November** 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*17*334	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
2017	11/2/2017	Rodriguez, Maria 17A6803429854 Flooded	G01	\$167.78	\$0.00	\$0.00		\$167.78
	11/8/2017	Rodriguez, Maria 17A25744.80 Repossessed 2011	G01	\$54.28		\$5.43		\$59.71
	11/8/2017	Bond, Katherine 17A5890700108 Foreclosure	G01	\$31.37	\$0.00	0	0	\$31.37
	11/8/2017	Bond, Katherine 17A5890608383 Foreclosure	G01	\$29.66				\$29.66
	11/8/2017	Morris, Brulena 17A6801387512 Foreclosure	G01	\$22.91				\$22.91
	11/20/2017	Perdue Foods Partial Credit for 2012 appeal refund	G01	\$38,990.97		\$0.00		\$38,990.97
	11/27/2017	USCOC of NC 17A32376.80 Adjustment to public utility per DOR	G02	\$4,502.61				\$4,502.61
								\$43,805.01

RLS*17*334	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
2016	11/8/2017	Rodriguez, Maria 16A25744.80 Repossessed 2011	G01	\$58.02		\$5.80		\$63.82
	11/8/2017	Bond, Katherine 16A5890700108 Foreclosure	G01 FLF	\$31.37 3369.19	\$2.50		0	\$33.87 \$3,369.19
	11/8/2017	Bond, Katherine 16A5890608383 Foreclosure	G01	\$29.66	\$2.50			\$32.16
	11/8/2017	Morris, Brulena 16A6801387512 Foreclosure	G01	\$22.91	\$2.50			\$25.41
								\$3,524.45

RLS*17*334	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
2015	11/8/2017	Rodriguez, Maria 15A25744.80 Reposessed 2011	G01	\$62.92		\$6.29		\$69.21
	11/8/2017	Bond, Katherine 15A5890700108 Foreclosure	G01	\$31.75	\$2.50		0	\$34.25
	11/8/2017	Bond, Katherine 15A5890608383 Foreclosure	G01	\$30.01	\$2.50			\$32.51
	11/8/2017	Morris, Brulena 15A6801387512 Foreclosure	G01	\$23.18	\$2.50			\$25.68
								\$161.65

RLS*17*334	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
2014	11/8/2017	Rodriguez, Maria 14A25744.80 Reposessed 2011	G01	\$65.86		\$6.59		\$72.45
	11/8/2017	Bond, Katherine 14A5890700108 Foreclosure	G01	\$31.75	\$2.50		0	\$34.25
	11/8/2017	Bond, Katherine 14A5890608383 Foreclosure	G01	\$30.01	\$2.50			\$32.51
	11/8/2017	Morris, Brulena 14A6801387512 Foreclosure	G01	\$23.18	\$2.50			\$25.68
								\$164.89

RLS*17*334	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
2013	11/8/2017	Rodriguez, Maria 13A25744.80 Reposessed 2011	G01	\$70.39		\$7.04		\$77.43
	11/8/2017	Johnson, Virginia 13A22790.80 Torn Down 2010	G01 C08	\$107.77 \$8.47		\$10.78 \$0.85		\$118.55 \$9.32
	11/8/2017	Morris, Brulena 13A6801387512 Foreclosure	G01	\$23.18	\$2.50			\$25.68
								\$230.98

RLS*17*334	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
2012	11/8/2017	Rodriguez, Maria 12A25744.80 Repossessed 2011	G01	\$68.64		\$6.86		\$75.50
	11/8/2017	Johnson, Virginia 12A22790.80 Torn Down 2010	G01 C08	\$104.30 \$8.73		\$10.44 \$0.88		\$114.74 \$9.61
	11/8/2017	Morris, Brulena 12A6801387512 Foreclosure	G01	\$21.53	\$2.50			\$24.03
	11/8/2017	Cherry, Timothy 12A23735.80 Moved out of county	G01	\$8.19		\$0.82		\$9.01
								<u>\$232.89</u>

RLS*17*334	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
2011	11/8/2017	Johnson, Virginia 11A22790.80	G01	\$36.27		\$0.00		\$36.27
		Torn Down 2010	C08	\$3.20		\$0.00		\$3.20
	11/8/2017	Morris, Brulena 11A6801387512	G01	\$21.53	\$2.50			\$24.03
		Foreclosure						
	11/8/2017	Cherry, Timothy 11A23735.80	G01	\$8.66		\$0.87		\$9.53
		Moved out of county						
								\$73.03

RLS*17*334	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
2010	11/8/2017	Morris, Brulena 10A6801387512 Foreclosure	G01	\$21.53	\$4.00			\$25.53
	11/8/2017	Cherry, Timothy 10A23735.80 Moved out of county	G01	\$10.22		\$1.02		\$11.24
								<u>\$36.77</u>

RLS*17*334	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
2009	11/8/2017	Morris, Brulena 09A6801387512 Foreclosure	G01	\$21.53	\$4.00			\$25.53
	11/8/2017	Cherry, Timothy 09A23735.80 Moved out of county	G01	\$10.22		\$1.02		\$11.24
								<u>\$36.77</u>

RLS*17*334	DATE	NAME	CODE	LEVY	ADV	PEN	INT	TOTAL
2007	11/20/2017	Pratt, Brian 07A21709.70	G01	\$21.75	\$0.00			\$21.75
		Dec'd, sold, listing in error						
								<u>\$21.75</u>

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Balance a Group

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Group: RLS*17*334
Type: A Abatement/Relea
Status: O Open

Group Total:	\$48,288.19-	Group Transaction Count:	34
Transactions Total:	\$48,288.19-	Transaction File Count:	34
Difference:	\$0.00	Difference:	0

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Enter certify batch as balanced(B) or cancel(XX)

Tax Collections
 12/06/17
 Group Number RLS*17*334

Detail Transactions by Group
 Abatement

Seq No	Date	Account Number	Taxbill Number	Jax Code	Transaction Amount	Levy Amount	Penalty Amount	Addl Chgs	Interest Amount	Discnt Amount	Crk Cde	Trans Number	Revs Descriptn
1	11/08/17	17701	17A0903429854	601	167.78-	167.78-	0.00	0.00	0.00	0.00	R	PG237	
2	11/08/17	25744	13A25744.80	601	77.43-	70.39-	7.04-	0.00	0.00	0.00	R	PG237	
3	11/08/17	25744	14A25744.80	601	77.43-	70.39-	7.04-	0.00	0.00	0.00	R	PG237	
4	11/08/17	25744	15A25744.80	601	72.45-	65.86-	6.59-	0.00	0.00	0.00	R	PG237	
5	11/08/17	25744	16A25744.80	601	69.21-	62.92-	6.29-	0.00	0.00	0.00	R	PG237	
6	11/08/17	25744	17A25744.80	601	69.21-	62.92-	6.29-	0.00	0.00	0.00	R	PG237	
7	11/08/17	25744	18A25744.80	601	63.82-	58.02-	5.80-	0.00	0.00	0.00	R	PG237	
8	11/08/17	25744	19A25744.80	601	63.82-	58.02-	5.80-	0.00	0.00	0.00	R	PG237	
9	11/08/17	25744	20A25744.80	601	59.71-	54.28-	5.43-	0.00	0.00	0.00	R	PG237	
10	11/08/17	25744	21A25744.80	601	59.71-	54.28-	5.43-	0.00	0.00	0.00	R	PG237	
11	11/08/17	25744	22A25744.80	601	75.50-	68.64-	6.86-	0.00	0.00	0.00	R	PG237	
12	11/08/17	22790	12A22790.80	601	114.74-	104.90-	9.84-	0.00	0.00	0.00	R	PG270	
13	11/08/17	22790	13A22790.80	601	9.61-	8.73-	0.88-	0.00	0.00	0.00	R	PG270	
14	11/08/17	22790	14A22790.80	601	124.36-	113.03-	11.33-	0.00	0.00	0.00	R	PG270	
15	11/08/17	22790	15A22790.80	601	36.27-	36.27-	0.00	0.00	0.00	0.00	R	PG270	
16	11/08/17	22790	16A22790.80	601	3.20-	3.20-	0.00	0.00	0.00	0.00	R	PG270	
17	11/08/17	22790	17A22790.80	601	39.47-	39.47-	0.00	0.00	0.00	0.00	R	PG270	
18	11/08/17	22790	18A22790.80	601	118.55-	107.77-	10.78-	0.00	0.00	0.00	R	PG270	
19	11/08/17	22790	19A22790.80	601	9.32-	8.47-	0.85-	0.00	0.00	0.00	R	PG270	
20	11/08/17	22790	20A22790.80	601	127.87-	116.24-	11.63-	0.00	0.00	0.00	R	PG270	
21	11/08/17	28729	17A8890700108	601	31.37-	31.37-	0.00	0.00	0.00	0.00	R	PG237	
22	11/08/17	28729	18A8890700108	601	31.37-	31.37-	0.00	0.00	0.00	0.00	R	PG237	
23	11/08/17	28729	19A8890700108	601	29.66-	29.66-	0.00	0.00	0.00	0.00	R	PG237	
24	11/08/17	28729	20A8890700108	601	29.66-	29.66-	0.00	0.00	0.00	0.00	R	PG237	
25	11/08/17	28729	21A8890700108	601	31.37-	31.37-	0.00	0.00	0.00	0.00	R	PG237	

Seq No	Date	Account Number	Taxbill Number	Tax Code	Transaction Amount	Levy Amount	Penalty Amount	Add Chgs	Interest Amount	Discnt Amount	Int-Check Cds	Trans. Rcv	Descriptn
1				AO	2.50-		0.00	2.50-	0.00				
2				ELF	3369.12-		0.00	365.19-	0.00				
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Seq No	Date	Account Number	Taxbill Number	Tax Code	Transaction Amount	Levy Amount	Penalty Amount	Add Chgs	Interest Amount	Discnt Amount	Int-Check Cds	Trans. Rcv	Descriptn
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Seq	Date	Account Number	Taxbill Number	Tax Code	Transaction Amount	Levy Amount	Penalty Amount	Addl Chgs	Interest Amount	Discr	In Check	Trans Rev	Description
1					22.91-	22.91-	0.00	0.00	0.00	0.00	R	PG237	
2	11/08/17	9096	MORRIS, BRULENA, HEIR	601 AO	21.53-	21.53-	0.00	2.50-	0.00	0.00	R	PG249	
3					24.03-	24.03-	0.00	2.50-	0.00	0.00	R	PG270	
4	11/08/17	9096	MORRIS, BRULENA, HEIR	601 AO	21.53-	21.53-	0.00	2.50-	0.00	0.00	R	PG249	
5					24.03-	24.03-	0.00	2.50-	0.00	0.00	R	PG249	
6	11/08/17	9096	MORRIS, BRULENA, HEIR	601 AO	21.53-	21.53-	0.00	4.00-	0.00	0.00	R	PG208	
7					25.53-	25.53-	0.00	4.00-	0.00	0.00	R	PG208	
8	11/08/17	9096	MORRIS, BRULENA, HEIR	601 AO	21.53-	21.53-	0.00	4.00-	0.00	0.00	R	PG173	
9					11.24-	10.22-	1.02-	4.00-	0.00	0.00	R	PG173	
10	11/08/17	9096	MORRIS, BRULENA, HEIR	601 AO	11.24-	10.22-	1.02-	0.00	0.00	0.00	R	PG173	
11					11.24-	10.22-	1.02-	0.00	0.00	0.00	R	PG173	
12	11/08/17	9096	MORRIS, BRULENA, HEIR	601 AO	11.24-	10.22-	1.02-	0.00	0.00	0.00	R	PG208	
13					9.53-	8.56-	0.87-	0.00	0.00	0.00	R	PG249	
14	11/08/17	23735	CHERRY, JIMMIE E	601	9.53-	8.56-	0.87-	0.00	0.00	0.00	R	PG249	
15					9.01-	8.19-	0.92-	0.00	0.00	0.00	R	PG270	
16	11/08/17	23735	CHERRY, JIMMIE E	601	9.01-	8.19-	0.92-	0.00	0.00	0.00	R	PG270	
17					38990.97-	38990.97-	0.00	0.00	0.00	0.00	R	PG238	
18	11/20/17	21709	PERDUE FOODS LLC	601	38990.97-	38990.97-	0.00	0.00	0.00	0.00	R	PG238	
19					21.75-	21.75-	0.00	0.00	0.00	0.00	R	PG122	
20	11/17/17	32374	FRAIL, BRIAN W	501	21.75-	21.75-	0.00	0.00	0.00	0.00	R	PG122	
21					4502.61-	4502.61-	0.00	0.00	0.00	0.00	R	PG238	
22	11/17/17	32374	USCO OF GREATER NOBLE CAROLIN	501	4502.61-	4502.61-	0.00	0.00	0.00	0.00	R	PG238	

Tax Collections
 12/06/17
 Group Number RLS*17*334

Detail Transactions by Group
 Abatement

Account Number Taxbill Number
 12706717
 Effective Date 11/02/17

Page 4
 RTCO20303
 Trans Descrptn

Ln	Date	Account Number	Taxbill Number	Tax Code	Transaction Code	Amount	Levy Amount	Penalty Amoun	Add Crgs	Intrstst Amount	Disctn	Trans Descrptn
Tax Code Totals												
4				AD*0C	ADVERT	4.00	0.00	0.00	0.00	0.00	0.00	ADVERT
5				AD*10	ADVERT	4.00	0.00	0.00	0.00	0.00	0.00	ADVERT
6				AD*12	ADVERT	22.50	0.00	0.00	0.00	0.00	0.00	ADVERT
7				AD*13	ADVERT	22.50	0.00	0.00	0.00	0.00	0.00	ADVERT
8				AD*14	ADVERT	7.50	0.00	0.00	0.00	0.00	0.00	ADVERT
9				AD*15	ADVERT	7.50	0.00	0.00	0.00	0.00	0.00	ADVERT
10				AD*16	ADVERT	7.50	0.00	0.00	0.00	0.00	0.00	ADVERT
11				CO*11	MINGSOR	3.20	0.00	0.00	0.00	0.00	0.00	MINGSOR
12				CO*12	MINGSOR	3.20	0.00	0.00	0.00	0.00	0.00	MINGSOR
13				CO*13	MINGSOR	3.20	0.00	0.00	0.00	0.00	0.00	MINGSOR
14				CO*14	MINGSOR	3.20	0.00	0.00	0.00	0.00	0.00	MINGSOR
15				CO*15	MINGSOR	3.20	0.00	0.00	0.00	0.00	0.00	MINGSOR
16				EL*16	ELF TAX	236.78	0.00	0.00	0.00	0.00	0.00	ELF TAX
17				GO1*07	BRT TAX	236.78	0.00	0.00	0.00	0.00	0.00	BRT TAX
18				GO1*08	BRT TAX	236.78	0.00	0.00	0.00	0.00	0.00	BRT TAX
19				GO1*09	BRT TAX	236.78	0.00	0.00	0.00	0.00	0.00	BRT TAX
20				GO1*10	BRT TAX	236.78	0.00	0.00	0.00	0.00	0.00	BRT TAX
21				GO1*11	BRT TAX	236.78	0.00	0.00	0.00	0.00	0.00	BRT TAX
22				GO1*12	BRT TAX	236.78	0.00	0.00	0.00	0.00	0.00	BRT TAX
23				GO1*13	BRT TAX	219.16	0.00	0.00	0.00	0.00	0.00	BRT TAX
24				GO1*14	BRT TAX	157.39	0.00	0.00	0.00	0.00	0.00	BRT TAX
25				GO1*15	BRT TAX	154.15	0.00	0.00	0.00	0.00	0.00	BRT TAX
26				GO1*16	BRT TAX	147.76	0.00	0.00	0.00	0.00	0.00	BRT TAX
27				GO1*17	BRT TAX	39302.40	39296.97	5.43	0.00	0.00	0.00	BRT TAX
28				GO2*17	CRP EKL	4502.61	4502.61	0.00	0.00	0.00	0.00	CRP EKL
				Total for Group		48288.19	44816.31	64.56	407.19	0.00	0.00	
				RLS*17*334								
30				***** CYCLE		Totals By Tax Cycle		***** A				
31				Current	48288.19	0.00	48288.19					
32				Delinquent								
33												



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: December 18, 2017

AGENDA ITEM: C-3

DEPARTMENT: Governing Body

SUBJECT: Amended Memorandum of Understanding for the RPO discussed by Commissioner Lee

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: ---

OCTOBER 2017

**Amended
Memorandum of Understanding for
Cooperative, Comprehensive and Continuing Transportation Planning
and the Establishment of a
Rural Transportation Planning Organization (RPO)
For**

The County of Bertie and its municipalities; the County of Halifax and its municipalities; the County of Hertford and its municipalities; the County of Northampton and its municipalities; and the North Carolina Department of Transportation (NCDOT) (hereinafter collectively, "the Parties").

Witnesseth

Whereas, on May 30, 2002, the Parties entered into a Memorandum of Understanding which created the Peanut Belt Rural Transportation Planning Organization (hereinafter, "RPO"); and,

Whereas, the RPO provides rural areas the opportunity to work in partnership with the NCDOT toward development of sound, short and long range transportation planning for rural areas; and,

Whereas, the Parties have agreed to amend the revised Memorandum of Understanding;

Now, therefore, the following Amended Memorandum of Understanding is made.

Section 1. It is hereby agreed, that the County of Bertie and its municipalities; the County of Halifax and its municipalities; the County of Hertford and its municipalities; the County of Northampton and its municipalities; and the NCDOT intend to establish and participate in a RPO created for the general purposes and responsibilities outlined below:

1. To develop long-range local and regional multi-modal transportation plans in cooperation with the North Carolina Department of Transportation.
2. To provide a forum for public participation in the rural transportation planning process.

3. To develop and prioritize suggestions for transportation projects to be included in the state's Transportation Improvement Program (TIP).
4. To provide transportation-related information to local governments and other interested organizations and persons.
5. To conduct transportation related studies and surveys for local governments and other interested entities/organizations.
6. To perform other related transportation planning activities that shall be agreed upon between the RPO and the North Carolina Department of Transportation.

Section 2. It is hereby further agreed that the transportation plans and programs and land use policies and programs for the RPO will be coordinated by Halifax County, an agency selected on behalf of participating local governments and the NCDOT, to be the administrative entity and to serve as the lead local planning agency for coordinating rural transportation planning in the four county planning area. The RPO hereby authorizes Halifax County to be the recipient of any funds appropriated to the RPO by the NCDOT pursuant to North Carolina General Statute 136-213(c). Of the total funds appropriated to the RPO each year, NCDOT contributes 80 percent, with the 20 percent match to be paid by the RPO member counties. The amount allowed for operations of the Peanut Belt RPO is set each year by NCDOT. Each member county agrees that they will, as a part of their membership in the RPO, pay one fourth of the 20% match total.

Section 3. Establishment of Rural Transportation Advisory Committee (RTAC). A RTAC is hereby established with the responsibility for serving as a forum for cooperative transportation planning decision making for the RPO. The RTAC shall have the responsibility of keeping local policy boards informed of the status and requirements of the transportation planning process; to assist in the dissemination and clarification of the decisions, inclinations, and policies of the policy boards; and to help ensure meaningful public participation in the rural transportation planning process.

1. The Rural Transportation Advisory Committee will be responsible for carrying out the following:
 - A. Establishment of goals, priorities, and objectives for the transportation planning process.
 - B. Endorsement and review of changes to adopted transportation plans within the RPO.
 - C. Endorsement, review and approval of a Planning Work Program (PWP) for transportation planning which defines work tasks and responsibilities for the various agencies participating in the RPO.

- D. Endorsement, review and approval transportation improvement projects that support and enhance both regional and local transportation within the RPO.
2. The membership of the RTAC shall consist of the following:
- A. One County Commissioner representing Bertie County. An alternate voting member may be designated from the Commissioners' Board. One municipal elected official representing the municipalities within Bertie County that by affirmative vote of their governing boards, have elected to become members of the Peanut Belt RPO, unless there are no municipalities included in the county's RPO planning area. The mayors of the municipalities within Bertie County that are members of the Peanut Belt RPO, shall meet jointly to determine the elected official to represent the Bertie County municipalities on the Peanut Belt Rural Transportation Advisory Committee. A majority vote of the Mayors shall determine the municipal representative. An alternate voting member may also be designated for the municipal representative. These voting members and their respective alternates shall be identified by name in the Peanut Belt RPO RTAC membership roster.
 - B. One County Commissioner representing Halifax County. An alternate voting member may be designated from the Commissioners' Board. One municipal elected official representing the municipalities within Halifax County that by affirmative vote of their governing boards, have elected to become members of the Peanut Belt RPO, unless there are no municipalities included in the county's RPO planning area. The mayors of the municipalities within Halifax County that are members of the Peanut Belt RPO, shall meet jointly to determine the elected official to represent the Halifax County municipalities on the Peanut Belt Rural Transportation Advisory Committee. A majority vote of the Mayors shall determine the municipal representative. An alternate voting member may also be designated for the municipal representative. These voting members and their respective alternates shall be identified by name in the Peanut Belt RPO RTAC membership roster.
 - C. One County Commissioner representing Hertford County. An alternate voting member may be designated from the Commissioners' Board. One municipal elected official representing the municipalities within Hertford County that by affirmative vote of their governing boards, have elected to become members of the Peanut Belt RPO, unless there are no municipalities included in the county's RPO planning area. The mayors of the municipalities within Hertford County that are members of the Peanut Belt RPO, shall meet jointly to determine the elected official to represent the Hertford County municipalities on the Peanut Belt Rural Transportation Advisory Committee. A majority vote of the Mayors shall determine the

municipal representative. An alternate voting member may also be designated for the municipal representative. These voting members and their respective alternates shall be identified by name in the Peanut Belt RPO RTAC membership roster.

- D. One County Commissioner representing Northampton County. An alternate voting member may be designated from the Commissioners' Board. One municipal elected official representing the municipalities within Northampton County that by affirmative vote of their governing boards, have elected to become members of the Peanut Belt RPO, unless there are no municipalities included in the county's RPO planning area. The mayors of the municipalities within Northampton County that are members of the Peanut Belt RPO, shall meet jointly to determine the elected official to represent the Northampton County municipalities on the Peanut Belt Rural Transportation Advisory Committee. A majority vote of the Mayors shall determine the municipal representative. An alternate voting member may also be designated for the municipal representative. These voting members and their respective alternates shall be identified by name in the Peanut Belt RPO RTAC membership roster.
 - E. One North Carolina Board of Transportation member representing the Peanut Belt RPO service. An alternate voting member may also be designated from the North Carolina Board of Transportation. These persons shall be identified by name in the Peanut Belt RPO membership Roster.
3. The County Commissioner representing each County on the RTAC shall be selected every two years by the Board of County Commissioners of each County in regular session. The municipal representatives on the RTAC shall also be elected every two years. The term of appointment for all seats on the RTAC is two years. Re-appointment is possible. One alternate may be designated for each member providing they meet the same criteria as the original appointee.
 4. An RPO RTAC membership roster will be compiled, and updated at least annually, listing each attendee and alternate, if applicable, for each member county or municipality. The membership of a county or a municipal voting representative who fails to send the appointee or alternate to two consecutive RPO meetings will be designated as a vacant seat and will not count towards quorum. Attendance at future meetings will reinstate the member.
 5. A quorum is required for the transaction of all business, including conducting meetings or hearings, participating in deliberations, or voting upon or otherwise transacting the public business. A quorum consists of 51% of the members of the RTAC, plus as many additional members as may be required to ensure that 51% of possible votes are present. The RTAC will meet as often as it is deemed necessary, appropriate and advisable. On the basis of majority vote of its membership, the

RTAC may elect a member of the committee to act as chairperson with the responsibility for coordination of the committee's activities.

6. The County Manager of Halifax County will provide staff to the RTAC.

Section 4. Establishment of the Rural Technical Coordinating Committee (RTCC). A Rural Technical Coordinating Committee shall be established with the responsibility of general review, guidance, and coordination of the transportation planning process for the RPO and the responsibility for making recommendations to the respective local, state, and federal governmental agencies and the RTAC regarding any necessary actions relating to the continuing transportation planning process.

1. The RTCC shall be responsible for development, review, and recommendation for approval of the PWP for the RPO, the State Transportation Improvement Program (STIP) requests, and revisions to the STIP.
2. Membership of the RTCC shall include technical representatives from all local and state government agencies and transportation service providers directly related to and concerned with the transportation planning process for the RPO planning area. Initially, the membership shall include, but may not be limited to, the following:
 - A. Bertie County Manager (or his/her designee)
 - B. Halifax County Manager (or his/her designee)
 - C. Hertford County Manager (or his/her designee)
 - D. Northampton County Manager (or his/her designee)
 - E. Bertie County Planning Director (or his/her designee)
 - F. Halifax County Planning Director (or his/her designee)
 - G. Hertford County Planning Director (or his/her designee)
 - H. Northampton County Planning Director (or his/her designee)
 - I. Bertie County Economic Director (or his/her designee)
 - J. Halifax County Economic Director (or his/her designee)
 - K. Hertford County Economic Director (or his/her designee)
 - L. Northampton County Economic Director (or his/her designee)
 - M. Choanoke Public Transportation Authority

- N. One municipal representative from Bertie County representing the municipalities within Bertie County
 - O. One municipal representative from Halifax County representing the municipalities within Halifax County
 - P. One municipal representative from Hertford County representing the municipalities within Hertford County
 - Q. One municipal representative from Northampton County representing the municipalities within Northampton County
 - R. NCDOT Division 1 Engineer (or his/her designee)
 - S. NCDOT Division 4 Engineer (or his/her designee representative).
 - T. The Manager, NCDOT Transportation Planning Branch(or his/her designee)
3. The Chief Administrative officials from municipalities in each of the counties shall jointly determine the official to represent their county's municipalities on the TCC. Membership of the RTCC may be altered on the basis of a majority vote of its membership and approval of the RTAC of the RPO. An alternate maybe designated for each member providing they meet the same criteria as the original appointee. Membership may be further defined in the duly adopted bylaws. An RPO RTCC membership roster will be compiled, and updated at least annually, listing each attendee and alternate, if applicable, for each member county or municipality. The membership of a county or municipality member who fails to send the appointee or alternate to two consecutive RPO meetings will be designated as a vacant seat and will not count towards quorum. Attendance at future meetings will reinstate the member.
4. A quorum is required for the transaction of all business, including conducting meetings or hearings, participating in deliberations, or voting upon or otherwise transacting the public business. A quorum consists of 51% of the eligible members of the RTCC, plus as many additional members as required to ensure that 51% of possible votes are present. The RTCC shall meet when it is deemed necessary, appropriate and advisable. The RTCC will be staffed by Halifax County or his/her designated staff representative. The RTCC shall by majority vote of the membership elect one member to serve as a Chair with the responsibility for coordinating the committee's activities. Membership of the RTCC may be altered on the basis of a majority vote of its membership and approval of the RTAC of the RPO.

OCTOBER 2017

Section 5. It is further agreed that all participating agencies will assist in the Rural Transportation planning process by providing planning assistance, data, and inventories in accordance with the approved work program.

Section 6. Parties to this Memorandum of Understanding may terminate their participation in the continuing transportation planning process by giving written notice of termination to the RPO 90 days before the end of the fiscal year.

Section 9. This Amended Memorandum of Understanding supersedes and replaces any prior memorandum(s) of understanding between the Parties regarding the RPO.

Section 7. In witness whereof, the parties of the Memorandum of Understanding have been authorized by appropriate and proper resolutions, and /or legislative authority to sign this Memorandum of Understanding, as of the dates shown on each of the following county signature pages.

OCTOBER 2017

Bertie County

This "THE MEMORANDUM OF UNDERSTANDING FOR COOPERATIVE, COMPREHENSIVE, AND CONTINUING TRANSPORTATION PLANNING AND THE ESTABLISHMENT OF A RURAL TRANSPORTATION PLANNING ORGANIZATION IN THE Peanut Belt RPO," is hereby adopted by the _____ County Board of Commissioners, this the _____ day of _____, 2017.

_____ County

By: _____
Chairman

Clerk to Board

OCTOBER 2017

Hertford County

This "THE MEMORANDUM OF UNDERSTANDING FOR COOPERATIVE, COMPREHENSIVE, AND CONTINUING TRANSPORTATION PLANNING AND THE ESTABLISHMENT OF A RURAL TRANSPORTATION PLANNING ORGANIZATION IN THE Peanut Belt RPO," is hereby adopted by the _____ County Board of Commissioners, this the _____ day of _____, 2017.

_____ County

By: _____
Chairman

Clerk to Board

OCTOBER 2017

Northampton County

This "THE MEMORANDUM OF UNDERSTANDING FOR COOPERATIVE, COMPREHENSIVE, AND CONTINUING TRANSPORTATION PLANNING AND THE ESTABLISHMENT OF A RURAL TRANSPORTATION PLANNING ORGANIZATION IN THE Peanut Belt RPO," is hereby adopted by the _____ County Board of Commissioners, this the _____ day of _____, 2017.

_____ County

By: _____
Chairman

Clerk to Board

OCTOBER 2017

Halifax County

This, "THE MEMORANDUM OF UNDERSTANDING FOR COOPERATIVE, COMPREHENSIVE, AND CONTINUING TRANSPORTATION PLANNING AND THE ESTABLISHMENT OF A RURAL TRANSPORTATION PLANNING ORGANIZATION IN THE Peanut Belt AREA," is hereby adopted by the Board of the XXXXXXXX this the _____ day of _____, 2017. By the adoption of this resolution, the Halifax County also agrees to serve as administrative entity for the Peanut Belt RPO and to receive such funding that is forthcoming.

Halifax County

Clerk: _____

By: _____
Chairman

NC Department of Transportation

By: _____
Secretary



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: December 18, 2017

AGENDA ITEM: D-1

DEPARTMENT: Governing Body

SUBJECT: Review and consideration of proposed Hurricane Matthew workers for transfer to new positions in various departments. One former CADA worker has been transferred into a vacant position in the Cooperative Extension Office. A total of nine CADA workers have been successfully supporting County programs, and three (3) positions are recommended for consideration by the Board.

COUNTY MANAGER RECOMMENDATION OR COMMENTS:

- Office Assistant (shared position) to support the Public Buildings department and the Council on Aging Department.
- Maintenance Worker positions for the Public Buildings department.
 - Including a Sign Fabricator that could float in and out of the Water Department as needed
- Field Technicians for the Water Department.

SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S): Based on the joint recommendation of the County Manager and the Finance Officer, the Motion to approve would include the requirement that these three departments would absorb the additional costs for the remainder of the fiscal year.

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---

CADA WORKERS

# OF POSITIONS	CLASSIFICATION	GRADE	SALARY	FICA	LOCAL RET.	401(K)	INS	LONGEVITY	FSA	TOTAL
1	Office Assistant- Aging/Maint *	57	\$21,658.00	\$1,656.84	\$1,624.35	\$649.74	\$535.00	\$200.00	\$2,400.00	\$28,723.93
2	Water Field Tech	60	\$24,573.00	\$1,879.83	\$1,842.98	\$737.19	\$535.00	\$200.00	\$2,400.00	\$32,168.00
1	Coop-Ext Secretary *	57	\$21,658.00	\$1,656.84	\$1,624.35	\$649.74	\$535.00	\$200.00	\$2,400.00	\$28,723.93
2	Sign Fabricator *	58	\$22,589.00	\$1,728.06	\$1,694.18	\$677.67	\$535.00	\$200.00	\$2,400.00	\$29,823.90
3	Maintenance Worker	58	\$22,589.00	\$1,728.06	\$1,694.18	\$677.67	\$535.00	\$200.00	\$2,400.00	\$29,823.90

Please Note: Sign Fabricator can also use (1) one from water-- as needed(versatile)

* New Classifications

OFFICE ASSISTANT
AGING/MAINTENANCE

DRAFT

General Statement of Duties

Performs administrative support duties for Maintenance and Aging where duties and appropriate actions are clearly defined. The duties are split between Aging and Maintenance Department.

Distinguishing Features of the Class

An employee in this class performs routine administrative and record keeping duties. Work includes filing, answering the telephone, securing information and routing calls to appropriate personnel, routine typing or data entry work, and customer service. Work includes copying, emailing and faxing information, assisting director, co-workers and the public. The employee is expected to have a general understanding of County government and its services to respond to routine inquiries or refer non-routine inquiries to appropriate personnel. Specific oral and/or written instructions are available to apply to most work situations; limited independent decisions are made in referral of telephone calls. Work includes the use of a computer for data entry, some word processing and excel spreadsheets. The employee may handle confidential information and is expected to handle it appropriately. Work is performed under the supervision of the Director evaluated through observation, conferences, and the quality and effectiveness of work completed.

Duties and Responsibilities

Essential Duties and Tasks

Answers telephone calls; provides routine answers and information based on the type of request; takes messages; refers non-routine calls to appropriate personnel to respond to requests.

Greets visitors and provides information or directs to others for assistance.

Inputs data and information into the computer such as purchase order.

Types letters, reports and other materials; types rough drafts from handwritten or other marked copy.

Enters correct information onto forms, form letters, spreadsheets and databases as necessary to fit varying situations.

Operates copy machine, fax machine; assists others with operations; verifies faxed materials were received by recipients. .

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Considerable knowledge of business English, grammar, spelling, and vocabulary and mathematics.

Working knowledge of modern office procedures and related office information technology equipment, software, and peripherals.

Working knowledge of County government, the departments, and services offered.

Ability to communicate effectively in person and by telephone.

Office Assistant- (Aging/Maintenance)

Page 2

DRAFT

Ability to be tactful and courteous while conducting the County's business.

Ability to follow oral and written instructions and procedures.

Ability to input data or type with accuracy at the speed required.

Ability to learn and apply filing and coding systems and to arrange and place records, reports, and files into a proper sequence.

Ability to compile routine information.

Ability to establish and maintain effective working relationships with supervisors, coworkers, County officials and the general public.

Physical Requirements

Must be able to physically perform the basic life operational functions of reaching, walking, fingering, talking, hearing and repetitive motions.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Must possess the visual acuity to prepare figures and data, operate a computer and proof work.

Desirable Education and Experience

Graduation from high school and administrative support experience involving public contact; or an equivalent combination of education and experience.

Administering the Class

The County may want to use a working title on a daily basis rather than the assigned classification title for this position.

Bertie County

2017

WATER FIELD TECHNICIAN

General Statement of Duties

Performs responsible field technical work servicing, repairing or replacing water meters, wells, water lines, and other components of the water distribution system.

Distinguishing Features of the Class

Employees in this class are responsible for installing and removing water meters; trouble shooting and repairing leaks, turning water service on and off and maintaining accurate records of activities performed. Work also includes repairing leading lines and meters; assisting with well operations; and other related tasks. Public contact is required in answering citizens' questions about meter readings, leaks and employees must be able to effectively deal with angry customers. Employees are also subject to on-call and call-back work. Employees are subject to hazards of vicious animals, snakes and poisonous spiders and work must be performed in various kinds of weather. Work exposes the employee to primarily outside environments, extreme temperatures, and hazards found in servicing water meters; work may subject the employee to needles and other sharp objects found in meter boxes and is subject to the final OSHA requirements on bloodborne pathogens. Work is performed under regular supervision and is evaluated through frequent conversations, accuracy of readings taken and records, customer feedback and evaluations.

Duties and Responsibilities

Essential Duties and Task

Performs meter reading independently on multiple assigned routes; calculates water volume used; inspects meters to see that meters are functioning properly; checks for damage or malfunctioning parts; repairs meters; determines if meters need replacement and replaces meters that cannot be repaired.

Connects or disconnects meters or water service for new service, movers, or for nonpayment; decides whether to disconnect service; returns for re-reading.

Takes payments and re-connection fees after hours and re-connections service.

Investigates and resolves customer problems; explains meter readings to citizens; answers questions on meter readings, unusually high water consumption, etc.; assists citizens to determine cause of water leaks that are not meter-related; appropriately deals with angry customers; explains process for reconnection of disconnected service.

Conducts special readings or re-readings after meters are repaired or service has been disconnected.

Completes work order records to document any service provided such as repair or replacement service on meters.

Investigates leaking meters and water lines; make repairs and/or assists with more difficult or major repairs to water lines, valves, hydrants or other parts fo the distribution system.

Takes and records well readings, collects water samples, tests water samples for temperature, ph, chlorine residual and other properties.

Locates water lines for other utilities.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Considerable knowledge of street layout and meter locations in the County.

Water Field Technician
Page 2

Considerable knowledge of the functional operation of water meters and skill in repairing or replacing water meters.

Considerable knowledge of the hazards involved in meter service and associated safety precautions.

Considerable knowledge of utility policies and procedures for initiating or terminating water service.

Considerable knowledge of operation of hand-held computer for recording meter readings and the loading of data into computer.

Skill in conflict resolution and public relations.

Ability to prepare records and reports of work activities.

Ability to analyze problems and make decisions that resolve the problems and address the needs of the public and the County.

Ability to deal courteously and effectively with the public.

Ability to establish and maintain effective work relationships with supervisors, coworkers, and the public.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, and repetitive motions.

Must be able to perform medium work exerting up to 100 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift objects.

Must possess the visual acuity to perform mechanical trades tasks, operate a hand held meter reading device, work with data and figures, do visual inspections, complete work records and operate a motor vehicle.

Desirable Education and Experience

Graduation from high school and considerable related experience; or an equivalent combination of education and experience.

Special Requirement

Possession of a valid North Carolina Drivers' License.

Bertie County
2007

Special Note: This generic class description gives an overview of the job class, its essential job functions, and recommended job requirements. However for each individual position assigned to this class, there is available a job questionnaire with a physical abilities checklist which can give further details about that one specific position. Those documents should be reviewed before initiating a selection process. They can provide additional detailed information on which to base various personnel actions and can assist management in making legal and defensible personnel decisions.

Cooperative Extension Secretary

DRAFT

General Statement of Duties

Performs administrative support duties for the Cooperative Extension Department where duties and appropriate actions are clearly defined.

Distinguishing Features of the Class

An employee in this class performs routine administrative and record keeping duties. Work includes filing, answering the telephone, securing information and routing calls to appropriate personnel, routine typing or data entry work, customer service and collection of some fees. Work includes copying, faxing and emailing information for the office. Work includes the use of a computer for data entry and some word processing. Provides administrative support to Family Consumer Science Agent and 4-H Agent. Provides support as needed to assist Director and other Agricultural agents. Maintains records and reports. Work is performed under the supervision of the Administrative Assistant and is evaluated through observation, conferences, and the quality and effectiveness of work completed.

Duties and Responsibilities

Essential Duties and Tasks

Answers telephone calls and secures information for a wide variety of individuals who contact the County Cooperative Extension Office; provides routine answers and information based on the type of request; takes messages; refers non-routine calls to appropriate personnel to respond to requests.

Greets visitors at the office and provides information or directs to others for assistance.

Inputs data and information into the computer such as purchase orders as needed for 4-H activities, Family & Consumer Science and EFNEP.

Types letters, reports and other materials; types rough drafts from handwritten or other marked copy.

Types program materials and compiles clipart for educational flyers and programs.

Publish Monthly Healthy Living Newsletter for Food Pantry and all county employees and FCS Agent mailing lists.

Updates Web and Facebook information for all of Coop-Extension programs and activities.

Proofs reports and materials for completeness and accuracy.

Operates copy machine, fax machine and other related office equipment.

Collects and receipts money. Process deposit and turns money into Finance Dept.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Considerable knowledge of business English, grammar, spelling, and vocabulary and mathematics.

Working knowledge of modern office procedures and related office information technology equipment, software, and peripherals.

Working knowledge of County government, the departments, and services offered.

Ability to communicate effectively in person and by telephone.

DRAFT

Coop-Extension Secretary
Page 2

- Ability to be tactful and courteous while conducting the County's business.
- Ability to follow oral and written instructions and procedures.
- Ability to input data or type with accuracy at the speed required.
- Ability to learn and apply filing and coding systems and to arrange and place records, reports, and files into a proper sequence.
- Ability to compile routine information.
- Ability to establish and maintain effective working relationships with supervisors, coworkers, County officials and the general public.

Physical Requirements

- Must be able to physically perform the basic life operational functions of reaching, walking, fingering, talking, hearing and repetitive motions.
- Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.
- Must possess the visual acuity to prepare figures and data, operate a computer and proof work.

Desirable Education and Experience

- Graduation from high school and administrative support experience involving public contact; or an equivalent combination of education and experience.

Administering the Class

- The County may want to use a working title on a daily basis rather than the assigned classification title for this position.

Bertie County
2017

SIGN FABRICATOR

DRAFT

Performs design, layout and fabrication of road signs both by computer and hand; work involves the use of a Vinyl Making Machine.

Distinguishing Features of the Class

An employee in this class exercises initiative and judgment in determining appropriate sign design and fabrication methods for primary and secondary roads. Fabricates signs using a computerized sign maker using software to cut vinyl reflected signs for E-911. Work is performed under the limited supervision of the Nuisance Abatement Officer.

Duties and Responsibilities

Essential Duties and Tasks

- Designs and fabricates road signs for primary and secondary roads.
- Operates and maintains a Vinyl Making Machine.
- Maintains records of daily production for signs fabricated or repaired.
- Estimates time, materials and equipment required for job assignments; estimates cost of time and materials to complete and assignment.
- Receives requests and/or complaints from the public and other county staff for sign repair, replacement or installation and completes appropriate forms.
- Monitors and maintains inventory of sign making materials, frequently used signs, materials and supplies; responsible for ordering, receiving and stocking sign related materials.
- Performs routine maintenance and proper care of tools, equipment and work area.
- Travels to work site locations to review sign installation requirements.
- Exercise safety practices and operating techniques/procedures.
- Ensures that maintenance is performed on assigned County vehicle as needed.
- Assists Emergency Services; identifies areas where road and street signage are needed; assists with the installation of road and street signage.
- Assists the Nuisance Abatement Officer with special projects as needed.
- Establishes and maintains records of work activities and follow-up actions.
- Work includes both indoors and outdoors; subject to working in a variety of extreme weather conditions.

Additional Job Duties

- Performs other related duties as required.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

- Thorough knowledge of County and department policies and procedures.
- Thorough knowledge of County roads.
- Thorough knowledge in preparing reports and other types of correspondence.
- Thorough knowledge in the use of standard office equipment and associated software.
- Thorough knowledge in the use of the equipment required for the position.
- Skill in collaborative conflict resolution.
- Ability to interpret local ordinances, rules, and regulations.
- Ability to make arithmetic computations.

DRAFT

Sign Fabricator
Page 2

Ability to work effectively with other employees and the general public in code.
Ability to communicate effectively in oral and written form.
Ability to communicate effectively and courteously to citizens, staff, and co-workers.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, kneeling, reaching, standing, walking, lifting, fingering, grasping, seeing, talking, hearing, and repetitive motions. Reaching both to ground level and overhead; lift and carry up to 75 pounds; push and pull up to 75 pounds; holds and grips objects; may be required to stand or sit for long periods of time.

Must possess the visual acuity to prepare and analyze data and figures, operate a computer, operate machines, operate a motor vehicle, perform field site inspections, use measurement devices and observe general surroundings.

Desirable Education and Experience

Graduation from high school and experience dealing with traffic signing procedures and sign construction fabrication.

Special Requirement

Possession of valid North Carolina driver's license.

Bertie County
2017

Special Note: This generic class description gives an overview of the job class, its essential job functions, and recommended job requirements. However, for each individual position assigned to this class, there is available a complete job questionnaire with a physical abilities checklist which can give further details about that one specific position. Those documents should be reviewed before initiating a selection process.

MAINTENANCE WORKER

General Statement of Duties

Performs responsible unskilled and some semi-skilled manual work in buildings and grounds maintenance.

Distinguishing Features of the Class

Employees in this class perform manual labor involving a variety of buildings and grounds maintenance tasks. Work involves the use of and maintenance of a variety of tools and light equipment. Work also involves assisting the supervisor as a helper in a variety of skilled trades such as electrical, carpentry, plumbing, masonry, horticultural and other tasks. The employees are subject to working in both inside and outside environments, in hot and cold weather, and exposure to various hazards such as loud noises, vibration, moving mechanical parts, electrical current, chemicals, fumes, odors, dusts, mists, gases, poor ventilation, and oils. Duties may expose the employees to human body fluids and thus the work is subject to the OSHA requirements on bloodborne pathogens. Work is performed in accordance with established policies and procedures supplemented by instructions and the regular supervision of the Building and Grounds Supervisor and is evaluated through observation and inspection to determine the thoroughness in carrying out assigned duties.

Duties and Responsibilities

Essential Duties and Tasks

Cleans buildings; vacuums, mops, sweeps, dusts, cleans and sanitizes restrooms and restroom fixtures; cleans dog kennels.

Stocks restrooms with paper products such as towels and tissue; stocks soap.

Performs minor repairs; changes light bulbs, unclogs toilets; replaces toilet seats; replaces gaskets and faucets.

Serves as helper and assists supervisor with repairs to electrical, plumbing, or HVAC system; assists with cleaning sewer lines, roof repairs, replacing HVAC parts and units, replacing light switches, etc.

Performs a variety of grounds maintenance tasks such as cutting grass using power and riding mowers, trimmers, leaf blowers and hand equipment; rakes, removes leaves and debris; trims shrubbery, edges curbs and sidewalks; picks up trash.

Maintains landscaping; plants flowers, shrubs, and other ornamental horticulture; maintains by watering, pruning, trimming, mulching, fertilizing, spraying, branch and limb removal, etc.

Uses a variety of hand and power tools including mowers, vacuum cleaners, rakes, brooms and mops, etc.

Maintains equipment; services lawn mowers, trimmers and blowers; changes oil, belts; sharpens blades and washes.

Sets up rooms for various meetings and activities; moves furniture to rearrange offices; installs and removes seasonal decorations and performs related tasks in assigned buildings.

Greets visitors to building; provides directions to offices; answers questions or directs to appropriate personnel.

Additional Job Duties and Tasks

Performs related duties as needed.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Working knowledge of the methods and techniques applied in unskilled and semi-skilled

Maintenance Worker
Page 2

manual labor and custodial work.

Working knowledge of the standard practices and safe usage, materials, tools, and equipment utilized in the area of assigned work.

Working knowledge of standard hand and power tools and the operation of light equipment and materials used in work assignments.

Working knowledge of the occupational hazards and applicable safety precautions associated with assigned work.

Some knowledge of basic horticultural, electrical, carpentry, plumbing, HVAC and custodial practices.

Ability to establish and maintain effective working relationships with supervisors, coworkers and the public when required and to work effectively as a team member.

Ability to understand and carry out oral and written instructions.

Physical Requirements

Must be able to perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, feeling, talking, hearing and repetitive motions.

Must be able to perform medium heavy work exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.

Must possess the visual acuity to operate vehicles and light equipment such as riding mowers, use measurement devices, visually inspect small parts and defects, and to determine the accuracy, neatness and thoroughness of work performed.

Desirable Education and Experience

Graduation from high school and some experience in custodial and maintenance work or an equivalent combination of education and experience.

Special Requirements

Possession of a valid North Carolina driver's license is required for some positions.

Bertie County
2007

Special Note: This generic class description gives an overview of the job class, its essential job functions, and recommended job requirements. However, for each individual position assigned to this class, there is available a complete job questionnaire with a physical abilities checklist which can give further details about that one specific position. Those documents should be reviewed before initiating a selection process.



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: December 18, 2017

AGENDA ITEM: D-2

DEPARTMENT: Governing Body

SUBJECT: Review and consideration of Town of Lewiston-Woodville's request for inspection services in its ETJ

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Discussion requested.

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

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY:

November 6, 2017 – Town of Lewiston signed and submitted official Resolution Requesting the Bertie County Board of Commissioners to direct the Bertie County Building Inspector to enforce State building code and exercise powers within the territorial jurisdiction of the Town of Lewiston-Woodville.

October 2, 2017 – Board initially heard of request and received legal advice from County Attorney, Lloyd Smith; request could be granted per Town of Lewiston-Woodville's specific buildings on an as needed basis, and the Board would need to receive a signed Resolution allowing the Building Inspector to perform such inspections within town limits

September 1-5, 2017 – Legal advice received via email from Assistant County Attorney, Jonathan Huddleston; recommendation was made for this item to be on upcoming Board of Commissioners meeting agenda

August 30, 2017 – Initial request received by Town of Lewiston-Woodville for County Building Inspector to enforce State building code within Lewiston-Woodville town limits.

Bertie County/Town Interlocal Agreements

Building Permits/Inspections	Flood Damage Prevention Ordinance	Junkyard & Abandoned Motor Vehicles Ordinance	Solid Waste Management Ordinance
Aulander Colerain Powellsville Windsor	Aulander Colerain Roxobel Windsor	Kelford	Kelford

Scott Sauer

From: Jonathan E. Huddleston <jhuddleston@pb-attorneys.com>
Sent: Tuesday, September 5, 2017 3:13 PM
To: Traci White
Cc: Scott Sauer; Chris Surgeon
Subject: RE: Town of Lewiston Request to Enforce Town Housing Code

Traci,
Sure, we can meet. First, let me look more closely at our ordinance #1985-1 and at our e-mail exchange when GT inspected houses in Aulander at the town's request, and then I'll give you a call to meet.

Jonathan E. Huddleston
Attorney At Law
Pritchett & Burch, PLLC
101 Lawyers Lane
Post Office Drawer 100
Windsor, North Carolina 27983
Tel. 252.794.3161 ext 223
Fax 252.794.2392
www.windsorlaw.com

From: Traci White [mailto:traci.white@bertie.nc.gov]
Sent: Tuesday, September 05, 2017 2:59 PM
To: Jonathan E. Huddleston
Cc: Scott Sauer; Chris Surgeon
Subject: RE: Town of Lewiston Request to Enforce Town Housing Code

Jonathan,

If the county has an agreement with Aulander to enforce the town minimum housing code, could you send me a copy, because I can't find it? I don't recall ever seeing an agreement for the Town of Lewiston, either, unless it is to enforce the state building code which should have been done with each town.

As I read Bertie County Ordinance #1985-1, Article III, 3-1, I see where any town can request the county building inspector to enforce the NC Building Code, but I do not see anything about minimum house code. If the town requests the Board of Commissioners enter into an agreement to enforce the minimum housing code, which is NOT the same thing as NC Building Code, the commissioners will be taking on a tremendous amount of enforcement responsibility for the town. There is a condemnation process that we have used with the town of Aulander whereby the town enforces its ordinance, using their attorney and the County Building Inspector, but the county had to receive a request for each individual property from the town.

Maybe I'm confused about something here. The Mayor for the town of Lewiston has called and they are in a hurry to get something done. Can you call me or meet with me this week about this issue? I need to know who needs to do what next.

Thanks.

Traci

From: Jonathan E. Huddleston [mailto:jhuddleston@pb-attorneys.com]
Sent: Friday, September 01, 2017 9:53 AM

To: Traci White
Cc: Scott Sauer; Chris Surgeon
Subject: RE: Town of Lewiston Request to Enforce Town Housing Code

Traci,
I looked at this question a couple of years ago as it relates to Aulander and its housing code. The County has an interlocal agreement with Aulander saying that the County Building Inspector will enforce state building code and minimum housing code in Aulander. Bertie County Ordinance #1985-1 allows any town to request the County to direct its building inspector to enforce state and local code inside the Town's area of jurisdiction. Aulander passed a resolution in 1985 asking the County for that assistance. I do not know if Lewiston has formally made that same request.

The way it has worked with Aulander is that several years back G.T. gave notices of code violations to several landowners in the Town limits, the landowners did not comply, G.T. turned his file over to the Town's attorney who filed a case in court against a landowner on behalf of the Town to enforce the code. The Town, not the County, paid for the attorney's services. Several years went by, then in 2015 the town asked me to pick up on several cases where their old attorney left off. We brought it to the Board of County Commissioners, they discussed it and agreed that G.T. would inspect the houses that the Town alleged were not in compliance, and then I would draw up all needed paperwork on behalf of the Town, including any orders that G.T. needed to sign. The County Commissioners were fine with this procedure as long as the County did not incur any legal fees or court costs. It has worked fine so far.

Jonathan E. Huddleston
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www.windsorlaw.com

From: Traci White [<mailto:traci.white@bertie.nc.gov>]
Sent: Wednesday, August 30, 2017 4:23 PM
To: Jonathan E. Huddleston
Cc: Scott Sauer; Chris Surgeon
Subject: Town of Lewiston Request to Enforce Town Housing Code

Jonathan,

The Town of Lewiston is requesting the building inspector enforce the town's minimum housing code (attached). Dianne Harrington, the town clerk, said she thought the county building inspector is supposed to enforce it. The minimum housing code is a locally adopted ordinance, like zoning, and the county does not enforce it. I told Mrs. Harrington I would run it by legal to be sure. Do you agree that the county is not responsible for enforcement of this ordinance?

Traci

RESOLUTION REQUESTING THE BERTIE COUNTY BOARD OF COMMISSIONERS TO DIRECT THE BERTIE COUNTY BUILDING INSPECTOR TO ENFORCE STATE BUILDING CODE AND EXERCISE POWERS WITHIN THE TERRITORIAL JURISDICTION OF THE TOWN OF LEWISTON WOODVILLE

Whereas, the Mayor and Town Council of the Town of Lewiston Woodville have discussed the duties imposed on this Town by Article 9 of Chapter 143 and by Part 5 of Article 19 of Chapter 160A of the General Statutes of North Carolina with respect to the enforcement within this municipality of the North Carolina State Building Code and rules and regulations pertaining thereto as issued and published by the North Carolina Code Officials Qualifications Board and the North Carolina Department of Insurance, and the desirability of having the State Building Code enforced within this municipality by the Bertie County Building Inspector in lieu of having this small Town create its own inspection department and employ its own building inspector; and

Whereas, this resolution was introduced by James Pugh, who moved its adoption;

NOW, THEREFORE, the Lewiston Woodville Town Council resolves as follows:

Section 1. This resolution is adopted pursuant to the authority granted by the General Statutes of North Carolina: Chapter 143, Article 9; Chapter 153A, Article 18, Part 4; and Chapter 160A, Article 19, Part 5.

Section 2. The Lewiston Woodville Town Council hereby requests the Board of Commissioners of Bertie County to direct the Bertie County Building Inspector to enforce the North Carolina State Building Code within all of this municipality's territorial jurisdiction and to exercise within all of the Town's territorial jurisdiction all of the powers granted to such Bertie County Building Inspector by the General Statutes of

North Carolina, by the North Carolina State Building Code, and by Bertie County Ordinance #1985-1. If a violation is found, the Town will be solely responsible for any costs of enforcement, including but not limited to attorney's fees, filing fees, service fees, recording fees, publication costs or certified mailing costs.

Section 3. The Mayor and Clerk to this Council shall certify and deliver to the Bertie County Manager on or before the 15th day of June 1985, three copies of this resolution.

The motion to adopt the resolution was seconded by Chris Cordon. The vote on the adoption of the resolution was: Those voting "AYE" were: 5. Those voting "Nay" were: 0.

Adopted this the 6th day of November, 2017, by the Council at its regular meeting.

Attest:

TOWN OF LEWISTON WOODVILLE

Diane Houston
Clerk of the Board

By: Dave Vaughan (SEAL)
Mayor

STATE OF NORTH CAROLINA

COUNTY OF BERTIE

The foregoing request was accepted by the Bertie County Board of Commissioners by resolution duly adopted by said Board at its regular meeting on the ____ day of _____, 2017.

Witness our hands and seals.

Attest:

BERTIE COUNTY

Sarah Tinkham, Clerk to the Board

By: _____(SEAL)
John Trent, Chairman of the Board

/jeh/17Town/Lewiston Woodville/Resolution requesting county building inspector to enforce state building code in Lewiston
17-MS-344



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: December 18, 2017

AGENDA ITEM: D-3

DEPARTMENT: Governing Body

SUBJECT: Albemarle Regional Health Services proposed long range appropriation plan beginning FY 2018-2019, as outlined on the attached report

COUNTY MANAGER RECOMMENDATION OR COMMENTS: FYI – for budget planning only. Please note that Bertie County appropriations for public health have been stable since joining the ARHS. By comparison, Martin County’s public health appropriations have increased substantially under its regional configuration with Tyrell, Washington, and Martin Counties. Please see the four-year history for Martin County:

MARTIN COUNTY – HISTORY OF PUBLIC HEALTH FUNDING	
FY 2017-2018	\$380,545
FY 2016-2017	\$466,406
FY 2015-2016	\$368,471
FY 2014-2015	\$254,818

SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S): FYI – for budget planning only

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---

Bertie County

Proceeds from the sale of Albemarle Home Care and Hospice in December 2015 are currently being utilized to finance essential services provided by Albemarle Regional Health Services at proposed spending of approximately \$300,000 per year. This amount represents a ten year average of excess revenue Albemarle Home Care contributed to the General Fund Balance prior to its sale. In the current environment, these funds are projected to be depleted in approximately 15 years. Albemarle Regional Health Services would like to propose a plan to increase annual individual County appropriations by 2.5% each year over a 15 year period. If adopted, the proposed increase in appropriations will offset the current depletion of this limited fund incrementally. The resulting outcome will be to ease the individual county's position toward anticipated funding participation needs in year 15.

Fiscal Year	Plan year	Appropriations
FY18	Current	96,000
FY19	Year 1	98,400
FY20	Year 2	100,860
FY21	Year 3	103,382
FY22	Year 4	105,966
FY23	Year 5	108,615
FY24	Year 6	111,331
FY25	Year 7	114,114
FY26	Year 8	116,967
FY27	Year 9	119,891
FY28	Year 10	122,888
FY29	Year 11	125,960
FY30	Year 12	129,109
FY31	Year 13	132,337
FY32	Year 14	135,645
FY33	Year 15	139,037
15 year difference		43,037
% 15 year increase		45%



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: December 18, 2017

AGENDA ITEM: D-4

DEPARTMENT: Governing Body

SUBJECT: Calendar Reminders/Event Updates

- a. January 8, 2018 – 2:00 PM – launch of Bertie County Poverty Commission
- b. January 8, 2018 - 4:00 PM – Regular Board meeting
- c. Review of January 2018 meeting dates and discussion of Planning Session

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Discussion requested.

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

ATTACHMENTS: No

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---